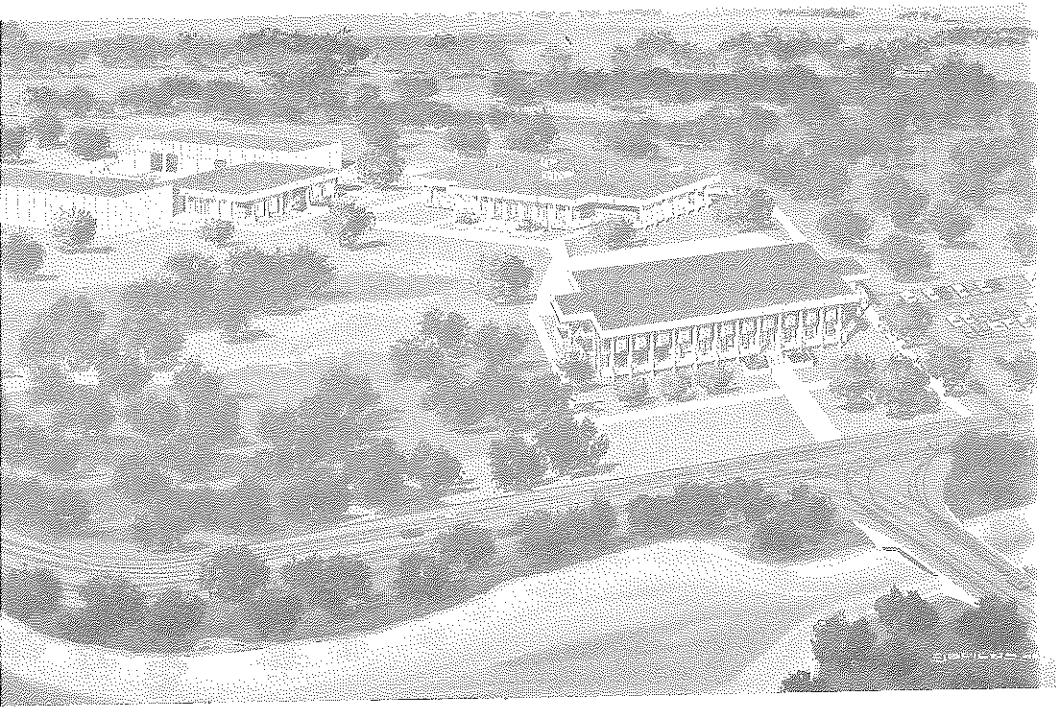
OTHERMAL
OMMUNITY
COLLEGE

1967 – 1968

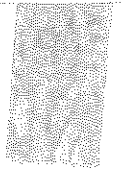


NSTRUCTION

OMMUNITY SERVICE

SPINDALE, N. C.

General Catalog



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CLOSE MARGIN

WINTER QUARTER, 1968

Jan. 2, Tues.	Freshman and Transfer Orientation.
Jan. 3, Wed.	Registration.
Jan. 4, Thurs.	Classes begin.
Jan. 11, Thurs.	Last day to change schedule.
Jan. 18, Thurs.	Last day to withdraw without penalty.
Mar. 13, Wed.	Last day of classes.
Mar. 14, 15, 18, Thurs., Fri., Mon.	Examinations.
Mar. 19, Tues.	Spring Holidays begin.

SPRING QUARTER, 1968

Mar. 25, Mon.	Freshman and Transfer Orientation.
Mar. 26, Tues.	Registration.
Mar. 27, Wed.	Classes begin.
Apr. 3, Wed.	Last day to change schedule.
Apr. 10, Wed.	Last day to withdraw without penalty.
Apr. 12, Fri.	Easter Holiday.
June 5, Wed.	Last day of classes.
June 6, 7, 10, Thurs., Fri., Mon.	Examinations.
June 11, Tues.	Summer Holidays begin.

SUMMER TERMS, 1968

FIRST SESSION

June 13, Thurs.	Freshman and Transfer Orientation.
June 14, Fri.	Registration.
June 17, Mon.	Classes begin.
June 20, Thurs.	Last day for registration

(continued)

ıly 4, Thurs.	Independence Day Holiday.
ıly 19, Fri.	Last day of classes.
ıly 22, 23, Mon., Tues.	Examinations.

ECOND SESSION

ıly 24, Wed.	Registration.
ıly 25, Thurs.	Classes begin.
ıly 31, Wed.	Last day for registration.
ıg. 28, Wed.	Last day of classes.
ıg. 29, 30, Thurs., Fri.	Examinations.

ISOTHERMAL COMMUNITY COLLEGE
BOARD OF TRUSTEES

H. Paul Bridges.....Cliffside

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J. J. Tarlton, Chairman.....Rutherfordton

A. Clyde Tomblin.....Spindale

Frank H. West.....Caroleen

ADMINISTRATION

President.....Fred J. Eason, B.A., M.A.

Dean of the College.....William C. Helton, B.S., M.S., Ed.D.

Dean of Student Affairs.....Robert L. Smithers, B.S., M.S.

Director of Adult Education.....Richard T. Brinkley, B.S., M.A.

Director of Technical-Vocational Division .....Garland E. Denning, B.S.

Director of Evening Programs.....Elliott M. Shearon, B.S., M.A.

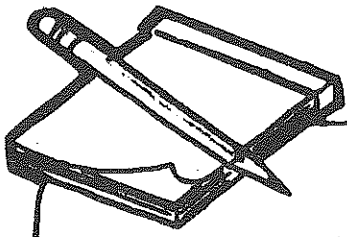
Business Manager.....Ralph E. Porter, M.S., M.A.T.

Registrar.....Wilbur Wright, B.S., M.S.

Bookkeeper.....Mrs. Mildred Scoggins

SECRETARIAL STAFF

Mrs. Dianne Bailey
Mrs. Nancy H. Collins
Mrs. Frances Logan
Mrs. Doris U. Lowery
Mrs. Janice Watson



A MESSAGE FROM THE PRESIDENT

We believe that every citizen should have the opportunity to study and work in whatever field best suits his individual abilities and desires.

We believe that no interested and capable student should be denied the privilege of attending a college or vocational school of the highest quality.

We believe that knowledge and skill are essential to a happy productive life for our people and for the welfare of our nation.

We believe that since no one's education is ever complete, continuing education can be beneficial to any community.

Because of our belief in these principles, and in the philosophy of the Community College, we are extending every effort to bring to the people of this area the best possible education and training at a price they can afford to pay.

Fred J. Eason

President

GENERAL INFORMATION

HISTORY OF THE COLLEGE

Isothermal Community College was authorized by the 1963 General Assembly under Chapter 115A, General Statutes of North Carolina. The new college will be located in the Oakland Community on a 107 acre tract, and the new campus if expected to be ready for use in the fall of 1967.

Permanent buildings are being constructed on the beautiful wooded site one mile south of Spindale, and two miles north of Forest City, near the center of the two counties, Rutherford and Polk. The New Highway 74 (a modern four-lane highway) will pass near the front entrance to the college campus.

The institution is planned as a commuter's college with classes taught both day and night. Four basic curricula include: college parallel, technical, vocational and adult education courses. Courses in adult education are initiated on the basis of adult interest and demand. College parallel, technical and vocational courses are planned along the lines of other college programs throughout the state. Qualified instructors are selected to fill each position on the teaching staff, in each curriculum.

PURPOSE

Isothermal Community College is a comprehensive two-year institution. The purpose of the comprehensive college is to provide for all citizens beyond the normal high school age appropriate, economical, and convenient learning opportunities. The various programs include two-year college parallel and technical programs, one year vocational programs, a variety of educational programs for adults and guidance services for in-school and out-of-school citizens. Isothermal Community College offers help for the student in developing the understandings, dispositions, and habits required for living effectively. The college also seeks to prepare students for successful entry into senior colleges and universities as juniors or for immediate entry into an occupation.

OBJECTIVES OF THE COLLEGE

The Isothermal Community College objectives are:

1. To provide two years of transferable college credit courses for students desiring to transfer to four-year colleges.

2. To provide two years of technical education appropriate to the needs of the individual and the community.

3. To provide vocational education for persons desiring to prepare for a trade or upgrade themselves in their present jobs.

4. To provide an adult program based on community needs and interests with special emphasis on the following areas:

   a. Basic education courses for grades 1-8.
   b. High school equivalency certificate.
   c. Cultural and community service programs.

5. To provide a program of guidance and instructio which will help all students become effective members of a democratic society.

DEGREES AND DIPLOMAS OFFERED

Isothermal Community College offers the following degree upon satisfactory completion of a prescribed program:

1. Associate in Arts
   a. Liberal Arts
   b. Pre-Professional

2. Associate in Applied Science
   a. Electronics Technology
   b. Business Administration
   c. Executive Secretary

3. Diploma Program
   a. Automotive Mechanics
   b. Electrical Installation and Maintenance
   c. Mechanical Drafting
   d. Welding
   e. Masonry
   f. Auto Body Repair

DEADLINE FOR SUBMITTING APPLICATIONS

Completed applications and all supporting data listed above should be received not later than four weeks prior to the beginning of the term for which the student plans to register. Any student who does not meet these admission requirements may be granted a conditional admission; however, if the admission requirements are not met within two weeks after the time of registration, a student will be withdrawn from the program.

TRANSCRIPTS OF RECORDS

Upon request of the students, a record of academic credit earned at the Isothermal Community College will be sent to any college or university or prospective employer.

Each student is entitled to one official transcript of his work, provided all accounts with the college have been settled satisfactorily. A student requesting an additional transcript should enclose one dollar for this service.

TRANSFER OF STUDENTS

Isothermal Community College will accept any transfer student who has maintained a satisfactory conduct standing in his previous institution. In general, approval to transfer resident credits and correspondence credits and their respective quality points will be granted for courses similar in content objective and quality to those included in the North Carolina Community College System instructional programs, providing such courses have been taken at accred-

ited educational institutions and providing the courses carried a grade of "C" or better. "D's" and "F's" will not be accepted or placed on the permanent records of this institution.

All applicable supporting documents for admission are required to be submitted along with the application for admission at least four weeks prior to registration. The following documents must be submitted for all transfer students:

1. A completed application for admission form.
2. A transcript of all previous academic work in colleges and/or institutions attended.
3. A report of a physical examination completed by a physician.
4. Placement testing is required for applicants who are transferring less than 15 quarter hours of acceptable credits.

In the case of extenuating circumstances a conditional admission status may be granted giving the student two weeks from the date of registration to meet these requirements; however, if these conditional requirements are not met by the end of the two week grace period, the student will be withdrawn from the curriculum program.

Students on discipline suspension from another institution are ineligible for enrollment for credit courses for at least one full term. If, after one session, the student still wishes to be considered for admission, he may submit the necessary application and transcript to the proper college authorities. If admitted, the student will be entered on strict probation for one term, and his eligibility to remain will be subject to review.

ACCREDITATION

"Isothermal Community College has established contact with the Southern Association of Colleges and Schools and has declared its intention to work closely with the Association in pursuit of accreditation and membership at the earliest possible date."

OFFICE OF THE DEAN OF STUDENTS

Student out-of-class life, services, and activities are coordinated through and by this office.

