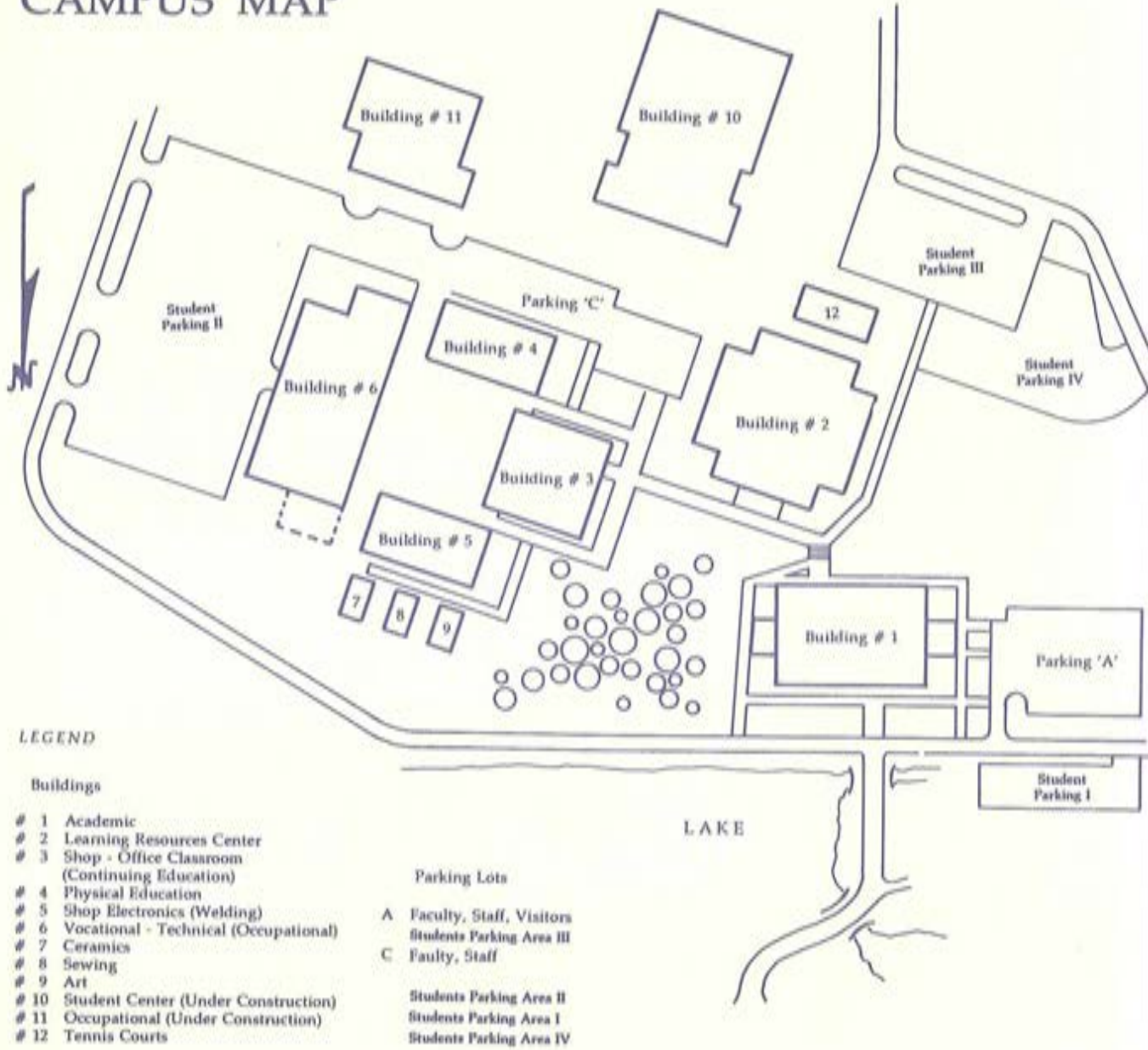




ISOTHERMAL
COMMUNITY
COLLEGE

Catalog 1978-1979

CAMPUS MAP



LEGEND

- Buildings**
- # 1 Academic
 - # 2 Learning Resources Center
 - # 3 Shop - Office Classroom (Continuing Education)
 - # 4 Physical Education
 - # 5 Shop Electronics (Welding)
 - # 6 Vocational - Technical (Occupational)
 - # 7 Ceramics
 - # 8 Sewing
 - # 9 Art
 - # 10 Student Center (Under Construction)
 - # 11 Occupational (Under Construction)
 - # 12 Tennis Courts

- Parking Lots**
- A Faculty, Staff, Visitors
 - Students Parking Area III
 - C Faculty, Staff
 - Students Parking Area II
 - Students Parking Area I
 - Students Parking Area IV

sothermal

Community

College

GENERAL CATALOG 1978-79



Spindale, North Carolina 28160

VOLUME IX

JUNE, 1978

Published annually by Isothermal Community College. Entered as third class matter at the Post Office at Spindale, North Carolina. Third class postage paid in Spindale, North Carolina 28160.

PRESIDENT'S MESSAGE

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

Isothermal Community College is non-discriminatory in its admissions and employment policies with regard to race, color, sex, age, creed and place of national origin. The institution does not discriminate against any student or employee because of marital or parental status or physical handicap.

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No. 17-80

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FRONT

NO TICKET WILL BE FOLLOWED EXPLICITLY

INSTRUCTIONS TO USER

- Bind as is (with covers)
- Remove front covers
- Remove back covers
- Remove ads (front & back)
- Remove all ads (extra charge)
- Bind title page in front
- Bind index in back
- Bind index in front
- Hand sew if necessary (extra charge)

Letter in: AAA-505 Cover Color: gold
 black; white

LIBRARY BOOKS:

- Decorated covers; — plain covers
- picture covers (extra charge)

 SUPER-FLEX (economy binding)
 form height, white lettering
 & ads bound in. Cover
 periodicals only
 books & Paperbacks —
 custom selected by bin
 size of black or white
 perbacks: — Hand
 Bind in covers: —

INSPECTION
VOL
BIN

LIBRARY C

1978 CALENDAR 1979

ISOTHERMAL COMMUNITY COLLEGE

FALL QUARTER 1978

August 30 Registration
 August 31 Registration
 September 4 Labor Day Holiday
 September 5 First day of classes
 September 11 Last day to register or add
 September 11 Last day to drop with "DR"
 October 9-13 Mid-term week
 October 20 Last day to drop with "WP"
 November 17, 20, 21 Final exams
 November 22, 23, 24 Holidays (Thanksgiving)

WINTER QUARTER 1978

November 27 Registration
 November 28 First day of classes
 December 4 Last day to register or add
 December 4 Last day to drop with "DR"
 December 20-January 1 Holidays (Christmas)
 January 15-19 Mid-term week
 January 26 Last day to drop with "WP"
 February 21, 22, 23 Final Exams

SPRING QUARTER 1979

February 27 Registration
 February 28 First day of classes
 March 6 Last day to register or add
 March 6 Last day to drop with "DR"
 April 9-12 Mid-term week
 April 13-18 Holidays (Easter)
 April 25 Last day to drop with "WP"
 May 17, 18, 21 Final exams
 May 23 Graduation

SUMMER QUARTER 1979

Full Session

May 31 Registration
 June 4 First day of classes
 June 8 Last day to register
 June 8 Last day to drop with "DR"
 July 2-6 Mid-term week
 July 4 Holiday
 July 9-13 Summer holiday
 July 20 Last day to drop with "WP"
 August 17, 20 Final exams
 August 22 Graduation

First Session

June 1 Registration
 June 4 First day of classes
 June 8 Last day to register
 June 8 Last day to drop with "DR"
 June 25 Last day to drop with "WP"
 July 4 Holiday
 July 6 Last day of classes and finals
 July 9-13 Summer holidays

Second Session

July 16 Registration
 July 17 First day of classes
 July 18 Last day to register
 July 18 Last day to drop with "DR"
 August 1 Last day to drop with "WP"
 August 20 Last day of classes and finals

General Information

History Of The College

Isothermal Community College was authorized by the 1963 General Assembly under 115A, General Statutes of North Carolina. In 1964, citizens of Rutherford County approved a tax levy to support the College, and necessary capital funds were appropriated to purchase a site and construct the buildings. In 1966, Isothermal Community College formally initiated its four basic programs of instruction, occupying temporary facilities in the Avondale, Caroleen and Spindale communities.

The permanent campus of Isothermal Community College is located between the towns of Forest City and Spindale, North Carolina, adjoining US-74 (By Pass). Buildings are constructed on a wooded site that provides an attractive setting for the modern facilities which serve the people of Rutherford and surrounding counties.

The College is a commuter's college with classes scheduled both during the day and evenings. Four basic curricula include: college transfer, vocational, technical, and adult education courses. College parallel, technical, and vocational courses are compatible with other college programs throughout the state: Adult education courses are initiated on the basis of adult interest and demand. Qualified instructors fill each position on the teaching staff.

Purpose and Objectives

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 major aims of this institution 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
 - 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 instruction which will help all students become effective members of a democratic society.

Accreditation

Isothermal Community College, a member of the American Association of Junior Colleges, is accredited by the Southern Association of Colleges and Schools and by the North Carolina State Board of Education.

Office Hours

The administrative offices of the College are open Monday through Friday from 8:00 a.m. to 4:30 p.m.



Evening School

The Evening School is an extension of the day program. The major aims are the same as stated in the purpose and objectives for the college.

The college offers evening credit programs that lead to the Associate of Arts Degree, the Associate of Applied Science Degree, and the Vocational Certificate. A student can complete the requirements for the Associate Degree in approximately eight quarters and the Vocational Certificate in four quarters.

The evening programs are normally offered from 5:30 p.m.—10:00 p.m., Monday through Thursday. Course schedules for the evening classes are published each quarter and are available upon request from the Evening School Office or the Student Personnel Office.

Isothermal Community College—Polk County

The college has expanded study opportunities in Polk County by offering a wider selection of credit and non-credit courses. Subjects now available include selected credit courses in college parallel and occupational studies, the Adult Basic Education and High School Diploma programs, and Continuing Education non-credit courses. A modern and expanded study facility provided by Polk County provides space in the old St. Luke's Hospital for individualized study, classes and workshops.

Information about college activities in Polk County may be obtained by visiting the center at St. Luke's or by calling 859-6744.

Admissions

GENERAL ADMISSION REQUIREMENTS FOR CREDIT COURSES.

Isothermal operates under an "Open Door" admission policy. Applicants are normally required to have a high school diploma or its equivalent. Exceptions are made in the vocational programs based on the age of the applicant (18 years of age or older). The following are specific requirements for each program.

College Parallel and Technical Applicants:

1. A completed application for admission.
2. Transcript(s)—high school and college (if applicable).
3. Take college placement battery.
4. Interview (review of test scores).

Vocational Applicants:

1. A completed application for admission.
2. High School transcript (if applicable).

Practical Nursing applicants must also take the General Aptitude Test Battery (GATB) test, submit a list of three references other than family, submit a physical examination record completed by family physician, submit transcripts, and be interviewed by the nursing staff. All applicants must have completed the ninth grade or the equivalent.

Paraprofessional Child Care applicants must have a high school diploma or the equivalent, complete the college placement battery and be interviewed for review of test scores.

Veterans and veterans dependents receiving veterans educational benefits, must provide transcripts (high school and college, if applicable) of all education beyond the seventh grade level.

ADMISSION PROCEDURE FOR PROSPECTIVE FOREIGN STUDENTS

In addition to the admission requirements above, all students entering the country on a I-20 Visa are required:

1. to receive a satisfactory score of 500 or better on the Test of English as a Foreign Language (TOEFL)
or
2. to complete the English 109 course at an English Language School or a comparable course

TRANSFER ADMISSION REQUIREMENTS. Isothermal Community College will accept any transfer student who has maintained a satisfactory conduct standing at his previous institution. Each applicant requesting transfer of credits from another institution will be considered on an individual basis. Any student on disciplinary suspension from another institution must appear before the Admission Committee for approval for admission. Transfer applicants must also meet the general admission requirement outlined above. Students transferring 30 quarter hours of credit are not required to submit a high school transcript or take the placement test.

TRANSIENT STUDENTS. Transient students who are enrolling at Isothermal Community College need only to submit an application for admission and a letter granting approval to attend Isothermal from the college they are attending or plan to attend.

AUDIT STUDENTS. Any person at least 18 years of age will be allowed to audit any course upon submission of an application for admission. Intention to audit a course must be announced at the time the student registers.

CONDITIONAL ADMISSIONS. Students are cautioned that unless all applicable supporting documents for admission are acknowledged by the Student Personnel Office prior to their initial registration, permission to register for classes may be denied. In the case of extenuating circumstances, a conditional admission to the College may be granted. A conditional admission status may be granted for only one quarter.

READMISSION. Any student having been suspended from the College for any reason must submit an application for readmission to the Director of Admissions.

SELF-ENRICHMENT. High school and college graduates who are not currently attending a college may enroll in one course per quarter at Isothermal Community College. If the course does not have a prerequisite that is determined by test cores, these students will only be required to complete an application. Upon the accumulation of 15 hours credit at ICC, the students will be required to provide the college with an official transcript of high school and college work previously completed.

ADULT EDUCATION AND EXTENSION ADMISSION REQUIREMENTS. Requirements for admission and application procedures for the numerous adult education programs are dependent upon the nature of the course desired. Interested persons should contact the Office of the Director of Adult Education and Extension Programs for specific information.

Testing

PLACEMENT TESTS. The following tests are given to all applicants applying for the college parallel, technical and Early Childhood programs. The tests are used only for placement purposes.

1. Nelson-Denny Reading Test I.C.C.
2. Math Placement Test

G.E.D. The General Educational Development Program (G.E.D.) test is available to adults who did not complete their high school education. Upon successful completion of a series of tests, a North Carolina Certificate of High School Equivalency will be awarded. Isothermal accepts the certificate from applicants desiring to enter the College in either the college parallel or technical division.

Individuals interested in applying for the G.E.D. Program should make application to be tested at the Office of Student Personnel Services. Tests are administered daily. Arrangements can be made for evening testing.

Included in the counseling program are individual and small group tests which may be given on student request, and/or on the recommendation of the counselor. Specific academic subject areas, problem check lists, and interest inventories are among the tests available.

Registration

The college operates on the quarter system. Registration dates, and drop/add dates for the four quarters—Fall, Winter, Spring, Summer are listed in College Calendar.

Deficiency List—Students are responsible for obtaining registration clearance for unpaid fines from previous quarters prior to registration.

ORIENTATION FOR FRESHMAN AND TRANSFER STUDENTS. The purpose of Orientation Day is to introduce the student to his new environment and to acquaint him with the policies and ideals of the College. During the program,

new students will have the opportunity to meet the college administrators, faculty, the secretarial staff, and various student leaders. Orientation attendance is required of all new students.

Tuition and Fees

Isothermal Community College receives financial support from local, state, and federal sources, allowing each student an education opportunity at a minimum cost. Tuition fees are set by the State Board of Education and are subject to change without notice. Cost of textbooks and supplies are additional expenses which vary according to the program of study. The payment of all fees is required at the time of registration. If a student cannot pay his fees during registration, he is required to make some arrangements with the Business Manager's Office PRIOR to his registration date. Under no circumstances will deferred payment be considered during the period of registration. Payment of fees will not be deferred unless there is extreme hardship and very good indication that the student will be able to pay the fees within the ten-day limit authorized by the Board of Trustees.

Tuition charges for all programs are as follows:

	In-State	Out-of-State
12 qtr. hours or more	\$39.00 per quarter	\$198.00 per quarter
Less than 12 qtr. hours	\$ 3.25 per qtr. hr.	\$ 16.50 per qtr. hr.
Activity fee		
Fall & Winter quarters	\$10.00 per quarter	\$ 10.00 per quarter
Spring quarter	\$ 8.00 per quarter	\$ 8.00 per quarter

*Student activity fee of \$10.00 applicable only if 7 or more quarter hours are carried.

SENIOR CITIZENS. North Carolina residents 65 years of age and older shall be exempted from the payment of curriculum tuition and extension registration fees in accordance with Chapter 981 of the 1977 Session Laws. A \$5.00 late registration fee will be charged all senior citizen students who register after registration day.

PRISON INMATES. No tuition or fees of any kind shall be charged curriculum or extension students who are prison inmates.

*Tuition charges are subject to change by the North Carolina Legislature.

LATE REGISTRATION FEE. A \$5.00 late registration fee is charged all students who register after registration day.

STUDENT ACTIVITY FEE. A student activity fee of \$10.00, \$10.00, & \$8.00 is charged each of the first three quarters, Fall, Winter, and Spring, respectively for students registering for seven hours or more. There is no Student Activity fee for summer quarter. The proceeds from this fee are budgeted cooperatively by students and faculty in support of non-curricular activities. Part-time students may purchase a student activity card. Students are advised that without the activity card admission charges may be assessed at certain student activity functions.

REFUND POLICY. 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 10 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 tuition of five dollars (\$5.00) or less, except if a course or curriculum fails to materialize, all the students' tuitions shall be refunded.

Academic Matters

STUDENT CLASSIFICATIONS

Freshman—Earned less than 45 credit hours
 Sophomore—Earned 45 credit hours or more
 Part-time—Enrolled for less than 12 credit hours

ACADEMIC LOAD	MAXIMUM
College Parallel	19 credit hours
Vocational	21 credit hours
Technical	21 credit hours

Approval from the Dean of Instruction is required to register for more than the maximum hours.

REPEATING COURSES

Courses with earned grades of "D" or "F" may be repeated. Courses with earned grades of "C" or better may be repeated only by special permission from the Dean of Instruction. When a course has been repeated the highest grade will be counted.

CLASS ATTENDANCE

All instructors establish their own attendance policy for the class, publish this for their students and explain this policy in full to their students on the first day of class, and explicitly include in said policy *the relationship of absences to grades.*

A student must receive a grade of "F" if he fails to maintain contact for fourteen calendar days and has to be administratively withdrawn.

EXAMINATIONS. Final examinations in all subject areas are held at the end of each quarter. The examination record combined with the record made in class constitutes the student's final grade.

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 contact hours. Where shop/clinical/practicum is required, one credit hour will equal at least three contact hours.

The grading system is as follows:

Grade	Significance	Quality Points
A	Excellence	4 per quarter hour
B	Above Average	3 " " "
C	Average	2 " " "
D	Below Average	1 " " "
F	Failed	0 " " "
WP	Withdrawn Passing	0 " " "
WF	Withdrawn Failing	0 " " "
I	Incomplete	0 " " "
Y	No Credit—Audit	0 " " "
S	Satisfactory	" " "
U	Unsatisfactory	" " "
P	Progress	" " "

To obtain credit, a student must repeat all courses resulting in the award of "0" quality points.

INCOMPLETE POLICY

A grade of "I" is assigned where the course work is incomplete. This grade must be removed before the end of the following quarter, or the grade automatically becomes an "F" on the permanent record. Instructors may extend the time for removing the incomplete by written notification to the registrar.

All grades of "I" are computed on the permanent record as an "F" until and unless they have been made up.

COURSE CHALLENGE POLICY. Any student may petition through the Division Chairman for permission to challenge a course through a comprehensive exam for credit. Only those courses for which tests have been developed and have been filed in the Division offices may be challenged. Procedure for challenging is as follows:

1. The student must consult with his advisor, must be registered for the course and in good standing.
2. If the exam is failed, he must continue the course.
3. A course may be challenged only once.

SCHEDULE CHANGES. In order to drop or add a course or to change a course section, the following steps should be adhered to before the changes are official:

1. Secure change of schedule form from Student Personnel Office, or Evening Director.
2. Drops or adds must be approved by the faculty advisor or instructor. (No one will be allowed to add or change section after the last day to register.)
3. Change of sections must be approved by the instructor(s) involved.
4. All notifications of schedule changes must be acknowledged and recorded by the Registrar before the change is official.

A student may officially drop a course during the drop-add period without academic penalty. If a student drops a course after this deadline, he will receive a grade of "WP" (dropped passing) or "WF" (dropped failing). A "WF" is averaged as "F" in computing the grade point average. The grade "WP" can not be awarded past the deadline, generally one week after mid-quarter, unless approved by the Dean of Instruction.

PROGRAM CHANGES

A student desiring to change programs requests a Division Change Sheet (DCS) from a counselor or Evening Director as appropriate. The additional instructions are contained on the Division Change Sheet and are self explanatory.

WITHDRAWAL

In order to officially withdraw from the College, the student must follow the procedures listed below:

1. Withdrawals must be made through the Student Personnel Office, Evening Director, or Director, Polk County Branch.
2. Withdrawals should be made in person if possible.
3. All withdrawal forms must be recorded in the Registrar's Office for the withdrawal to be official.
4. Withdrawals must also be checked out by the Business Office.
5. The official date of withdrawal will be the exact date the student makes his request for withdrawal.
6. Students who withdraw after the drop-add period must receive a grade of "WP" or "WF" Students who leave school without officially withdrawing will receive the grade of "F" on all courses.
7. Students who drop during the first 10 calendar days following registration date, and who are anticipating a tuition refund, must submit reasons for dropping in writing.

ACADEMIC PROBATION AND SUSPENSION

Probation. A student performing below the minimum satisfactory level as determined by the schedule detailed below or any quarter or a Licensed Practical Nursing student with a grade of "D" in a health-related course, including prerequisites, will automatically be placed on academic probation status or the following quarter, and

Suspension. A student, at the end of the academic probation quarter, who has reached a QPA which falls below the minimum satisfactory level as shown in the schedule detailed below or remove the probation, will automatically be suspended, or any Licensed Practical Nursing student receiving an "F" or a second "D" grade in a health-related course will be suspended from the respective program.

The Quality Point Average Schedule is:

Associate of Arts Degree Associate of Applied Science Degree	
Cumulative Qtr. Hrs. Attempted	QPA
6-25	1.50
26-40	1.70
41-60	1.90
61-85	1.95
85-95	2.00
96-more	2.00

Diploma	
Cumulative Qtr. Hrs. Attempted	QPA
6-25	1.50
26-40	1.65
41-60	1.80
61-more	2.00

Length of Suspension. All academic suspensions are for a minimum of one quarter except for those students enrolled in a curriculum in which the subject matter is taught in specific quarters and not repeated until a year later.

Appeal. A suspended student has the right to appeal his/her suspension through the following procedure. The suspended student must be prepared to present a compelling case by showing a justifiable reason for his/her poor academic standing or by demonstrating QPA computation error. The student must initiate his/her appeal by filing a written request for review of the suspension with a counselor. The counselor will advise the Dean of Students who will take appropriate steps to establish a hearing for the suspended student by the Admissions and Continuation Committee.

Graduation

REQUIREMENTS. Requirements for the degree or diploma will vary according to the curriculum. The student should refer to the required courses in the catalog which apply to his program so that he can ascertain the course requirements for graduation.

In the case of students transferring into Isothermal Community College, at least half of the credits required for graduation must be earned at Isothermal Community College or a member institution within the North Carolina System of Community Colleges.

COMMENCEMENT EXERCISES. Commencement exercise to award degrees and diplomas to students in respective divisions are held at the conclusion of the spring and summer quarters. Students are expected to file graduation applications with the Registrar's Office at least one quarter preceding commencement exercises. The specific dates of graduation are listed in the College Calendar in the front of this catalog. All students who are eligible to receive degrees and diplomas are expected to participate in graduation exercises unless excused in writing by the Dean of Instruction. Students should submit their excuse in writing at least one month in advance of graduation.

CLASS RING AND GRADUATION FEE. All orders for class rings, caps and gowns, and graduation invitations will be coordinated by the Registrar's Office. Notices will be posted relevant to dates for measurements. Students who are graduating should see that their orders are placed on the date specified in the bulletin.

Honors

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.

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 3.25 quality point average for the quarter.

GRADUATION WITH HONORS. Students who complete a degree or diploma program with a quality point ratio of 4.0 will be graduated with High Honors. The student who earns a quality point ratio of 3.50 to 3.99 will be graduated with Honors.

AWARDS DAY. Awards Day is an annual assembly, held to recognize students whose scholarship, leadership, citizenship and service have been meritorious and noteworthy. Each division as well as departments of Isothermal Community College is entitled to give recognition to those students whose achievements have evinced the highest level. Appropriate certificates, trophies, or plaques and letters of citation are presented to the winners.

WHO'S WHO AMONG STUDENTS IN AMERICAN JUNIOR COLLEGES. Annually, a directory recognizing outstanding campus leaders from over 500 junior colleges in the 50 states and the District of Columbia is published in Tuscaloosa, Alabama. Only second-year college students are eligible for nomination. Nominees are selected each year by a faculty committee, composed of representatives from each department of the College. The number of nominees is determined by the national office, based on present enrollment. The selection committee is instructed to consider students whose academic standing, service to the community, leadership in extra-curricular activities and future potential are decidedly above average. The winners submit biographical information which is included in the Directory, receive a certificate suitable for framing, and are eligible for placement service when they seek employment.

Student Services

All student services and out-of-class activities are coordinated through the Office of Student Personnel Services. Professional staff members are available to provide assistance to individual students and groups on matters affecting student well being. This section of the catalog outlines the various services available at the College.

STUDENT CENTER. The College operates a Student Center for relaxation and recreation. Available for student use are the following: a pay telephone, a juke box, and ping-pong tables. Students are urged to make recommendations to the

elected officers of the Student Government Association relevant to additions or deletions of recreational equipment or food matter.

STUDENT COUNSELING. The Student Counseling Center is located in the Office of Student Personnel Services and is in operation for the benefit of all students.

A professional counseling staff is available to assist the student with personal, social, educational, or vocation problems. Referral is not necessary, and students with problems or questions are encouraged to see members of the counseling staff at any time. Group counseling sessions are encouraged in cases where several students wish to talk over a similar problem.

