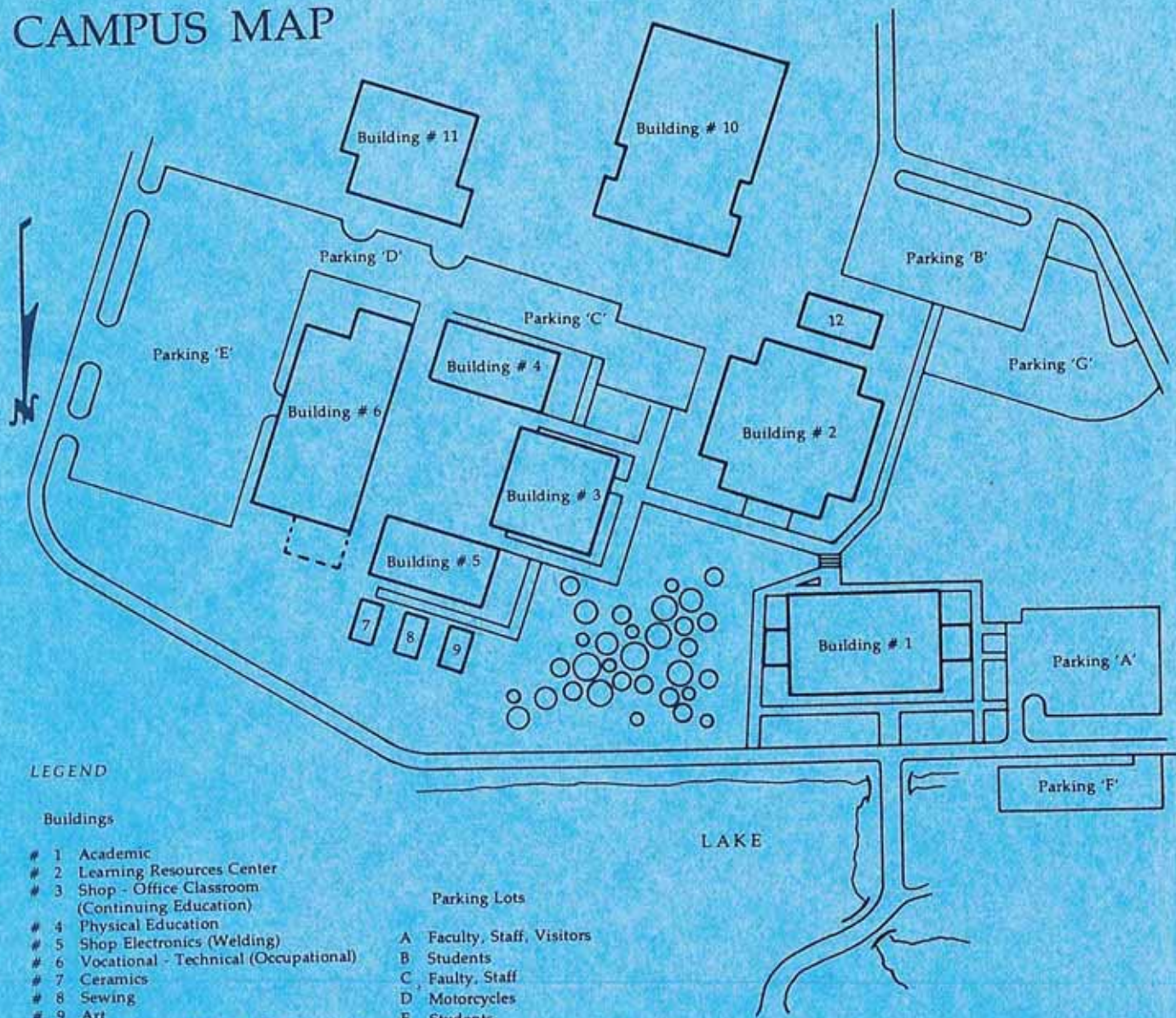




1977-78

ISOOTHERMAL COMMUNITY COLLEGE
COLUMBIANA, AL. C. 35950

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
- B Students
- C Faculty, Staff
- D Motorcycles
- E Students
- F Students
- G Students

Isothermal Community College

GENERAL CATALOG 1977-78



Spindale, North Carolina 28160

VOLUME IX

JUNE, 1977

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.



ACADEMIC CALENDAR 1977-78

FALL 1977

Aug. 30 & 31	Freshman Orientation
Aug. 31 & Sept. 1	Registration
Sept. 6	First Day of Classes
Oct. 10-14	Midterm Week
Nov. 18, 21, 22	Final Exams
Nov. 23, 24, 25	Thanksgiving

WINTER 1977-78

Nov. 28	Registration
Nov. 29	First Day of Classes
Dec. 21-Jan. 2	Christmas Holidays
Jan. 3	Classes Resume
Jan. 16-20	Midterm Week
Feb. 23, 24, 27	Final Exams

SPRING 1978

March 2	Registration
March 3	First Day of Classes
March 24-April 2	Easter Holidays
April 3	Classes Resume
April 17-21	Midterm Week
May 24, 25, 26	Final Exams
May 30	Graduation

SUMMER 1978

1st SESSION:

June 5	Registration
June 6	First Day of Classes
July 4	Holiday
July 11	Last day of Classes and Finals

2ND SESSION:

July 12	Registration
July 13	First Day of Classes
Aug. 16	Last Day of Classes and Finals
Aug. 18	Graduation

FULL SESSION:

June 5	Registration
June 6	First Day of Classes
July 4	Holiday
July 12	Vocational Classes Only
Aug. 15, 16	Final Exams
Aug. 18	Graduation

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



General Information

SPINDALE, N. C. 2010

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.