The Dean of Students and associated professional staff members are available to provide professional assistance to individual students and groups on all matters affecting student well-being. Specifically, these offices are organized to assist students and student groups in achieving the optimum opportunity for intellectual, social, cultural, physical, and moral development as citizens of the college community.

The staff members of these offices are ready at all times to counsel students and student representatives on college policies and procedures. Specifically, students are encouraged to seek information and guidance on academic, personal, and social matters.

HOUSING

Since Isothermal Community College does not have dormitory facilities, students wishing to live away from home must arrange for their own living accommodations. The Dean of Students' office will assist students in locating available off-campus housing. However, the College does not assume responsibility for approving or supervising student housing.

LIBRARY

The Library is planned to provide students and faculty, both day and evening divisions, with the materials needed to support and enrich the instructional program of the college.

New books are being added continually. The open-shelf system is used; students are encouraged to browse and use the reading room as a quiet place to study. A library handbook designed to explain our filing system for books and materials, and a floor plan for the library is furnished each new student at the time of registration.

STUDENT GOVERNMENT ASSOCIATION

The purpose and functions of the S.G.A. are to organize, supervise, and administer college-wide student activities and represent students to the Administration and the general public.

The Senate, or general governing body, is composed of representatives and officers from the College Parallel, Technical, and Vocational divisions.

STUDENT ACTIVITY FEE

A student Activity Fee will be charged each full-time (9 hours or more) student. The proceeds of this fee will remain in the college and will be budgeted cooperatively by students and faculty for in support of non-curricular educational activities. These activities shall include such functions as publications, speakers, artists, debate, drama, and the operation of the Student Government Association.

Part-time students may purchase a Student Activity Card. Otherwise they may be charged admission to certain functions.

STUDENT ORGANIZATION AND ACTIVITIES

Other student organizations and activities such as Student Newspaper and Student Center Committee will be organized as indicated by student needs and interest, subject to approval by the S.G.A. and the College Administration.

DRESS

One of the purposes of college experience is to afford the student the opportunity to practice effective personal grooming. Appropriate dress is encouraged and required. While the college aims to honor the individuality of each student, it reserves the prerogative to announce and implement regulations concerning dress.

TRAFFIC REGULATIONS

The maximum speed permitted on the campus shall not exceed posted maximum speeds and cars must be parked in the specified areas. Parking regulations will be issued at the time of registration.

ACADEMIC HONORS

THE DEAN'S LIST WITH HIGHEST HONORS

The Dean's List is designed to recognize all students whose academic performance is outstanding.

In order to qualify for the Dean's List with highest honors, a student must carry at least twelve (12) quarter hours of credit work during the quarter and maintain a 4.0 quality point average for the quarter.

THE DEAN'S LIST

In order to qualify for the Dean's List, a student must carry at least twelve (12) quarter hours of credit work during the quarter and maintain a 3.0 quality point average for the quarter.

GRADUATION WITH HONORS

Students who complete a degree or diploma program with a quality point ratio of 3.6 or better will be graduated with HIGH HONORS. The student who earns a quality point ratio of 3.00 to 3.50 will be graduated with HONORS.

GRADE REPORTS

A written mid-term report of the progress of a student in each of his courses will be provided to him before the end of the sixth week. Grade reports are furnished to the student at the end of each quarter.

BOOK STORE

The College operates a book store where the student may purchase needed books and supplies, with profits being used for College projects and services. The hours of operation will be determined each quarter and posted.

Used books will be purchased by the book store if they continue to be approved for use as a text. Used prices will be determined by the condition of the book. In no case will the repurchase price be more than 60% of the original price.

GRADING SYSTEM

Isothermal Community College is on a quarter system. Normally, one unit of credit is equal to one class hour meeting time per week. Where the laboratory is required, one credit hour will equal at least two hours of laboratory time.

The grading system is as follows:

Grade	Significance	Quality Points
A	Excellent	4 per quarter hour
B	Good	3 per quarter hour
C	Fair	2 per quarter hour
D	Passed	1 per quarter hour
F	Failed	0
WP	Withdrawal Passing	-
WF	Withdrawal Failing	-
I	Incomplete	0

A grade of "I" is assigned when the course work is incomplete. This grade can be removed if the course work is completed satisfactorily before the end of the following quarter.

GRADUATION REQUIREMENTS

Requirements for the degree or diploma will vary according to curriculum. The student should refer to the required courses in the catalogue which applies to his program so that he can ascertain the course requirements for graduation. All students must have a grade point average of 2.0 (C average) to be eligible for graduation.

STUDENT CLASSIFICATION

Freshman--A student who has earned fewer than 45 quarter hours of credit.

Sophomore-A student who has 45 hours or more quarter hours of credit.

Part-time-A student who is enrolled for less than 9 quarter hours.

STUDENT LOAD

Fourteen to Nineteen (14-19) hours will constitute the normal load a regular student is expected to carry each quarter. Any deviation from this load must be approved by the Faculty Advisor.

SCHEDULE CHANGES

All changes in schedule involving entrance into classes shall be adjusted during the first week of classes and shall be approved by the Faculty Advisor, and must always be done through the office of the Registrar.

COURSES DROPPED

Courses may be dropped only through arrangements made in the registrar's office. Courses dropped during the first two weeks of the quarter will not appear on the student's record. Courses dropped after the first two weeks will be marked 'W.P.' (Withdrew Passing) or 'W.F.' (Withdrew Failing). A 'W.F.' carries the same stigma as an "F".

CLASS ATTENDANCE

Regular and punctual attendance in classes and laboratories is required. No cuts are sanctioned. Regular attendance contributes greatly to academic success, and unnecessary absences are detrimental to a student's work.

The following rules govern absences:

Excused absences may be given by the instructor for the following reasons:

A. Personal illness
B. College activities
C. Death or serious illness in the family
D. Other reasons, such as court summons, military duty, etc., are left to the discretion of the Dean.

These should be cleared, when possible, with the instructor before the meeting of the class to be missed.

WITHDRAWAL FROM COLLEGE

To withdraw from college or from a course, the student will use the following procedure:

1. The student will obtain a withdrawal form from the Director of Student Personnel Services.

2. The student will complete the form according to outlined procedure and secure all signatures.

3. A student may withdraw during the first two weeks of the quarter without scholastic penalty. This procedure, if followed, will entitle the student to have his permanent record show the notation "withdrawn". This notation indicates good standing and the privilege of readmission.

4. Any student who withdraws after the first two weeks of the quarter will receive a grade of "WP" or "WF" A student who withdraws unofficially from college without following the proper withdrawal procedure will receive the grade of "F".

REFUND POLICY

A. "Tuition refund for students shall not be made unless the student is, in the judgment of the institution, compelled to withdraw 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 after that time. Tuition refunds will not be considered for $5.00 or less, except if a course or curriculum fails to materialize, then the entire tuition will be refunded."

B. "In order to comply with federal regulations in institutions not regionally accredited, the State Board authorized modification of the tuition refund policy so that veterans or war orphans receiving benefits under U.S. Code, Title 38, Chapter 33 and 35, can be refunded the pro rata portion of the tuition fee not used up at the time of withdrawal of such students."

FINANCIAL ASSISTANCE FOR STUDENTS

Scholarships-Several scholarships are available to the students of Isothermal Community College. These scholarships are from $50 to $200 and are administered through the Dean of Students Office. Inquiries and applications for these scholarships should be made to the Dean of Students office. All full time curriculum students at Isothermal Community College are eligible.

Applications are accepted from high school seniors who have completed three and one-half years high school work and who plan to enter Isothermal Community College at the beginning of subsequent summer or fall quarters.

High School achievement is the primary basis for selecting scholarship winners; however, factors such as need, character and leadership are the basis for some scholarships.

Loans-The college has a number of loan funds such as the National Defense Student Loan and the College Foundation, Inc., which are administered by the Dean of Students.

Students borrowing from these loan funds must make arrangements to begin making payments on these accounts immediately upon withdrawal or graduation from Isothermal Community College in order that other worthy students may have the benefit of the funds. A student may pay his note account at any time before maturity.

The loan funds express the spirit of helpfulness that prevades the supporters of Isothermal Community College. Some of these funds are living memorials to those individuals and organizations assisting worthy students to pursue their courses in North Carolina and at Isothermal Community College.

All curriculum students carrying at least 9 hours of course work are eligible for participation in the loan programs administered by the Dean of Students office.

Self-Helps-Part-time jobs are available for students wishing to earn a part of their expenses. These part-time jobs both on and off campus are assigned by the Dean of Students. Students who feel a definite need to pay a part of their education cost by working part-time should apply to the Dean of Students.

G. I. Bill-Students in technical and vocational programs will not be classified as full-time students for benefits under the G. I. Bill unless technical students are enrolled for twenty-five clock hours per week and vocational students for thirty clock hours per week. Students may enroll on request in the learning laboratory, or study hall for enough hours to make up the twenty-five or thirty hours per week if the full-time curriculum does not call for this many hours for which credit is given in class, shop, or laboratory work. The student so enrolled will be expected to follow strictly the schedule set up for him.

COURSE NUMBERING

Courses in Isothermal Community College catalogues are numbered in accordance with the North Carolina Department of Community College System.

1. All college preparatory courses are indicated by a prefix, and numbers range from 0-99.

2. (a) All Freshmen academic courses are indicated by a two-letter prefix and numbers ranging between 100-199.
   (b) All sophomore academic courses are indicated by a two-letter prefix and numbers ranging between 200-299.
3. (a) All freshmen technical courses are indicated by a prefix, numbered between 100-199 and preceded by the letter "T".
   (b) All sophomore technical courses are indicated by a prefix, numbered between 200-300, and preceded by the letter "T".
4. All vocational courses are indicated by a prefix and numbered between 1000-2000.
5. All adult education courses beyond the high school are indicated by a prefix and numbered 2000-3000.
6. All high school courses are numbered according to the North Carolina Public School course number system.

CONTACT HOURS

The contact hours shown in the catalog are minimal. It is a policy of this institution to permit students to enroll in additional subjects and laboratory work beyond those shown in the catalog in order to broaden their training.

When in any quarter the total weekly contact hours listed are fewer than twenty-five hours in a technical curriculum and fewer than thirty hours in a vocational trade curriculum, a student may enroll on request and with the approval of the institution for additional instructional hours to make up twenty-five hours per week in a technical curriculum or sufficient hours of attendance to make up thirty hours per week in a vocational trade curriculum.

EMPLOYMENT SERVICE

The college will assist students in securing part-time employment during their enrollment at Isothermal Community College and full-time employment upon graduation. Application should be made in person at the office of the Dean of Student Personnel Services.

HEALTH SERVICES

Arrangements for emergency health services are provided by the college.

ACCIDENT INSURANCE

The college assumes no responsibility for injuries or losses sustained on or off the campus by any student. For the protection of students, accident insurance is available to individuals on a voluntary basis. All students are encouraged to purchase this protection during registration. Field and other planned official college trips will be approved only when assurance is given to the Dean of Student Personnel Services that each student is covered by accident insurance.

STUDENT ORIENTATION

All freshmen and transfer students are required to attend the orientation program sponsored by the Office of the Dean of Student Personnel Services.