Included in the counseling program are individual and small group tests which may be given on student request, and/or on the recommendation of the counselor. Specific academic subject areas, problem check lists, and interest inventories are among the tests available.

Occupational and educational information is on file in the Center and students are encouraged to use the pamphlets, books, college catalogs, brochures and leaflets on hand. Students who cannot find desired information should contact their counselor for assistance.

HOUSING. The College does not provide living accommodations for students. A list of available housing is prepared annually to assist students in locating housing facilities. In all cases the student is responsible for making his own housing arrangements. The College assumes no responsibility for rental negotiations between student and homeowner.

HEALTH SERVICES. Each student is required to complete a record of medical history prior to enrollment. Health problems are identified and recorded for future reference in the case of an emergency. Building construction on campus allows for the use of a wheelchair in each building, and parking. Inter building movement by wheelchair is difficult.

There is no infirmary on the campus, first aid supplies are maintained in shop areas and at secretaries' desks in each building. In all cases involving serious illnesses or accidents, the next of kin will be notified immediately.

PLACEMENT SERVICE. Student Placement Services is an employment referral service, which coordinates the part-time and full-time employment opportunities for Isothermal students. The college service will give special attention to the placement of students who graduate in occupational educational curriculums.

VETERAN AFFAIRS. Veterans entitled to educational assistance from the Veterans Administration should visit the Student Personnel Office as early as possible for the purpose of making application to the Veterans Administration. Veterans are required to provide the Veterans Administration copies of their DD-214, and the following, if applicable: marriage license, birth certificates for all children, and any separation papers for either the veteran or his spouse, if either was previously married. The veterans representative in the

Student Personnel Office will assist in completing the Veterans Administration application, and will submit the required Certification of Enrollment for each student.

Veterans Administration educational benefits are authorized in accordance with credit or contact hours listed below:

Courses Leading To A Standard Degree

College Parallel and Technical

Full time 12 or more quarter hours of credit
¼ time 9-11 quarter hours of credit
½ time 6-8 quarter hours of credit

Courses Not Leading To A Standard Degree

Vocational Programs

Full time 30 clock hours
¼ time 22-29 clock hours
½ time 15-21 clock hours

Financial Assistance Program

FINANCIAL AID. Isothermal Community College is a participant in federal and state financial aid programs. Awards are based on financial need as projected through a national Family Financial Statement (FFS) of the American College Testing Program. This financial aid application is made available through the local high school guidance offices or the office of financial aid at Isothermal Community College. The student's need is derived by analyzing the total financial picture of the student and his family. The recipient must maintain satisfactory progress in his course of study and must show average academic achievement.

Students may secure information and financial aid applications by contacting the Director of Financial Aid in the Student Personnel Office. Listed below are the programs of financial assistance that are available at the College.

BASIC EDUCATIONAL OPPORTUNITY GRANT (BEOG). The Basic Educational Opportunity Grant is a federally sponsored aid program designed to provide financial assistance to those who need aid to attend a post-high school educational institution. The main factor used to determine the Family Contribution is the family income. As a general guideline, if a family's annual income is \$12,000 (for a family of four) or less, you may receive a grant. The average grant for Isothermal students has been \$490 per academic year. Applications for the Basic Grant can be obtained at the local high schools, at any post-high school institution (university, junior or senior college, technical or vocational school), or at any public library.

SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (SEOG). This program is available to students with exceptional need. Supplemental Educational Opportunity

Grants vary in amounts in direct relationship to an individual's needs and the availability of funds. Grants can range from \$200 to \$1,000 a year and can be no more than one-half of the total assistance to the student.

COLLEGE WORK-STUDY PROGRAM. Students, particularly those from low-income families, who need a job to help pay for college expenses are potentially eligible for employment by their colleges under federally supported work-study programs.

The amount of hours a student can work a week will depend on the student's academic load. During the summer or other vacation periods when they do not have classes, students can work full-time (40 hours per week).

NATIONAL DIRECT STUDENT LOANS. National Direct Student Loans are awarded in conjunction with other forms of financial assistance. The repayment period and the interest does not begin until nine months after the student ends his studies. The loan bears interest at the rate of three (3) percent each year and repayment of principal may be extended over a ten-year period, except that Isothermal Community College requires a minimum repayment of \$15.00 a month.

If the borrower becomes a full-time teacher in a public or private non-profit elementary or secondary school in a low-income district, a full-time staff member in certain preschool programs, a teacher of handicapped children in a public or private nonprofit elementary or secondary school, or a member of the armed forces engaged in service that qualifies for combat pay, he/she may be eligible for loan cancellation at varying rates.

Other forms of financial assistance are available.

SCHOLARSHIP LOAN FUND FOR PROSPECTIVE TEACHERS OF NORTH CAROLINA. This loan program is administered through the State Department of Education. Maximum loan consideration is \$600 per year and is renewable for four years. A percentage of the loan will be cancelled for each year of teaching service in North Carolina. Applications can be obtained from the Financial Aid Director in the Student Personnel Office. Students are advised to submit their applications early in the year.

GUARANTEED LOAN PROGRAM. Loans are available to both incoming freshmen and currently enrolled students through the Guaranteed Loan Program. Under this program, one may borrow from a bank or other private financial institutions. Additional information and applications can be obtained through the Director of Financial Aid.

VOCATIONAL WORK-STUDY PROGRAM. Designed to provide part-time employment for technical and vocational students who need the earnings from such employment to continue their education on a full-time basis.

VOCATIONAL REHABILITATION. Vocational Rehabilitation offers services necessary to enable a student who is disabled to become self-supporting. Eligible handicapped persons may receive financial assistance while enrolled at Isothermal Community College.

Prospective students having a disability who desire to apply for training under the provisions of this program should contact the Division of Vocational Rehabilitation Office in their respective county.

Student Organizations and Activities

The College encourages student participation in student organizations and activities. The following are available on campus:

STUDENT GOVERNMENT ASSOCIATION. All students of the College who pay a student activity fee are members of the Student Government Association and are entitled to all membership privileges of the organization. The Student Government Association is active in promoting the interests of the students, improving facilities, planning social functions, and assisting student organizations.

The President of the Student Government Association is the chief executive which includes divisional representatives and members at large. Student interest and assistance are welcomed. The S.G.A. President is an ex officio member of the Board of Trustees and is a voting member of all college committees, including the President's Administrative Council.

The following clubs and activities are chartered on the campus:

Afro-American Club
Bible Club
Cheerleaders
College Singers
Future Secretaries Association
Good Earth Ecology Club
Interclub Council
Intramural Athletics
Lectures and Concerts
Patriot Toastmasters Club
Phi Beta Lambda
Phi Theta Kappa
Publications—Sentinel (Yearbook)
Patriot (Newspaper)

INTERCOLLEGIATE ATHLETICS. The College offers athletics on the intercollegiate level in basketball, golf, and tennis. Isothermal Community College is a member of the NJCAA. The College is a member of the Western Tarheel Conference.

SCHOOL COLORS: Red, White and Blue

SCHOOL SYMBOL: Patriot

Student Center

The Student Center provides relaxation and recreation for the student body. The Center contains a large lounge, food service through vending machines, game room, television room, gymnasium, indoor swimming pool, office for Student Government Association, the Yearbook Staff (Patriot), the Newspaper Staff (Patriot) and the Identification Card Room.

BOOKSTORE. The College operates a bookstore where the student may purchase needed books and supplies with profit being used for college projects and services. The hours of operation are 9:00 a.m. to 1:00 p.m. Monday through Thursday, closed all day Friday. The first week of each quarter the bookstore will be open from 8:30 a.m. to 3:00 p.m., and from 7:00 p.m. to 9:00 p.m.

ALL STUDENTS SHOULD ATTEND CLASS BEFORE BUYING BOOKS. A student who does not attend class before buying books for a course could easily buy the wrong book. Any book sold will be considered used when repurchased even though the incorrect book was purchased.

Used books will be purchased by the bookstore on registration day each quarter, 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 50 percent of the original price.

FOOD SERVICES. Food and beverages are served through vending machines in the Student Center.

ACCIDENT INSURANCE. Two accident insurance plans have been authorized by the College on a voluntary basis for the welfare of students and staff. The College urges each student to purchase accident insurance during his initial registration. The two plans are:

Plan I This plan provides benefits for a full 24 hours per day for the 12-month period for covered accidents. Provides protection not only at school, but also any time school is not in session. The premium is \$27.00 per student. The premium for teachers, administrative and clerical employees is \$40.00 per employee.

Plan II A limited policy covering only bodily injuries resulting from school-associated accidents, including to-and-from automobile accidents. Students enrolled under Plan I *do not* need the protection of Plan II. Purchase of Plan II can be made upon registration of any quarter at \$1.50 per quarter.

A special insurance policy is written for students enrolled in the Human Resource Development programs for eight weeks \$2.00

All students participating in Isothermal Community College athletic programs are required to carry either Plan I, or as a minimum, Plan II.

Student Identification Cards

Student Identification Cards are issued without charge to each student who enrolls for 7 or more quarter hours and pays the Student Activity Fee.

This card will admit students to social, cultural, educational and athletic events sponsored by the school. Lost I.D. cards may be replaced in the Student Personnel Office. There will be a charge for the replacement.

Traffic Regulations.

I. Registration

- A. A student is responsible for registering his car(s) at registration for his initial quarter of enrollment, and for reporting new license plates.
- B. There is no charge for car registration.
- C. Students are required to obtain a parking sticker for each of his cars and to display each sticker on each car.

II. Parking Areas

- A. Students park in student parking areas.
- B. Parking regulations are enforced each day that school is in session.
- C. Students may inquire in the Student Personnel Office for emergency permission to park in areas not designated for students.

Student Responsibilities

CONDUCT. The conduct of a student, both in and out of school, will be measured on an adult standard. He assumes full responsibility for the consequences of his actions and behavior. It is the personal responsibility of each student to uphold the rules and regulations of Isothermal Community College. The College reserves the right to dismiss any student who in its judgment conducts himself in a manner that is not in compliance with the purposes of this institution.

DRESS. One of the purposes of college experience is to afford a 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.

ADDITIONAL INFORMATION ON RULES AND REGULATIONS IS CONTAINED IN THE STUDENT HANDBOOK. IT IS THE INDIVIDUAL RESPONSIBILITY OF EACH STUDENT TO READ AND UNDERSTAND THIS HANDBOOK.





CURRICULUM PROGRAMS



**College Transfer Programs
Technical Programs
Vocational Programs
Certificate Programs
Independent Study
Cooperative Education**

Curriculum Programs

Curriculum programs at Isothermal Community College fall into two major categories—college transfer and occupational. Transfer programs are those designed primarily for those students who are planning to attend a four-year college or university; occupational programs are divided into one-year or less (vocational) or two-year (technical) programs which allow the students to enter business or industry in their own or in other communities. Programs leading to the various degrees are offered both day and night (indicated in course outlines); some subjects in these programs may be taken on a self-instructional basis through the Learning Resources Center.

TECHNICAL

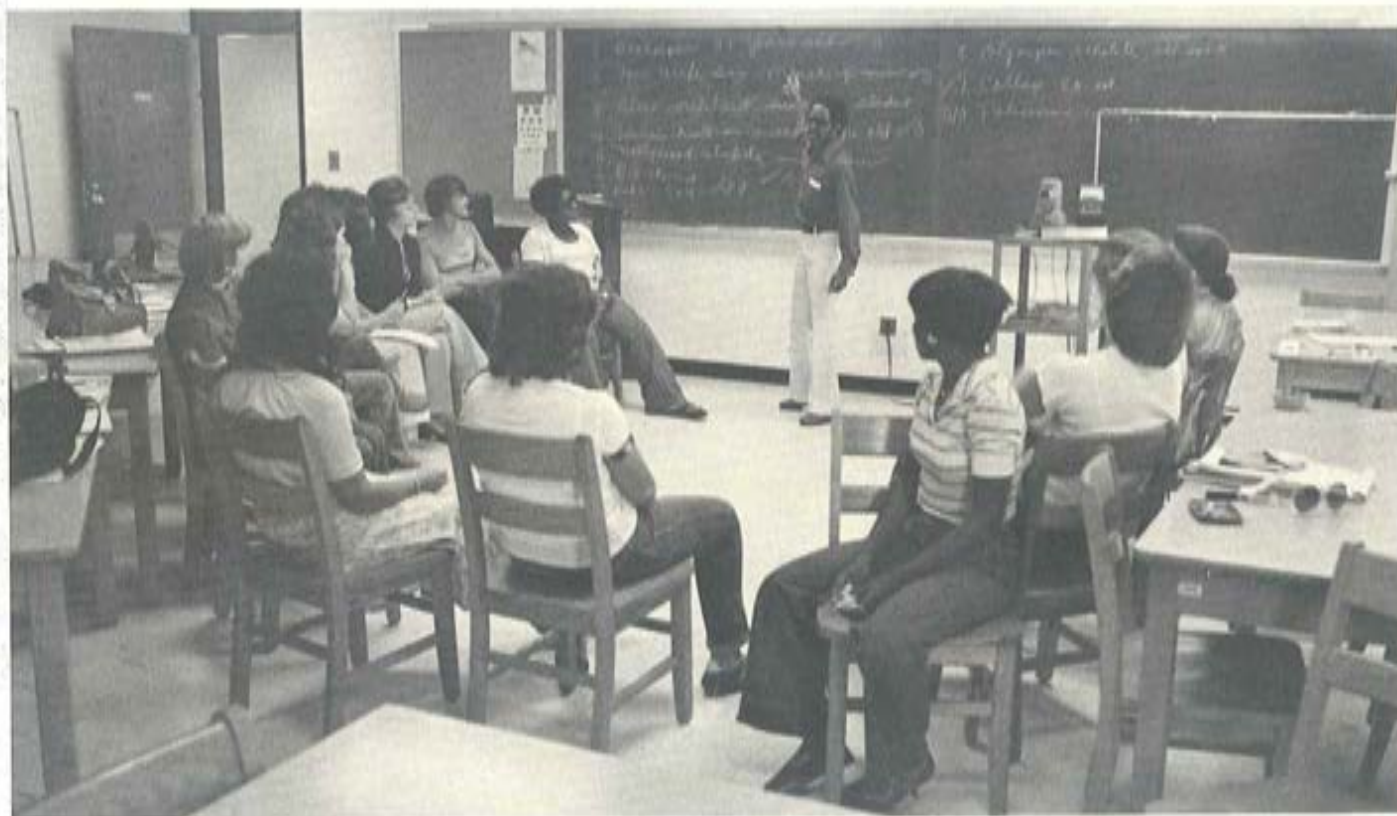
- T-109 Associate Degree for Vocational Instructors
- T-018 Business Administration
- T-073 Early Childhood Specialist
- T-033 General Office Technology
- T-049 Industrial Supervision and Management
- T-129 Criminal Justice
- T-030 Secretarial—Executive
- T-088 Teacher Associate
- T-136 Human Services Technology

COLLEGE TRANSFER

- C-004 Pre-Business Administration
- C-004 Industrial Management Option
- C-026 Pre-Business Education
- C-007 Pre-Engineering
- C-010 Pre-Law
- C-011 Pre-Liberal Arts
- C-012 Pre-Math
- C-013 Pre-Medical
- C-018 Pre-Science
- C-019 Pre-Social Work
- C-035 Pre-Teaching—Early Childhood
- C-020 Pre-Teaching—Elementary
- C-028 Pre-Teaching—Secondary
- C-024 Undecided

VOCATIONAL

- V-001 Automotive Body Repair
- V-003 Automotive Mechanics
- V-067 Child Care Worker
- V-009 Cosmetology
- V-018 Electrical Installation and Maintenance
- V-042 Electronic Servicing
- V-033 Industrial Mechanics
- V-029 Light Construction
- V-072 Nurse Assistant
- V-038 Practical Nursing
- V-050 Welding



College Transfer Programs

OBJECTIVES

To provide opportunities for students to complete the general educational requirements leading to an Associate of Arts (A.A.) degree or to an Associate of Science Degree (A.S.). Courses in this program transfer to senior (4-year) institutions. The final decision on transferability rests with the institution to which the student transfers.

GRADUATION REQUIREMENTS

A student wishing to complete the requirements for an A.A. or A.S. degree must earn 96 quarter hours of credit with an overall grade point average of 2.0 or better. Sixty (60) of these hours are in designated areas while the other 36 are termed electives. A student may fulfill these requirements through a general liberal arts course of studies, or through consultation with his advisor he may channel his choice of electives in a patterned way toward his future major area of concentration. Suggested preparatory areas of concentration include: Pre-Law, Pre-Business Administration, Etc. It is not necessary to complete all the specific suggestions in a preparatory area in order to graduate if all general graduation requirements are met.

COURSE NUMBERING SYSTEM

College transfer courses are indicated by a four (4) digit number beginning with "0". Any such numbered course may be taken for graduation requirements. No course with a four digit number beginning with "1" may be taken for college transfer graduation requirements. All Physical Education courses—regardless of number—may be taken either during the first or second year.

GRADUATION COURSE REQUIREMENTS ASSOCIATE OF ARTS

SUBJECT	COURSE	CREDIT HOURS
History	History 0101, 0102, 0103	9
Communications	English 0101, 0102, 0103 (must be taken in sequence)	9
Literature	English 0201, 0202, 0203	9
Mathematics	*Math 0101, 0102 or Math 0121, 0122 or Math 0131, 0132	8

Natural Science	One Lab Science (3 courses) Biology 0101, 0102, 0103 or Chemistry 0101, 0102, 0103 or Physics 0201, 0202, 0203 or Physical Science 0101, 0102, 0103	12
Physical Education	PER 0101 and two physical education activity courses from the following: PER 0102-0149, 0201-0210	4
Humanities	May be taken from among any Art, Music, Religion, Philosophy, Humanities or English courses (except English 0090, 0100, 0104, (0105)	6
Social Science	May be taken from among any Psychology, Religion, Philosophy, Sociology, Anthropology, Economics, History, Geography, or Political Science courses	3
Electives	May be chosen from among any first digit "0" courses	36

*Math 0121, 0122, 0131, and 0132 are 5-hour courses.

GRADUATION COURSE REQUIREMENTS ASSOCIATE OF SCIENCE

The Associate of Science degree will be awarded to those students completing the general liberal arts requirements prescribed above and the additional requirements for pre-science/pre-medical and pre-engineering/pre-math programs as follows:

PRE-SCIENCE/PRE-MEDICAL

10 hours MAT 0121 & 0122
24 hours Natural Science
12-18 hours math and/or science

PRE-ENGINEERING/PRE-MATH

30 hours MAT 0121, 0122,
0131, 0132, 0133, 0231
PHY 0201, 0202, 0203 and
CHM 0101, 0102, 0103 or
BIO 0101, 0102, 0103

These requirements are reflected in the program outlines which follow.

PRE-BUSINESS ADMINISTRATION (C004)

PRE-BUSINESS EDUCATION (C026)

	CREDIT HOURS
FIRST QUARTER	
ENG 0101 Freshman Composition I.....	3
MAT 0101 or 0121	4
BIO 0101 Biology (or another Lab Science).....	4
HIS 0101 Western Civilization	3
PER 0101 Concepts in Physical Education	<u>2</u>
	16

SECOND QUARTER	
ENG 0102 Freshman Composition II	3
MAT 0102 or 0122	4
BIO 0102 Biology (or another Lab Science).....	4
HIS 0102 Western Civilization	3
Electives—Humanities	3
PER Selection	<u>1</u>
	18

THIRD QUARTER	
ENG 0103 Freshman Composition III	3
BIO 0103 Biology (or another Lab Science).....	4
HIS 0103 Western Civilization	3
Electives—Social Science	3
Electives—Humanities	3
PER Selection	<u>1</u>
	17

FOURTH QUARTER	
ENG 0201 English Literature I	3
BUS 0101 Begin Typewriting*.....	3
BUS 0210 Prin of Accounting	3
BUS 0225 Business Law	3
ECO 0201 Prin of Economics	<u>3</u>
	15

FIFTH QUARTER	
ENG 0202 English Literature II	3
BUS 0211 Prin of Accounting	3
BUS 0226 Business Law	3
ECO 0202 Prin of Economics	3
Electives	<u>3</u>
	15

SIXTH QUARTER	
ENG 0203 American Literature	3
BUS 0212 Prin of Accounting	3
BUS 0227 Business Law	3
ECO 0203 Prin of Economics	3
Electives	<u>3</u>
	15

*May demonstrate competency

	CREDIT HOURS
FIRST QUARTER	
ENG 0101 Freshman Composition I.....	3
MAT 0101 or 0121	4
BUS 0101 Begin Typewriting	3
BIO 0101 Biology	4
HIS 0101 Western Civilization	<u>3</u>
	18

SECOND QUARTER	
ENG 0102 Freshman Composition II	3
BUS 0102 Typewriting	3
MAT 0102 or 0122	4
BIO 0102 Biology	4
HIS 0102 Western Civilization	3
PER	<u>1</u>
	18

THIRD QUARTER	
ENG 0103 Freshman Composition III.....	3
BUS 0103 Typewriting	3
BIO 0103 Biology	4
HIS 0103 Western Civ	3
PER	1
SOC 0160 Introduction to Sociology	<u>3</u>
	17

FOURTH QUARTER	
ENG 0201 English Literature I	3
ENG 0160 Public Speaking	3
BUS 0104 Shorthand	4
BUS 0210 Prin of Accounting	3
ECO 0201 Prin of Economics	3
PER 0101 Concepts in Physical Education	<u>2</u>
	18

FIFTH QUARTER	
ENG 0202 English Literature II	3
BUS 0105 Shorthand	4
BUS 0211 Prin of Accounting	3
ECO 0202 Prin of Economics	3
PSY 0260 Gen. Psychology	<u>3</u>
	16

SIXTH QUARTER	
ENG 0203 American Literature III	3
BUS 0106 Shorthand	4
BUS 0212 Prin of Accounting	3
ECO 0203 Prin of Economics	3
MUS 0161 or ART 0160.....	<u>3</u>
	16

*May demonstrate competency

PRE-LAW (C-010)

FIRST QUARTER	CREDIT HOURS
Course Title	
ENG 0101 Freshman Composition I.....	3
HIS 0101 Western Civilization	3
Natural Science (Biology, Chemistry, or Geology)	4
MAT 0101 or 0121	4 or 5
PER 0101 Concepts of Physical Education	<u>2</u>
	16 or 17
SECOND QUARTER	
ENG 0102 Freshman Composition II	3
HIS 0102 Western Civilization	3
Natural Science	4
MAT 0102 or 0122	4 or 5
Per Selection	<u>1</u>
	15 or 16
THIRD QUARTER	
ENG 0103 Freshman Composition III	3
HIS 0103 Western Civilization	3
Natural Science	4
Humanities Requirement	3
Social Science Requirement	3
Per Selection	<u>1</u>
	17
FOURTH QUARTER	
ENG 0201 English Literature I	3
HIS 0260 History of U.S.	3
POL 0206 American Government	3
Humanities Requirement	3
Elective	<u>3</u>
	15
FIFTH QUARTER	
ENG 0202 English Literature II	3
HIS 0261 History of U.S.	3
POL 0261 Problems & Policies of American Gov. Elective	3 <u>9</u>
	18
SIXTH QUARTER	
ENG 0203 American Literature	3
HIS 0262 History of U.S.	3
POL 0262 State & Local Government	3
Electives	<u>6</u>
	15

Electives should be taken in the Social Science areas.

PRE-LIBERAL ARTS (C-011)

FIRST QUARTER	CREDIT HOURS
Course Title	
ENG 0101 Freshman Composition I.....	3
HIS 0101 Western Civilization	3
Natural Science (Biology, Chemistry, or Geology)	4
MAT 0101 or 0121	4 or 5
PER 0101 Concepts of Physical Education	<u>2</u>
	16 or 17
SECOND QUARTER	
ENG 0102 Freshman Composition II	3
HIS 0102 Western Civilization	3
Natural Science	4
MAT 0102 or 0122	4 or 5
Per selection	<u>1</u>
	15 or 16
THIRD QUARTER	
ENG 0103 Freshman Composition III	3
HIS 0103 Western Civilization	3
Natural Science	4
Social Science Requirement	3
Per Selection	3
Elective	<u>1</u>
	17
FOURTH QUARTER	
ENG 0201 English Literature I	3
Humanities Requirement	3
Electives	<u>3</u>
	9
FIFTH QUARTER	
ENG 0202 English Literature II	3
Humanities Requirement	3
Electives	<u>3</u>
	9
SIXTH QUARTER	
ENG 0203 American Literature	3
Electives	<u>3</u>
	6

PRE-ENGINEERING AND PRE-MATH MAJORS
(C007—C012)

FRESHMAN

Course Title	CREDIT HOURS
FIRST QUARTER	
CHM0101 General Chemistry	4
EGR 0101 Engineering Drawing I or <i>Elective</i>	3
ENG 0101 Freshman Composition I	3
HIS 0101 Western Civilization	3
MAT0121 College Algebra & Trigonometry I . . .	5
or	
MAT0131 Calculus & Analytic Geometry I	
	<hr/> 18

SECOND QUARTER

CHM0102 General Chemistry	4
EGR 0102 Engineering Drawing II or <i>Elective</i>	3
ENG 0102 Freshman Composition II	3
HIS 0102 Western Civilization	3
MAT0122 College Algebra & Trigonometry II . .	5
OR	
MAT0132 Calculus & Analytic Geometry II	
	<hr/> 18

THIRD QUARTER

CHM0103 General Chemistry	4
ENG 0103 Freshman Composition III	3
HIS 0103 Western Civilization	3
MAT0131 Calculus & Analytic Geometry I	5
OR	
MAT0133 Calculus & Analytic Geometry III	
Per Selection	<hr/> 1
	16



PRE-ENGINEERING AND PRE-MATH MAJORS

SOPHOMORES

Course Title	CREDIT HOURS
FIRST QUARTER	
ENG 0201 English Literature I	3
MAT0132 Calculus & Analytic Geometry II	5
OR	
MAT0132 Calculus & Analytic Geometry IV	
PER 0101 Concepts in Physical Education	2
PHY 0201 General Physics	4
ELECTIVE Humanities	<hr/> 3
	17

SECOND QUARTER

ENG 0202 English Literature II	3
MAT0133 Calculus & Analytic Geometry III	5
Per Selection	1
PHY 0202 General Physics	4
ELECTIVE Humanities	<hr/> 3
	16

THIRD QUARTER

ENG 0203 American Literature	3
MAT0231 Calculus & Analytic Geometry IV	5
OR	
MAT0140 Introductory Statistics	
PHY 0203 General Physics	4
ELECTIVE Social Science	<hr/> 3
	15

Electives may be taken from the Humanities and Social Science areas.