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.

History of the College

Purpose and Objectives

Purpose and Objectives

3. To provide vocational education for persons desiring to prepare for a trade or upgrade themselves in their present jobs.
4. To provide an adult program based on community needs and interests with special emphasis on the following areas:
 - a. Basic education courses for grades 1 — 8.
 - b. High school equivalency certificate.
 - c. Cultural and community service programs.
5. To provide a program of guidance and 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.

Learning Resources Center

The Learning Resources Center provides students, faculty, and members of the community the learning resources common to all of the curriculum. The LRC seeks to coordinate these resources and help develop new patterns of use in the college's continuing effort to increase desired learning achievement within each student.

Hours: 8:00 - 9:30 Monday through Thursday
8:00 - 4:30 Friday

Isothermal Community College at Tryon

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.

OFFICE HOURS. The administrative offices of the College are open every day through Friday from 8:00 a.m. to 5:00 p.m.

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. Each student is 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.

III. Speeding

- A. Speed limits are posted on campus.

IV. Enforcements

- A. A system of fines has been established for on campus violations.

- 1. No campus permit
- 2. Parking in unauthorized area
- 3. Illegal Parking

First Offense	\$1.00	Third Offense	3.00
Second Offense	2.00	All subsequent violations	3.00

Upon the sixth violation, the vehicle may be towed to a place of storage at the owner's expense, and will not be released to the owner until all fines are paid, or wheel locks may be installed on the front wheel that will prevent moving the car. The wheel lock will be removed upon payment of \$5.00 and all past due parking fines.

V. State Roads

- A. The main roads on the campus are under the jurisdiction of the State. All regulations referring to parking on roadways, parking on shoulder of road, failure to stop at signs, in addition to speeding, may be handled through the law enforcement agencies.

CHANGES IN REGULATIONS. Isothermal Community College reserves the right to make changes in the regulations, fees, and other matters of policy and procedure when necessary.

ACTION BULLETINS. Action bulletins are initiated by the President of the College to inform students of current information. These bulletins are posted periodically and include information such as changes in regulations, and notification of meetings and conferences.

IT IS THE RESPONSIBILITY OF EACH STUDENT AND STAFF MEMBER TO READ AND UNDERSTAND THE CONTENTS OF THESE BULLETINS.

Administrative Regulations

Evening School

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.

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.

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 or disapproval for admission. Transfer applicants must also meet the 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.

Admissions

TRANSIENT STUDENTS. Students who are enrolled in or have been accepted by another college may be admitted as a transient student. An application along with a statement of approval to attend Isothermal from the Dean of the student's own college must be filed in the Admission Office.

AUDIT STUDENTS. Any person at least 18 years of age will be allowed to audit any course upon submission of an application for admission.

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 scores, 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.

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.

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.

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

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

Applicants and local area secondary schools are notified concerning testing dates and prospective students are encouraged to take the placement tests at their earliest convenience.

Admissions

Testing

Testing

G.E.D. Isothermal Community College offers the General Educational Development Program (G.E.D.) 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.

Registration

REGISTRATION

The College operates on the quarter system. All students are expected to register during the time set aside for that purpose. Registration dates are listed in the College Calendar published in the front of this catalog. Registration clearance must be secured from the Student Personnel Office before the student is permitted to register.

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 quarter hours or more	\$33.00 per quarter	\$162.50 per quarter
Less than 12 quarter hours	\$ 2.75 per qtr. hr.	\$ 13.50 per qtr. hr.
Activity fee	\$10.00 per quarter	\$ 10.00 per quarter

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

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

Tuition and Fees

REFUND POLICY. Tuition refunds shall be made if in the judgment of the institution the student is compelled to withdraw for unavoidable reasons. "In such cases, two-thirds of the student's tuition may be refunded if the student withdraws within ten calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered for \$5.00 or less, except if a course or curriculum fails to materialize, then the entire tuition will be refunded."

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.

BOOKSTORE. The College operates a bookstore where the student may purchase needed books and supplies with profits 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. until as late as necessary.

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.

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.

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.

Tuition and Fees

Academic Matters

Academic Matters

ACADEMIC CONTINUATION. *Probation.* A student with 25 to 59 cumulative quarter hours attempted with less than 1.0 cumulative grade point average will be put on probation. A student with 60 or more cumulative credit hours attempted with less than 1.5 cumulative grade point average will be put on probation.

Suspension. The quarter following probation:

A student regardless of cumulative hours attempted, must carry seven (7) or more credit hours the probationary quarter.