COLLEGE PARALLEL

DIVISION OF COLLEGE PARALLEL STUDIES

The College Parallel Division has several missions. First, it makes available in pre-planned programs of study, the first two years of college for students who intend to transfer to a senior college or university to complete a baccalaureate degree. These are called transfer programs. Second, it provides individual college courses for our out-of-school citizens who desire, for a variety of reasons, to continue their education. Finally, it provides the opportunity to study in the arts and sciences for those whose desire for such an education is satisfied by two years of less of work. The degree Associate in Arts is awarded to those who complete all requirements for that degree.

COLLEGE TRANSFER PROGRAMS

The student who plans to transfer to a senior college or university from Isothermal Community College is advised to give careful attention to several important considerations.

1. The transferability of courses taken at Isothermal is determined solely by the institution to which the student transfers. Courses numbered 100 through 299 are generally accepted by senior institutions. Courses numbered below 100 are developmental studies and carry no college transfer credit.

2. The transferring student is responsible for meeting the entrance requirements of the senior institution at the time of transfer. A student may earn more than 90 quarter hours of academic credit, but the total number of hours accepted for transfer is determined by the senior institution to which the student transfers.

3. The institution to which an official transcript of credits is sent may recompute the quality point ratio and/or the credits of the student in accordance with its own grading system and calendar.

The student at Isothermal Community College will have little difficulty in completing his transfer satisfactorily if he follows these recommended steps:

1. Decide early which senior college to attend.
2. Obtain a current copy of the catalog of that college and study its entrance requirements and its suggested freshman and sophomore level courses in the student's major field.
3. Obtain an Isothermal Community College curriculum guide sheet in the student's major field.
4. Confer with his faculty adviser at Isothermal Community College about his transfer plans.
5. Confer with and admissions officer at the senior institution for any further information.
6. Check carefully at least a quarter before transfer to be sure that all necessary requirements are being met and all necessary steps are taken.

ADMISSIONS REQUIREMENTS FOR COLLEGE PARALLEL

The applicant must be a graduate of an accredited secondary high school or he must have been awarded a high school equivalency certificate.

To be considered to the admission of the College Parallel Program, the applicant must: 1. File a completed application for admission form no later than four weeks prior to the beginning of the term in which the applicant plans to register. 2. Furnish a report of physical examination completed by a physician. 3. Complete Placement Test as scheduled. 4. Have an official high school record or college transcript forwarded directly to the Isothermal Community College Admissions Office. A final copy of any (work and progress) record must be provided immediately after completion of the work.

GRADUATION REQUIREMENTS FOR ASSOCIATE OF ARTS DEGREE IN THE COLLEGE PARALLEL DIVISION

The North Carolina Community College Advisory Council has recommended a core of academic areas to be included in the curricula of all transfer students. The student is eligible for the Associate Degree when he has completed the required number of quarter hours for graduation and the minimum in each area listed below:

Communications English Composition 101, 102, 103 (required of all students)	9 quarter hours
Humanities This requirement is met by English 201, 202, 203 or the following courses: Philosophy 101 Art 201 Music 251	18 quarter hours
Social Science History 101, 102, 103	9 quarter hours
Mathematics	9 quarter hours
Natural Sciences Geology 101, 102, 103, or Biology 101, 102, 103, or Chemistry 101, 102, 103, or Physics 201, 202, 203	12 quarter hours
Physical Education	6 quarter hours

TUITION AND FEES

Since the school receives financial support from local, state, and federal sources, tuition is kept at a minimum. Tuition charges are set by the State Board of Education and are subject to change without notice. The tuition schedule is explained as follows:

College Transfer Programs

Tuition	
15 quarter hours or more	$42.00 per quarter
less than 15 quarter hours	$ 3.00 per quarter hour
Activity fee	$ 5.00 per student (only if 9 or more hours are carried)

Note to Out-of-State Students: Beginning with the Summer Quarter, 1967, there will be no extra tuition charge to any out-of-state students. Isothermal Community College is receiving funds under the Appalachian Programs and is considered to be a Regional Institution. Therefore, an out-of-state student from South Carolina will pay the same tuition as an in-state student from North Carolina.

DESCRIPTION OF THE PROGRAMS

In the first two years of college, students secure a general education in areas of humanities, social studies, science, and mathematics; in addition, they begin specialized work in their own particular fields of interest. It is the aim of Isothermal Community College to provide quality instruction in these areas for transfer credit to senior institutions.

Isothermal Community College promotes a series of counselor-student conferences to help the student plan his program for transfer to the college or university of his choice.

GENERAL CURRICULUM

This program is designed to meet the general educational requirements of the college as well as provide sufficient electives to explore various fields of interest. All such courses are transferable to senior institutions if a grade of "C" or better was earned, and if the student has a "C" average on all work taken.

FIRST YEAR

Fall Quarter		Winter Quarter		Spring Quarter	
Course	Hours	Course	Hours	Course	Hours
English 101	3	English 102	3	English 103	3
History 101	3	History 102	3	History 103	3
Math 101	3	Math 102	3	Math 103	3
Biology 101 (or)		Biology 102 (or)		Biology 103 (or)	
Chemistry 101	4	Chemistry 102	4	Chemistry 103	4
P.Ed. 101	1	P.Ed. 102	1	P.Ed. 103	1
Pol. Sci. 101	3	Pol. Sci. 102	3	Pol. Sci. 103	3
Total Hours	17	Total Hours	17	Total Hours	17

SECOND YEAR

Fall Quarter		Winter Quarter		Spring Quarter	
Course	Hours	Course	Hours	Course	Hours
English 201	3	English 202	3	English 203	3
Sociology 201	3	Sociology 202	3	Sociology 203	3
Am. Hist. 251	3	Am. Hist. 252	3	Am. Hist. 253	3
P.Ed. 201	1	P.Ed. 202	1	P.Ed. 203	1
Geology 101	4	Geology 102	4	Geology 103	4
Elective	3	Elective	3	Elective	3
Total Hours	17	Total Hours	17	Total Hours	17

SUGGESTED ELECTIVES: Economics, Geography, Speech, Mathematics, Health, Foreign Language.

LIBERAL ARTS

The liberal arts program is designed to serve a variety of needs. The person who intends to pursue a baccalaureate major in such areas as chemistry, physics, mathematics, sociology, history, music, philosophy, or psychology may complete his first two years of work at Isothermal Community College.

College Parallel Curriculums (Continued)

FIRST YEAR

Fall Quarter		Winter Quarter		Spring Quarter	
Course	Hours	Course	Hours	Course	Hours
English 101	3	English 102	3	English 103	3
History 101	3	History 102	3	History 103	3
Biology 101 (or)		Biology 102 (or)		Biology 103 (or)	
Chemistry 101	4	Chemistry 102	4	Chemistry 103	4
Math 101	3	Math 102	3	Math 103	3
Foreign Language	3	Foreign Language	3	Foreign Language	3
P.Ed. 101	1	P.Ed. 102	1	P.Ed. 103	1
Total Hours	17	Total Hours	17	Total Hours	17

SECOND YEAR

Fall Quarter		Winter Quarter		Spring Quarter	
Course	Hours	Course	Hours	Course	Hours
English 201	3	English 202	3	English 203	3
Am. Hist. 251	3	Am. Hist. 252	3	Am. Hist. 253	3
Foreign Language	3	Foreign Language	3	Foreign Language	3
P.Ed. 201	1	P.Ed. 202	1	P.Ed. 203	1
Geology 101	4	Geology 102	4	Geology 103	4
Elective	3	Elective	3	Elective	3
Total Hours	17	Total Hours	17	Total Hours	17

SUGGESTED ELECTIVES: Speech, Psychology, Music, Art, Mathematics, Health.

Business Administration

This program is designed for the student to transfer to a college of business administration with no loss of credit. Business majors should follow this program with some modifications depending upon their particular needs.

College Parallel Curriculums (Continued)

FIRST YEAR

Fall Quarter		Winter Quarter		Spring Quarter	
Course	Hours	Course	Hours	Course	Hours
English 101	3	English 102	3	English 103	3
Math 101	3	Math 102	3	Math 103	3
History 101	3	History 102	3	History 103	3
Biology 101 (or)		Biology 102 (or)		Biology 103 (or)	
Chemistry 101	4	Chemistry 102	4	Chemistry 103	4
Pol. Sci. 101	3	Pol. Sci. 102	3	Pol. Sci. 103	3
P.Ed. 101	1	P.Ed. 102	1	P.Ed. 103	1
Total Hours	17	Total Hours	17	Total Hours	17

SECOND YEAR

Fall Quarter		Winter Quarter		Spring Quarter	
Course	Hours	Course	Hours	Course	Hours
English 201	3	English 202	3	English 203	3
Economics 201	3	Economics 202	3	Economics 203	3
Accounting 201	3	Accounting 202	3	Accounting 203	3
P.Ed. 201	1	P.Ed. 202	1	P.Ed. 203	1
Am. Hist. 251	3	Am. Hist. 252	3	Am. Hist. 203	3
Elective	3	Elective	3	Elective	3
Total Hours	16	Total Hours	16	Total Hours	16

SUGGESTED ELECTIVES: Mathematics, Speech, Psychology, Health Earth Science.

Science, Engineering or Mathematics

The following, subject to modification, is generally what most engineering and science majors need. All courses are transferable and the student should refer to the catalog of the senior college of his choice.

FIRST YEAR

Fall Quarter		Winter Quarter		Spring Quarter	
Course	Hours	Course	Hours	Course	Hours
Mathematics 111	5	Mathematics 112	5	Mathematics 113	5
History 101	3	History 102	3	History 103	3
English 101	3	English 102	3	English 103	3
Chemistry 101	4	Chemistry 102	4	Chemistry 103	4
P.Ed. 101	1	P.Ed. 102	1	P.Ed. 103	1
Total Hours	16	Total Hours	16	Total Hours	16

SECOND YEAR

Fall Quarter		Winter Quarter		Spring Quarter	
Course	Hours	Course	Hours	Course	Hours
Mathematics 211	5	Mathematics 212	5	Mathematics 213	5
English 201	3	English 202	3	English 203	3
Physics 201	4	Physics 202	4	Physics 203	4
P.Ed. 201	1	P.Ed. 202	1	P.Ed. 203	1
Elective	3	Elective	3	Elective	3
Total Hours	16	Total Hours	16	Total Hours	16

SUGGESTED ELECTIVES: Earth Science, Speech, Math, Political Science, Sociology, American History, Health.

COURSES OF INSTRUCTION
COLLEGE TRANSFER

COURSE OUTLINES

Accounting

BUS 201 - Principles of Accounting I 3

Principles, techniques, and tools of accounting for understanding the mechanics of accounting - collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises; include practical application of principles learned.

BUS 202, 203 - Principles of Accounting II 3-3

Partnership and corporation accounting including a study of payrolls and federal and state taxes with emphasis on the recording, summarizing and interpreting of data for management control rather than on bookkeeping details. Accounting services are shown as they contribute to the recognition and solution of management problems.
P. R. BUS 201.

BUS 101 - Introduction To Business 5

This course is designed to give a business freshman an introduction to the areas of accounting, business finance, economics, transportation, management, marketing, business law and business education.

BUS 102 - Beginning Typewriting (Five hours a week) 3

Students who have less than one year of typewriting experience should begin their college typewriting with this course. Emphasis is placed on the typewriting keyboard and theory.