PRE-SOCIAL WORK (C-019)

Course Title	CREDIT HOURS
FIRST QUARTER	
ENG 0101 Freshman Composition I	3
HIS 0101 Western Civilization	3
MAT 0101 Finite Mathematics I	4
Natural Science (Biology, Chemistry, or Geology)	4
SOC 0160 Introduction to Sociology	<u>3</u>
	17
SECOND QUARTER	
ENG 0102 Freshman Composition II	3
HIS 0102 Western Civilization	3
MAT 0102 Finite Mathematics II	4
Natural Science	4
SOC 0161 Social Problems	<u>3</u>
	17
THIRD QUARTER	
ENG 0103 Freshman Composition III	3
HIS 0103 Western Civilization	3
Natural Science	4
SOC 0162 Sociology of the Family	3
Humanities Requirement	3
Per Selection	<u>1</u>
	17
FOURTH QUARTER	
ENG 0201 English Literature I	3
PSY 0260 General Psychology	3
Humanities Requirement	3
PER 0101 Concepts of Physical Education	2
Electives	<u>6</u>
	17
FIFTH QUARTER	
ENG 0202 English Literature II	3
PSY 0261 Developmental Psychology	3
Per Selection	1
Electives	<u>9</u>
	16
SIXTH QUARTER	
ENG 0203 American Literature	3
PSY 0262 Applied Psychology	3
Electives	<u>6</u>
	12

Electives to be considered should include Anthropology, Religion, U.S. History, Political Science, Philosophy, Public Speaking, and Human Ecology.

PRE-TEACHING EARLY CHILDHOOD (C-035)

COURSE TITLE	CREDIT HOURS
FIRST QUARTER	
BIO 0101 Principles of Biology	4
ENG 0101 Freshman Composition I	3
HIS 0101 Western Civilization	3
EDU 0101 Introduction to Child Education	3
MAT 0101 Finite Mathematics I	<u>4</u>
	17
SECOND QUARTER	
BIO 0102 Principles of Biology	4
ENG 0102 Freshman Composition II	3
HIS 0102 Western Civilization	3
MAT 0102 Finite Mathematics II	4
PER 0101 Concepts In Physical Education	2
	<u>16</u>
THIRD QUARTER	
BIO 0103 Principles of Biology	4
ENG 0103 Freshman Composition III	3
HIS 0103 Western Civilization	3
Elective	3
Humanities	<u>3</u>
	16
FOURTH QUARTER	
ENG 0201 English Literature I	3
PSY 0115 Human Growth and Development I ..	3
Humanities	3
Elective	6
Per Selection	<u>1</u>
	16
FIFTH QUARTER	
ENG 0202 English Literature II	3
PSY 0116 Human Growth and Development II .	3
Per Selection	1
Elective	<u>9</u>
	16
SIXTH QUARTER	
EDU 0203 Exceptional Child	3
ENG 0203 American Literature	3
Elective	<u>9</u>
	15

PRE-SCIENCE/PRE-MEDICAL (C-018/C-013)

Course Title	CREDIT HOURS
FIRST QUARTER	
ENG 0101 Freshman Composition I	3
HIS 0101 Western Civilization	3
MAT 0121 College Algebra & Trig I	5
CHM0101 General Chemistry	
OR	
BIO 0101 Principles of Biology	
OR	
GEL 0101 Physical Geology	4
PER 0101 Concepts of Physical Education	<u>2</u>
	17
SECOND QUARTER	
ENG 0102 Freshman Composition II	3
HIS 0102 Western Civilization	3
MAT 0122 College Algebra & Trig II	5
CHM0102 General Chemistry	
OR	
BIO 0102 Principles of Biology	
OR	
GEL 0102 Physical Geology	4
Per Selection	<u>1</u>
	16
THIRD QUARTER	
ENG 0103 Freshman Composition III	3
HIS 0103 Western Civilization	3
CHM0103 General Chemistry	
OR	
BIO 0103 Principles of Biology	
OR	
GEL 0103 Historical Geology	4
Social Science Requirement	3
Humanities Requirement	3
Per Selection	<u>1</u>
	17
FOURTH QUARTER	
ENG 0201 English Literature I	3
MAT 0131 Calculus & Analytic Geometry I	5
Natural Science (CHM, BIO, PHY, OR GEL)	4
Natural Science	<u>4</u>
	16
FIFTH QUARTER	
ENG 0202 English Literature II	3
MAT 0132 Calculus & Analytic Geometry II	5
Natural Science	4
Natural Science	<u>4</u>
	16

SIXTH QUARTER

ENG 0203 American Literature	3
Natural Science	4
Natural Science	4
Humanities Requirement	<u>3</u>
	14

This is only a suggested outline for a pre-science/pre-medical student to secure the Associate of Science degree. Science courses can be substituted for MAT 0131 and they can be chosen to best suit the student's area of concentration.



**PRE-TEACHING (ELEMENTARY) C-020
PRE-TEACHING (SECONDARY) C-028**

FIRST QUARTER

ENG 0101	Freshman Composition I	3
HIS 0101	Western Civilization	3
BIO 0101	Principles of Biology	4
MAT 0101 or 0121		4 or 5
PER 0101	Concepts of Physical Education	<u>2</u>
		16 or 17

SECOND QUARTER

ENG 0102	Freshman Composition II	3
HIS 0102	Western Civilization	3
BIO 0102	Principles of Biology	4
MAT 0102 or 0122		4 or 5
	Per Selection	<u>1</u>
		15 or 16

THIRD QUARTER

ENG 0103	Freshman Composition III	3
HIS 0103	Western Civilization	3
BIO 0103	Principles of Biology	4
	Social Science Requirement	3
	Per Selection	1
	Elective	<u>3</u>
		17

FOURTH QUARTER

ENG 0201	English Literature I	3
GEG 0160	Physical Geography	4
	A Physical Science (Chemistry, Physics, Geology, or Physical Science)	4
	Humanities Requirement	3
	Elective	<u>3</u>
		17

FIFTH QUARTER

ENG 0202	English Literature II	3
GEG 0161	Economic Geography	3
	A Physical Science	4
	Humanities Requirement	3
	Elective	<u>3</u>
		16

SIXTH QUARTER

ENG 0203	American Literature	3
GEG 0162	World Regions	3
	A Physical Science	4
	Electives	<u>3</u>
		13

Electives should be taken from Humanities, Education, Social Science, and Science courses to suit individual interest and senior institution requirements.



TECHNICAL PROGRAMS

Courses in the technical program are designed to meet the increasing demand in the community for high level skills. The technical curriculum requires two years for completion. All students, regardless of program, must complete the following requirements for graduation with the Associate of Applied Science Degree (A.A.S.):

1. A minimum of 96-108 quarter hours of earned credit according to the program.
2. A minimum of a 2.0 grade point average.
3. All specifically designated courses in each program must be taken. These may be found in the program outlines in the following section.
4. A person may obtain a Certificate of achievement for the Industrial Supervision and Management Program, for the Technical Business Administration Program and for the one year Secretarial Science Program by completing the quarter hours as designated in the outlines in the certificate section. *The student must apply to the Registrar's Office for this certificate.*



**Associate Degree for
Vocational Instructors
Business Administration
Early Childhood Specialist
General Office Technology
Industrial Supervision and
Management
Criminal Justice
Executive Secretary
Teacher Associate
Human Service Technology**

GENERAL OFFICE TECHNOLOGY (DAY)—T033

	CREDIT HOURS
FIRST QUARTER	
ENG 0101 Freshman Composition I	3
BUS 0100 Intro to Business	3
BUS 0101 Typewriting*	3
MAT 0110 Business Math	3
Elective	<u>3</u>
	15
SECOND QUARTER	
ENG 0102 Freshman Composition II	3
BUS 0102 Typewriting	3
BUS 0107 Bus Machines	3
PSY 0101 Per Development	3
Elective	<u>3</u>
	15
THIRD QUARTER	
ENG 0104 Bus Communications	3
BUS 0103 Typewriting	3
BUS 0206 Term & Vocabulary	3
EDP 0101 Data Processing	3
Elective	3
Elective	<u>3</u>
	18
FOURTH QUARTER	
ENG 0160 Public Speaking	3
BUS 0201 Advanced Typewriting	3
BUS 0210 Principle of Accounting	3
BUS 0218 Sales Development	3
BUS 0225 Bus Law	<u>3</u>
	15
FIFTH QUARTER	
BUS 0205 Machine Trans	3
BUS 0208 Stenoscrypt	4
PSY 0201 Ind Psychology	3
Elective	3
Elective	<u>3</u>
	16
SIXTH QUARTER	
BUS 0108 Filing	3
BUS 0209 Stenoscrypt	4
BUS 0213 Secretarial Procedures	4
BUS 0215 Office Management	3
Elective	<u>3</u>
	17
*May demonstrate competency. TOTAL HOURS	96

GENERAL OFFICE TECHNOLOGY (NIGHT)—T033

	CREDIT HOURS
FIRST QUARTER	
ENG 0101 Freshman Composition I	3
MAT 0110 Business Math	3
BUS 0100 Intro to Bus	3
BUS 0101 Beginning Typewriting	<u>3</u>
	12
SECOND QUARTER	
ENG 0102 Freshman Composition II	3
BUS 0102 Typewriting	3
BUS 0218 Sales Development	3
Elective	<u>3</u>
	12
THIRD QUARTER	
ENG 0104 Business Communications	3
BUS 0103 Typewriting	3
BUS 0206 Term & Vocabulary	3
EDP 0101 Data Processing	<u>3</u>
	12
SUMMER QUARTER	
ENG 0160 Public Speaking	3
BUS 0107 Business Machines	3
PSY 0101 Per Development	3
Electives	<u>3</u>
	12
FOURTH QUARTER	
BUS 0201 Advanced Typewriting	3
BUS 0210 Prin of Accounting	3
BUS 0225 Bus Law	3
Electives	<u>3</u>
	12
FIFTH QUARTER	
BUS 0205 Mach Transcription	3
BUS 0108 Filing	3
BUS 0208 Stenoscrypt	4
Electives	<u>3</u>
	13
SIXTH QUARTER	
BUS 0209 Stenoscrypt	4
BUS 0213 Secretarial Procedures	4
BUS 0215 Office Management	3
Electives	<u>3</u>
	14

SUMMER QUARTER

PSY 0201	Ind Psychology	3
	Electives	<u>6</u>
		9
	TOTAL HOURS	96

INDUSTRIAL SUPERVISION AND MANAGEMENT (DAY)—T049

FIRST QUARTER

ENG 0101	Freshman Composition I	3
MAT 0100	Basis for College Math	3
BUS 0100	Introduction to Business	3
ISC 0111	Industrial Safety	3
	Electives	<u>3</u>
		15

SECOND QUARTER

ENG 0102	Freshman Composition II	3
MAT 0111	Technical Math	3
ISC 0112	Work Measurement	3
	Electives	3
	Electives	<u>3</u>
		15

THIRD QUARTER

ENG 0104	Bus Communications	3
BUS 0214	Prin of Management	3
ISC 0113	Quality Control	4
	Electives	3
	Electives	<u>3</u>
		16

FOURTH QUARTER

ENG 0160	Public Speaking	3
BUS 0220	Marketing	3
ECO 0201	Prin of Economics	3
ISC 0215	Production Planning	3
	Electives	3
	Electives	<u>3</u>
		18

FIFTH QUARTER

BUS 0112	Business Finance	3
BUS 0224	Personnel Management	3
ECO 0202	Prin of Economics	3
PSY 0201	Ind Psychology	3
ISC 0216	Job Analysis & Evaluation	3
	Electives	<u>3</u>
		18

SIXTH QUARTER

BUS 0216	Prin of Supervision	3
ECO 0261	Labor Economics	3
ISC 0213	Value Analysis	3
ISC 0217	Work Compensation	3
	Electives	<u>3</u>
		15

TOTAL HOURS

97

INDUSTRIAL SUPERVISION AND MANAGEMENT (NIGHT)—T049

FIRST QUARTER

ENG 0101	Freshman Composition I	3
MAT 0100	Basis for College Math	3
BUS 0100	Intro to Business	3
ISC 0111	Industrial Safety	<u>3</u>
		12

SECOND QUARTER

ENG 0102	Freshman Composition II	3
MAT 0111	Technical Math	3
ISC 0112	Work Measurement	3
	Electives	<u>3</u>
		12

THIRD QUARTER

ENG 0104	Bus Communications	3
BUS 0214	Prin of Management	3
ISC 0113	Quality Control	4
	Electives	<u>3</u>
		13

SUMMER QUARTER

BUS 0220	Marketing	3
	Electives	<u>9</u>
		12

FOURTH QUARTER

ENG 0160	Public Speaking	3
ECO 0201	Prin of Economics	3
ISC 0215	Production Planning	3
	Electives	<u>3</u>
		12

FIFTH QUARTER

BUS 0224	Personnel Management	3
ECO 0202	Prin of Economics	3
ISC 0216	Job Analysis & Evaluation	3
	Electives	<u>3</u>
		12

SIXTH QUARTER

BUS 0216	Prin of Supervison	3
ECO 0261	Labor Economics	3
ISC 0213	Value Analysis	3
ISC 0217	Work Compensation	3
		<u>12</u>

SUMMER QUARTER

BUS 0112	Business Finance	3
PSY 0201	Ind Psychology	3
	Electives	3
	Electives	3
		<u>12</u>
TOTAL HOURS		97

**TEXTILE OPTION (DAY)—T049
INDUSTRIAL SUPERVISION AND MANAGEMENT**

FIRST QUARTER

ENG 0101	Freshman Composition I	3
MAT 0100	Basis for College Math	3
ISC 0111	Industrial Safety	3
TEX 0101	Fundamentals of Textiles	3
	Electives	3
		<u>15</u>

SECOND QUARTER

ENG 0102	Freshman Composition II	3
MAT 0111	Technical Math	3
ISC 0112	Work Measurement	3
TEX 0102	Fiber Sciences	4
	Electives	3
		<u>16</u>

THIRD QUARTER

ENG 0104	Business Communication	3
BUS 0214	Prin of Management	3
ISC 0113	Quality Control	4
TEX 0103	Yarn Forming Systems	4
	Electives	3
		<u>17</u>

FOURTH QUARTER

ENG 0160	Public Speaking	3
BUS 0220	Marketing	3
ECO 0201	Prin of Economics	3
ISC 0215	Production Planning	3
TEX 0201	Fabric Forming Systems	3
		<u>15</u>

FIFTH QUARTER

BUS 0112	Business Finance	3
BUS 0224	Personnel Management	3
ECO 0202	Prin of Economics	3
PSY 0201	Ind Psychology	3
ISC 0216	Job Analysis & Evaluation	3
TEX 0202	Fabric Design & Analysis	3
		<u>18</u>

SIXTH QUARTER

BUS 0216	Prin of Supervison	3
ECO 0261	Labor Economics	3
ISC 0217	Work Compensation	3
TEX 0203	Dyeing & Finishing	4
	Electives	3
		<u>16</u>
TOTAL HOURS		97

**TEXTILE OPTION (NIGHT)—T049
INDUSTRIAL SUPERVISION AND MANAGEMENT**

FIRST QUARTER

ENG 0101	Freshman Composition I	3
MAT 0100	Basis for College Math	3
ISC 0111	Industrial Safety	3
TEX 0101	Fundamentals of Textiles	3
		<u>12</u>

SECOND QUARTER

ENG 0102	Freshman Composition II	3
MAT 0111	Technical Math	3
ISC 0112	Work Measurement	3
TEX 0102	Fiber Sciences	4
		<u>13</u>

THIRD QUARTER

ENG 0104	Bus Communication	3
BUS 0214	Prin of Management	3
ISC 0113	Quality Control	4
TEX 0103	Yarn Forming Systems	4
		<u>14</u>

SUMMER QUARTER

BUS 0220	Marketing	3
	Electives	3
	Electives	3
	Electives	3
		<u>12</u>

FOURTH QUARTER

ENG 0160	Public Speaking	3
ECO 0201	Prin of Economics	3
ISC 0215	Production Planning	3
TEX 0201	Fabric Forming Systems	<u>3</u>
		12

FIFTH QUARTER

BUS 0224	Personnel Management	3
ECO 0202	Prin of Economics	3
ISC 0216	Job Analysis & Eval	3
TEX 0202	Fabric Design & Analysis	<u>3</u>
		12

SIXTH QUARTER

BUS 0216	Prin of Supervision	3
ECO 0261	Labor Economics	3
ISC 0217	Work Compensation	3
TEX 0203	Dyeing & Finishing	<u>4</u>
		13

SUMMER QUARTER

BUS 0112	Business Finance	3
PSY 0201	Ind Psychology	3
	Electives	<u>3</u>
		9

TOTAL HOURS 97

BUSINESS ADMINISTRATION (DAY)—T018

		CREDIT HOURS
FIRST QUARTER		
ENG 0101	Freshman Composition I	3
MAT 0110	Business Math	
	OR	
MAT 0111	Technical Math	3
BUS 0101	Beginning Typewriting*	3
BUS 0210	Prin of Accounting	3
	Elective	<u>3</u>
		15
SECOND QUARTER		
ENG 0102	Freshman Composition II	3
BUS 0107	Business Machines	3
BUS 0112	Business Finance	3
BUS 0211	Prin of Accounting	3
PSY 0201	Ind Psychology	3
	Elective	<u>3</u>
		18

THIRD QUARTER

ENG 0104	Business Communications	3
BUS 0212	Prin of Accounting	3
BUS 0214	Bus Management	3
EDP 0101	Data Processing	3
	Elective	<u>3</u>
		15

FOURTH QUARTER

ENG 0160	Public Speaking	3
BUS 0218	Sales Development	3
BUS 0220	Marketing	3
BUS 0225	Business Law	3
ECO 0201	Prin of Economics	3
	Elective	<u>3</u>
		18

FIFTH QUARTER

BUS 0217	Taxes	4
BUS 0221	Advertising	3
BUS 0224	Personnel Management	3
BUS 0226	Business Law	3
ECO 0202	Principles of Economics	<u>3</u>
		16

SIXTH QUARTER

BUS 0216	Prin of Supervision	3
BUS 0227	Business Law	3
ECO 0203	Principles of Economics	3
	Elective	3
	Elective	<u>3</u>
		15
	TOTAL HOURS	97

*May demonstrate competency.

BUSINESS ADMINISTRATION (NIGHT)—T018

		CREDIT HOURS
FIRST QUARTER		
ENG 0101	Freshman Composition I	3
BUS 0101	Beginning Typewriting	3
BUS 0210	Prin of Accounting	3
	Elective	<u>3</u>
		12
SECOND QUARTER		
ENG 0102	Freshman Composition II	3
MAT 0110	Business Math (or MAT 0111)	3
BUS 0211	Prin of Accounting	3
	Elective	<u>3</u>
		12

THIRD QUARTER

ENG 0104	Bus Communications	3
BUS 0212	Prin of Accounting	3
BUS 0214	Bus Management	3
EDP 0101	Data Processing	3
		<u>12</u>

SUMMER QUARTER

BUS 0107	Bus Machines	3
BUS 0220	Marketing	3
BUS 0221	Advertising	3
	Electives	3
		<u>12</u>

FOURTH QUARTER

ENG 0160	Public Speaking	3
BUS 0218	Sales Development	3
BUS 0225	Business Law	3
ECO 0201	Prin of Economics	3
		<u>12</u>

FIFTH QUARTER

BUS 0217	Taxes	4
BUS 0224	Personnel Management	3
BUS 0226	Bus Law	3
ECO 0202	Prin of Economics	3
		<u>13</u>

SIXTH QUARTER

BUS 0216	Prin of Supervision	3
BUS 0227	Business Law	3
ECO 0203	Prin of Economics	3
	Electives	3
		<u>12</u>

SUMMER QUARTER

BUS 0112	Business Finance	3
PSY 0201	Ind Psychology	3
	Elective	3
	Elective	3
		<u>12</u>

TOTAL HOURS 97

EXECUTIVE SECRETARIAL SCIENCE (DAY)—T030

FIRST QUARTER

ENG 0101	Freshman Composition I	3	CREDIT HOURS
BUS 0100	Intro to Business	3	
BUS 0101	Typewriting*	3	
BUS 0104	Shorthand	3	
MAT 0110	Business Math	3	
		<u>16</u>	

SECOND QUARTER

ENG 0102	Freshman Composition II	3
BUS 0102	Typewriting	3
BUS 0105	Shorthand	4
BUS 0107	Business Machines	3
PSY 0101	Per Development	3
		<u>16</u>

THIRD QUARTER

ENG 0104	Bus Communications	3
BUS 0103	Typewriting	3
BUS 0106	Shorthand	4
BUS 0206	Term & Vocabulary	3
	Elective	3
		<u>16</u>

FOURTH QUARTER

ENG 0160	Public Speaking	3
BUS 0202	Dict & Transcription	4
BUS 0210	Accounting	3
BUS 0225	Business Law	3
	Electives	3
		<u>16</u>

FIFTH QUARTER

BUS 0203	Dict & Trans	4
BUS 0205	Mch Transcription	3
BUS 0211	Accounting	3
PSY 0201	Ind. Psychology	3
	Elective	3
		<u>16</u>

SIXTH QUARTER

BUS 0204	Dict & Transcription	4
BUS 0108	Filing	3
BUS 0213	Secretarial Procedures	4
BUS 0215	Office Management	3
	Elective	3
		<u>17</u>

TOTAL HOURS 97

*May demonstrate competency.

CRIMINAL JUSTICE PROGRAM (NIGHT)
T-129

Course Title	CREDIT HOURS
FIRST QUARTER	
CJC 0101 Introduction to Criminal Justice...	3
ENG 0101 Freshman Composition I	3
MAT 0100 Basic Math II	3
SOC 0160 Introduction Sociology	3
Elective	<u>3</u>
	15
SECOND QUARTER	
CJC 0102 Law Enforcement Organization & Administration	3
ENG 0102 Freshman Composition II	3
MAT 0111 Technical Math	3
SOC 0161 Social Problems	3
Elective	<u>3</u>
	15
THIRD QUARTER	
CJC 0103 Law Enforcement Role in Crime & Delinquency	3
ENG 0104 Business Communications	3
HEA 0103 First Aid	3
SOC 0162 Sociology of the Family	3
Elective	<u>3</u>
	15
FOURTH QUARTER	
*BUS 0101 Beginning Typewriting	3
CJC 0104 Traffic Planning and Management	3
CJC 0105 Criminal Law	3
ENG 0160 Public Speaking	3
Elective	<u>3</u>
	15

FIFTH QUARTER

CJC 0201 Criminal Evidence	3
POL 0260 American Government	3
PSY 0260 General Psychology	3
Electives	<u>6</u>
	15

SIXTH QUARTER

CHM 0162 Introduction to Chemistry	4
CJC 0202 Criminal Investigation	3
HIS 0261 History of the U.S.	3
POL 0261 Problems and Policies of American Government	3
Elective	<u>3</u>
	16

SEVENTH QUARTER

CJC 0203 Introduction to Criminalistics	3
HIS 0262 History of the U.S.	3
POL 0262 American State and Local Government	3
PSY 0262 Introduction to Applied Psychology	3
Elective	<u>3</u>
	15

TOTAL HOURS

106

*Student may show competency in this course and may substitute an elective courses in its place.

**Credit may be given for previous law enforcement training.



**EARLY CHILDHOOD SPECIALIST PROGRAM
T-073**

The Early Childhood Specialist Program is designed for individuals who wish to become directors of day care centers and assistant directors in child development centers. The student will study organizational concepts and administrative theories of child care centers. Emphasis is placed upon child development and methods and materials needed in early childhood education. Upon completion of the six quarter program the student is trained to open and direct a day care center.