BUS 103 - Intermediate Typewriting (Five hours a week) 3

Students who have had one year of high school typewriting and type at a speed of 30 words a minute on a five-minute time test must begin their college typewriting with this

course. The emphasis is again placed on the typewriting keyboard and theory.

BUS 104 - Advanced Typewriting (Five hours a week) 3

Students who have had two years of typewriting will begin with this course. Study of tabulations, telegrams, memos, business letters, and legal forms. Fundamental skills are developed on duplicating machines and transcription machines.
P. R. BUS 102.

BUS 205 - Advanced Typewriting 3

Emphasis is placed on the development of individual production rates. From the knowledge the student has previously acquired in typewriting, he learns to set-up problems using his own judgment. He learns the techniques needed in planning and typing special reports for executives, applying for a job, duplicating processes, manuscripts, and legal papers.

BUS 106 - Shorthand 3

Principles of Gregg Shorthand. Presentation of theory with extensive practice in reading and writing. (Students with one year of high school shorthand will receive no credit this course.) Five meetings a week.

BUS 107 - Intermediate Shorthand 3

A review of fundamental principles, followed by assignments which stress speed, accuracy, fluency, and vocabulary. Introduction to transcription.
P. R. BUS 106 or one year of high school shorthand. Five meetings a week.

BUS 108 - Intermediate Shorthand 3

Further study of shorthand theory, acquisition of ability to take rapid dictation and transcribe accurately.
P. R. BUS 104. Five meetings a week.

ART 201- (Survey) 3

An introduction to the architecture and sculpture of the pre-classic, Greek, Roman, Medieval, Renaissance, American, and contemporary periods; and the major schools of painting--Italian, Flemish, German, Spanish, Dutch, English, French and American.

ART 201 - Watercolor Painting 1

Emphasis will be placed upon the study of form and composition as the student learns to apply various methods of watercolor rendering. Two hours per week.

Drama

DRA 101 - Literature for the Theatre 3

Survey of significant plays, both classic and contemporary.

Music

MUS 251 - Music Appreciation 3

A historical survey of music from its primitive beginning to the present, designed to develop a deeper understanding, appreciation, and enjoyment of music.

English

ENG 90 0

A guided studies course designed to review the fundamentals of grammar, including: spelling, punctuation, sentence structure, paragraph development, and theme writing.

ENG 95 0

A guided studies course designed to train reading proficiency through vocabulary study, use of the controlled reader, timed tests for comprehension, and phrase reading. Individualized instruction is available for a limited number.

ENG 101 - Freshman Composition 3

A study of sentence structure for variety; a study of paragraph development; writing through use of exposition, narration, description, and argumentation. Writing compositions from books read and reviewed and writing from other experiences. Reviewing of books read.

ENG 102 - Freshman Composition 3

Reading and writing. Study of works of literature selected for their excellence. Reading for minute details and writing from planned observations.

ENG 103 - Freshman Composition 3

Reading, writing and speaking from assigned and selected topics. A detailed study of use of Library and Library materials for compiling a footnoted Library paper.

ENG 201 - English Literature 3

A study of outstanding writing in early times in England through the Puritan Interlude. Concentration will be made on major writings, writers, and their historical periods. Selected topics will be chosen for term papers.

ENG 202 - English Literature 3

A study of The Restoration Period, Convention and Realism, Revolution and Romance, including the major Romantic poets. The changing historical scene and the many new literary forms will be studied for understanding and appreciation. Selected topics for term papers.

ENG 203 - English Literature 3

A study of the Victorians through the present with concentration on major writings and their most outstanding literary achievements. Selected topics for term papers.

Foreign Language

French

FRE 101, 102, 103 - Elementary French 3-3-3

Basic elements of French in composition, reading, and conversation designed for beginning students. Students with two high school units in French are not allowed credit for this sequence.

FRE 201, 202, 203 - Intermediate French 3-3-3

Intensive review of basic grammar and vocabulary with emphasis on mastery of idiomatic forms and grammatical structure in dialogues and short stories.
P. R. FRE 102 or two high school units and satisfactory score on placement test.

Spanish

SPA 101, 102, 103 - Elementary Spanish 3-3-3

Basic elements of Spanish in composition, reading, and conversation designed for beginning students. Students with two high school units in Spanish are not allowed credit for this sequence.

SPA 201, 202, 203 - Intermediate Spanish 3-3-3

Study and practice of reading, composition, and conversation in Spanish for students with two high school units of Spanish or the equivalent.
P. R. SPA 102 or two high school units.

Life Science

LIF 52 4

A guided study in developing the student's knowledge in life area with emphasis on Biology, Chemistry, and Physics

Biology

BIO 101 - General Botany 4

An introductory study of the structure, physiology, reproduction

duction, and taxonomy of green and non-green plants, and a survey on plant genetics and ecology.

BIO 102 - General Zoology 4

An introductory study of animal taxonomy, morphology, physiology, and ecology.

BIO 103 - Vertebrate Zoology 4

Principles of vertebrate anatomy, physiology, histology, embryology, classification, and homology. Origin and evolution of structures.
P. R. BIO 101.

Health and Physical Education

P.Ed. 151 - Hygiene 3

A course designed to present basic personal health knowledge and to develop proper health habits and attitudes in individuals.

P.Ed. Service Courses

P.Ed. 101 - Volleyball 1

P.Ed. 102 - Badminton 1

P.Ed. 103 - Softball 1

P.Ed. 201 - Tumbling 1

P.Ed. 202 - Folk Dancing 1

P.Ed. 203 - Square Dancing 1

P.Ed. 204 - Social Dancing 1

Physical Science

Chemistry

CHM 101, 102 - Chemistry (General) 4-4

An intensive treatment of basic principles with emphasis upon atomic and molecular theory. Special attention is given to quantitative topics. Laboratory work devoted to experiments which reinforce the theoretical concepts.

CHM 103 - Chemistry (General) 4

A continuation of general chemistry with major emphasis upon stoichiometry chemistry. Laboratory practice is separation and identification of the more common cations and anions. P. R. CHM 102 and CHM 101.

Geology

GEO 101 - Elements of Geology 3

Combines both historical and physical geology in one course and is thus intended for general information and not for students wishing to major in geology or allied sciences.

GEO 102 - Physical Geology 3

The nature and occurrence of rocks and minerals, together wit crustal features of the earth's surface. This course goes into more detail and places greater emphasis on earth phenomena than does Geology 101.

GEO 103 - Historical Geology 3

Emphasis in this course is on the stratigraphic and fossil history of the earth as found in the earth's crust together with the necessary information on both plant and animal kingdoms to trace the evolution of life down through the ages.

Physics

PHY 201 - General Physics I 4

An introduction to systems of measurements, properties of

matter (solids, liquids, gases). Laboratory experiments in mass, pressure, and volume.

PHY 202 - General Physics II 4

Electron theory. Magnetism, electricity, and heat. Direct and alternating currents, series and parallel circuits. Heat temperature, and change of state. Laboratory experiments in resistance, voltage and current measurements, and magnetic and electromagnetic effects.

PHY 203 - General Physics III 4

A study of light and sound wave motion, measurements of intensity, velocities, frequencies, and qualitative analysis.

Engineering

EGR 101 - Engineering Drawing I 3

An introductory course in drafting for students needing a knowledge of drawing principles and practices for reading and describing objects in the graphic language. The student is expected to gain basic skills in drawing with instruments, lettering, geometrical construction, freehand sketching, and describing objects orthegraphically with principal views. Freehand sketching and orthegraphic reading are to be emphasized.

EGR 102 - Engineering Drawing II 3

Basically descriptive geometry: presents graphic analysis of space problems involving points, lines, planes, connectors, and a combination of these. Practical design problems will be stressed with analytical verification where applicable. Visualization shall be stressed on every problem.

Economics

ECO 201, 202, 203 3-3-3

A study of the present-day economic system; demand, supply, prices, and costs; wages, rent, interest and profit; business cycles, money, banking and the Federal Reserve System; international trade; and a comparison of capitalism, Socialism, Communism, and Fascism.

History

HIS 101, 102, 103 - World Civilizations 3-3-3

A survey of world history: ancient and medieval; early modern; nineteenth and twentieth century after Napoleon.

HIS 201, 202, 203 - History of the United States 3-3-3

A survey of the history of the United States: 1492-1840; 1840-1900; 1900 to date.

Mathematics

MAT 90 - Developmental Mathematics GS3

An intensive review and application of basic mathematical concepts, designed for the student whose mathematical background is not strong enough to enable him to meet with success in college mathematics. This course is considered a three hour course for scheduling purposes.

MAT 99 - Solid Geometry GS3

Theorems and problems applying to planes and lines, polyhedrons, cylinders, cones, the sphere. Required of all pre-engineering students who do not offer at entrance one-half high school unit in solid geometry or equivalent.

MAT 101, 102, 103 - Foundation of Mathematics 3-3-3

A series of courses designed to give some insight into the nature and structure of mathematics. Topics include systems of numerations, finite mathematical systems, sets introduction to probability, a unified treatment of the basic concepts of algebra, logic, and numerical trigonometry.

and the calculus.

MAT 113, 211, 212, 213 - Analytic Geometry and the Calculus 5-5-5-5

An integrated course in the fundamentals of analytic geometry and the calculus including application of derivatives, differentials, indefinite integrals, definite integrals, equations of curves and conic sections, differentiations of transcendental functions, polar coordinates, parametric equations, theory and applications of integrations, infinite series, solid analytic geometry, partial derivatives, multiple integrals and an introduction to differential equations.

MAT 161 - Statistics (Elementary) 5

A study of fundamental statistical methods, basic statistical distributions, measures of control tendency and dispersion, statistical inference, and sampling techniques.

Philosophy

PHI 101 - Introduction to Philosophy 5

An introduction to the basic problems of human thought and the philosophical systems dealing with these problems as well as their historical development.

Political Science

POL 101 - Introduction to Political Science 3

An introductory analysis of the basic fundamentals and principles of political science. Theory and organizations of the state, political dynamics, and the relationship of nation among nations.

POL 201 - American National Government 3

A study of the formation and development of the national government, its organization, functions, and powers.

POL 202 - American, State and Local Government 3

A study of the organization, function, and powers of state

and local government in the United States.

Social Science

Education

EUD 101 - Educational Orientation 1

Required of all full-time freshmen during their first quarter at Isothermal Community College. Class meets once a week during regular class periods. The course covers the art of effective study, educational and vocational planning, use of the library, art of writing papers, and personal relations in college.

Geography

GEO 101 - Physical Geography 3

The earth's astronomical relations, factors of weather and climate, and physiographic features.

GEO 102 - World Regions 3

Relation of human activities to the larger geographic regions of the world.

Sociology

SOC 201 - Introduction to Sociology 3

An analysis of the society and culture dealing with social organization, control, institutions, stratification, and social change.