	Course Title	Credit
FIRST QUARTER (Fall)		
ENG 101	Freshman Composition I.	3
EDU 101	Introduction to Education	3
PSY 115	Human Growth and Development	3
EDU 115	Language Arts	3
PER	Selection	1
	Elective	<u>3</u>
		16

SECOND QUARTER (Winter)

PSY 116	Human Growth and Development II	3
EDU 208	Art and Music for Children	3
EDU 209	Social Studies for Children	3
EDU 204	Parent Education	3
PER	Selection	1
MAT	Math Elective	<u>3</u>
		16

THIRD QUARTER (Spring)

EDU 203	Exceptional Child	3
EDU 250	Practicum	4
EDU 251	Seminar	1
PER 240	Child Physical Education	3
HEA 201	Health, Safety, and Nutrition	3
	Elective	<u>3</u>
		17

FOURTH QUARTER (Summer)

EDU 107	Administration, Supervision, and Standards ...	3
EDU 108	Math and Science for Children	3
EDU 109	Learning Activities	3
EDU 242	Practicum	4
EDU 243	Seminar	1
	Elective	<u>3</u>
		17

FIFTH QUARTER (Fall)

RED 102	Methods, Materials, and Techniques of Teaching Reading I	3
EDU 214	Instructional Resources .	3
BUS 101	Typing I	3
EDU 215	Individual Instruction ...	3
HEA 103	First Aid	3
	Elective	<u>3</u>
		18

SIXTH QUARTER (Winter)

EDU 210	Math for Children	3
EDU 211	Science for Children ...	3
RED 103	Methods, Materials, and Techniques of Teaching Reading II	3
EDU 234	A-V Materials	3
SOC 215	Human Relations	3
	Elective	<u>3</u>
		18
	TOTAL HOURS	102

**TEACHER ASSOCIATE PROGRAM
T-088**

The Teacher Associate Program is designed for students interested in working as teacher assistants in kindergartens, early childhood centers, and public and private schools. Students will study courses in the areas of child development as well as theories, methods, and materials needed in child education. Upon completion of the six quarter program, the student will receive an Associate of Applied Science degree and is eligible to work as a teacher assistant under the direction of a certified teacher.

	Course Title	Contact	Credit
FIRST QUARTER (Fall)			
ENG 101	Freshman Composition I.		3
EDU 101	Introduction to Education		3
PSY 115	Human Growth and Development		3
EDU 115	Language Arts		3
PER	Selection		1
	Elective		<u>3</u>
			16

SECOND QUARTER (Winter)

PSY 116	Human Growth and Development II	3
EDU 208	Art and Music for Children	3
EDU 209	Social Studies for Children	3
EDU 204	Parent Education	3
PER	Selection	1
MAT	Math Elective	3
		<u>16</u>

THIRD QUARTER (Spring)

EDU 203	Exceptional Child	3
EDU 250	Practicum	4
EDU 251	Seminar	1
PER 240	Child Physical Education	3
HEA 201	Health, Safety, and Nutrition	3
	Elective	3
		<u>17</u>

FOURTH QUARTER (Fall)

RED 102	Methods, Materials, and Techniques of Teaching Reading I	3
EDU 214	Instructional Resources	3
BUS 101	Typing I	3
EDU 215	Individual Instruction	3
HEA 103	First Aid	3
	Elective	3
		<u>18</u>

FIFTH QUARTER (Winter)

EDU 210	Math for Children	3
EDU 211	Science for Children	3
RED 103	Methods, Materials, and Techniques of Teaching Reading II	3
EDU 234	A-V Materials	3
SOC 215	Human Relations	3
	Elective	3
		<u>18</u>

SIXTH QUARTER (Spring)

EDU 231	Creative Activities	3
EDU 221	Administration, Supervision, and Standards	3
EDU 252	Practicum	4
EDU 253	Seminar	1
	Humanities Elective	3
	Elective	3
		<u>17</u>
	TOTAL HOURS	102

HUMAN SERVICE TECHNOLOGY CURRICULUM
T-136

FIRST QUARTER

CREDIT

ENG 101	Freshman Composition I	3
HSA 100	Human Service: Intro. & Orient. ...	3
PSY 260	General Psychology	3
PSY 222	Exceptionality	3
		<u>12</u>

SECOND QUARTER

ENG 102	Freshman Composition II	3
HSA 111	Human Services: Roles & Resources	3
PSY 261	Developmental Psychology	3
PSY 220	Learning Theory	3
		<u>12</u>

THIRD QUARTER

ENG 104	Business Communications	3
HSA 112	Group Processes & Dynamics I ...	3
HSA 141	Crisis Intervention	3
PSY 215	Behavior Disorders	3
		<u>12</u>

FOURTH QUARTER

HSA 113	Group Processes & Dynamics II ...	3
PSY 212	Behavior Therapy	3
PSY 223	Chemical Dependence	3
	Elective	3
		<u>12</u>

FIFTH QUARTER

HSA 116	Group Processes & Dynamics III ..	3
SOC 160	Introduction Sociology	3
PSY 211	Behavior Modification	3
	Elective (Humanities)	3
		<u>12</u>

SIXTH QUARTER

HSA 210	Group Processes & Dynamics IV ..	3
SOC 161	Social Problems	3
HSA 201	Human Service Seminar I	2
	Elective	3
	Elective	3
		<u>14</u>

SEVENTH QUARTER

SOC 162	Sociology of the Family	3
HSA 202	Human Service Seminar II	2
	Elective	3
	Health/PE Elective	3
HSA 211	Group Processes & Dynamics	3
		<u>14</u>

EIGHTH QUARTER

HSA 203	Human Services Seminar III	2
HSA 114	Human Services Interviewing	3
HSA 212	Group Processes & Dynamics VI	3
		8

NINTH QUARTER

HSA 249	Internship in Human Services	12
	TOTAL HOURS	96

ASSOCIATE DEGREE PROGRAM FOR VOCATIONAL INSTRUCTORS T-109

INTRODUCTION:

The program is designed for persons who have developed a skill trade or technical specialty or who have a desire to do so, and would like to teach or pursue a degree. Successful graduates of the program may find employment in the public high schools', community colleges', and technical institutes' vocational or career programs. It is also designed for those already teaching in such programs who have not had the opportunity to acquire training in educational methods.

The program offers the opportunity to earn an Associate in Applied Science degree allowing credit for previous training, experience, and formal study in the student's area of expertise, supplemented by course work to broaden the student personally and develop professional competence in the techniques of teaching.

PROGRAM:

Credit will be awarded to skilled craftsmen based on educational experience and work experience. Credit will be allowed for no more than two fields of specialization.

Part I:

- A. In the specialty area, credits will be earned by the following criteria:
 1. Twenty-four quarter hours credit for full-time trade school, twelve months (1440 hours) in one special skilled area certified by diploma or letter by trade school officials. Maximum twenty-four credit hours.
and/or
 2. One quarter hour credit per sixty hours of full-time trade instruction for programs of less than one year duration certified by diploma or letter by trade school officials. Maximum eight credit hours.
- B. One quarter hour credit per forty hours of special short course instruction—company sponsored school, certified by diploma, certificate, or letter by company school. Maximum five hours.
- C. Five quarter hours credit for each full year of employment in a teaching situation. This must be certified by a notarized

letter from the employer. Teaching must be the primary responsibility of employment. Maximum ten hours.

- D. Two quarter hours credit for each full year of employment in the specialty occupation qualified to teach. This must be certified by a notarized letter from the employer. Maximum ten hours.

and/or

Part II:

- A. Credits earned in industrial and/or vocational programs offered at regionally accredited collegiate level institutions.

The maximum number of hours awarded for specialty skills toward an Associate in Applied Science degree is 45 quarter hours.

A minimum of 30 quarter hours credit must be earned through course work at Isothermal Community College. In order to earn an Associate in Applied Science degree at Isothermal Community College, the general education requirements must be met either through transfer credit, challenge examination, or formal course work.

A program of study will be prepared for each individual vocational instructor or potential instructor who makes application for the program. The Applied Science Division Chairman will serve as advisor.

Following are minimum requirements for an Associate in Applied Science degree for this curriculum.

Three areas of development and the hours required for each are:

A. Specialty Area	45
1. Through work experience and/or informal course work	
2. Through formal instruction toward a specific vocation	
B. Personal Area (Sciences, Humanities)	26-28
Minimum:	
English	12
Social Sciences	6
Math	4-6
Science	4
C. Professional Area (Educational Methods)	12
EDU 110, 111, 112, 113	12
D. Electives	14
	97-99

ENGLISH:

ENG 0101	Freshman Composition I
ENG 0102	Freshman Composition II
ENG 0103	Freshman Composition III
ENG 0160	Public Speaking

SOCIAL SCIENCE:

Any advisor approved six credit hours of social science.

MATHEMATICS:

MAT	0100	Basic Math II
MAT	0111	Technical Math
	or	
MATH	0101	Finite Math I
	or	
MAT	0120	College Algebra and Trigonometry I

SCIENCE:

Any advisor approved four credit hours of physical or biological science.

EDUCATION:

EDU	0110	Occupational Analysis and Course Development
EDU	0111	Instructional Methods
EDU	0112	Shop Organization and Planning
EDU	0113	Shop Safety
	or	
ISC	0111	Industrial Safety

ELECTIVES:

Any advisor approved fourteen hours of electives.

CERTIFICATE PROGRAMS

Upon the recommendation of the Division Chairman to the Dean of Instruction a Certificate of Achievement may be awarded to a student who meets the prescribed requirements in Business Administration, Industrial Supervision and Management, Secretarial Science, Automotive Body Repair, Automotive Mechanics, Electrical Installation and Maintenance, Electronic Servicing, or Welding.

(Division Chairman will specify course requirements for each area.)

ONE YEAR SECRETARIAL CERTIFICATE T-030

FIRST QUARTER—Fall

		CREDIT HOURS
ENG	0101	Freshman Composition I 3
BUS	0100	Intro to Busines 3
BUS	0101	Typewriting 3
BUS	0104	Shorthand or three hour Elective 4/3
		<u>12/13</u>

SECOND QUARTER—Winter

ENG	0160	Public Speaking 3
BUS	0102	Typewriting 3
BUS	0105	Shorthand or BUS 0208 Stenoscrypt 4
MAT	0110	Business Math 3
PSY	0101	Per Development 3
		<u>16</u>

THIRD QUARTER—Spring

ENG	0104	Business Communications 3
BUS	0103	Typewriting 3
BUS	0206	Term & Vocabulary 3
BUS	0209	Stenoscrypt or three hour Elective 4/3
EDP	0101	Data Processing 3
		<u>15/16</u>

FOURTH QUARTER—Summer

BUS	0107	Bus Machines 3
BUS	0108	Filing 3
BUS		Electives 3
BUS		Electives 3
		<u>12</u>

REQUIRED TOTAL HOURS 57

*A certificate will be awarded upon completion of 57 hours as required and a "C" average.

BUSINESS ADMINISTRATION CERTIFICATE T-018

A certificate of achievement will be awarded upon successful completion (average of "C"—2.00 QPR) of 30 credit hours from the requirements listed.

Required	Credit Hours
ENG 0101 0104 0160	6 hrs. (any two courses)
MAT 0110 Bus Mathematics	3 hrs.
BUS 0210 Prin of Accounting	3 hrs.
BUS 0214 Prin of Management	3 hrs.
BUS 0225 Bus Law	3 hrs.
ECO 0201 Economic Principles	3 hrs.

Electives

Elect 9 hrs. from courses within the Bus Adm Curriculum. Any course with a grade below "C" cannot be applied toward the certificate.

TOTAL HOURS 30

**INDUSTRIAL SUPERVISION AND
MANAGEMENT CERTIFICATE**
T-049

A certificate of achievement will be awarded upon successful completion (average of "C"—2.00 QPR) of 31 credit hours from the requirements listed.

Required			Credit Hours
ENG	0101	—0104—0160	6 (any two courses)
MAT	0100	Tech Math I	3
ISC	0113	Quality Control	4
ISC	0215	Prod Planning	3
BUS	0214	Prin of Management	3
BUS	0216	Prin of Supervision	3

Electives

Elect 9 hours from courses within the Industrial Supervision and Management curriculum.

Any course with a grade below "C" cannot be applied toward the certificate.

TOTAL HOURS 31



VOCATIONAL PROGRAMS

VOCATIONAL PROGRAMS

Isothermal Community College offers various programs in the professions and trades which require from one to four quarters to complete. Students may earn either a diploma or certificate depending upon their choice of program. All students, regardless of program, must complete the following requirements for graduation:

1. A minimum of 2.0 grade point average.
2. All specifically designated courses in each program must be taken. These may be found in the program outlines in the following section.
3. A Certificate of achievement may be obtained through the *day and/or evening* programs by completing the designated courses in the outlines in the certificate section. *The student must apply to the Registrar's Office for this certificate.*



**Automotive Body Repair
Automotive Mechanics
Industrial Mechanics
Welding
Child Care Worker
Cosmetology
Nurse Assistant
Practical Nursing
Electrical Installation
and Maintenance
Electronic Servicing
Light Construction**

AUTO BODY REPAIR
(Day—Diploma)
V-001

Course Title			Class	Lab	Credit
			Hours	Hours	Hours
FIRST QUARTER					
AUB	1101	Auto Body Repair I	5	17	11
MAT	1101	Math Fundamentals	5	0	5
WLD	1111	Basic Gas Welding	0	3	1
			<u>10</u>	<u>20</u>	<u>17</u>

SECOND QUARTER

AUB	1101	Auto Body Repair II . . .	5	17	11
ENG	1100	Reading Improvement . .	2	0	2
ENG	1101	Communication Skills . .	3	0	3
WLD	1112	Basic Art Welding	0	3	1
			<u>10</u>	<u>20</u>	<u>17</u>

THIRD QUARTER

AUB	1103	Auto Body Repair III . . .	5	19	11
BUS	1100	Business Operations . . .	3	0	3
PSY	1100	Human Relations	3	0	3
			<u>11</u>	<u>19</u>	<u>17</u>

FOURTH QUARTER

AUB	1104	Auto Body Repair IV . . .	5	20	12
PHY	1100	Applied Science	3	2	4
			<u>8</u>	<u>22</u>	<u>16</u>

AUTOMOTIVE MECHANICS
(Day—Diploma)
V-003

FIRST QUARTER

Course Title			Class	Lab	Credit
			Hours	Hours	Hours
AUM	1101	Automechanics I	5	10	8
MAT	1101	Math Fundamentals I . .	5	0	5
ENG	1100	Reading Improvement . .	2	0	2
		Elective	2	6	4
			<u>14</u>	<u>16</u>	<u>19</u>

SECOND QUARTER

AUM	1101	Automechanics II	5	14	10
MAT	1102	Math Fundamentals II . .	3	0	3
		Elective	2	6	4
			<u>10</u>	<u>20</u>	<u>17</u>

THIRD QUARTER

AUM	1103	Automechanics III	5	14	10
ENG	1101	Communication Skills . .	3	0	3
		Elective	2	6	4
			<u>10</u>	<u>20</u>	<u>17</u>

FOURTH QUARTER

AUM	1104	Automechanics IV	5	17	11
		Elective	2	6	4
			<u>7</u>	<u>23</u>	<u>15</u>

Hand tools for the program must be purchased by the student. Approximate cost is \$100.00. A list is available from the Automotive instructors.

ELECTIVE SEQUENCE I:

AUM	1201	Small Engine Repair . . .	2	6	
AUM	1202	Motorcycle Engine Repair	2	6	
AUM	1203	Marine Engine Repair . .	2	6	
AUM	1204	Chain Saw Engine Repair	2	6	

ELECTIVE SEQUENCE II:

AUM	1210	Engine Analysis-Emission Control	2	6	
AUM	1211	Front-End Alignment-Braking Systems	2	6	
AUM	1212	Automatic Transmission	2	6	
AUM	1213	Auto Air Conditioning .	2	6	

ELECTRICAL INSTALLATION AND MAINTENANCE
(Day—Diploma)
V-018

Course Title		Class Hours	Lab Hours	Credit Hours
FIRST QUARTER				
ELC 1101	AC-DC Current	10	12	14
DFT 1111	Blueprints: Electrical ...	0	3	1
MAT 1103	Electrical Math I	<u>5</u>	<u>0</u>	<u>5</u>
		15	15	20
SECOND QUARTER:				
ELC 1102	Residential Wiring	5	17	11
DM 1122	Industrial Systems Schematic	0	3	1
MAT 1104	Electrical Math II	<u>5</u>	<u>0</u>	<u>5</u>
		10	20	17
THIRD QUARTER:				
ELC 1103	AC-DC Machines and Controls	5	15	10
ENG 1101	Communication Skills ..	3	0	3
AHR 1101	Principles of Air Conditioning	<u>4</u>	<u>3</u>	<u>5</u>
		12	18	18
FOURTH QUARTER:				
ELC 1104	Industrial Electronics and Wiring	5	13	9
ELC 1124	Hydraulics and Pneumatics	3	3	4
PSY 1100	Human Relations	3	0	3
WLD 1111	Basic Welding	<u>0</u>	<u>3</u>	<u>1</u>
		11	19	17

LIGHT CONSTRUCTION
(Day—Diploma)
V-029

Course Title		Class Hours	Lab Hours	Credit Hours
FIRST QUARTER				
DFT 1120	Basic House Plan Layout	1	3	2
ELC 1011	Basic Electricity I	2	6	4
ENG 1100	Reading Improvement ..	2	0	2
MAT 1103	Electrical Math I	5	0	5
PLU 1011	Basic Plumbing I	<u>2</u>	<u>6</u>	<u>4</u>
		12	15	17
SECOND QUARTER				
CAR 1114	Building Codes	3	0	3
ELC 1012	Basic Electricity II	2	6	4
ENG 1101	Communication Skills ..	3	0	3
MAT 1104	Electrical Math II	5	0	5
PLU 1012	Basic Plumbing II	<u>2</u>	<u>6</u>	<u>4</u>
		15	12	19
THIRD QUARTER				
BUS 1100	Small Business Operations	3	0	3
CAR 1011	Carpentry I	2	6	4
EST 1101	Estimating I	2	3	3
MAS 1011	Basic Bricklaying I	2	6	4
PSY 1100	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
		12	15	17
FOURTH QUARTER				
CAR 1012	Carpentry II	2	6	4
DFT 1115	Structural Drawing ...	2	3	3
EST 1102	Estimating II	3	3	4
MAS 1012	Basic Bricklaying II	<u>2</u>	<u>6</u>	<u>4</u>
		9	18	15

**INDUSTRIAL MECHANICS
(DAY—Diploma)
V-033**

Course Title	Class Hours	Lab Hours	Credit Hours
FIRST QUARTER			
ELC 1101 AC-DC Current	10	12	14
DFT 1111 Blueprints: Electrical ...	0	3	1
MAT 1103 Electrical Math I	<u>5</u>	<u>0</u>	<u>5</u>
	15	15	20

SECOND QUARTER

ELC 1102 Residential Wiring	5	17	11
IDM 1122 Industrial Systems Schematics	0	3	1
MAT 1104 Electrical Math II	<u>5</u>	<u>0</u>	<u>5</u>
	10	20	17

THIRD QUARTER

ELC 1103 AC-DC Machines and Controls	5	15	10
ENG 1101 Communication Skills	3	0	3
AHR 1101 Principles of Air Conditioning	<u>4</u>	<u>3</u>	<u>5</u>
	12	18	18

FOURTH QUARTER

AHR 1126 All-Year Comfort Systems	4	9	7
ELC 1124 Hydraulics and Pneumatics	3	3	4
IDM 1123 Plumbing and Pipefitting	2	6	4
WLD 1111 Basic Gas Welding	<u>0</u>	<u>3</u>	<u>1</u>
	9	21	16

**WELDING
(Day—Diploma)
V-050**

Course Title	Class Hours	Lab Hours	Credit Hours
FIRST QUARTER			
WLD 1101 Welding I	5	17	11
DFT 1101 Blueprints: Mechanical .	0	3	1
MAT 1101 Math Fundamenals	<u>5</u>	<u>0</u>	<u>5</u>
	10	20	17

SECOND QUARTER

WLD 1102 Welding II	5	14	10
DFT 1102 Blueprints: Welding	0	3	1
ENG 1100 Reading Improvement ..	2	0	2
ENG 1101 Communication Skills ..	3	0	3
MAT 1102 Measurement	<u>3</u>	<u>0</u>	<u>3</u>
	13	17	17

THIRD QUARTER

WLD 1103 Welding III	5	16	11
BUS 1100 Small Business Operations	3	0	3
DFT 1103 Pattern Sketching	0	3	1
PSY 1100 Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
	11	19	15

FOURTH QUARTER

WLD 1104 Welding IV ..	5	20	15
PHY 1100 Applied Science	<u>3</u>	<u>2</u>	<u>5</u>
	8	22	20

Necessary safety equipment must be purchased by the students. Approximate cost is \$20.00. A list of tools is available from the Welding instructor.

**ELECTRONIC SERVICING
(Day—Diploma)
V-042**

Course Title	Class Hours	Lab Hours	Credit Hours
FIRST QUARTER:			
ELN 1101 Fundamentals of Electronics	10	15	15
MAT 1103 Electrical Math I	<u>5</u>	<u>0</u>	<u>5</u>
	15	15	20

SECOND QUARTER:

ELN 1102 Tubes/Transistors	8	15	13
ENG 1100 Reading Improvement ..	2	0	2
MAT 1104 Electrical Math II	<u>5</u>	<u>0</u>	<u>5</u>
	15	15	20

THIRD QUARTER:

ELN 1103 Radio Receiver Servicing	5	6	11
BUS 1100 Small Business Operations	3	0	3
ELN 1113 Amplifier Systems	5	8	13
PSY 1100 Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
	16	14	20

FOURTH QUARTER:

ELN	1104	TV Receiver Servicing .	5	17	11
ENG	1101	Communication Skills ..	3	0	3
PHY	1100	Physical Science	<u>3</u>	<u>2</u>	<u>4</u>
			11	19	18

Hand tools for the program must be purchased by the students. Approximate cost is \$25.00. A list of tools is available from the Electronic Servicing instructor.

**COSMETOLOGY
(DAY—CERTIFICATE)
V-009**

The Cosmetology curriculum prepares prospective beauty operators for the North Carolina licensing examination. Before taking the licensing examination, a student must complete 200 contact hours of instruction. Full-time (day) students attend class an average of 6.0 hours per day and gain actual experience in all phases of cosmetology customer services. The full-time student normally completes the required 1200 hours of instruction in four quarters.

Advanced Option

Students may continue in COS 1105 which provides study in advanced hair styling and qualifies the graduate for examination and licensing in states requiring a program of 1500 hours of instruction.

SUGGESTED CURRICULUM BY QUARTERS

	Course Title	Contact Hours	Credit Hours
FIRST QUARTER			
COS	1101 Cosmetology I	30	13
SECOND QUARTER			
COS	1102 Cosmetology II	30	13
THIRD QUARTER			
COS	1103 Cosmetology III	30	13
FOURTH QUARTER			
COS	1104 Cosmetology IV	30	13
FIFTH QUARTER			
COS	1105 Cosmetology V	30	13

**CHILD CARE WORKER PROGRAM
V-067**

The Child Care Worker Program is designed for individuals interested in working with young children. It is a four quarter program which includes academic courses as well as practical experience in nursery schools and day care centers. Upon

completion of the program, the student may be employed as an aide or assistant to the supervisor of a day care center or nursery school.

	Course Title	Contact Hours	Credit Hours
FIRST QUARTER (Fall)			
ENG	101 Freshman Composition I	3	3
EDU	101 Introduction to Education	3	3
PSY	115 Human Growth and Development	3	3
EDU	115 Language Arts	3	3
PER	Elective	3	1
	Elective	<u>3</u>	<u>3</u>
		18	16

SECOND QUARTER (Winter)

PSY	116 Human Growth and Development II	3	3
EDU	208 Art and Music for Children	3	3
EDU	209 Social Studies for Children	3	3
EDU	204 Parent Education	3	3
PER	Selection	3	1
MAT	Math Elective	<u>3</u>	<u>3</u>
		18	16

THIRD QUARTER (Spring)

EDU	203 Exceptional Child	3	3
EDU	240 Practicum	12	4
EDU	241 Seminar	1	1
PER	240 Child Physical Education	3	3
HEA	201 Health, Safety, and Nutrition	3	3
	Elective	<u>3</u>	<u>3</u>
		25	17

FOURTH QUARTER (Summer)

EDU	107 Administration, Supervision, and Standards	3	3
EDU	108 Math and Science for Children	3	3
EDU	109 Learning Activities	3	3
EDU	242 Practicum	12	4
EDU	243 Seminar	1	1
	Elective	<u>3</u>	<u>3</u>
		25	17

**PRACTICAL NURSE
(DAY—DIPLOMA)
V-038**

The aim of the Practical Nurse Education Program is to prepare qualified persons for participation in care of patients of all ages, in various stages of dependency, and with a variety of illnesses. This one year curriculum is devoted to skills, knowledge, and appreciations needed in Practical Nursing.

Course Title		Class Hours	Clinical Hours	Credit Hours
FIRST QUARTER (Fall)				
PNE 1101	Nursing Fundamentals .	9	8	13
PNE 1102	Anatomy/Physiology ...	5	0	5
PNE 1103	Nutrition	2	0	2
MAT 1100	Basic Math	3	0	3
PSY 1101	Nursing Human Relations.....	3	0	3
ENG 1101	Communications	3	0	3
		<u>25</u>	<u>8</u>	<u>29</u>

SECOND QUARTER (Winter)

PNE 1105	Maternity Nursing.....	6	0
PNE 1113	Med-Surg I	3	3
PNE 1116	Pharmacology I	6	0
PNE 1121	Clinical	<u>0</u>	<u>14</u>
		15	17

THIRD QUARTER (Spring)

PNE 1104	Pediatrics Nursing	4	0
PNE 1114	Med-Surg II	2	2
PNE 1117	Pharmacology II	4	0
PNE 1122	Clinical	<u>0</u>	<u>21</u>
		10	23

FOURTH QUARTER (Summer)

PNE 1111	Voc Adjustments	2	0
PNE 1115	Med-Surg III	6	4
PNE 1123	Clinical	<u>0</u>	<u>21</u>
		8	25



CERTIFICATE PROGRAMS

Upon the recommendation of the Division Chairman to the Dean of Instruction a Certificate of Achievement may be awarded to a student who meets the prescribed requirements in Business Administration, Industrial Supervision and Management, Secretarial Science, Automotive Body Repair, Automotive Mechanics, Electrical Installation and Maintenance, Electronic Servicing, or Welding.

(Division Chairman will specify course requirements for each area.)

AUTO BODY REPAIR (Night—Certificate) V-001

Course Title	Class Hours	Lab Hours	Credit Hours
FIRST QUARTER			
AUB 1105 Auto Body Repair V ...	2	13	6
SECOND QUARTER			
AUB 1106 Auto Body Repair VI...	2	13	6
THIRD QUARTER			
AUB 1107 Auto Body Repair VII ..	2	13	6
FOURTH QUARTER			
AUB 1108 Auto Body Repair VIII .	2	13	6

AUTOMOTIVE MECHANICS (Night—Certificate) V-003

Course Title	Class Hours	Lab Hours	Credit Hours
FIRST QUARTER			
AUM 1105 Automechanics V.....	2	13	6
SECOND QUARTER			
AUM 1106 Automechanics VI.....	2	13	6
THIRD QUARTER			
AUM 1107 Automechanics VII....	2	13	6
FOURTH QUARTER			
AUM 1108 Automechanics VIII....	2	13	6

ELECTRICAL INSTALLATION AND MAINTENANCE (Night—Certificate) V-018

Course Title	Class Hours	Lab Hours	Credit Hours
FIRST QUARTER			
ELC 1105 AC-DC Current	4	11	6
SECOND QUARTER			
ELC 1106 Residential Wiring I....	4	11	6
THIRD QUARTER			
ELC 1107 AC-DC Machines and Controls	4	11	6
FOURTH QUARTER			
ELC 1108 Industrial Electronics and Wiring	4	11	6

ELECTRONIC SERVICING (Night—Certificate) V-042

Course Title	Class Hours	Lab Hours	Credit Hours
FIRST QUARTER			
ELN 1105 Fundamentals of Electronics	6	9	9
SECOND QUARTER			
ELN 1106 Tubes/Transistors	5	10	8
THIRD QUARTER			
ELN 1107 Radio Receiver Servicing	2	5	4
ELN 1118 Amplifier Systems	2	6	4
FOURTH QUARTER			
ELN 1109 Television Receiver Servicing	4	11	8

INDUSTRIAL MECHANICS
(Night—Certificate)
V-033

Course Title	Class Hours	Lab Hours	Credit Hours
FIRST QUARTER			
IDM 1101 Industrial Mechanics I..	3	12	7
SECOND QUARTER			
IDM 1102 Industrial Mechanics II .	3	12	7
THIRD QUARTER			
IDM 1103 Industrial Mechanics III	3	12	7
FOURTH QUARTER			
IDM 1104 Industrial Mechanics IV	3	12	7

WELDING
(Night—Certificate)
V-050

Course Title	Class Hours	Lab Hours	Credit Hours
FIRST QUARTER			
WLD 1105 Welding V	2	13	6
SECOND QUARTER			
WLD 1106 Welding VI	2	13	6
THIRD QUARTER			
WLD 1107 Welding VII	2	13	6
FOURTH QUARTER			
WLD 1108 Welding VIII	2	13	6

Necessary safety equipment must be purchased by the students. Approximate cost is \$20.00. A list of tools is available from the Welding instructor.

NURSE ASSISTANT
(Day—Certificate)
V-072

A three-month program (1 quarter) designed to prepare qualified individuals to give effective nursing care to selected patients, to make and report observations, and to carry out routine aspects of ward management. Classroom teaching is centered around modern concepts of health, functional relations within a hospital, fundamentals of effective interpersonal relations, and nursing procedures related to daily needs of patients and to common therapeutic measures. Throughout the course emphasis is given to the role of nurses' assistants. Clinical experiences provide opportunities for applying classroom learnings to practice in the hospital setting.

Units of Instruction	Class Hours	Lab Hours	Credit Hours
Unit I Introduction to Nurses' Assistant	2	0	
Unit II Understanding Effects of Illness	1	0	
Unit III Making Observations of Patients	2	2	
Unit IV Safety Measures in Care of Sick	2	1	
Unit V Measures to Promote Patient's Comfort ...	2	2	
Unit VI Measures Related to Patient's Happiness ..	3	5	
Unit VII Becoming a Hospital Employee	<u>3</u>	<u>5</u>	
	15	15	

SPECIAL INSTRUCTIONAL PROGRAMS AND COURSES

INDEPENDENT STUDIES

Students may earn college credit by enrolling in individualized courses offered in the Learning Resources Center.

These courses parallel the material taught in the regular classroom and are monitored by an instructor or an assistant. Enrichment sessions are conducted to allow the student to examine key topics and current issues.

This program offers the student the advantage of being able to begin work at any time during the quarter and of setting his own pace for completing the course of study. The student may arrange his own study time and avoid the possible conflict of classroom versus job or home responsibilities. The student is required to register, to pay appropriate fees, and to take a supervised examination.

Anyone registering for these courses should have a high degree of self-motivation.

The following courses are currently offered:

CC CAMPUS

IUS 102—Typewriting
IUS 108—Filing
IUS 210—Principles of Accounting
IUS 211—Principles of Accounting
IUS 212—Principles of Accounting
ENG 101—Freshman Comp I
ENG 163—Advancement Reading
HIS 101—Western Civilization
HIS 102—Western Civilization
HIS 103—Western Civilization
HIS 260—History of US
HIS 261—History of US
HIS 262—History of US
IUM 161—Death and Dying
MAT 090—Basic Math I
MAT 100—Basic Math II
MAT 110—Business Math
MAT 120—Intro Algebra
PSY 260—General Psychology
SOC 160—Intro to Sociology

TRYON

ENG 100—Reading Proficiency
ENG 101—Freshman Composition
HIS 101—Western Civilization
HIS 102—Western Civilization
HIS 103—Western Civilization
HIS 260—History of US
HIS 261—History of US
HIS 262—History of US
MAT 090—Basic Math I
MAT 100—Basic Math II
MAT 110—Business Math
PSY 260—General Psychology
SOC 160—Intro to Sociology

COOPERATIVE EDUCATION PROGRAM

Cooperative Education is designed to enable technical and transfer students to pursue programs of interrelated work and study. The blend of theory and practice adds a vital dimension to learning experiences. Training sites become laboratories where classroom concepts can be utilized and tested. Numerous advantages accrue from such an approach to learning: career direction and financial assistance for participating students, a source of manpower for employers, and an avenue to better relate the college to the community. Additional information may be secured by contacting the Department of Cooperative Education.



LEARNING RESOURCES CENTER



**Audio Visual
Individualized Instruction
Library
Learning Lab**

LEARNING RESOURCES CENTER

The Learning Resources Center consists of audio-visual aids, duplicating services, independent study, learning lab, and library. The LRC is for everyone; student, instructor, and any other member of the community. The title, "Learning Resources Center" emphasizes the word RESOURCES, and it means that the center provides the services (i.e. information, assistance, and materials) that will enable an individual, if he wishes, to learn more quickly, with more clarity, and in greater depth.

The center seeks to create a climate conducive to learning with a relaxed atmosphere, personal attention, and meaningful assistance. As such, the staff works with students and faculty on an individual basis providing resource material that will aid the instructor in the teaching process or the student in the learning process.

Resource material is available in many forms: books, magazines, films, tapes, self-instruction "packages", and others. The LRC has over 26,000 books and subscribes to 165 magazines. As the student becomes acquainted with the LRC, he will realize that a variety of equipment is also there for his use. This includes record and cassette players with earphones for individual or group use, and movie, slide, and filmstrip viewers. Typewriters and adding machines are also available. Many persons may wish to use specific services offered by the Learning Resources Center. Among the most common ones are reference assistance, copying service, production of audio-visuals, and self-instruction programs.

I. Library Services

A. Reference Services

(Guides and indexes: specialized dictionaries, almanacs, encyclopedias, yearbooks, and atlases, etc.)

B. Inter-Library Loan Service

If books or reference information is not available locally, the Library may request either through the State Library. There is no charge for this service.

II. Copying Service

Individuals may make use of the Xerox copying machine to reprint material for school, personal, or business use. The copier will produce duplicates of charts, drawings, or printed material from a single sheet or book. Users are advised to examine carefully material prior to copying in order not to violate copyright laws. There is a charge of 10¢ per sheet.

Reader Printers provide copies of magazine articles on microfilm for 10¢ per page.

III. Audio-Visual Services

The audio-visual staff offers aid to the instructor in providing flexible and varied learning experiences. Audio-visual services include equipment check-out, maintenance, production of teaching media, and assorted supplies to support the curriculum. The audio-visual specialist also provides assistance, equipment, and facilities for student projects and to student representatives of the college newspaper, yearbook, and Student Government Association (SGA).

IV. Independent Study

See curriculum section for detailed information concerning Independent Study.

LEARNING LABORATORY

The Learning Laboratory on campus and the Learning Center in Tryon offer educational opportunities to individuals at the 6th grade level or above. A variety of adult-oriented reading, writing, arithmetic, science, and social studies material is available. Supplementary materials in the form of film-strips, tapes, and 16 mm films are also available. Most of the material is programmed, providing a maximum opportunity for self instruction. Instructors are available to assist the student as he advances in his study program. Students completing eighth grade level are encouraged to enroll in the Adult High School Diploma Program.

Adult High School Diploma Program

Isothermal Community College, in cooperation with the Polk and Rutherford County School Boards and the North Carolina State Board of Education, has developed an Adult High School Diploma Program which provides an adult the opportunity to complete high school. Requirements for graduation are:

- (1) English 4 units
- (2) Mathematics 1 unit
- (3) Social Studies 2 units
- (4) Science 2 units

Credit for the required courses can be obtained by one (or all) of the following methods:

- (1) Student may transfer credit from high school via a transcript.
- (2) Student may elect to take challenge tests and receive credit by scoring 50th percentile or higher on selected standardized achievement tests.
- (3) Student may complete the course(s) in the Learning Lab.

To enter the program, a person must be eighteen years old or older, or have special permission from his County Superintendent of Education. There is no charge for registration or for materials. Students may choose to study at the Learning Laboratory on the Isothermal Community College campus or at the Learning Center in Tryon or at an extension high school class. Each student in this program works independently of others, arranges his own study schedule, and proceeds at his own pace. Diplomas earned are valid for those who wish to continue their studies in institutes of higher learning.

General Interest Studies—Self-enrichment courses

Many general interest courses are available for the adult who wishes to satisfy a specific need or to spend his leisure time learning for self-enrichment. Refresher and review materials are available for the high school graduates planning to enter college and for others anticipating examinations necessary to qualify for specific jobs or licenses. A partial listing of programmed course offerings available to residents of Polk and Rutherford Counties is presented below:

BUSINESS—Economics, principles of management, typing, business letter writing, stenograph, shorthand, accounting, data processing, and management skills.

ENGLISH—Grammar, building vocabulary, spelling, techniques of writing, useful English, English composition and vocational English.

FOREIGN LANGUAGE—German, French, and Spanish.

MATHEMATICS—Basic and General Algebra, Geometry, Trigonometry, Slide Rule, Calculus, Introductory Descriptive Statistics, and Metric Systems.

READING—Reading instruction (grades 6-14), Speed Reading, Comprehension, Vocabulary Improvement, and Reading and Study Skills.

SCIENCE—General Science, Astronomy, Electricity, Biology, Chemistry, Physics, Anatomy & Physiology, Body Structure & Function, Basic Patient Care, Medication & Mathematics for the Nurse.

SOCIAL STUDIES—U.S. History, World History, The Constitution, How a Bill Becomes a Law, Geography of the U.S., and Civics.

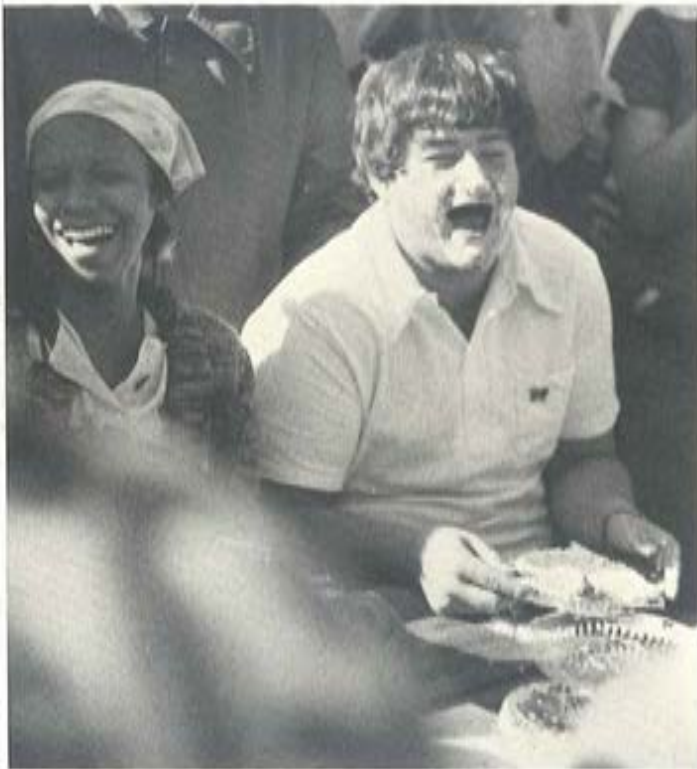
SOCIAL INTEREST—Music, Interior Decorating, Contract Bridge, Chess and Psychology.

Hours:

Library (Campus)	8:00 a.m.—9:30 p.m. Monday—Thursday 8:00 a.m.—4:30 p.m. Friday
Learning Lab (Campus)	8:00 a.m.—9:00 p.m. Monday—Thursday 8:00 a.m.—3:00 p.m. Friday
Polk County Center (Tryon)	9:00 a.m.—9:00 p.m. Monday—Thursday



CONTINUING EDUCATION



**Adult Basic Education
General Interest Studies
Occupational Extension
Disadvantaged and
Handicapped Programs
HRD Program (Manpower)**

CONTINUING EDUCATION

The Continuing Education Division is designed to provide educational opportunities for adults who desire to learn the basic skills of reading, writing and arithmetic; to upgrade their capabilities for success on the job; to learn new skills for entry into a new job; or to enrich their lives through arts and crafts.

The division provides training for community service groups such as volunteer fire departments, volunteer rescue crews, ambulance service personnel, and law enforcement officers.

FOLLOWING IS A LIST OF PROGRAM AREAS IN WHICH COURSES HAVE BEEN SUCCESSFUL. This list is by no means exhaustive. Persons interested in these or any other courses should contact the Continuing Education Division to make their wishes known. A course can be designed to meet any educational need that is shared by a class size group of persons.

- Aviation Ground School
- Cake Decorating
- Ceramics
- Chorus (Mixed)
- Christmas Arts
- Clothing Construction
- CPR
- Crocheting
- Decoupage
- Drapery Making
- Driver Education
- Emergency Medical Technician
- Fire Service Training
- First Aid
- Floral Arts
- Furniture Refinishing
- Hospitality Training:
 - Food Service
 - Nursing and Rest Home Services
- Hydrocal
- Income Tax
- Local History
- Macrame
- Needlepoint
- Oil Painting
- Police Training
- Quilting
- Real Estate
- Small Engine Repair
- Stitchery
- Tole Painting
- Watercoloring
- Woodworking

For certain non-credit courses the college awards Continuing Education Units. This is a nationally recognized method of recording participation in organized Continuing Education activities. One Continuing Education unit repre-

sents 10 hours of participation in an organized class activity under the direction of a qualified instructor.

ADULT BASIC EDUCATION

Adult Basic Education is a program designed to improve a person's skills in reading, writing, and arithmetic. These skills are not developed as isolated bits of knowledge, but are related to practical situations adults deal with in everyday life. The materials used are designed for adults and range from materials to teach reading through those preparing students to enter the high school program.

Classes usually meet for a three-hour session twice a week. In order to accommodate a variety of student needs, both daytime and evening classes are scheduled. In addition, some ABE classes are held in neighborhoods where students live or at their places of work. There are no fees for these classes.

Upon completion of basic instruction, the student is eligible to study towards an Adult High School Diploma in the Learning Lab or in an extension adult high school class through the Special Needs program.

HANDICAPPED AND SPECIAL NEEDS

Through special funds made available through the Department of Health, Education and Welfare, Isotherma Community College offers training for persons who cannot benefit from regular college offerings because of being handicapped or disadvantaged.

An instructor is provided to go to the homes of handicapped persons to give training in floral design and technique. This program attempts to equip individuals with the skills necessary to become gainfully employed or to set up their own businesses.

SPECIAL NEEDS program is designed to meet the needs of persons who have not completed a high school education. The program allows a person to enter at whatever level he or she has achieved, either in school or out of school, and to complete requirements for an Adult High School Diploma.

HRD PROGRAM (Manpower)

The HRD (Human Resources Development) Program is presently operating in 46 Community Colleges and Technical Institutes in the state. It is a program dealing primarily with motivation, attitudinal changes and pre-job orientation for the unemployed or under-employed. Five classes are held each year.

There are two components: (1) Basic Education and (2) Human Resources Development. During the eight-week cycle, the student is involved in activities, discussions and counseling which help to improve his self-concept, make him aware of group interaction, help him overcome obstacles to effective communication and develop his job-setting and job-holding skills. The student is also encouraged to set personal goals and list the steps to be taken to achieve them.

HRD is a cooperative effort of the college, the Department of Labor, the Employment Security Commission and local industry.



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 General Motors Training School
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- Gary B. Burgin Early Childhood Education
 B.S., East Carolina University, M.A., Appalachian State
 University
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- Thomas M. Callison English
 A.B., Wofford College, M.A., Appalachian State Univer-
 sity
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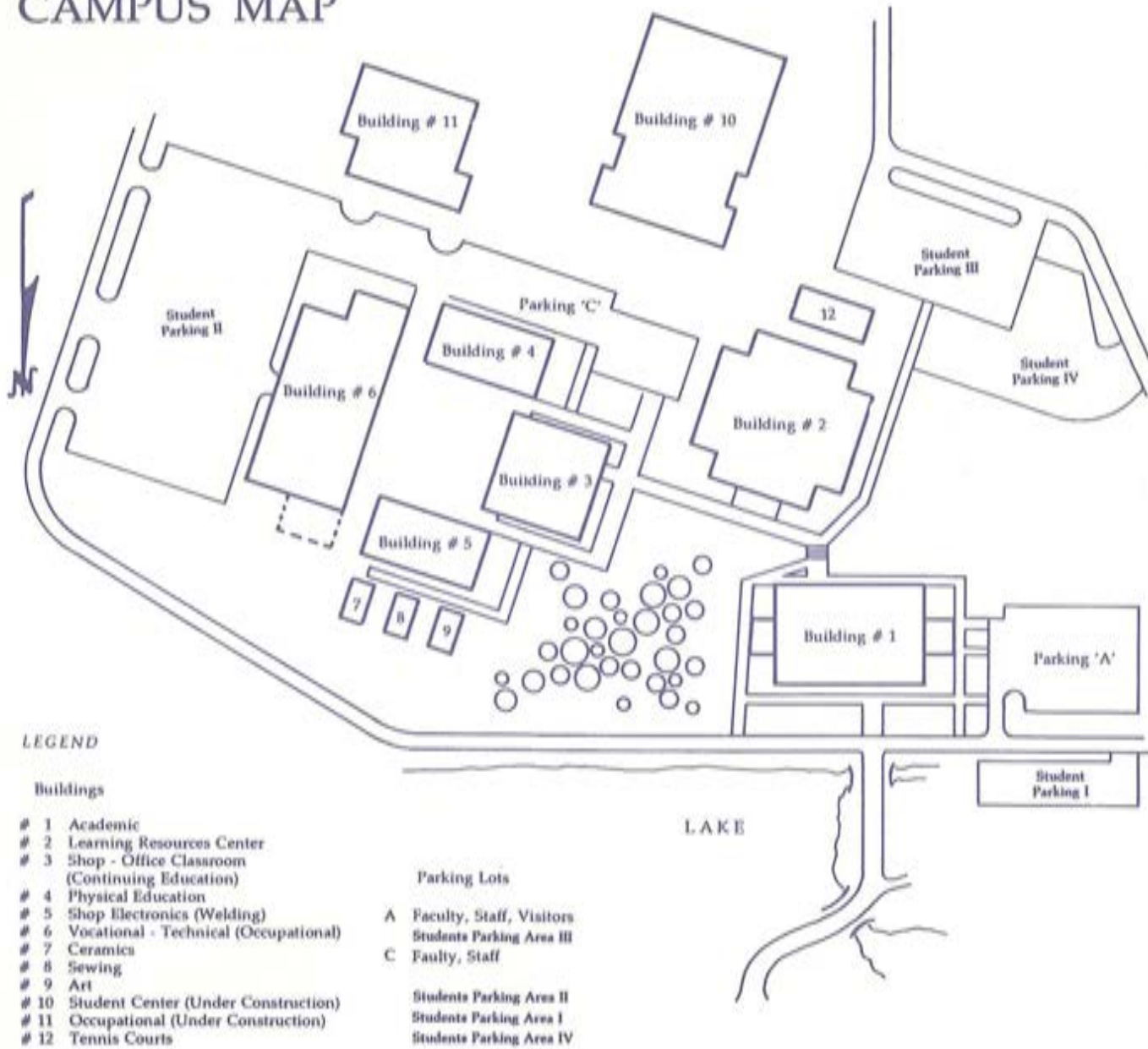


**ISOTHERMAL
COMMUNITY
COLLEGE**

Catalog 1978-1979

Course Descriptions

CAMPUS MAP



LEGEND

Buildings

- # 1 Academic
- # 2 Learning Resources Center
- # 3 Shop - Office Classroom (Continuing Education)
- # 4 Physical Education
- # 5 Shop Electronics (Welding)
- # 6 Vocational - Technical (Occupational)
- # 7 Ceramics
- # 8 Sewing
- # 9 Art
- # 10 Student Center (Under Construction)
- # 11 Occupational (Under Construction)
- # 12 Tennis Courts

Parking Lots

- A Faculty, Staff, Visitors
- Students Parking Area III
- C Faculty, Staff
- Students Parking Area II
- Students Parking Area I
- Students Parking Area IV

Course Descriptions

ISOTHERMAL COMMUNITY COLLEGE

The courses listed on the following pages represent the current curriculum offerings in the College Transfer, Technical, and Vocational programs.

1. The courses are listed in alphabetical order by prefix (example - PSY-Psychology).
2. The courses are numbered as follows: (example - PSY 0201)
 - A. All are 4 digit
 - B. Those beginning with "0" are college transfer and technical courses
 - C. Those beginning with "1" are vocational courses
3. The course title follows the number (example - PSY 0201 Industrial Psychology)
4. The number of contact and credit hours follow the title (example - PSY 0201 Industrial Psychology 3-0-3)
 - A. The first number represents the number of lecture hours per week.
 - B. The second number represents the number of lab, shop, clinical, or practicum hours per week.
 - C. The third represents the number of credit hours assigned to the course.
5. Indicated at the end of the course description is the quarter the course is normally offered. This is subject to change. The following are abbreviations for the quarters-Fall (F) Winter (W) Spring (Sp) Summer (Su).

Full example:

PSY 0201 Industrial Psychology-----3-0-3
A study of the principles of psychology that will be of assistance in the understanding of ----- on the job. Attention is also given to ----- the general community. (W, Su)

COURSE DESCRIPTIONS

AIR CONDITIONING

- AHR 1101 - Principles of Air Conditioning and Refrigeration.....4-3-5
This is an introduction to heating, air conditioning and refrigeration principles. This course will include basic laws and terminology of refrigeration, air conditioning and heating. It will also include the characteristics and comparison of the various refrigerants, valves, fittings and basic controls. Emphasis will be placed on ventilation systems and temperature and humidity control.
- AHR 1126 - All-Year Comfort Systems.....4-9-7
Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for all-year comfort will be studied. Included will be oil fired systems, water circulating systems, and electric-resistance systems. Installation of heat pumps will be studied along with servicing techniques. Reversing valves, special types of thermostatic expansion valves, systems of de-icing coils, and electric wiring and controls are included.