SOC 202 - Social Problems 3

A study of the major social problems of modern society, including family disorganization, minority groups, and problems associated with industrial and urban development.
P. R. SOC 201

SOC 203 - Sociology of the Family 3

Study of the American family with attention given to court-

ship, marriage, family relationships and interdependencies, and social cultural stresses emerging from contemporary family life.
P. R. SOC 201

TECHNICAL DIVISION

THE TECHNICAL DIVISION

Courses offered in the Technical Division are designed to meet the increasing demand in industry for high level industrial skills. The technician is a person whose chief interests and activities lie in the direction of testing, developing, and applying the operation of engineering and scientific processes. The student will be exposed to such activities as drafting and design, installation and operation of equipment, estimating, and sales. The technical curriculum requires two years for completion. The curriculum is similar to professional engineering but briefer and more technical in content.

Students choosing to enter a technical program must meet educational and aptitude requirements applicable to the individual course of their choosing. Students must have a well-rounded educational background in mathematics and science and possess adult maturity with a general aptitude for this advanced type of training.

Isothermal Community College endeavors to meet the needs of the people in the area by offering a two year technical curriculum geared to train a person in specific technical areas.

An Associate in Applied Science Degree is awarded upon completion of one of the following programs.

PROGRAMS OF STUDY

Business Administration
Executive Secretary
Legal Secretary
Medical Secretary
Electronics Technology

ADMISSION REQUIREMENTS -- TECHNICAL PROGRAM

Requirements for admission of a candidate to the regular two-year technology program include the following qualifications:

1. Must be a high school graduate or have a state approved equivalency certificate.
2. Should have high school credit for two units of mathematics, one of which is in algebra and the other in plane geometry, or an equivalent in modern mathematics. Competence may be determined by appropriate tests. Those who fail to meet the accepted standards for technical mathematics will be required to successfully complete a prerequisite mathematics course to remove the deficiency. A student with deficiencies may be admitted only when there is a strong indication of probable success.
3. Should have completed one unit of physical science with laboratory.
4. Must submit the transcripts of high school and post-high school education.
5. Must demonstrate aptitude for technical training as determined by standard tests. These tests will aid in student selection, placement, and guidance. Institutional guidance and counseling will be available to the student throughout his education, not just at the time of his enrollment.
6. Must be in good physical and mental health. A medical examination is required for full-time students.
7. Must have an interview with a designated representative for discussing enrollment plans and lifetime career goals.

Application forms for admission to the technical division may be obtained from the Admissions Office.

EXPENSES

Expenses are kept to a minimum and consist of a tuition fee and the cost of textbooks and supplies which will vary in price with the course pursued.

All fees are payable in advance by the quarter or by the course. The following fees are required of all students enrolled in the Curriculum Program:

Tuition (per quarter)

Full-time	$32.00
Part-time per credit hour	$ 2.50

REQUIREMENTS FOR GRADUATION WITH AN ASSOCIATE OF APPLIED SCIENCE DEGREE

1. A minimum of 108 quarter hours credit.

2. A minimum of 18 quarter hours in the areas of English, Social Science, and Humanities, and not less than three (3) quarter hours in each field.

3. A student may be exempt from one area upon the approval of the Director of Guidance. (In such a case, the total number of hours would not be reduced but concentrated in the remaining two areas.)

BUSINESS ADMINISTRATION

In North Carolina the opportunities in business are increasing. With the increasing population and industrial development in this state, business has become more competitive and automated. Better opportunities in business will be filled by students with specialized education beyond the high school level. The Business Administration Curriculum is designed to prepare the student for employment in one of many occupations common to business. Training is aimed at preparing the student in many phases of administrative work that might be encountered in the average business.

The specific objectives of the Business Administration Curriculum are to develop: (1) Understanding of the principles of organization and management in business operations; (2) Understanding our economy through study and analysis of the role of production and marketing; (3) Knowledge in specific elements of accounting, finance, and business law; (4) Understanding and skill in effective communication for business operations in a rapidly expanding economy.

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

BUSINESS ADMINISTRATION

	Course Title	Hours Per Week Class	Lab.	Quarter Hours Credit
FIRST QUARTER				
T-ENG 101	Grammar	3	0	3
T-MAT 110	Business Mathematics	5	0	5
T-BUS 101	Introduction to Business	5	0	5
T-ECO 102	Economics	3	0	3
T-BUS 102	Typewriting or Elective	2	3	3
		18	3	19
SECOND QUARTER				
T-ENG 102	Composition	3	0	3
T-BUS 120	Accounting	5	2	6
T-BUS 115	Business Law	3	0	3
T-ECO 104	Economics	3	0	3
T-BUS 123	Business Finance	3	0	3
		17	2	18
THIRD QUARTER				
T-ENG 103	Report Writing	3	0	3
T-BUS 121	Accounting	5	2	6
T-BUS 116	Business Law	3	0	3
T-BUS 110	Office Machines	2	2	3
T-BUS 124	Business Finance	3	0	3
		16	4	18

FOURTH QUARTER

T-ENG 204	Oral Communication	3	0	3
T-BUS 232	Sales Development	3	0	3
T-BUS 239	Marketing	5	0	5
T-EDP 104	Introduction to Data Processing	3	2	4
_____	Elective	3	0	3
		17	2	18

FIFTH QUARTER

T-ENG 206	Business Communication	3	0	3
T-BUS 243	Advertising	3	2	4
T-BUS 235	Business Management	3	0	3
T-PSY 206	Applied Psychology	3	0	3
_____	Elective	3	0	3
		15	2	16

SIXTH QUARTER

T-BUS 229	Taxes	3	2	4
T-BUS 271	Office Management	3	0	3
T-BUS 272	Principle of Supervision	3	0	3
_____	Social Science Elective	3	0	3
_____	Elective	6	0	6
		18	2	19

EXECUTIVE SECRETARY

Almost 11 million people were employed in clerical or some closely related type of work in 1965. More than two million of these were employed in occupations requiring stenographic skills. In fact, more individuals are employed in the clerical fields than in any other category.

A very rapid increase in employment in the late 1960's and early 1970's is anticipated. Openings may total more than 200,000 annually. Local employment opportunities parallel national trends.

The Executive Secretary curriculum is designed to develop the necessary secretarial skills in typing, dictation, transcription, operation of office machines, and terminology for employment in the business world. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate of the executive Secretary curriculum may be employed as a stenographer or a secretary as well as in a variety of other clerical occupations. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, handling numerous routine duties, private and confidential records, and a variety of business details on her own initiative. Positions are available in a variety of businesses such as insurance companies, banks, marketing institutions, financial firms, as well as all types of manufacturing firms.

BUSINESS TECHNOLOGY

EXECUTIVE SECRETARY WITH LEGAL AND MEDICAL OPTIONS

	Course Title	Hours Per Week Class	Lab.	Quarter Hours Credit
FIRST QUARTER				
T-ENG 101	Grammar	3	0	3
T-MAT 110	Business Mathematics	5	0	5
T-BUS 101	Introduction to Business	5	0	5
T-BUS 102	Typewriting or Elective	2	3	3
T-BUS 106	Shorthand or Elective	3	2	4
		18	5	20
SECOND QUARTER				
T-ENG 102	Composition	3	0	3
T-BUS 103	Typewriting or Elective	2	3	3
T-BUS 107	Shorthand	3	2	4
T-BUS 120	Accounting	5	2	6
T-BUS 115	Business Law	3	0	3
		16	7	19
THIRD QUARTER				
T-ENG 103	Report Writing	3	0	3
T-BUS 104	Typewriting	2	3	3
T-BUS 108	Shorthand	3	2	4
T-BUS 112	Filing	3	0	3
T-BUS 110	Office Machines	2	2	3
		13	7	16

FOURTH QUARTER

T-ENG 204	Oral Communications	3	0	3
T-BUS 204	Advanced Typewriting	2	3	3
T-BUS 206E	Dictation and Transcription	3	2	4
T-EDP 104	Introduction to Data Processing	3	2	4
T-BUS 211	Office Machines	2	2	3
		13	9	17

FIFTH QUARTER

T-ENG 206	Business Communication	3	0	3
T-BUS 207E	Dictation and Transcription	3	2	4
T-BUS 214	Secretarial Procedures	3	2	4
T-PSY 206	Applied Psychology	3	0	3
_____	Elective	6	0	6
		18	4	20

SIXTH QUARTER

T-BUS 208E	Dictation and Transcription	3	2	4
T-BUS 271	Office Management	3	0	3
_____	Social Science Elective	3	0	3
_____	Elective	6	0	6
		15	2	16

ELECTRONICS TECHNOLOGY

The field of electronics has developed at a tremendously rapid pace, especially since 1940. For many years the major concern of electronics was in the area of communications. Developments during and following World War II have revolutionized production techniques. Completely new industries have been established to supplement the need and demand for electronics equipment. This rapid growth of the electronics industry has been accompanied by an equally phenomenal growth in the demand for qualified technicians--both men and women.

This program provides a basic background in electronics theory and practical applications for business and industry. The electronics technician may start in one or more of the following areas: research, design, development, production, maintenance, or sales. He may be an engineering assistant, a laboratory technician, supervisor, or equipment specialist.

Upon completion of this program, students will find employment opportunities in such fields as radio and television production, radar, sonar, telemetering, and other forms of communication such as telephone; industrial and medical measuring, recording, indicating, and controlling devices; navigational equipment; missile and spacecraft guidance; electronic computers; and other types of equipment using vacuum tubes, transistors, and semiconductor circuits.

ELECTRONICS

	Course Title	Hours Per Week Class	Lab.	Quarter Hours Credit
FIRST QUARTER				
T-ENG 101	Grammar	3	0	3
T-MAT 101	Technical Mathematics	5	0	5
T-PHY 101	Physics: Properties of Matter	3	2	4
T-DFT 101	Technical Drafting	0	6	2
T-ELC 101	Fundamentals of Electricity	4	4	6
		15	12	20
SECOND QUARTER				
T-ENG 102	Composition	3	0	3
T-MAT 102	Technical Mathematics	5	0	5
T-PHY 102	Physics: Work, Energy Power	3	2	4
T-DFT 102	Technical Drafting	0	6	2
T-ELC 102	Fundamentals of Electricity	4	4	6
		15	12	20
THIRD QUARTER				
T-ENG 103	Report Writing	3	0	3
T-MAT 103	Technical Mathematics	5	0	5
T-ELN 101	Electronics Instruments and Measurements	1	6	3
T-ELN 105	Control Devices	5	4	7
		16	10	18

FOURTH QUARTER

T-ENG 204	Oral Communication	3	0	3
T-MAT 201	Technical Mathematics	5	0	5
T-PHY 104	Physics: Light and Sound	3	2	4
T-ELN 205	Applications of Vacuum Tubes and Transistors	5	6	7
		16	8	19

FIFTH QUARTER

_____	Social Science Elective	3	0	3
T-ELN 210	Semiconductor Circuit Analysis	5	3	6
T-ELN 214	Wave Shaping and Pulse Circuits	2	3	3
_____	Elective			3
		10	6	15

SIXTH QUARTER

_____	Social Science Elective	3	0	3
T-ELN 215	Wave Shaping and Pulse Circuits	2	3	3
T-ELN 220	Electronic Systems	5	4	7
_____	Elective			3
		10	7	16

COURSES OF INSTRUCTION

TECHNICAL DIVISION

English

T-ENG 101 - Grammar 3

Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.
Prerequisite: None

T-ENG 102 - Composition 3

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.
Prerequisite: T-ENG 101

T-ENG 103 - Report Writing 3

The fundamentals of English are utilized as a background for the organizations and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum.
Prerequisite: T-ENG 102

T-ENG 204 - Oral Communication 3

A study of basic concepts and principles of oral communications to enable the students to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory

to correct speaking habits and to produce effective oral presentation. Particular attention is given to conducting meetings, conferences, and interviews.

T-ENG 206 - Business Communication 3

Develops skills in techniques in writing business communications. Emphasis is placed on writing action--getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry.
Prerequisite: T-ENG 102

Business Administration

T-BUS 102 - Typewriting 3

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.
Prerequisite: None

T-BUS 103 - Typewriting 3

Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms.
Prerequisite: T-BUS 102 or the equivalent. Speed requirement 30 words per minute for five minutes.

T-BUS 104 - Typewriting 3

Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms.
Prerequisite: T-BUS 103 or the equivalent. Speed requirement, 40 words per minute for five minutes.

T-BUS 205 - Advanced Typewriting 3

Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents.
Prerequisite: T-BUS 104. Speed requirement, 50 words per minute for five minutes.

T-BUS 206E - Dictation and Transcription 4

Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 100 words per minute required for five minutes on new material.
Prerequisite: T-BUS 108

T-BUS 207E - Dictation and Transcription 4

Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 110 words per minute required for five minutes on new material.
Prerequisite: T-BUS 206

T-BUS 208E - Dictation and Transcription 4

Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 120 words per minute required for five minutes on new material.
Prerequisite: T-BUS 207E

T-BUS 101 - Introduction to Business 5

A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management.
Prerequisite: None

T-BUS 106 - Shorthand 4

A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.
Prerequisite: None

T-BUS 107 - Shorthand 4

Continued study of theory with greater emphasis on dictation and elementary transcription.
Prerequisite: T-BUS 106 or the equivalent

T-BUS 108 - Shorthand 4

Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription.
Prerequisite: T-BUS 107

T-BUS 110 - Office Machines 3

A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator.
Prerequisite: None

T-BUS 211 - Office Machines 3

Instruction in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictating and transcribing machines.
Prerequisite: T-BUS 110.

T-BUS 112 - Filing

Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, Triple Check, Automatic, Geographic, Subject, Soundex, and Dewey Decimal Filing.
Prerequisite: None

T-BUS 214 - Secretarial Procedures 4

Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims.
Prerequisite: None

T-BUS 271 - Office Management 3

Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems.
Prerequisite: None

T-BUS 115 - Business Law 3

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.
Prerequisite: None

T-BUS 116 - Business Law 3

Includes the study of laws pertaining to bailments, sales, riskbearing, partnership-corporation, mortgages, and property rights.
Prerequisite: T-BUS 115

T-BUS 120 - Accounting

Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.
Prerequisite: T-MAT 110

T-BUS 121 - Accounting 6

Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on record keeping, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.
Prerequisite: T-BUS 120

T-BUS 272 - Principles of Supervision 3

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

T-BUS 235 - Business Management 3

Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business--qualifications and requirements.
Prerequisite: None

T-BUS 229 - Taxes 4

Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance.
Prerequisite: T-BUS 121

T-BUS 243 - Advertising 4

The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals; product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media.
Prerequisite: None

T-BUS 239 - Marketing 5

A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process.

T-BUS 232 - Sales Development 3

A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required.
Prerequisite: None

T-BUS 123 - Business Finance 3

Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing.
Prerequisite: None

T-BUS 124 - Business Finance 3

Financing, federal, state, and local government and the ensuing effects upon the economy. Factors affecting supply of funds, monetary and credit policies.
Prerequisite: T-BUS 123

Economics

T-ECO 102 - Economics 3

The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.
Prerequisite: None

T-ECO 104 - Economics 3

Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.
Prerequisite: T-ECO 102

DATA PROCESSING SYSTEM

T-EDP 104 - Introduction to Data Processing Systems 4

Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses.
Prerequisite: None

MATHEMATICS

T-MAT 110 - Business Mathematics 5

This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discounts, commissions, taxes, and pertinent uses of mathematics in the field of business.
Prerequisite: None

T-MAT 101 - Technical Mathematics 5

The real number system is developed as an extension of natural numbers. Number systems of various bases are introduced. Fundamental algebraic operations, the rectangular coordinate system, as well as fundamental trigonometric concepts and operations are introduced. The application of these principles to practical problems is stressed.
Prerequisite: Satisfactory evidence that admission requirements have been met.

T-MAT 102 - Technical Mathematics 5

A continuation of T-MAT 101. Advanced algebraic and trigonometric topics including quadratics, logarithms, determinants, progressions, the binominal expansion, complex numbers, solution of oblique triangles and graphs of the trigonometric functions are studied in depth.
Prerequisite: T-MAT 101.

T-MAT 103 - Technical Mathematics 5

The fundamental concepts of analytical geometry, differential and integral calculus are introduced. Topics included are graphing techniques, geometric and algebraic interpretation of the derivative, differentials, rate of change, the integral and basic integration techniques. Applications of these concepts to practical situations are stressed.
Prerequisite: T-MAT 102.

T-MAT 201 - Technical Mathematics 5

A continuation of T-MAT 103. More advanced concepts of differentiation and integration are considered. Included are graphs and derivatives of the trigonometric functions, exponential and logarithmic differentiation and integration, advanced integration techniques, polar equations, parametric equations, and Fourier series.
Prerequisite: T-MAT 103.

PHYSICS

T-PHY 101 - Physics: Properties of Matter 4

A fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids at rest and in motion, gas laws and applications. Laboratory experiments and specialized problems dealing with these topics are part of this course.
Prerequisite: None

T-PHY 102 - Physics: Work, Energy, Power 4

Major areas covered in this course are work, energy, and power. Instruction includes such topics as statics, forces, center of gravity and dynamics. Units of measurement and their applications are a vital part of this course. A practical approach is used in teaching students the use of essential mathematical formulas.
Prerequisites: T-MAT 101, T-PHY 101

T-PHY 104 - Physics: Light and Sound 4

A survey of the concepts involving wave motion leads to a study of sound, its generation, transmission and detection. The principles of wave motion also serve as an introduction to a study of light, illumination and the principles involved in optical instruments. Application is stressed throughout.
Prerequisite: T-MAT 101, T-PHY 101

DRAFTING

T-DFT 101 - Technical Drafting 2

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

T-DFT 102 - Technical Drafting 2

The 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. Most important is the 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 for "details" and "working drawings," approved by the American Standard Association will also be included. Introduction is given to intersections and developments of various types of geometrical objects.
Prerequisite: T-DFT 101

ELECTRICITY

T-ELC 101 - Fundamentals of Electricity 6

Elementary principles of electricity including: basic electric units, Ohms law, Kirchhoffs law, network theorems, magnetics, basic electrical measuring instruments, inductance, capacitance, sine wave analysis, and non-resonant resistive, inductive and capacitive networks.
Prerequisite: None

T-ELC 102 - Fundamentals of Electricity 6

Series and parallel resonant-circuit analysis, resonant and non-resonant transformer analysis, basic diode power supply analysis, introduction to non-linear resistive control devices and introduction to electro-mechanical devices.
Prerequisite: T-ELC 101

ELECTRONICS

T-ELN 101 - Electronic Instruments and Measurements 3

A study of basic electronic instruments, their theory of operation, function, tolerances, and calibration. Both service and laboratory instruments will be studied. Laboratory experience will provide application of each type instrument studied.
Prerequisite: T-ELC 102

T-ELN 105 - Control Devices 7

A study in depth of the electrical characteristics of vacuum tubes and transistory. Basic parameters and applications of each type device to the three configurations of a three terminal two port system will be included.
Prerequisite: T-ELC 102

T-ELN 205 - Applications of Vacuum Tubes and Transistors 6

Practical applications of vacuum tubes and transistory to amplifiers, radio frequency amplifiers, detectors, modulators and oscillators.
Prerequisite: T-ELN 105

T-ELN 210 - Semiconductor Circuit Analysis 6

A study in some depth of the analysis and design of transisto circuits. Network theorems and equivalent circuits are used extensively in evaluating total circuit performance. Device peculiarities and limitations pertinent to reliable operation are considered. H. Y. Z. and T. parameters are employed as well as signal-flow graphs.
Prerequisite: T-ELN 105

T-ELN 214 - Wave Shaping and Pulse Circuits 3

Broadband amplifiers, magnetic amplifiers, multivibrators, wave shaping techniques, chopper amplifiers, clipper and clamper circuits.
Prerequisites: T-ELN 105, T-MAT 103

T-ELN 215 - Wave Shaping and Pulse Circuits 3

Pulse techniques, diode switches, gates, step-counters, restorers and other specific circuits which function as switches.
Prerequisite: T-ELN 214

T-ELN 220 - Electronic Systems 7

A block diagram course investigating numerous electronic systems. Modules or blocks of various circuits already studied are arranged in various manners to produce complex electronic systems. Systems will be explained and reduced to functional and then to block diagrams. AM, FM, and [illegible] transmitters and receivers, multiplexing PM [illegible] and principles of [illegible] systems, computers, telemetry, navigational systems, radio and radar will be considered.
Corequisite: T-ELN 215

ELECTIVES

T-BUS 103E - Terminology and Vocabulary 3

To develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices.
Prerequisite: T-BUS 107

T-BUS 121 - Accounting 6

Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.
Prerequisite: T-BUS 120

T-BUS 215E - Office Application 6

During the sixth quarter only, students are assigned to work in a business, technical, or professional office for six hours per week. The objective is to provide actual work experience for secretarial students and an opportunity for the practical application of the skills and knowledge previously learned, according to the course of study.
Prerequisite: T-BUS 214, T-BUS 205, T-BUS 208, T-BUS 211

T-BUS 116 - Business Law 3

Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights.
Prerequisite: T-BUS 115

T-BUS 247 - Business Insurance 3

A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included.
Prerequisite: None

T-BUS 219 - Credit Procedures and Problems 3

Principles and practices in the extension of credit; collection procedures; laws pertaining to credit extension and collection are included.
Prerequisite: T-BUS 120

T-BUS 255 - Interpreting Accounting Records 3

Designed to aid the student in developing a "use understanding" of accounting records, reports and financial statements. Interpretation, analysis, and utilization of accounting statements.
Prerequisite: T-BUS 121

T-BUS 233 - Personnel Management 3

Principles of organization and management of personnel, procurement, placement, training, performance checking, supervision, remuneration, labor relations, fringe benefits and security.
Prerequisite: None

T-BUS 245 - Retailing 3

A study of the role of retailing in the economy including development of present retail structure, functions performed, principles governing effective operation and managerial problems resulting from current economic and social trends.
Prerequisite: None

T-BUS 237 - Wholesaling 3

The development of wholesaling; present day trends in the United States. A study of the functions of wholesaling.
Prerequisite: None

T-BUS 266 - Budget and Record Keeping 3

The basic principles, methods, and procedures for preparation and operation of budgets. Special attention is given to the involvement of individual departments and the role they play. Emphasis on the necessity for accurate record keeping in order to evaluate the effectiveness of budget planning.
Prerequisite: T-BUS 121