ANTHROPOLOGY

- ANT 0260 - Introduction to General Anthropology.....3-0-3
A survey of the major fields and basic principles in the comparative study of mankind, human development, fossil evidence and cultural origins. (F, SU)
- ANT 0261 - Introduction to Cultural Anthropology.....3-0-3
The evolution of culture is emphasized in the areas of cultural innovations, language, mores, customs, and anthroarchaeological techniques. (W, SU)
- ANT 0262 - Comparative Cultures and World Development.....3-0-3
Comparison of selected primitive, pre-literate or nonindustrial cultures from different regions of the world. (SP)

ART

- ART 0160 - Survey of Art.....3-0-3
Introduction to principles of art, including media, style, technique. Emphasis on Egyptian, Greek, Roman, Byzantine, Medieval, Renaissance, Baroque, Neo-Classical, Romantic, Impressionistic and Modern Art. (W)

AUTO BODY REPAIR

- AUB 1101 - Auto Body I.....5-17-11
Basic principles of automobile construction, design, and manufacturing. A thorough study of angles, crown, and forming of steel into the complex contour of the present day vehicles. The student applies the basic principles of straightening, aligning, and painting of damaged areas. (F)
- AUB 1102 - Auto Body II.....5-17-11
A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges and beads, and straightening typical auto body damage. The student begins acquiring skills such as shaping angles, crowns, and contour of the metal of the body and fenders. Metal working and painting. (W)

- AUB 1103 - Auto Body III.....5-19-1
 Development of the skill to shrink stretched metal, soldering and leading, and preparation of the metal for painting. Straightening of doors, hoods, and deck lids; fitting and aligning. Painting fenders and panels, spot repairs, and complete vehicle painting; the use and application of power tools. The student gains a thorough knowledge of the engine cooling system and repairs and replaces damaged cooling system components. Tests are made to insure normal engine cooling operation. (SP)
- AUB 1104 - Auto Body IV.....5-20-1
 General introduction and instruction in the automotive frame and front end suspension systems, the methods of operation and control, and the safety of the vehicle. Unit job application covers straightening of the frames and front wheel alignment. The student applies all phases of training. Repair order writing, parts purchasing, estimates of damage, and developing the final settlement with adjuster. (SU)
- AUB 1105 - Auto Body V.....2-13-6
 Basic principles of automobile construction, design, and manufacturing. A thorough study of angles, crown, and forming of steel into the complex contour of the present day vehicles. The student applies the basic principles of straightening, aligning, and painting of damaged areas. (F)
- AUB 1106 - Auto Body VI.....2-13-6
 A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges and beads, and straightening typical auto body damage. The student begins acquiring skills such as shaping angles, crowns, and contour of the metal of the body and fenders. Metal working and painting. (W)
- AUB 1107 - Auto Body VII.....2-13-6
 Development of the skill to shrink stretched metal, soldering and leading, and preparation of the metal for painting. Straightening of doors, hoods, and deck lids; fitting and aligning. Painting fenders and panels, spot repairs, and complete vehicle painting; the use and application of power tools. The student gains a thorough knowledge of the engine cooling system and repairs and replaces damaged cooling system components. Tests are made to ensure normal engine cooling operation. (SP)
- AUB 1108 - Auto Body VIII.....2-13-6
 General introduction and instruction in the automotive frame and front end suspension systems, the methods of operation and control, and the safety of the vehicle. Unit job application covers straightening of the frames and front wheel alignment. The student applies all phases of training. Repair order writing, parts purchasing, estimates of damage, and developing the final settlement with adjuster. (SU)

AUTOMOTIVE MECHANICS

- AUM 1101 - Automotive Mechanics I.....5-10-8
 Tune-up Ignition, Fuel and Electrical: This course includes the study of fuel, ignition, and electrical systems, the purpose and operating principles of the various components involved, procedures of disassembly, service, assembly and adjustment of components and their relationship one with the other. (F)

- AUM 1102 - Automotive Mechanics II.....5-14-10
 Brakes and Wheel Alignment: The brake and wheel alignment course introduces the student to principles and problems involved with the various components and assemblies of the automobile chassis. These include steering, wheel balance, wheel alignment and brakes. (W)
- AUM 1103 - Automotive Mechanics III.....5-14-10
 Powertrains: The powertrain course deals with the study of the many components that make up the links between the engine and the wheels. These include the clutch, transmission, drive shaft, universal joints, differential and rear axle. (SP)
- AUM 1104 - Automotive Mechanics IV.....5-17-11
 Applied Automotive Service: This course is designed to familiarize the student with the basic principles of the internal combustion engine as well as its relation to all other components of the automobile. This phase of training provides an opportunity for the student to utilize the skills and knowledge he has gained during his participation in the other phases of training.
 Prerequisite: AUM 1101, 1102, or 1103, or permission from the instructor. (SU)
- AUM 1105 - Automotive Mechanics V.....2-13-6
 Tune-up - Ignition, Fuel and Electrical: This course includes the study of fuel, ignition, and electrical systems, the purpose and operating principles of the various components involved, procedures of disassembly, service, assembly and adjustment of components and their relationship one with the other. (F)
- AUM 1106 - Automotive Mechanics VI.....2-13-6
 Brakes and Wheel Alignment: The brake and wheel alignment course introduces the student to principles and problems involved with the various components and assemblies of the automobile chassis. These include steering, wheel balance, wheel alignment and brakes. (W)
- AUM 1107 - Automotive Mechanics VII.....2-13-6
 Powertrains: The powertrain course deals with the study of the many components that make up the links between the engine and the wheels. These include the clutch, transmission drive shaft, universal joints, differential and rear axle. (SP)
- AUM 1108 - Automotive Mechanics VIII.....2-13-6
 Applied Automotive Service: This course is designed to familiarize the student with the basic principles of the internal combustion engine as well as its relation to all other components of the automobile. This phase of training provides an opportunity for the student to utilize the skills and knowledge he has gained during his participation in the other phases of training.
 Prerequisite: AUM 1105, 1106, 1107, or permission from the instructor. (SU)
- AUM 1201 - Small Engine Repair.....2-6-4
 This course will study the various specifications and parts of the four-cycle engine. Overhaul and maintenance will be emphasized. (F)
- AUM 1202 - Motorcycle Engine Repair.....2-6-4
 This course will study the various specifications and parts of the basic motorcycle engine. Various makes of motorcycle engines will be studied on an individual basis. Overhaul and maintenance will be emphasized. (W)

- AUM 1203 - Marine Engine Repair.....2-6-4
 This course will study the various specifications and parts of the basic outboard marine engine. Various makes of outboard marine engines will be studied on an individual basis. Maintenance will be emphasized. (SP)
- AUM 1204 - Chain Saw Engine Repair.....2-6-4
 This course will study the various specifications and parts of the basic two-cycle engine (chain saw engines). Various makes of the two-cycle engine will be studied on an individual basis. Maintenance will be emphasized. (SU)
- AUM 1210 - Engine Analysation - Emission Controls.....2-6-4
 This course is designed for people taking auto mechanics and/or people working in the auto mechanics field to become more familiar with the use of automotive engine analysation equipment. Details of the emission control standards will be studied. (F)
- AUM 1211 - Front-End Alignment-Braking Systems.....2-6-4
 This course is designed for people taking auto mechanics and/or people working in the auto mechanics field. A thorough study of front-end alignment will be emphasized. Wheel balancing and braking systems will also be studied. (W)
- AUM 1212 - Automatic Transmissions.....2-6-4
 This course is designed for people taking auto mechanics and/or people working in the auto mechanics field. A thorough study of the various automatic transmission systems will be stressed. A hands-on experience will be provided in order to study the various makes of automatic transmissions. (SP)
- AUM 1213 - Auto Air Conditioning.....2-6-4
 This course is designed for people taking auto mechanics and/or people working in the auto mechanics field. Principles of air conditioning will be studied. Troubleshooting, repair, and charging of various auto air conditioning systems will be stressed. (SU)

BIOLOGY

- BIO 0101 - Principles of Biology.....3-3-4
 Principles, problems and basic similarities of all living organisms with emphasis on the chemistry of living organisms, metabolism, cytology, and genetics. Three laboratory hours per week. (F, W, SU)
- BIO 0102 - Principles of Biology.....3-3-4
 Principles of reproduction, development, organic maintenance, organization and integration, and behavior in plants and animals. A study of the principles of evolution and the concept of species. Three laboratory hours per week. (W, SP, SU)
- BIO 0103 - Principles of Biology.....3-3-4
 A systematic study of living organisms with emphasis on the vertebrates and angiosperms. The principles of ecology and taxonomy will be included as they relate to the study of living organisms. Three laboratory hours per week. (SP, SU)

- BIO 0160 - Human Ecology.....3-0-3
 A study of man in his environment with special emphasis on pollution and the population explosion in terms of man's future. The causes and cures of major aspects of human ecology will be covered with special attention given to ecological principles. (W)
- BIO 0260 and 0261 - General Zoology.....3-3-4
 These courses survey the many topics concerned with the biology of invertebrates and vertebrates. The classification and outstanding characteristics of the major phyla as well as the anatomy and physiology are considered. Prerequisite: BIO 0101, 0102, 0103. (F, W)
- BIO 0262 - Plant Identification.....3-3-4
 The identification and related ecology of vascular plants with special emphasis on the local flowering plants. Three laboratory hours per week. Prerequisite: BIO 0101, 0102, 0103, or the equivalent. (SP)

BUSINESS

- BUS 0100 - Introduction to Business.....3-2-3
 An introductory course in the organization, functions, operations, controls, and problems of business enterprises. (F)
- BUS 0101 - Beginning Typewriting.....2-3-3
 Students who have had no previous typewriting experience or those students who cannot prove competency on a typewriting placement test should take this course. This course is an introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence and tabulation. The student should, at the end of the course, be able to type 30 words per minute for three minutes with no more than five errors. (F)
- BUS 0102 - Typewriting.....2-3-3
 Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, correspondence, manuscripts, and business forms. The student should, at the end of the course, be able to type 40 words per minute for five minutes with no more than five errors. Prerequisite: BUS 0101 or proof of competency on a typewriting placement test. (W)
- BUS 0103 - Typewriting.....2-3-3
 Instruction emphasizes production typing problems and speed building. Attention is given to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscripts, business letters, memos, telegrams, and legal documents. Fundamental skills are developed on the duplicating machines. The student should, at the end of this course, be able to type 50 words per minute for five minutes with no more than five errors. Prerequisite: BUS 0102. (SP)
- BUS 0104 - Shorthand.....3-2-4
 Instruction is based on Gregg shorthand with emphasis on phonetics, penmanship, word families, brief forms, and phrases. It is designed for students who have had no previous shorthand or those who cannot prove competency on a shorthand placement test. (F)

- BUS 0105 - Shorthand.....3-2-4
 This course is a review of fundamental principles, followed by assignments which stress speed, accuracy, fluency, and vocabulary and introduces transcription.
 Prerequisite: BUS 0104 or proof of competency on a shorthand placement test. (W)
- BUS 0106 - Shorthand.....3-2-4
 This course is a further study of shorthand theory, acquisition of ability to take rapid dictation, ability to transcribe accurately and an introduction to office style dictation. Prerequisite: BUS 0105. (SP)
- BUS 0107 - Business Machines.....2-3-3
 A general survey of the business and office machines with training in techniques, processes, operation and application to the ten-key adding machines, and electronic calculators. Prerequisite: MAT 0110. (W, SU)
- BUS 0108 - Filing.....3-0-3
 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. (W, SP, SU)
- BUS 0112 - Business Finance.....3-0-3
 A study of the monetary and credit systems and policies in relation to the financing of sole proprietorships, corporations, and governments and a detailed study of short-term, long-term, and consumer financing. (W, SU)

- BUS 0113 - Credit Procedures and Problems.....3-0-3
 Principles and practices in the extension of credit, collection procedures, and laws pertaining to credit extension and collection. (F, SU).
- BUS 0201 - Advanced Typewriting.....2-3-3
 Emphasis is placed on the development of individual production rates. From the knowledge the students have previously acquired in typewriting, they learn to set up problems using their own judgment. These problems include letter forms, methods of duplication, statistical tabulation, manuscripts, job applications, special reports for executives, business forms, and legal documents. The students should, at the end of this course, be able to type 60 words per minute for five minutes with no more than five errors.
 Prerequisite: BUS 0103. (F)
- BUS 0202 - Dictation and Transcription.....3-2-4
 Develops the skills of taking dictation at the typewriter of 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 90 words per minute required for five minutes on new material.
 Prerequisite: BUS 0106. (F)
- BUS 0203 - Dictation and Transcription.....3-2-4
 Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirement of business and professional offices. A minimum dictation rate of 100 words per minute is required for five minutes on new material.
 Prerequisite: BUS 0202. (W)

- BUS 0204 - Dictation and Transcription.....3-2-4
 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 110 words per minute is required for five minutes on new material. Prerequisite: BUS 0203. (SP)
- BUS 0205 - Machine Transcription.....1-6-3
 A study and practice course in the use of transcribing machines in business dictation with emphasis on proficiency in word usage, correct grammar, and letter styles. Prerequisite: BUS 0103. (W)
- BUS 0206 - Terminology and Vocabulary.....3-0-3
 Develops an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices. (SP)
- BUS 0207 - Medical and Legal Transcription.....3-2-3
 Emphasis is on syllabication, pronunciation, and spelling. The course is designed to increase the student's ability to understand and use terminology commonly used in offices of doctors, lawyers, and other professionals. (F, SP)
- BUS 0208 - Stenoscrypt.....3-2-4
 A course offering the theory and practice for ABC Shorthand. Emphasis on speed in taking dictation as well as accuracy in transcription. Minimum dictation rate of 60 words a minute required. (W)
- BUS 0209 - Stenoscrypt.....3-2-4
 The study of ABC Shorthand theory; also further emphasis on speed and accuracy of transcription. Minimum dictation rate of 70 words per minute required. Prerequisite: BUS 0208. (SP)
- BUS 0210 - Principles of Accounting.....3-2-3
 Principles, techniques, and tools of accounting for understanding the mechanics of accounting, collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises; includes practical application of principles learned. (F)
- BUS 0211 - Principles of Accounting.....3-2-3
 Further study of accounting principles, techniques, and tools of accounting including a study of payrolls, voucher system, depreciation, inventory, notes, deferrals, and accruals; includes practical application of principles learned. Prerequisite: BUS 0210. (W)
- BUS 0212 - Principles of Accounting.....3-2-3
 Partnership and corporation accounting with emphasis on the recording, summarizing and interpreting of data for management control rather than on bookkeeping details. Accounting services shown as they contribute to the recognition and solution of management problems. (SP)
 Prerequisite: BUS 0211.
- BUS 0213 - Secretarial Procedures.....3-2-4
 Designed to acquaint the student with the responsibilities encountered by a secretary during the work day, including: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing supplies, office organization, and insurance claims.
 Prerequisite: BUS 0102. (SP)

- BUS 0214 - Business Management.....3-0-3
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. (SP)
- BUS 0215 - Office Management.....3-0-3
Presents the fundamental principles of office management with emphasis on the role of office management, including its functions, office automation, planning, controlling, organizing, and actuating office problems. (SP)
- BUS 0216 - Principles of Supervision.....3-0-3
Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates with emphasis on securing an effective work force and the role of the supervisor. Stress placed on methods of supervision. (SP)
- BUS 0217 - Taxes.....3-2-4
Application of federal taxes to individuals and various business and business conditions. (W)
- BUS 0218 - Sales Development.....3-0-3
A study of retail, wholesale and specialty selling with emphasis placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required. (F, W)
- BUS 0220 - Marketing.....3-2-3
A general survey of the field of marketing, with a detailed study of the function, policies, and instructions involved in the marketing process. Emphasis on marketing management. (F, SU)
- BUS 0221 - Advertising.....3-2-3
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, selection of media, means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media. (W, SU)
- BUS 0224 - Personnel Management.....3-0-3
Principles of organization and management of personnel, procurement, placement, training, performance and checking, supervision, remuneration, labor relations, fringe benefits and security. (W)
- BUS 0225 - Business Law.....3-0-3
A general course designed to acquaint the student with law, the court system, and certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. In addition to the Uniform Commercial Code, the General Statutes of North Carolina are considered. (F)
- BUS 0226 - Business Law.....3-0-3
Legal principles pertaining to personal property and bailments, sales, commercial paper, wills and estates, and property rights.
Prerequisite: BUS 0225 recommended. (W)
- BUS 0227 - Business Law.....3-0-3
Legal principles concerning creditor's and debtor's rights, insurance, bankruptcy, agency and employment, business organizations, and real property.
Prerequisite: BUS 0226 recommended. (SP)

- BUS 0228 - Principles of Real Estate I.....3-0-3
 A general overview of the field of real estate. Study of terminology and instruments in the area of property rights, contracts, deeds and conveyances, mortgages, leases, liens, and home ownership will be included. (W)
- BUS 0229 - Principles of Real Estate II.....3-0-3
 A continuation of Real Estate I with the addition of property ownership, financing, brokerage, and property evaluation. Includes insurance, tax factors, selling, advanced title closing and appraisal. (SP)
- BUS 0230 - Real Estate III.....3-0-3
 The emphasis is upon preparation for real estate licensing. Included in this study are the laws which govern listing, closing, financing, title examination, insurance and the laws of agency, contracts, options, mortgages and deeds of trust.
- BUS 0250 - Cost Accounting.....3-2-3
 Nature and purposes of cost accounting; accounting for direct labor, materials, and factory burden; job cost, and standard cost principles and procedures; selling and distribution cost; budgets, and executive use of cost figures. Prerequisite: BUS 0212. (F, SP)
- BUS 0261 - Wholesaling.....3-0-3
 The development of wholesaling and present day trends in the United States; a study of the function of wholesaling. (SU)
- BUS 0262 - Retailing.....3-2-3
 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. (F)
- BUS 0263 - Business Insurance.....3-2-3
 A presentation of the basic principles of risk insurance and their application including a survey of the various types of insurance. (SP)
- BUS 0264 - Office Application.....2-8-3
 During the sixth quarter only, students are assigned to work in a business, technical or professional office for five 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. Prerequisites: BUS 0213, BUS 0107. (SP)
- BUS 0265 - Management Practicum.....1-10-3
 On the job experience relevant to area of concentration. (F, W, SP, SU)
- BUS 0266 - Basic Economics.....3-0-3
 This course is designed to review basic economic concepts and preview economic games that may be used at the elementary school level. Games will be played. (SP, SU)
- BUS 0267 - Taxes.....3-0-3
 Application of federal and state taxes related to people whose income is from employment in the field of education. (W, SP)

BUS 1100 - Small Business Operations.....3-0-3
An introduction to the business world, problems of small business operations, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations. (SP)

CARPENTRY

CAR 1011, 1012 - Carpentry I and II.....2-6-4
A brief history of carpentry and present trends of the construction industry. The course will involve operation, care, and safe use of carpenter's handtools and powertools in cutting, shaping and joining construction materials used by the carpenter. Major topics of study will include theoretical and practical applications involving: materials and methods of construction, building layout, preparation of site, footings and foundation wall construction including form construction and erection.

CAR 1114 - Building Codes.....3-0-3
A study is made of building codes and the minimum requirements for local, county, and state construction regulations. Also, a review will be made of the minimum property requirements of the Federal Housing Administration and the N.C. State Code.

CHEMISTRY

CHM 0101 - General Chemistry.....3-3-4
An intensive treatment of basic principles with emphasis upon atomic and molecular theory. Special attention is given to quantitative topics. Three laboratory hours per week. Prerequisite: Completion of MAT 0101 and 0102 or currently taking MAT 0121 or higher. (F)

CHM 0102 - General Chemistry.....3-3-4
A continued study of basic principles with emphasis on solutions, the solid and liquid states of matter, and oxidation-reduction reactions. The laboratory considers the separation and identification of the more common cations and anions. Three laboratory hours per week. Prerequisite: CHM 0101. (W)

CHM 0103 - General Chemistry.....3-3-4
A continuation of general chemistry with major emphasis on stoichiometric chemistry, equilibrium reactions, electro-chemistry, acid-base reactions, and a brief introduction to organic chemistry. Three laboratory hours per week. Prerequisite: CHM 0102. (SP)

CHM 0160 - General Chemistry for the Health Sciences.....3-3-4
This is a brief presentation of the basic principles of inorganic chemistry. Emphasis will be on application of these principles to nursing and related fields. Topics covered will include the following: systems of measurement, structure of matter, chemical bonding, stoichiometry, reactions, solutions, chemical equilibrium, and basic organic chemistry. (SU)

CHM 0162 - Introduction to Chemistry.....3-3-4

Study of the physical and chemical properties of substances, chemical changes, elements, compounds, gases, chemical combinations; weights and measurements; theory of metals; acids, bases, salts, solvents, solutions, and emulsions. Introduction to organic chemistry is included. Three laboratory hours per week.

COOPERATIVE EDUCATION

COE 100 - Cooperative Education Seminar

A career planning and development course designed to help the student make the transition from school to the world of work. The Cooperative Education Program is explained with emphasis on employee responsibilities and employer expectations in a job situation. The student receives instruction in interview techniques and develops a resume. Representatives of business and industry are invited to participate in class sessions. Required of all Co-op students. The seminar should be taken the quarter immediately preceding the first Co-op work assignment, or with the approval of the Director, it may be taken concurrently with the first work assignment.

Credit 1 Quarter Hour

Contact 1 Quarter Hour

COE 101 - 106 - Co-op Part-time Work Experience (Parallel Plan)

Through the Cooperative Education Program, the student works on a part-time basis in a position related to his or her program of study and for an employer selected and/or approved by the college. In addition to on-the-job supervision by the employer, the student is supervised periodically by a faculty member or a Co-op coordinator from the college. Credit hours for the work experience are determined by dividing the average number of hours worked per week for the quarter by 10 and rounding to the nearest whole number. A Co-op student may receive a maximum of 3 credit hours during any one quarter and a maximum of 8 credit hours toward degree or diploma requirements. Grades will be determined by the evaluations by employers, students, and the Co-op office.

Credit 1-3 Hours/Quarter

Contact 10-30 Hours/Quarter

Prerequisite Full Admission to the

Co-op program; a minimum of one

quarter at ICC with minimum

G.P.A. of 2.0

*Course numbers designation for registration:

COE 101 - 1st quarter student has parallel work assignment

COE 102 - 2nd quarter of parallel work assignment, etc.

COE 201 - Co-op Full-time Work Experience I (Alternating Plan)

Through the Cooperative Education Program the student works in a full-time position directly related to his or her program of study and for an employer selected and/or approved by the college. In addition to on-the-job supervision by the employer, the student is supervised periodically by a faculty member or co-op coordinator from the institution. A student may receive a maximum of eight credit hours of co-op work experience toward degree or diploma requirements. Grade will be based primarily on evaluations of the student's progress on-the-job by the employer, the student, and the Co-op office.

Credit 4 Quarter Hours
Contact 40 Quarter Hours
Prerequisite Full admission to the
Co-op Program

COE 202 - Co-op Work Experience II

Second full-time work experience in the Co-op Program. The job skills performed during this period will become increasingly advanced. Grade will be based primarily on evaluations of the student's progress on-the-job by the employer, the student, and the Co-op office.

Credit 4 Quarter Hours
Contact 40 Quarter Hours
Prerequisite COE 201

COSMETOLOGY

COS 1101 - Cosmetology I.....5-25-13

This quarter is for beginners in cosmetology. It includes a study of professional ethics, grooming and personality development, sterilization, sanitation, first-aid and bacteriology. The practical work is devoted to fingerwaving, pin curling, roller curling, mancutting, marcelling, hair cutting and hair relaxing. (F, W, SP, SU)

COS 1102 - Cosmetology II.....5-25-13

This quarter is devoted to the study of the theory and practical application of permanent waving - cold and heat wave, tinting and bleaching, anatomy facials and scalp treatments. (F, W, SP, SU)

COS 1103 - Cosmetology III.....5-25-13

This quarter is devoted to the study of the theory and practical application of hair styling and wig care, disorders of skin, nails and hair, electricity chemistry and operational management. (F, W, SP, SU)

COS 1104 - Cosmetology IV.....5-25-13

This quarter is devoted to the study of the theory and practical application of hair styling, operational management and salesmanship. (F, W, SP, SU)

COS 1105 - Cosmetology V.....5-25-13

The student will receive extensive practical training in advanced hair designing, hair coloring and facial treatments. (F, W, SP, SU)

CRIMINAL JUSTICE

- CJC 0101 - Introduction to Criminal Justice.....3-0-3
A survey designed to familiarize the student with the criminal justice system; the history of law enforcement, its legal limitations in a democratic republic, the court system from incident to final disposition, principles of constitutional law and an evaluation of the current status of law enforcement with orientation to law enforcement as a vocation.
- CJC 0102 - Law Enforcement Organization and Administration.....3-0-3
Introduction to principles of organization and administration; discussion of departmentalized functions, e.g., personal management, administrative management, training, communications, records, property maintenance and miscellaneous services.
- CJC 0103 - Law Enforcement Role in Crime and Delinquency.....3-0-3
The study primarily concerned with scientific efforts to understand crime and to understand man in relation to crime phenomena. It deals with those definitions and formulations of crime and criminals upon which an adaptation system of criminology must be based. It examines the law as the basic framework within which social deviations of a peculiar character assume their functions as criminal acts and those broad principles upon which a science of criminology must rest.
- CJC 0104 - Traffic Planning and Management.....3-0-3
A study which covers the history of the traffic enforcement problem and an overview of contemporary problems. Attention is given to legislation, the organization of the traffic unit, the responsibilities to the traffic function of the various units within the law enforcement agency, enforcement tactics, accident investigative procedures, evaluation of the traffic program effectiveness, and the allocation of men and materials.
- CJC 0105 - Criminal Law.....3-0-3
Designed to present a basic concept of law and an appreciation of the rule of constitutional law under which one lives in our system of government.
- CJC 0201 - Criminal Evidence.....3-0-3
Instruction covers the kinds and degrees of evidence and the rules governing the admissibility of evidence in court. Prerequisite: CJC 0105 or permission of instructor,
- CJC 0202 - Criminal Investigation.....3-0-3
This course introduces the student to fundamentals of investigation; crime scene search, recording, collection and preservation of evidence; sources of information; interview and interrogation; case preparation and court presentation; and the investigation of specific offenses such as arson, narcotics, sex, larceny, burglary, robbery, and homicide. Prerequisite: Admission to the program and permission of the instructor.
- CJC 0203 - Introduction to Criminalistics.....3-0-3
Continuation of the study of criminal investigation including a general survey of the methods and techniques used in modern scientific investigation of crime, with emphasis upon the practical use of these methods by the students. Laboratory techniques will be demonstrated, and the student will participate in actual use of the scientific equipment. Prerequisite: Admission to the program; permission of the instructor; satisfactory completion of CJC 0202.

DATA PROCESSING

- EDP 0101 - Introduction to Data Processing Systems.....3-0-3
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 and all programming courses. (SP)

DRAFTING

- DFT 1101 - Blueprints: Mechanical.....0-3-1
Interpreting and reading shop drawings and sketches. What to expect in a drawing: lines, views, dimensions, tolerances, symbols, and notes. (F)
- DFT 1102 - Blueprints: Welding.....0-3-1
Understanding drawings on which welding is directed. Exercise in reading welding symbols, abbreviations, notes and specifications. Estimating job cost including materials, labor, and overhead expense. (W)
- DFT 1103 - Pattern Sketching.....0-3-1
Study of sheet metal layout techniques; sketching and modeling; pipe and angle layouts; pattern and template applications; and jigs and fixtures applications. (SP)
- DFT 1111 - Blueprints: Electrical.....0-3-1
Study and exercise in reading and interpreting drawings and specifications used in the building trades. Applications of sketching to construction detail and to deviations from existing specifications. (F)
- DFT 1115 - Structural Drawing.....2-3-3
This course will dwell on the structure of buildings. Roof design, wall sections (both masonry and wood), kitchen details, bath details, and any special type of construction will be studied. (SU)
- DFT 1120 - Basic House Plan Layout.....1-3-2
A study is made of architectural drawing. Included is basic layout, types of drawings, dimensions, and schedules. A student will be able to draw a complete set of simple house plans. (F)

ECONOMICS

- ECO 0201 - Economic Principles.....3-2-3
An introduction to economic principles, problems, and policies, the nature of economic concepts, the principles and problems involved in national incomes, employment and prices, and aggregate demand. (F)
- ECO 0202 - Economics Principles.....3-2-3
A continuation of Economics 0201 with emphasis on the market and price system, the allocation of resources, business cycles, monetary and fiscal policy. (W)
- ECO 0203 - Economic Principles.....3-2-3
A continuation of Economics 0202 with emphasis on a study of the international economy and perspectives on economic change and comparative systems. (SP)

- ECO 0260 - Consumer Economics.....3-2-3
 A study of personal financial problems in such areas as housing, budgeting, loans, banking, taxes, credit and insurance. (F, SU)
- ECO 0261 - Labor Economics and Labor Relations.....3-0-3
 Emphasis is placed on the history of the labor movement in the United States, the development of methods and strategies by labor organizations and management, the shift in the means of public control, and the factors of income and economic security. (SP)

EDUCATION

- EDU 0101 - Introduction to Child Education.....3-0-3
 An introduction to the philosophy, history, nature, and aims of Early Childhood Education. Attention will be given to philosophical foundation, cultural differences, routine activities, records, and parent-teacher relationships. (F)
- EDU 0107 - Administration, Supervision, and Standards.....3-0-3
 The student will learn skills necessary to supervise and organize an effective day care center. Licensing procedures and program planning will be emphasized. This course is designed for students completing the programs of Child Care Worker or Early Childhood Specialist. (SU)
- EDU 0108 - Math and Science for Children.....3-0-3
 Students will learn how to incorporate science and math activities into everyday curriculum. Methods, materials, and concepts essential for the young child will be stressed. This course is designed for students completing the programs of Child Care Worker or Early Childhood Specialist. (SU)
- EDU 0109 - Learning Activities.....3-0-3
 The use of art media, music, puppetry, and creative drama will be emphasized. The student will learn how to incorporate the creative process in the total curriculum. Designed for students completing the Child Care Worker or Early Childhood Specialist Program. (SU)
- EDU 0115 - Language Arts.....3-0-3
 A study of content, method, and materials of language arts skills. The student will collect a resource file of games and activities designed to strengthen the Language Arts Program. (F)
- EDU 0203 - Exceptional Child.....3-0-3
 The study of children with developmental variations who needs modifications in various areas of education. Special emphasis is given to the mental, emotional, and physical development of the child. (SP)
- EDU 0204 - Parent Education.....3-0-3
 Students will study the influences of the family in classroom and home settings. The importance of values, parent-school relationships, individual rights, and family life styles will be studied. (W)
- EDU 0208 - Art and Music for Children.....3-0-3
 The student will have an opportunity to work in a variety of art and music media and develop skills in instructional techniques suitable for working with young children. (W)

- EDU 0209 - Social Studies for Children.....3-0-3
 A study of content, method, and materials of social studies for use in the Early Childhood Curriculum. Students will write a social studies unit and teach a lesson from the resource unit. (W)
- DEU 0210 - Math for Children.....3-0-3
 The student will study basic mathematical concepts, understandings, and sequence of math skills. Methods and techniques and appropriate materials and games will be emphasized. (W)
- EDU 0211 - Science for Children.....3-0-3
 The student will study the importance of science concepts in the early childhood curriculum. The student will write a resource unit and plan an adequate science program. (W)
- EDU 0214 - Instructional Resources.....3-0-3
 The student will study the resources available in the community and school. Testing, report writing, and roles of school personnel will be studied. (F)
- EDU 0215 - Individualized Instruction.....3-0-3
 The student will study how to assess pupils needs and plan materials, games, and activities for individual needs. (F)
- EDU 0221 - Administration, Supervision and Standards.....3-0-3
 The student will study record keeping, school policies, organization of classroom, supervision of children and professional ethics. (SP)
- EDU 0231 - Creative Activities.....3-0-3
 The student will create games, materials, and training activities appropriate for the young child. Cooking, woodworking, serving, art, puppetry, drama, etc., will be included. (SP)
- EDU 0234 - A-V Materials/Equipment.....3-0-3
 Instruction in the use of A-V equipment and materials. Emphasis is given to the selection, integration, and evaluation of materials used. Special attention is given to the variety of materials available. (W)
- EDU 0240/0242 - Practicum.....0-12-4
 The student will observe and develop skills working with children in classroom and day care situations. This course is designed for students completing the Child Care Worker Program or Early Childhood Specialist Program. (SP, SU)
- EDU 0241/0243 - Seminar.....1-0-1
 Theories, techniques, and methods observed in day care centers and classroom settings will be discussed. Students will integrate ideas related in course work and practicum situations. This course is designed for students completing the Child Care Worker or Early Childhood Specialist Program. (SP, SU)
- EDU 0250/0252 - Practicum.....0-12-4
 A practicum experience for the teacher associate which allows the student to observe and develop skills in an actual classroom situation under the supervision of an instructor. The seminar correlating with the practicum must be taken the same quarter. (SP/SP)

EDU 0251/0253 - Seminar.....1-0-1
A seminar for the teacher associate which gives the student an opportunity to express practicum experiences. Emphasis is placed on special learning techniques, communications, and lesson and unit planning. The practicum correlating with the seminar must be taken the same quarter. Seminar credit is reported in practicum. (SP/SP)

ELECTRICAL INSTALLATION AND MAINTENANCE

ELC 1011, 1012 - Basic Electricity I and II.....2-6-4
Provides instruction and application in the fundamentals of blueprint reading, planning, layout and installation of wiring in residential applications such as: services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.

ELC 1101 - AC/DC Current.....10-12-14
A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and Kirchoff's Law. A study of the sources of direct current voltage potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle, power, and resonance. (F)

ELC 1102 - Residential Wiring.....5-9-8
Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as: services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, and National Electrical Code regulations in actual building mock-ups. Prerequisites: ELC 1101, DFT 1111, or permission from the instructor. (W)

ELC 1103 - AC/DC Machines and Controls.....5-15-10
Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple system controls. An introduction to the type control used in small appliances such as: thermostats, timers, or sequencing switches. Prerequisite: ELC 1101 or permission from the instructor. (SP)

ELC 1104 - Industrial Electronics and Wiring.....5-7-7
A study of layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis on blueprint reading and symbols, the related National Electrical Codes, and the application of the fundamentals to practical experience in wiring, conduit preparation and the installation of simple systems. Also, a study of the basic theory, operating characteristics, and application of diodes, transistors, and SCR's and their application to motor controls and other systems. (SU)

ELC 1105 - AC/DC Current.....4-11-6
A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and Kirchoff's Law. A study of the sources of direct current voltage potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle, power, and resonance. (F)

- ELC 1106 - Residential Wiring.....4-11-6
 Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as: services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, and National Electrical Code regulations in actual building mock-ups. Prerequisite: ELC 1105 or permission from the instructor. (W)
- ELC 1107 - AC/DC Machines and Controls.....4-11-6
 Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple system controls. An introduction to the type control used in small appliances such as: thermostats, timers, or sequencing switches. Prerequisite: ELC 1105 or permission from the instructor. (SP)
- ELC 1108 - Industrial Electronics and Wiring.....4-11-6
 A study of layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis on blueprint reading and symbols, the related National Electrical Codes, and the application of the fundamentals to practical experience in wiring, conduit preparation and the installation of simple systems. Also, a study of the basic theory, operating characteristics, and application of diodes, transistors, and SCR's and their application to motor controls and other systems. (SU)
- ELC 1124 - Hydraulics and Pneumatics.....3-3-4
 A study which covers the basic theories of hydraulic and pneumatic systems. Basic designs and functions of circuits and motor, controls, plumbing filtration, accumulators, and reservoirs will be introduced.

ELECTRONIC SERVICING

- ELN 1101 - Fundamentals of Electronics.....10-15-15
 Elementary principles of electricity including basic electrical units. Ohm's Law, Kirchoff's Law, network theorems, magnetics, basic electrical measuring instruments, inductance, capacitance, and sine wave analysis. (F)
- ELN 1102 - Tubes/Transistors.....8-15-13
 An introduction to vacuum tubes and their development; the theory, characteristics and operation of vacuum diodes, semi-conductor diodes, rectifier circuits. Transistor theory, operation, characteristics, and their application to audio and radio frequency amplifier and oscillator circuits. Troubleshooting and repair of solid state devices. Prerequisite: ELC 1101 or permission from the instructor. (W)
- ELN 1103 - Radio Receiver Servicing.....5-6-7
 An introduction of commonly used servicing techniques as applied to monophonic and stereophonic high fidelity amplifier systems and auxiliary equipment. The operation and servicing of inter-communication amplifiers and switching circuits will also be taught. Principles of radio reception and practices of servicing, including block diagrams of radio receivers, servicing techniques of AM and FM receivers by resistance measurements, signal injection, voltage analysis, oscilloscope methods of locating faulty stages and components and the alignment of Am and FM receivers. Prerequisites ELN 1102, ELC 1101; permission from the instructor. (SP)

- ELN 1104 - Television Receiver Servicing.....5-17-11
 A study of principles of television receivers, alignment of radio and intermediate frequency amplifiers, adjustment of horizontal and vertical sweep circuits. Techniques of troubleshooting and repair of TV receivers with the proper use of associated test equipment will be stressed. Additional study of more specialized servicing techniques and oscilloscope waveform analysis will be used in the adjustment, troubleshooting and repair of the color television circuits. Prerequisites: ELN 1101, 1102; permission from the instructor. (SU)
- ELN 1105 - Fundamentals of Electronics.....6-9-9
 A study of the structure of matter and the electron theory, the relationship between voltage, current and resistance in series, parallel and series-parallel circuits. Analysis of direct current circuits by Ohm's Law and Kirchoff's Law; sources of direct current potentials. Fundamental concepts of alternating current flow; a study of reactance, impedance, phase angle, power and resonance and alternating current circuit analysis. (F)
- ELN 1106 - Tubes/Transistors.....5-10-8
 An introduction to vacuum tubes and their development; the theory, characteristics and operation of vacuum diodes, semi-conductor diodes, rectifier circuits. Transistor theory, operation, characteristics, and their application to audio and radio frequency amplifier and oscillator circuits. Troubleshooting and repair of solid state devices. (W)
- ELN 1107 - Radio Receiver Servicing.....2-5-4
 An introduction to commonly used servicing techniques as applied to monophonic and stereophonic high fidelity amplifier systems and auxiliary equipment. The operation and servicing of inter-communication amplifiers and switching circuits will also be taught. Principles of radio reception and practices of servicing, including block diagrams of radio receivers, servicing techniques of AM and FM receivers by resistance measurements, signal injection, voltage analysis, oscilloscope methods of locating faulty stages and components and the alignment of AM and FM receivers. (SP)
- ELN 1109 - Television Receiver Servicing.....4-11-8
 A study of principles of television receivers, alignment of radio and intermediate frequency amplifiers, adjustment of horizontal and vertical sweep circuits. Techniques of troubleshooting and repair of TV receivers with the proper use of associated test equipment will be stressed. Additional study of more specialized servicing techniques and oscilloscope waveform analysis will be used in the adjustment, troubleshooting and repair of TV receivers with the proper use of associated test equipment will be stressed. Additional study of more specialized servicing techniques and oscilloscope waveform analysis will be used in the adjustment, troubleshooting and repair of the color television circuits. (S)
- ELN 1113 - Amplifier Systems.....5-8-8
 An introduction to the types of amplifier circuits used in monophonic and stereophonic high fidelity amplifier systems and auxiliary equipment. Servicing techniques will also be studied. Prerequisites: ELN 1101, ELN 1102; permission from the instructor. (SP)
- ELN 1118 - Amplifier Systems.....2-6-4
 An introduction to the types of amplifier circuits used in monophonic and stereophonic high fidelity amplifier systems and auxiliary equipment. Servicing techniques will also be studied. (SP)

ENGINEERING DRAWING

EGR 0101 - Engineering Drawing I.....0-6-3

The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting are included and use of drafting equipment, lettering, free-hand 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. This course may be taken in a regular class or as an independent study.

EGR 0102 - Engineering Drawing II.....0-6-3

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 approved by the American Standards Association will also be included. Introduction is given to intersections and developments of various types of geometrical objects. This course may be taken in a regular class or as an independent study. Prerequisite: EGR 0101.

EGR 0103 - Engineering Drawing III.....0-6-3

This course is a continuation of EGR 0102. Design and working drawings, isometric drawings, and perspectives will be studied. A special emphasis will be given to the specific interest of the student. Prerequisites: EGR 0101 and EGR 0102.

ENGLISH

ENG 0100 - Advancement English.....2-3-3

This is a developmental writing and reading course for college parallel and technical programs designed to teach proper writing skills from the sentence to the paragraph and to improve reading ability in the areas of comprehension, vocabulary development, reading speed, and study skills. Everyone scoring 30 or below on the total score of the English placement test must take this course. It is composed of 2 lecture hours and three laboratory hours per week. (F, W, SP, SU)

ENG 0101 - Freshman Composition I.....3-0-3

A course designed to stimulate the student's interest in relevant issues through reading, writing, and discussion; to develop the student's competence in composition in the area of the sentence and the paragraph; to strengthen the student's vocabulary and spelling skills. Prerequisite: ENG 0100 if required. (F, W, SP, SU)

- ENG 0102 - Freshman Composition II.....3-0-3
 A course designed to develop the student's competence in writing the longer composition, namely the essay and the research paper. Major emphasis will be on learning the essentials of theme writing, learning to use the college library, learning the techniques of research writing, and compiling a documented research or library paper. Prerequisite: ENG 0101. (W, SP, SU)
- ENG 0103 - Freshman Composition III.....3-0-3
 A study of selected literary works in the areas of the short story, poetry, and drama with the two-fold purpose of stimulating the student's appreciation of good literature and of illustrating the particular conventions of each literary form; also a study of writing critically about literature. Prerequisite: ENG 0102. (SP, SU)
- ENG 0104 - Business Communications.....3-0-3
 A course designed to develop competence in business communications; effective business letter writing, report writing, listening, speaking and reading. Prerequisite: ENG 0102. (SP, SU)
- ENG 0105 - Technical Report Writing (T).....3-0-3
 The fundamentals of English are utilized as a background for organizations and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the student. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must deal with a topic in the student's chosen curriculum. Prerequisite: ENG 0102.
- ENG 0160 - Public Speaking.....3-0-3
 Instruction and practice in effective public speaking; listening to and evaluating speeches; preparation and presentation of speeches for various occasions such as impromptu, extempore, after dinner, introduction of speaker, presiding at meetings, etc. (F, SP, SU)
- ENG 0161 - Journalism.....2-2-3
 This course is for study and practice in techniques of identifying news, gathering information, writing effective accurate news and feature stories, and preparing news copy for press. It involves classroom and field work to prepare the school newspaper. (F, W, SP)
- ENG 0163 - Study Skills.....3-0-3
 A course designed to improve the student's ability to study more efficiently. The following topics will be included: practical methods in studying for and in taking tests; principles of notetaking, outlining, and other study skills designed to aid students during their college days. Prerequisite: completion of ENG 0100 or attainment of the 30 percentile or above on the Placement Test. (SP)
- ENG 0201 - English Literature I.....3-0-3
 A survey of English Literature from the fifth through the eighteenth century. Representative works are related to historical background and language development. Term paper (optional). Prerequisite: Successful completion of freshman English courses. (F, SU).
- ENG 0202 - English Literature II.....3-0-3
 A survey of English literature of the nineteenth and twentieth centuries with special attention to development of literary types. Term paper (optional). Prerequisite: Successful completion of freshman English courses. (W, SU)

- Eng 0203 - Major American Writers.....3-0-3
 Survey of American literature presenting representative works and types selected by the instructor. Term paper (optional). Prerequisite: Successful completion of freshman English courses. (SP, SU)
- ENG 0260 - Creative Writing.....3-0-3
 A course designed to develop the student's potential as a creative writer, consisting of a study of basic fundamentals, selected contemporary models, and a variety of practical classroom exercises. The student will experiment in three types of original composition: poetry, the short story, and the personal essay. (SP)
- ENG 0261 - Literature for the Theatre.....3-0-3
 A beginning course in Drama which includes reading plays from various periods, and developing knowledge of theatre and theatre techniques. (SP)
- ENG 1100 - Reading Improvement.....2-0-2
 A developmental reading course for vocational students designed to increase proficiency in comprehension, vocabulary development, and reading speed. (W)
- ENG 1101 - Communication Skills.....3-0-3
 Designed to promote effective communication through correct language usage in speaking and writing. (F, W)

ESTIMATING

- EST 1101 - Estimating I.....2-3-3
 This is a practical course in quantity "take-off" from prints of jobs done by carpenters and electricians. Figuring quantities of materials needed and costs of building various components and structures will be included.
- EST 1102 - Estimating II.....3-3-4
 This is a continuation of Estimating I. Emphasis will be given to masonry estimating and plumbing estimating. A special emphasis will be placed on total cost estimating.

FRENCH

- FRE 0160, 0161, 0162 - Fundamentals of French I, II, III.....3-0-3
 This is a program of study designed to teach understanding, speaking, reading and writing of French and to develop an awareness of France and its people. An audio-visual method developed in France is used. Prerequisite: Must be taken in sequences. (F, W, SP)
- FRE 0260, 0261, 0262 - Intermediate French I, II, III.....3-0-3
 In this course of study, the fundamentals of French are used as the background for a basic study of the culture, civilization, and literature of France with a further development of language skills. Prerequisite: Fundamentals of French I, II, III or two years of high school French. (F, W, S)

GEOGRAPHY

- GEG 0160 - Physical Geography.....3-2-2
 The earth's astronomical relations, factors of weather and climate, and physiographic features. Two lab hours per week. (F)

- GEG 0161 - Economic Geography.....3-0-3
 Geographic factors involved in production, distribution, consumption,
 and conservation of the major crops, minerals, and industries of the world. (W)
- GEG 0162 - World Regions.....3-0-3
 Relation of human activities to the larger geographic regions of the
 world. (SP)

GEOLOGY

- GEL 0101 - Physical Geology.....3-3-4
 The nature and occurrence of rocks and minerals, together with
 crustal features on the earth surface. Laboratory work devoted to a
 study of rocks and minerals and their structure and occurrence. (F)
- GEL 0102 - Physical Geology.....3-3-4
 A continuation of Geology 0101 with major emphasis upon glaciation
 and glacial deposits, deserts, oceans, mountains and mountain building,
 and the earth's interior. Laboratory work will consist of topographic
 map interpretation. (W)
- GEL 0103 - Historical Geology.....3-3-4
 Emphasis in this course is on the stratiographic 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. Laboratory work will be devoted to experience
 with fossils, geologic maps, and aerial photographs. (SP)

HEALTH

- HEA 101 - Personal Health.....3-0-3
 A study of the physical, emotional, and mental health problems as
 they relate to man and his internal environment. Emphasis is placed on
 current health problems and their relationship to the individual. (F)
- HEA 102 - Community Health.....3-0-3
 A study of health problems, causes and prevention, and requirements
 in the home and community. Special attention is given to health problems
 on the national, state, and local levels. (W)
- HEA 103 - First Aid.....3-0-3
 A study of accident and emergency situation; causes, prevention, and
 appropriate first aid treatment. A course of instruction, with laboratory
 work, designed to develop competency in recognition of the symptoms of
 common injuries and illnesses, and the performance of first aid skills.
 Certification in American Red Cross Standard First Aid and Personal Safety
 is available through this course of instruction. (F, W)
- HEA 201 - Health, Safety and Nutrition.....3-0-3
 A study of personal health in relation to the emotional, physical,
 and mental self of the child. Special attention is given to nutrition,
 accidents, anatomy, physiology, disease, and effects of the community
 upon health. (SP)

HEA 0202 - Sex and Sexuality.....3-0-3
A study of the biologic and physiologic elements of sex and reproduction, and that which is involved in our identity as sexual beings. A course of instruction which includes the psychological and social aspects of human sexuality. (W, SU)

HISTORY

HIS 0101, 0102, 0103 - Western Civilization..... 3-0-3 es
A survey of world history with special emphasis on European background and development in three time periods: ancient and early medieval, later medieval Western and early modern, and the modern period. (F-SU, W-SU, SP-SU)

HIS 0260, 0261, 0262, History of the United States.....3-0-3 es
A survey of the history of the United States: 1492-1840; 1840-1896; 1896-current date. (F-SU, W-SU, SP-SU)

INDUSTRIAL MECHANICS

IDM 1101 - Industrial Mechanics I.....3-12-7
An introduction to the fundamentals of electricity, including electron theory; voltage, current and resistance relationships; the analysis of series and parallel circuits; concepts of alternating current, impedance, phase, reactance, and power. The fundamentals of math will also be taught with the electrical part.

IDM 1102 - Industrial Mechanics II.....3-12-7
Industrial safety pertaining to the industrial plant will be stressed in this course. OSHA material will be presented. Also during this course a study of electrical machinery, AC and DC motors and generator principles, testing field coils, armatures, commutators, slip rings, bearings, brushes, brush holders, and replacing defective parts will be conducted.

IDM 1103 - Industrial Mechanics III.....3-12-7
A study of basic arc welding procedures will be conducted. This arc welding will lead into the plumbing and pipefitting. Study will be made of plumbing fixtures, repair and maintenance of flush valves, faucets, and traps. Use of various types of fitting techniques will be emphasized.

IDM 1104 - Industrial Mechanics IV.....3-12-7
A study of various types of pumps and controls including air, hydraulic and water. Also the student will study the principles of machine elements. Emphasis will be placed on linkages, velocities, and acceleration of points within a link mechanism, layout methods for designing cams, belts, pulleys, gears and gear trains.

IDM 1122 - Industrial Systems Schematics.....0-3-1
The student will study schematic representations of water and gas plumbing, hydraulic and pneumatic circuits, and electrical circuits. A brief overview of each area will be given to provide the student with a basic knowledge of the physical phenomena associated with each of these energy transport systems.

- IDM 1123 - Plumbing and Pipefitting.....2-6-4
A study of various types of plumbing fixtures, repair and maintenance of flush valves, faucets, and traps, use of various types of pipe fittings, threading and fitting pipe. The student will learn to service various types of plumbing and pipefitting.

INDUSTRIAL SCIENCE

- ISC 0111 - Industrial Safety.....3-2-3
Problems of accidents and fire in industry. Management and supervisory responsibility for fire and accident prevention. Additional topics cover accident reports and the supervisor; good housekeeping and fire prevention; machine guarding and personnel protective equipment; state industrial accident code and fire regulations; the first aid department and the line of supervisory responsibility; job instruction and safety instruction; company rules and enforcement; use of safety committees; insurance carrier and the Insurance Rating Bureau; and advertising and promoting a good safety and fire prevention program. (F)
- ISC 0112 - Work Measurement.....3-0-3
Principles of work simplification including administration of job methods improvement, motion study fundamentals and time study techniques. Use of flow and process charts, multiple activity charts, operation charts, flow diagrams and methods evaluation. (W)
- ISC 0113 - Quality Control.....3-2-4
An introduction to probability, statistics, and quality control techniques. Elementary sampling techniques and tests for problem solving related to production efficiency. Prerequisite: MAT 0100 or permission. (SP)
- ISC 0213 - Value Analysis.....3-2-3
The modern concept in the control of manufacturing production. This course will provide the students an opportunity to study a production system with the specific purpose of identifying unnecessary costs. The objective of the concepts and techniques of value analysis is to make possible a degree of effectiveness in identifying and removing unnecessary cost by the use of sound decisions through a common sense approach. (SP)
- ISC 0215 - Production Planning.....3-1-3
Day-to-day plant direction; forecasting, product planning and control, scheduling, dispatching, routing, and inventory control. Case histories are discussed and course of corrective action are developed. Actual layouts are utilized for planning and control. (F)
- ISC 0216 - Job Analysis and Evaluation.....3-0-3
This study is an integral part of Wage and Salary Administration. The job as well as the person performing the job are analyzed and evaluated in order to determine a job's relative worth to a company. (W)
- ISC 0217 - Work Compensation.....3-0-3
Basic systems and plans of compensating employees. Wages and salaries, structures, incentive plans, and fringe benefits such as holiday pay, pension, sick leave, life and hospitalization insurance are included. (SP)

MASONRY

- MAS 1011, 1012 - Basic Bricklaying I and II.....2-6-4
The history of the bricklaying and the masonry industry, raw materials, basic manufacturing processes and terminology. Clay and shell brick, mortar, laying foundations, cutting masonry materials, bonding, and the use, care, and maintenance of tools. Practice is given in selecting the proper mortars, layout and construction of various building elements.