T-BUS 217 - Business Law 3

A study of the powers, policies, methods, and procedures used by the various federal, state and local administrative agencies in promoting and regulating business enterprises. It includes a consideration of the constitutional and statutory limitations on these bodies and judicial review of administrative action.
Prerequisite: T-BUS 116

T-PSY 112 - Personality Development 3

Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.
Prerequisite: None

T-ECO 102 - Economics 3

The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.
Prerequisite: None

T-SSC 201 - Social Science 3

An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology.
Prerequisite: None

T-SSC 202 - Social Science 3

A further study of social sciences with emphasis on economic political science, and social problems as the relate to the individual.
Prerequisite: T-SSC 201

T-SSC 205 - American Institutions 3

A study of the effect of American social, economic, and political institutions upon the individual as a citizen and as a worker. The course dwells upon current local, national, and global problems viewed in the light of our political and economic heritage.
Prerequisite: None

T-POL 201 - United States Government 3

A study of government with emphasis on basic concepts, structure, powers, procedures and problems.
Prerequisite: None

T-ECO 108 - Consumer Economics 3

Designed to help the student use his resources of time, energy, and money to get the most out of life. It gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and to understand better the economy in which he lives.
Prerequisite: None

T-ELN 225 - Transmission and Propagation 3

An introduction to the electromagnetic radiation, principles of antenna, radiation patterns and field strength. The characteristics and use of transmission lines in radio frequency application. Factors involved in propagation, ground waves, reflections, sky waves, atmospheric effects, ionosphere, fading, noise, static, wire radiatiors, directive gain, effect of ground, impedence, antenna systems and arrays.
Prerequisite: T-ELN 105
Corerequisite: T-ELN 205

T-ELN 227 - UHF and Microwave Systems 7

A study of UHF and components, circuits, and measurement techniques. The use of distributed constant elements.

waveguides and coacial cables, microwave links, high frequency oscillators, magnetrons, klystrons, traveling wave tubes. An introduction to the use of the Smith Chart.
Prerequisite: T-ELN 225

T-ELN 230 - Television Systems 7

A study of the principles of television including the television system, camera tubes, scanning and synchronization, composite video signal, receiver circuits, transmitting equipment, color television, and closed-loop systems.
Corequisite: T-ELN 214

T-ELN 235 - Industrial Instrumentation 7

Broad introduction to use of industrial electro-mechanical and electronic circuits and equipment. Provides an understanding of the methods, techniques, and skills required for installation, service and operation of a variety of industrial control systems. Analysis of sensing devices for detecting changes in pressure, temperature, humidity, sound, light electricity, the associated circuitry and indicating and recording devices.
Prerequisites: T-ELN 205, T-PHY 104

T-ELN 240 - Digital Computers 3

An exploration into the methodology of counting and computin
Various computer techniques will be investigated including: non-sinusoidal waveforms, binary and decade counters, industrial counters, readout devices, logic circuits, arithmetic circuits, storage devices, input-output devices, computer control, analog and digital converters.
Prerequisite: T-ELN 214

T-ELN 245 - Electronic Design Project 2

Students are required to design and construct a project approved by the instructor. Includes selection of project, design, construction, and testing of completed project. Projects may include: AM or FM transmitters or receivers, amplifiers, test equipment, control devices, simple count-

rs, lasers, masers, etc.
rerequisite: T-ELN 205

-ELC 210 - Rotating Devices 3

ntroduction to electrical machinery. AC and DC motor and enerator principles, synchros and servomechanisms, alter-ators and dynamotors, Ward-Leonard and amplidyne control ystems will be analyzed. A general knowledge of the theory, peration, and maintenance of these devices and systems will e stressed.
rerequisite: T-ELC 102, T-PHY 102

-CHM 101 - Chemistry 5

tudy of the physical and chemical properties of substances; hemical changes; elements, compounds, gases, chemical com-inations; weights and measurements; theory of metals; acids, ases, salts, solvents, solutions, and emulsions. In add-tion, study of carbohydrates; electrochemistry, electrolytes, nd electrolysis in their application of chemistry to indust-y.
rerequisite: T-MAT 101

-EDP 104 - Introduction to Electronic Data Processing Systems 4

study of the fundamental concepts and operational prin-iples of data processing system. They are presented as an id in developing a basic knowledge of computers as a pre-requisite to the detail study of a particular system. This ourse also provides a general knowledge of computing sys-ems and is a prerequisite for all programming courses.
rerequisite: None

-MAT 208 - Calculus and Laplace Transforms for Electronics 5

An investigation of the methods of calculus which are of the ost direct use in the study of electronic circuits. Intro-duction to selected topics from differential equations and

Laplace transforms and applications of these methods to the solution of electronic circuit problems.
Prerequisite: T-MAT 201
Corequisite: T-ELN 214

T-MEC 110 - Fundamental Mechanisms 4

A study of the purpose and actions of cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers and other mechanical devices used to transmit or control signals.
Prerequisite: T-PHY 102

T-PSY 206 - Applied Psychology 3

A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.
Prerequisite: None

VOCATIONAL DIVISION

THE VOCATIONAL DIVISION

In an ever changing world of engineering and technologies, one must not lose sight of the growing need for skilled craftsmen. Isothermal Community College offers a series of training courses in the trade division with emphasis on manipulative and mental skills applicable to a particular course for which a student is enrolled. Trade courses require from nine months to one full year on a full-time basis.

A diploma is awarded at the completion of a program.

PROGRAMS OF STUDY

Automotive Mechanics
Electrical Installation & Maintenance
Welding
Drafting
Masonry
Automotive Body Repair

ADMISSION REQUIREMENTS

A candidate for admission to the regular trade-vocational training programs must meet the following qualifications:

1. Must be at least 18 years of age or a high school graduate and have the ability to enter into or make advancement in the area in which enrolled.
2. Must demonstrate aptitude for trade-vocational training as determined by standard and/or local institution tests.
3. Must have a personal interview with designated school representative.
4. Must be in good physical and mental health. A medical examination is required of all full-time students.

EXPENSES

Expenses are kept to a minimum and consist of a tuition fee and the cost of textbooks and supplies. The cost of textbooks and supplies will vary with the course pursued.

All fees are payable in advance by the quarter or by the course. The following fees are required of all students enrolled in the Curriculum Program:

Tuition (per quarter)

Full-time	$32.00
Part-time (per credit hour)	$ 2.50

POWER MECHANICS

AUTOMOTIVE

PURPOSE OF CURRICULUM

This Curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust automotive vehicles. Manual skills are developed in practical shop work. Thorough understandin of the operating principles involved in the modern automobil comes in class assignments, discussion, and shop practice.

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

JOB DESCRIPTION

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. They use shop manuals and other technical publications.

Automotive mechanics in smaller shops usually are general mechanics qualified to perform a variety of repair jobs. A large number of automobile mechanics specialize in particular types of repair work. For example, some may specialize in repairing only power steering and power brakes or automatic transmissions. Usually such specialists have an all-round knowledge of automotive repair and may occasion ally be called upon to do other types of work.

VOCATIONAL DIVISION

Automotive Mechanics

Course Title		Hours Per Week Class	Lab. or Shop	Quarter Hours Credit
FIRST QUARTER				
PME 1101	Internal Combustion Engines	3	12	7
MAT 1101	Fundamentals of Mathematics	5	0	5
DFT 1101	Schematics and Diagrams: Power Mechanics	0	3	1
PHY 1101	Applied Science	3	2	4
		11	17	17
SECOND QUARTER				
PME 1102	Engine Electrical and Fuel Systems	5	12	9
ENG 1102	Communication Skills	3	0	3
ENG 1101	Reading Improvement	2	0	2
PHY 1102	Applied Science	3	2	4
		13	14	18
THIRD QUARTER				
AUT 1123	Automotive Chassis and Suspensions Systems	3	9	6
AUT 1121	Braking Systems	3	3	4
PSY 1101	Human Relations	3	0	3
AHR 1101	Automotive Air Conditioning	2	3	3
WLD 1101	Basic Gas Welding	0	3	1
		11	18	17
FOURTH QUARTER				
AUT 1124	Automotive Power Train Systems	3	9	6
AUT 1125	Automotive Servicing	3	9	6
BUS 1103	Small Business Operations	3	0	3
		9	18	15

ELECTRICAL INSTALLATION AND MAINTENANCE

PURPOSE OF CURRICULUM

The rapid expansion of the national economy and the increasing development of new electrical products are providing a growing need for qualified people to install and maintain electrical equipment. Today more than 350,000 are employed as either construction electricians or maintenance electricians. Between 5,000 and 10,000 additional tradesmen are required each year to replace those leaving the industry. The total requirements for electrical tradesmen are 500,000 and will be 700,000 by 1970. The majority of the electrical tradesmen today are trained through apprenticeship or on-the-job training programs.

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

JOB DESCRIPTION AND REQUIREMENTS

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

Electrical Installation and Maintenance

		Hours Per Week		Quarter Hours
FIRST QUARTER		Class	Lab.	Credit
ELC 1112	Direct and Alternating Current	5	12	9
MAT 1115	Electrical Math	5	0	5
PHY 1101	Applied Science	3	2	4
		13	14	18
SECOND QUARTER				
ENG 1101	Reading Improvement	2	0	2
ELC 1113	Alternating Current and Direct Current Machines and Controls	5	12	9
DFT 1110	Blueprint Reading: Building Trades	0	3	1
ENG 1102	Communication Skills	3	0	3
PHY 1102	Applied Science	3	2	4
		13	17	19
THIRD QUARTER				
ELC 1124	Residential Wiring	5	9	8
ELN 1118	Industrial Electronics	3	6	5
PSY 1101	Human Relations	3	0	3
DFT 1113	Blueprint Reading: Electrical	0	3	1
		11	18	17
FOURTH QUARTER				
ELC 1125	Commercial and Industrial Wiring	5	12	9
ELN 1119	Industrial Electronics	3	6	5
BUS 1103	Small Business Operations	3	0	3
		11	18	17

INDUSTRIAL OCCUPATIONS

WELDING

PURPOSE OF CURRICULUM

This curriculum was developed to fill the tremendous need for welders in North Carolina. The recently completed Manpower Survey shows clearly that many welders will be needed annually to fill present and projected vacancies in the State.

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

Welding offers a person security and a future of continuous employment with steady advancement. It offers employment in practically any industry: shipbuilding, automotive, aircraft, guided missiles, railroads, construction, pipe fitting, production shop, job shop and many others.

JOB DESCRIPTION

Welders join metals by applying intense heat, and sometimes pressure, to melt the edges to form a permanent bond. Closely related to welding is "oxygen cutting." Of the more than 35 different ways of welding metals, arc, gas, and resistance welding are the three most important.

The principal duty of the welder using manual technique is to control the melting by directing the heat from either an electric arc or gas welding torch, and to add filler metal where necessary to complete the joint. He should possess a great deal of manipulative skill with a knowledge of jigs, welding symbols, mathematics, basic metallurgy, and blueprint reading.

Welding

		Hours Per Week		Quarter Hours
FIRST QUARTER		Class	Lab.	Credit
WLD 1120	Oxyacetylene Welding and Cutting	3	12	7
MAT 1101	Fundamentals of Mathematics	5	0	5
DFT 1104	Blueprint Reading: Mechanical	0	3	1
PHY 1101	Applied Science	3	2	4
ENG 1101	Reading Improvement	2	0	2
		13	17	19
SECOND QUARTER				
WLD 1121	Arc Welding	3	12	7
MAT 1103	Geometry	3	0	3
DFT 1117	Blueprint Reading: Welding	0	3	1
PHY 1102	Applied Science	3	2	4
ENG 1102	Communication Skills	3	0	3
		12	17	18
THIRD QUARTER				
WLD 1124	Pipe Welding	3	12	7
WLD 1123	Inert Gas Welding	1	3	2
WLD 1112	Mechanical Testing and Inspection	1	3	2
DFT 1118	Pattern Development and Sketching	0	3	1
PSY 1101	Human Relations	3	0	3
		8	21	15
FOURTH QUARTER				
WLD 1122	Commercial and Industrial Practices	3	9	6
WLD 1125	Certification Practices	3	6	5
MEC 1112	Machine Shop Processes	0	6	2
BUS 1105	Industrial Organizations	3	0	3
		9	21	16

MECHANICAL DRAFTING

PURPOSE OF CURRICULUM

This curriculum is designed to prepare students to enter the field of drafting. The first three quarters of study include courses basic to all fields of drafting. The fourth quarter involves specialization and related courses that prepare one to enter any one of several drafting occupations.

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

JOB DESCRIPTION

Draftsmen prepare clear, complete, and accurate working plans and detail drawings from rough or detailed sketches or notes according to the specified dimensions. They make final sketches of the proposed drawing, checking dimensions of parts, materials to be used, the relation of one part to another, and the relation of the various parts to the whole structure. They make any adjustments or changes necessary or desired. Draftsmen ink in all lines and letters on pencil drawings as required. They exercise manual skill in the manipulation of the triangle, T-Square, and other drafting tools. They utilize their knowledge of various machines engineering practices, mathematics, building materials, and other physical sciences to complete the drawings.

Mechanical Drafting

		Hours Per Week		Quarter Hours
FIRST QUARTER		Class	Lab.	Credit
DFT 1121	Drafting	3	12	7
MAT 1103	Geometry	3	0	3
ENG 1101	Reading Improvement	2	0	2
PHY 1101	Applied Science	3	2	4
		11	14	16
SECOND QUARTER				
DFT 1122	Drafting	3	6	5
DFT 1125	Descriptive Geometry	2	3	3
MAT 1102	Algebra	5	0	5
ENG 1102	Communication Skills	3	0	3
PHY 1102	Applied Science	3	2	4
		16	11	20
THIRD QUARTER				
DFT 1131	Mechanical Drafting	3	12	7
MAT 1104	Trigonometry	3	0	3
PSY 1101	Human Relations	3	0	3
MEC 1113	Shop Processes	2	3	3
MEC 1115	Treatment of Ferrous Metals	2	3	3
		13	18	19
FOURTH QUARTER				
DFT 1132	Mechanical Drafting	3	12	7
MEC 1114	Shop Processes	2	3	3
MEC 1116	Treatment of Non-Ferrous Metals	2	3	3
BUS 1105	Industrial Organizations	3	0	3
		10	18	16

BUILDING CONSTRUCTION TRADES

MASONRY

PURPOSE OF CURRICULUM

Masons are the craftsmen in the building trades that work with artificial stone, brick, concrete masonry units, stone and the like. As building construction continues to increase the demand for bricklayers, cement masons, and stonemasons will also increase.

This curriculum is designed to train the individual to enter the trade with the knowledge and basic skills that will enable him to perform effectively. He must know the methods used in laying out a masonry job with specific reference to rigid insulation, refractories, and masonry units specified for residential, commercial and industrial construction.

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

JOB DESCRIPTION

Most masons lay brick, and blocks made of tile, concrete, glass, gypsum or terra cotta. Also, he constructs or repairs walls, partitions, arches, sewers, furnaces and other masonry structures.

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

Masonry

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

AUTOMOTIVE BODY REPAIR

PURPOSE OF CURRICULUM

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, estimate, repair and paint automobile bodies. Manual skills are developed in practical shop work. The study of automobile bodies, the stresses of metal and the composition of paint constitute the curriculum.

Complexity in automobile vehicles increases each year because of scientific discovery and new engineering. The changes are reflected not only in passenger vehicles, but also in trucks, buses and a variety of motor vehicles. This curriculum provides a basis for the student to compare and adapt to new techniques and new tools for repairing motor vehicle bodies as changes are made from year to year.

JOB DESCRIPTION

Automotive body repairmen inspect and estimate the amou of materials and labor necessary to repair automobile bodies They straighten twisted metal, replace parts, smooth, and paint. The body repairman must know how to straighten, bend, and weld metal (both electric and acetylene). He must be a master painter and know how to mix paint as well as apply it. The body repairman must be familiar with body repair manuals for all makes of cars and other technical publications.

Automotive body repairmen in some large shops specializ in particular types of work such as painting, fender work, etc. but in most small shops he is required to do all types of work.

Automotive Body Repair

FIRST QUARTER		Hours Per Week Class	Lab.	Quarter Hours Credit
AUT 1111	Auto Body Repair	3	12	7
MAT 1101	Fundamentals of Mathematics	5	0	5
PHY 1101	Applied Science	3	2	4
ENG 1101	Reading Improvement	2	0	2
WLD 1101	Basic Gas Welding	0	3	1
		13	17	19
SECOND QUARTER				
AUT 1112	Auto Body Repair	3	12	7
WLD 1105	Auto Body Welding	0	3	1
DFT 1101	Schematics and Diagrams: Power Mechanics	0	3	1
PHY 1102	Applied Science	3	2	4
ENG 1102	Communications Skills	3	0	3
		9	20	16
THIRD QUARTER				
AUT 1113	Metal Finishing and Painting	3	12	7
PSY 1101	Human Relations	3	0	3
AUT 1115	Trim, Glass & Radiator Repair	2	9	5
		8	21	15
FOURTH QUARTER				
AUT 1114	Body Shop Applications	3	21	10
BUS 1103	Small Business Operations	3	0	3
		6	21	13

EXTENSION

The purpose of the Extension Program is to provide additional training in job improvement for the people in the area. Training of any type, which will improve individual job proficiency may be offered when sufficient interest is shown.

The following is a list of some of the different courses offered in the Extension Program:

Supervisory Development Training

SDT 2401 Principles of Supervision
SDT 2402 Human Relations I
SDT 2403 Human Relations II
SDT 2404 Art of Motivating People
SDT 2405 Economics in Business and Industry
SDT 2406 Effective Communications
SDT 2407 Effective Writing
SDT 2408 Effective Speaking
SDT 2409 Reading Improvement
SDT 2410 Work Measurement
SDT 2411 Job Methods
SDT 2412 Conference Leadership
SDT 2413 Instructor Training
SDT 2414 Creative Thinking
SDT 2415 Industrial Safety and Accident Prevention
SDT 2416 Industrial First Aid
SDT 2417 The Supervisor in North Carolina
SDT 2418 The Supervisor and Employee Benefits
SDT 2419 Job Analysis Training
SDT 2420 Cost Accounting
SDT 2421 Supervision in Hospitals

(continued)

FIREMANSHIP TRAINING

FIP 2501 Introduction to Firefighting
FIP 2502 Forcible Entry
FIP 2503 Rope Practices
FIP 2504 Portable Fire Extinguishers
FIP 2505 Ladder Practices
FIP 2506 Hose Practices
FIP 2507 Salvage and Overhaul Practices
FIP 2508 Fire Stream Practices
FIP 2509 Fire Apparatus Practices
FIP 2510 Ventilation
FIP 2511 Rescue Practices
FIP 2512 Protective Breathing Equipment
FIP 2513 Firefighting Procedures

UPGRADING COURSES

AHR 2454 Air Conditioning
AHR 2455 Refrigeration
AUT 2457 Automatic Transmission
AUT 2458 Alternators
AUT 2459 Generators and Starters
POL 2565 Police Training
CIV 2473 Estimating Building Construction Costs
DFT 2480 Drafting
DFT 2479 Blueprint Reading
ELC 2484 Basic Electricity
ELC 2485 National Electrical Code
HOS 2529 Hospitality
MAS 2531 Masonry
NUR 2535 Nurses Assistant
NUR 2536 Personal Care and Family Aide
NUR 2537 Infant and Child Care
TEX 2553 Loom Fixing
TEX 2554 Industrial Power Sewing
TEX 2555 Textile Designing
UPH 2561 Upholstering
WLD 2563 Welding

ADULT EDUCATION

Basic Adult

High School Equivalency

Arts & Crafts

Self-Improvement

Community Service

Learning Laboratory

ADULT EDUCATION

The purpose of the Adult Education Program at Isothermal Community College is to provide the opportunity for adults to enrich their lives by offering the facilities for continuing education. Through this program if it is hoped that the individual will be more conscious of his role and obligation in the community, to better prepare him for his job in life, to stimulate creativity, to help the individual appreciate the creative efforts of others, and to provide avenues for the enrichment of leisure time.

The Adult Program consists of the following types of courses

(1) BASIC ADULT EDUCATION---a program designed to help individuals learn to read and write and to help early dropouts attain an eighth grade education.

(2) HIGH SCHOOL EQUIVALENCY PROGRAM---a program designed to enable adults to complete their high school education by preparing for the test that leads to the North Carolina Certificate.

(3) ARTS AND CRAFTS---programs that give adults the opportunity to develop their creative talents.

(4) SELF-IMPROVEMENT COURSES---designed to enable individuals to improve themselves by continuing education during leisure time.

(5) COMMUNITY SERVICE PROGRAMS---consists of lectures, exhibits, shows, and other cultural functions for community enrichment.

THE LEARNING LABORATORY---This facility offers the opportunity for learning, based on programmed materials. The student studies at his own convenience and at his own speed. He may pursue topics of his own choice and for his own personal satisfaction.

The laboratory is also used for remedial purposes. The grade level starts at the fourth grade and extends through the freshman year of college. There are some areas of study that extends into the junior and senior years.

The public is invited to visit the laboratory anytime between 10:00 A.M. and 9:30 P.M. Monday through Thursday. It is located in the education building of the Spencer Baptist Church in Spindale.

To be eligible for adult classes, a person must be 18 years old or a high school graduate. For additional information, contact the Adult Education Department at the College.

A partial list of the courses that will be offered in the Adult Education Program is below. This list will be altered as new needs arise.

IND 2100	Interior Decorating I
IND 2100	Interior Decorating II
HAT 2101	Hat Designing I
HAT 2101	Hat Designing II
RUG 2101	Rug Knotting
CAK 2105	Cake Decorating
CER 2106	Ceramics I
CER 2106	Ceramics II
PBS 2107	Public Speaking
OIL 2108	Oil Painting
SPD 2109	Speed Reading
DRA 2112	Dramatics
STN 2118	Stenoscript
SEW 2120	Sewing I
SEW 2120	Sewing II
SEW 2120	Sewing III

(continued)

KNT 2123 Knitting I
KNT 2123 Knitting II
FLO 2125 Floral Arts
SKT 2126 Sketching
TYP 2127 Typing
ART 2129 Art Appreciation
COM 2130 Communism

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JANUARY

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JANUARY

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SEPTEMBER

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DECEMBER

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