MATHEMATICS

- MAT 0090 - Basic Math I.....3-0-3
A course designed to provide a strong background in fundamental arithmetic necessary for further study in any area of mathematics. Detailed attention is given to addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. Percentage, powers of numbers, and roots are also covered. This course carries local credit only. (F, W, SP, SU)
- MAT 0100 - Basic Math II.....3-0-3
A course designed to provide background in the basic fundamentals of algebra required of students planning to take MAT 0101 or MAT 0111. Topics include signed numbers, fundamental operations on polynomials, and the solution of linear equations. This course carries elective credit only. A student who has received credit (with at least a "C") for any math course other than MAT 0090 or MAT 0110 may not take MAT 0100 for credit. Prerequisite: MAT 0090 or satisfactory placement test scores.
- MAT 0101 - Finite Mathematics I.....4-0-4
A non-rigorous approach to the topics of sets, elementary combinatorics, introductory probability and statistics. Prerequisites: Satisfactory placement test scores in arithmetic (or MAT 0090) and algebra (or MAT 0100). (F, W, SP, SU)
- MAT 0102 - Finite Mathematics II.....4-0-4
A continuation of MAT 0101. Topics include mathematics of finance, systems of equations, matrices, graphing techniques, and linear programming. Prerequisite: MAT 0101. (W, SP, SU)
- MAT 0110 - Business Mathematics.....3-0-3
A course designed to prepare students in the mathematics of current business practices. Topics include percentage, simple and compound interest, discounts, credit and installment buying, annuities, amortizations, and basic statistical concepts. Prerequisite: Satisfactory placement test score in arithmetic or MAT 0090. (F, W, SP, SU)
- MAT 0111 - Technical Mathematics.....3-0-3
A course in basic applied geometry and right triangle trigonometry for students in management, police science, and other technical areas. Topics include: angles, triangles and other plane figures, solid figures, areas, volumes, trigonometric ratios, triangle solving, and vectors. Prerequisite: MAT 0100 or satisfactory placement test score in algebra. (W, SP)

MAT 0120 - Introductory Algebra.....5-0-5

A course for those students who plan to take College Algebra and Trigonometry (MAT 0121) but who do not have an adequate background in algebra to begin such a course. The course begins with a brief review of signed numbers, algebraic expressions, and linear equations (i.e., those topics covered in MAT 0100) and is followed by a detailed study of: factoring, algebraic fractions, graphing, quadratic equations, radicals, and basic geometry. MAT 0120 is developmental in nature and carries elective credit only. A student who has received credit (with at least a "C") for MAT 0121 or MAT 0131 may not take MAT 0120 for credit. Prerequisite: Satisfactory placement test scores in arithmetic (or MAT 0090) and algebra (or MAT 0100). (F, SU)

MAT 0121 - College Algebra and Trigonometry I.....5-0-5

The first in a two-quarter sequence of courses in algebra and trigonometry designed to provide thorough preparation for study in calculus, physics, chemistry, and other areas of technology. Topics include: polynomials, exponents, radicals, equations and inequalities, relations and functions, systems of equations and inequalities, exponential and logarithmic functions, and an introduction to trigonometry. A student who has received credit (with at least a "C") for MAT 0131 (Calculus) may not take MAT 0121 for credit except by special permission. Prerequisite: Satisfactory placement test scores or MAT 0120. (F, W, SU)

MAT 0122 - College Algebra and Trigonometry II.....5-0-5

A continuation of MAT 0121. Topics include: trigonometric functions and their inverses, trigonometric identities and equations, triangle solving and vectors, complex numbers, theory of equations, polynomial and rational functions, sequences and series, and an introduction to probability. Prerequisite: MAT 0121 or permission of instructor. (W, SP, SU)

MAT 0131 - Calculus and Analytic Geometry I.....5-0-5

A first course in calculus and analytic geometry. Topics include: analytics of the straight line, functions, limits, the derivative, curve sketching and other applications of the derivative, antiderivatives, and the definite integral. Prerequisite: MAT 0122 or satisfactory placement test scores. (F, SP)

MAT 0132 - Calculus and Analytic Geometry II.....5-0-5

A second course in calculus and analytic geometry with emphasis on the calculus of transcendental functions and methods of integration. Topics include: differentiation and integration of trigonometric, inverse trigonometric, logarithmic, exponential, and hyperbolic functions, methods of integration, and applications of the integral. Prerequisite: MAT 0131. (F, W)

MAT 0133 - Calculus and Analytic Geometry III.....5-0-5

A third course in calculus and analytic geometry with emphasis on analytic geometry and series. Topics include: vectors in the plane, conic sections, parametric equations, polar coordinates, indeterminate forms, and infinite series. Prerequisite: MAT 0132. (W, SP)

- MAT 0140 - Introductory Statistics.....5-0-5
 A course dealing with collecting, representing, analyzing, and interpreting information. Topics include: descriptive statistics, an introduction to probability, the binomial and normal distribution, large and small sample theory including hypothesis testing, correlation, and chi-square. Problems and applications from several disciplines in addition to mathematics are included. This course is especially recommended for students who plan to enter areas of mathematics, engineering, science, medicine, psychology, sociology, and business. Prerequisite: MAT 0101 or MAT 0121. (SP, SU)
- MAT 0231 - Calculus and Analytic Geometry IV.....5-0-5
 A course in solid analytic geometry and multivariate calculus. Topics include three-dimensional coordinates, vectors, quadric surfaces, partial derivatives, directional derivatives, and multiple integrals. Prerequisite: MAT 0133. (F, SP)
- MAT 1100 - Basic Mathematics for Nurses.....3-0-3
 Review and practice in the arithmetic of whole numbers, fractions, decimals and percentage, and ratio and proportion. (F)
- MAT 1101 - Math Fundamentals.....5-0-5
 Review and practice in the fundamental operations with whole numbers, fractions, decimals, and percentage. Formulas and practice problems are drawn from the skill areas of the vocational programs. (F)
- MAT 1102 - Measurement.....3-0-3
 A study of linear measures, measuring devices, angles, perimeters, areas, volumes, and metric units. Prerequisite: Permission of advisor. (W)
- MAT 1103 - Electrical Math I.....5-0-5
 Review and practice in the fundamental operations with whole numbers, fractions, decimals, and percentage. Introduction to powers and roots as they apply to the electrical trades. Practice problems are drawn from the electrical trades. (F)
- MAT 1104 - Electrical Math II.....5-0-5
 This is the second course in mathematics for electricians. Topics include: equations, ratio and proportion, formulae, and basic applied trigonometry. Prerequisite: Permission of advisor. (W)

MUSIC

- MUS 0160 - Chorus.....0-3-1
 Study-activity course designed to give the student a deeper understanding, appreciation, and enjoyment of choral music, its practice and performance. Open to all students by permission of the instructor. Student may take this for six quarters for credit. (F, W, SP)

- MUS 0161 - Music Appreciation.....3-0-3
 A historical survey of music from its primitive beginning to the Romantic period. Designed to develop a deeper understanding, appreciation, and enjoyment of music, recorded music examples. Listening assignments. Open to all students. (F, W, SP)
- MUS 0162 - Contemporary Music.....3-0-3
 Contemporary Music is a survey of the various types of music of the 20th century: pop music, jazz, and the musical theater. Representative works related to the historical and cultural background are studied. (W)
- MUS 0163 - Guitar.....3-0-3
 This course employs an audiovisual method of teaching theory and music appreciation. Students learn to play the guitar by means of the audiovisual method. Each student receives an especially designed guitar to use in class and at home for the entire quarter. In class the guitar and a set of earphones are plugged into a station designed so that each student hears the instructor and his own guitar while a visual presentation is made on the screen. The guitar is returned at the end of the quarter; the instruction book and two records belong to the student. In addition to tuition a \$25 fee will be charged for the book, two records and use of the guitar. (F, SP)

PHILOSOPHY

- PHI 0260 - Introduction to Philosophy.....3-0-3
 This course is designed to acquaint the student with the great original thinkers from Plato to some modern philosophers. It will deal with the philosophic approach to the classic problems that confront human society. (W)
- PHI 0261 - Problems in Philosophy.....3-0-3
 This is a continuation of PHI 0260 with special emphasis on metaphysics and the philosophy of Religion and its influence on morality and the forms of government. Prerequisite: PHI 0260. (SP)

PHYSICAL EDUCATION

- PER 101 - Concepts in Physical Education.....1-2-2
 A thorough investigation into the theoretical and practical applications of basic concepts in physical education, such as: Exercise, diet, and weight control; and exercise and heart disease. A lecture-laboratory course of instruction providing the individual with a complete physical fitness profile, and the ability to make intelligent decisions relevant to the development, maintenance, and evaluation of physical fitness and related health-fitness areas. (F, W, SP)
- PER 102 - Archery (F).....0-3-1
- *PER 103 - Bowling (W).....0-3-1
- *PER 104 - Golf.....0-3-1
 A course designed to develop and strengthen skill in the basic fundamentals of the game. Includes discussions of rules, equipment, playing strategy and etiquette. Not recommended for players of advanced ability. (SP)
- PER 105 - Tumbling (W).....0-3-1
- PER 110 - Badminton (W).....0-3-1

- PER 111 - Tennis.....0-3-1
 A course designed to develop and strengthen skill in the basic fundamentals of the game. Includes discussions of rules, equipment, playing strategy and etiquette. Not recommended for players of advanced ability. (SP)
- PER 120 - Folk/Square Dancing (F).....0-3-1
- PER 121 - Social Dancing (SP).....0-3-1
- PER 122 - Modern Dance I.....0-3-1
 An introductory study of dance as a contemporary art form. Includes discussion and application in such areas as basic principles and techniques of the dance, and movement creativity and design. (W)
- PER 123 - Modern Dance II.....0-3-1
 This course will offer continued work in improvisation using time, space and energy to increase sensitivity to dance as an art form. The student will have an opportunity to develop creativity through improvisation and dance studies, and to increase performance level through weekly presentation of personal dance compositions. Prerequisite: PER 122 (SP)
- PER 130 - Drownproofing.....0-3-1
 A course essential for non-swimmers, swimmers, boaters, hunters, campers, pool owners, anyone who works, plays, fears, or goes near water. The goal of drownproofing is to permit survival for the longest possible time. Also included is certification in American Red Cross Basic Water Safety. (F, SP, SU)
- PER 131 - Swimming Techniques.....0-3-1
 A course devoted to development and strengthening of skill in the basic swimming strokes and related water safety and recreational skills. American Red Cross Certification in beginning through intermediate swimming may be achieved through this course. Prerequisite: PER 130 or ability to swim one width of pool comfortably in deep water. (F, W, SU)
- PER 133 - Basic Rescue and Water Safety.....0-3-1
 The objective of this course is to provide the individual with knowledge and skills designed to enable him to save his own life and to correctly respond in aquatic emergencies. Major emphasis of the course is on self-rescue skills and non-swimming rescues. American Red Cross certification in Basic Water Safety, and Basic Rescue and Water Safety are obtainable through this course of instruction. Prerequisite: 1) Perform standing front dive; 2) 250 yd. swim, using crawl, side and back strokes; 3) Tread water 30 seconds. (W, SP)
- PER 134 - Advanced Lifesaving.....0-3-1
 The objective of this course is to provide the individual with the knowledge and skills designed to save his own life or the life of another in the event of an emergency. Training is not intended to be a complete lifeguard training course. American Red Cross certification is obtainable through this course of instruction. Prerequisite: 1) Perform standing front dive; 2) 500 yd. swim, using crawl, side, breast, and back strokes; 3) surface dive and 20 ft. underwater swim; 4) tread water 1 minute. (SP)

- PER 0136 - Basic Canoeing.....0-3-1
 A basic course of instruction in the safe and correct handling of the canoe, rescue, and self-rescue skills. American Red Cross certification in Basic Canoeing is available through this course of instruction. Prerequisite: Ability to swim and stay afloat in deep water, fully clothed, for a minimum of 5 minutes. (F, SP)
- PER 0140 - Backpacking.....0-3-1
 A unique and innovative course for those who enjoy the out-of-doors. The course is designed to acquaint you with the various aspects of backpacking, to investigate the many facets of the subject and to make you feel qualified to participate in, and discuss, backpacking. (F)
- PER 0150/0151 - Restrictive Physical Education.....0-3-1
 A course of study designed specifically to meet the need of those individuals who cannot enroll in regular physical education courses due to temporary or permanent physical impairment. Prerequisite: Completion of the Physical Education Restriction Form and approval by the designated Physical Education faculty member, prior to enrollment. (W, SP)
- PER 0201 - Volleyball (W).....0-3-1
- PER 0202 - Soccer (F).....0-3-1
- PER 0203 - Softball (SP).....0-3-1
- PER 0240 - Child Physical Education.....3-0-3
 A study of methods, materials, and content in physical education for pre-school and primary children. Special attention is placed on the nature, need, and progressive development of physical activities with emphasis upon the individual differences of the child. (SP)

PHYSICAL SCIENCE

- PHS 0101, 0102, 0103 - Man and His Physical Environment.....3-3-4 each
 An integrated perspective of the physical sciences, study of selected topics such as systems of measurement, the expanding universe, structure of the earth, kinetic molecular theory of matter, energy (types, transformation, utilization), properties of elements and compounds, structure and utilization atoms. The role of science in the development of civilization is emphasized. Three laboratory hours per week. (F, W, SP)

PHYSICS

- PHY 0201 - General Physics.....3-3-4
 This course deals mainly with classical mechanics. Review is given to all systems of measurement with emphasis placed on the MKSA system. Major areas of study deal with velocity, acceleration, Newton's Laws of Motion, vectors, work, energy, power and circular motion. Three laboratory hours per week. Prerequisite: Completion of, or currently taking MAT 0121 or higher. (F)

- PHY 0202 - General Physics.....3-3-4
 The major areas of study are thermodynamics, sounds, and optics; with concentration on temperature, heat transfer, vibrations, waves, light and lenses. Three laboratory hours per week. Prerequisite: PHY 0201. (W)
- PHY 0203 - General Physics.....3-3-4
 Electricity and magnetism and atomic structure are the major topics for study. Three laboratory hours per week. Prerequisite: PHY 0202. (SP)
- PHY 1100 - Applied Science.....3-2-4
 An introduction to physical principles and their application in industry. Topics in this course include measurement, properties of solids, liquids, gases and basic electrical principles. Two laboratory hours per week. (SU)

PLUMBING

- PLU 1011, 1012 - Basic Plumbing I and II.....2-6-4
 The students are introduced to the tools, fittings, and equipment used by plumbers. They spend considerable time learning to handle these materials and tools correctly by cutting pipe, threading, caulking, and sweating joints of the various kinds of pipe and tubing. Plumbing installations are made to provide practical applications. Heating devices and the storage and circulation of hot water will be studied. The student will receive practice in the installation of various plumbing fixtures and the proper use of traps. Field trips should be taken to study various types of installations.

POLITICAL SCIENCE

- POL 0260 - American Government.....3-0-3
 A study of the formation and development of the national government; the Constitution; and the national government's organization, functions, and powers. (F)
- POI 0261 - Problems and Policies of American Government.....3-0-3
 A study of the politics, functions, and progress of the national government. Specific policies in the area of labor, agriculture, welfare, business, civil rights, citizenship, and national security; using a background of history, politics, and government institutions. (W)
- POL 0262 - American State and Local Government.....3-0-3
 A study of the organization, function, and powers of state and local government throughout the United States. (SP)

PRACTICAL NURSING

- PNE 1101 Nursing Fundamentals.....9-8-13
 This course is designed to assist the student in acquiring the attitudes, knowledge, and understanding necessary to give care to patients of all ages and backgrounds. Emphasis is on consideration of the total patient and mental, emotional, and physical needs. Basic nursing procedures for patient care is an integral part of the course. (F)

- PNE 1102 - Anatomy/Physiology.....5-0-5
 Anatomy and Physiology provide the student with a thorough understanding of the general plan of the body and its nine systems. A knowledge of how the body moves, controls its functions, distributes food, removes waste and re-produce itself are necessary to understand disease processes and the nursing care of patients. (F)
- PNE 1103 - Nutrition.....2-0-2
 Nutrition is designed to provide knowledge of functions and sources of nutrients; mechanics of digestion, absorption, and metabolism; principles of meal planning and therapeutic use of special diets. (F)
- PNE 1104 - Pediatrics.....4-0-4
 Pediatrics is designed to assist the student to understand the difference between diseased children and adults. Basics of child growth and development and common disease of infants, children, and adolescents and special nursing care are included. (SP)
- PNE 1105 - Maternity Nursing.....6-0-6
 Introduces to the student the basic concepts of maternity care so that the highest level of health possible for every childbearing family be achieved in the broader sense of physical, emotional and social well-being. Knowledge of the anatomy and the physiology of the reproductive organs and of the development of the unborn child from conception to birth is also stressed. The student will apply beginning skills in nursing care during pregnancy, labor and delivery, the post partum period, normal newborns, and infants with disorders or special needs. (W)
- PNE 1111 - Vocational Adjustments.....2-0-2
 This course introduces the student to the legal aspects of nursing, professional ethics, and varied positions available to them in the field of nursing. (SU)
- PNE 1113 - Medical Surgery I.....3-3-4
 Introduces the student to the fundamentals of medical-surgical patient care with the central objective of performing assistance to patients with medical-surgical conditions. The student should be able to recognize modern concepts of nursing as applied to medical and surgical nursing, to discuss causes of disease, to describe methods of diagnosis, to apply beginning skills in assisting with diagnostic procedures, and to discuss therapeutic methods commonly prescribed. (W)
- PNE 1114 - Medical Surgery II.....2-2-3
 A continuation of medical surgery I combined with a study of diseases of the systems of the body and related nursing care. (SP)
- PNE 1115 - Medical Surgery III.....6-4-7
 This course is designed to develop knowledge and skills in the area of care for the seriously ill patients. Emphasis is given to the principles and beginning skills of nursing as related to care of the seriously ill patient. (SU)
- PNE 1116 - Pharmacology I.....6-0-6
 A study of methods applied to calculating drug dosages by the use of the Apothecaries and Metric systems and the development of the skills in preparation and administration of medications. (W)

- PNE 1117 - Pharmacology II.....4-0-4
 A continuation of Pharmacology I. This course is an intensive study of drugs with the development of a thorough knowledge of drug actions, uses, dosages, and side effects. (SP)
- PNE 1121 - Clinical.....0-14-5
 Clinical experience is designed to reinforce classroom learning. The student is assigned to specific areas in the hospital for care of medical, surgical, obstetric, and pediatric patients, as well as orthopedic, urological, obstetric, and gynecological clinics. (W)
- PNE 1122-1123 - Clinical.....0-21-7
 A continuation of PNE 1121. (SP, SU)

PSYCHOLOGY

- PSY 0101 - Personality Development.....3-2-3
 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. (W, SU)
- PSY 0115 - Human Growth and Development I.....3-0-3
 Considers the development sequence of pregnancy, prenatal and infant periods. The conditions necessary for optimal development and individual differences, perceptual-cognitive and emotional responses will be stressed. (F)
- PSY 0116 - Human Growth and Development II.....3-0-3
 Considers the developmental sequence and characteristic behavior from the pre-school child through adolescence. Special attention is given to the physical growth, attitudes, social, emotional, and cognitive development as they relate to behavior. (W)
- PSY 0201 - Industrial Psychology.....3-0-3
 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 the following: 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. (W,SU)
- PSY 0260 - General Psychology.....3-0-3
 This course is designed to acquaint the student with the various aspects of psychology at the introductory level. (F, SU)
- PSY 0261 - Developmental Psychology.....3-0-3
 The course is designed to acquaint the students with the complex developmental processes of humans from childhood to older maturity. (W, SU)
- PSY 0262 - Introduction to Applied Psychology.....3-0-3
 This course explores the field of Psychology with reference to its application in human affairs. (SP)
- PSY 1100 - Human Relations.....3-0-3
 This course is designed to enable students to better understand the basic principles in human behavior. The human relations problems of the individuals are studied in relations to society, group membership, and relationships within the work situation. (SP)

PSY 1101 - Nursing Human Relations.....3-0-3
This course is designed to enable nursing students to better understand the basic principles of human behavior. Human relations problems are studied with special emphasis on individual rights, society, group membership, and nurse patient situation. (F)

RELIGION

REL 0160 - Introduction to the Old Testament.....3-0-3
A survey or introduction to the life, literature, geography, and religion connected with the Old Testament. (F, SU)

REL 0161 - Introduction to the New Testament.....3-0-3
This course is designed to acquaint the student with the history, literature and personalities of the New Testament. (W)

REL 0162 - World Religions and Modern Man.....3-0-3
A survey and comparison of the origins, developments, beliefs, or practices of the major faiths. (SP, SU)

SOCIOLOGY

SOC 0160 - Introduction to Sociology.....3-0-3
An analysis of the society and culture dealing with social organization, control, institution, stratification, and social change. (F, SU)

SOC 0161 - Social Problems.....3-0-3
A study of the major social problems of modern society, including family disorganization, minority groups, and problems associated with industrial and urban development. (W, SU)

SOC 0162 - Sociology of the Family.....3-0-3
Study of the American family with attention given to courtship, marriage, family relationships and interdependencies, and social cultural stresses emerging from contemporary family life. (SP, SU)

SOC 0215 - Human Relations.....3-0-3
The student will study the importance of values, personality development, self concept and basic human relation principles, such as communication, speaking and listening. (W)

SPANISH

SPA 0160, 0161, 0162 - Fundamentals of Spanish I, II, III.....3-0-3 each
This is a program of study designed to teach understanding, speaking, reading, and writing of Spanish and to grant an awareness of Spain and its people. An audio-visual method is used. Prerequisite: Must be taken in sequence. (F, W, SP)

SPA 0260, 0261, 0262 - Intermediate Spanish I, II, III.....3-0-3 each
In this course of study, the fundamentals of Spanish are used as the background for a basic study of culture, civilization and literature of Spain with a further development of language skills. Prerequisite: Fundamentals of Spanish I, II, III or two years of high school Spanish. (F,W,SP)

TEXTILES

- TEX 0101 - Fundamentals of Textiles.....3-0-3
An introduction to textiles, including the history of textiles and the textile industry as well as presentation of textile machinery, including the basic machine principles and application of these principles in manufacturing a textile product. (F)
- TEX 0102 - Fiber Sciences.....3-2-4
This course includes a study of the vegetable, animal, mineral and man-made fibers. Their chemical and physical properties are examined. Prerequisite: TEX 0101. (W)
- TEX 0103 - Yarn Forming Systems.....3-2-4
Fundamentals of yarn manufacturing including fiber blends, yarn formation, yarn numbering systems, simple and complex yarns and the textured yarn processes are studied in this course. Prerequisite: TEX 0102. (SP)
- TEX 0201 - Fabric Forming Systems.....3-2-3
A study of the basic fabric forming systems, including felts, non-woven, knitted, woven and special fabric construction processes. Prerequisite: TEX 0102. (F)
- TEX 0202 - Fabric Design & Analysis.....2-3-3
A study of the design and structure of the basic weaves, their common derivatives and their drafting. (W)
- TEX 0203 - Dyeing and Finishing.....3-2-4
A course designed to familiarize the student with the basic principles involved and the procedures used for the preparation, dyeing, and finishing of natural man-made fibers, yarns and fabrics. (SP)
- TEX 0250 - Textile Seminar..... 3-0-3
A seminar which serves as a forum for trends, innovations, and problems in textiles. Specialists in textiles lecture and lead discussion. Available to all textile students and open to interested individuals. (SP)

WELDING

- WLD 1101 - Welding I.....5-17-11
Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, and assembly of the units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering safety. Safety procedures are emphasized throughout the course in the use of tools and equipment. (F)
- WLD 1102 - Welding II.....5-14-10
The operation of AC transformers and DC motor generator arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course in the use of tools and equipment. (W)

- WLD 1103 - Welding III.....5-16-10
 Introduction and practical operations in the use of inert-gas-shield arc welding. A study will be made of the equipment, operation, safety, and practice in the various positions. A thorough study of such topics as principles of operation, shielding gases, filler rods, process variations and applications, and manual and automatic welding. Practice in welding pipe in fixed position using inert-gas-shield arc welding and metal arc welding. (SP)
- WLD 1104 - Welding IV.....5-20-12
 This course involves pipe welding and certification practices. Designed to provide practice in welding of pressure piping in horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME code. Certification practices involve students' practice in welding the various materials to meet certification standards. Students introduced to the various types of tests and testing procedures and perform the details of the test which gives adequate information as to the quality of the weld. Types of tests are guided bend, notched bend, and tensile strength test to check the quality of the work. (SU)
- WLD 1105 - Welding V.....2-13-6
 Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of the units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures are emphasized throughout the course in the use of tools and equipment. (F)
- WLD 1106 - Welding VI.....2-13-6
 The operation of AC transformers and DC motor generator arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course in the use of tools and equipment. (W)
- WLD 1107 - Welding VII.....2-13-6
 Introduction and practical operation in use of inert-gas-shield arc welding. A study will be made of the equipment, operation, safety, and practice in various positions. A thorough study of such topics as principles of operations, shielding gases, filler rods, process variations and applications, and manual and automatic welding. Introduction to pipe welding and basic position pipe welding. (SP)
- WLD 1108 - Welding VIII.....2-13-6
 Designed to provide practice in welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME code. The course involves using various tests to check the quality of the weld. Types of tests are bend, guided bend and tee bend. (SU)

WLD 1111 - Basic Gas Welding.....0-3-1
Welding demonstrations by the instructor and practice by the students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice is given for surface welding, bronze welding, silver-soldering, and flamecutting methods applicable to mechanical repair work. (F)

WLD 1112 - Basic Arc Welding.....0-3-1
Welding practices on material applicable to the installation of body panels and repairs to doors, fenders, hoods, and deck lids. Students runs beads, does butt and fillet welding. Performs tests to detect strength and weaknesses of welded joints. Safety procedures are emphasized throughout the course. Intended for students in Auto Body Repair. (W)