A student with 25 to 59 cumulative quarter hours attempted and carrying seven (7) or more credit hours the probationary quarter must have a current grade point average of 1.5 or more or be suspended. Any student who is suspended at the end of this probationary period will also have his academic status reviewed and determined by the Committee on Academic Continuation.

A student with 60 cumulative credit quarter hours attempted and carrying seven (7) or more credit hours the probationary quarter must have a current grade point average of 1.7 or more or be suspended.

Practical Nurse Education. All students enrolled in the Practical Nursing program must complete each PNE course with the grade of C. If the grade of C is not accomplished for all courses within a quarter, the student will not be allowed to register for the next quarter in the Practical Nurse Program.

Veterans and veterans dependents receiving veterans educational benefits, are required to comply with the Academic Continuation as given above, and also the "Veterans Standards of Progress" that are promulgated separately. The latter standards are on file in the Student Personnel Office, and are available upon request.

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	Excellent	4 per quarter hour
B	Above Average	3 per quarter hour
C	Average	2 per quarter hour
D	Below Average	1 per quarter hour
F	Failure	0
WP	Dropped Passing	0
WF	Dropped Failing	0
I	Incomplete	0
Y	No Credit (Audit)	0

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

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.

ACADEMIC LOADS. A load of 12-19 credit hours constitutes a normal load for a student enrolled in a college parallel curriculum. A load of 12-21 credit hours constitutes a normal load for a student enrolled in the technical or vocational curriculum. Students who wish to register for more than the normal load must have the approval of the Dean of Instruction.

CLASS ATTENDANCE. Each instructor at Isothermal Community College sets his own attendance policy. At the beginning of each quarter, the instructor gives a written copy of his attendance policy for that quarter to each student in his class. The attendance policy explains the relationship between class attendance and grades.

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.

COURSE CHALLENGE POLICY. Any student may petition through the Division Chairman for permission to challenge a course through a comprehensive exam for credit. 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.

GRADE REPORTS. A written mid-term report will be mailed to the student if the student is failing a course before the end of the sixth week. Final grade reports are furnished to the student at the end of each quarter.

STUDENT CLASSIFICATION

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

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

Special—A student taking courses for special credit only.

Part-Time—A student who is enrolled for less than 12 quarter hours.

Academic Matters

Academic Matters

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.
2. Drops or adds must be approved by the faculty advisor and instructor. (No one will be allowed to drop, add, or change sections 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 a "F" in computing the grade point average. The grade "WP" cannot be awarded past the deadline, generally one week after mid-quarter, unless approved by the Dean of Instruction.

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.
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.

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.

Withdrawal from College

Graduation

COMMENCEMENT EXERCISES. Commencement exercises 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.

Graduation

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 3.0 quality point average for the quarter.

Honors

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 3.00 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.

Honors

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 extracurricular 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 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 the counselor for assistance.

UNIVERSITY OF ALABAMA
TUSCALOOSA, ALABAMA
2010

Student Services

ACADEMIC COUNSELING. Any student whose cumulative quality point average is less than 1.0 at the end of any quarter will be requested to report to the Office of Student Personnel Services for counseling. The counselor will attempt to identify the problems of the student. If mutually agreed, the counselor may direct the student to a program for which he is better qualified.

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. Information on employment opportunities are posted on the Student Personnel and Occupational bulletin boards. Information and registration materials can be obtained from the Occupational Counselor.

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.

Although there is no infirmary on the campus, a first aid station is available in the Administration Building for treatment of minor injuries. First aid supplies are maintained in shop areas and at secretaries' desks in the Library, Occupational Building, and Adult Education Building. Arrangements for emergency treatment are referred to local physicians. In all cases involving serious illnesses or accidents, the next of kin will be notified immediately.

Procedure in case of accident or sickness:

1. In the event of accident or emergency, notify the Student Personnel Office immediately.
2. If the accident is believed serious, the student should not be moved, but made more comfortable until help arrives.
3. If the student is able to move, he should be assisted and taken directly to Room 123 in the Student Personnel Office.

HOUSING. The College does not provide living accommodations for students. A list of available housing is prepared annually to assist out-of-state 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.

FOOD SERVICES. Food and beverages are served through vending machines in the Student Center. Light lunches may be secured throughout each day of operation.

Student Services

STUDENT CENTER. The College operates a Student Center for relaxation and recreation during the day and in the evenings. 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.

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 \$22.50 per student. The premium for teachers, administrative and clerical employees is \$25.50 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 and will expire on August 31, 1978.

The charges are:

Fall Quarter 1977, \$4.00	Spring Quarter 1978 \$2.50
Winter Quarter 1977-78 \$3.25	Summer Quarter 1978 \$1.75

A special insurance policy is written for students enrolled in the CETA 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.

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, the secretarial staff, and various student leaders. Orientation attendance is required of all new students.

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
$\frac{3}{4}$ time	9-11 quarter hours of credit
$\frac{1}{2}$ time	6-8 quarter hours of credit

Courses Not Leading To A Standard Degree

Vocational Programs

Full time	30 clock hours
$\frac{3}{4}$ time	22-29 clock hours
$\frac{1}{2}$ time	15-21 clock hours

Isothermal Community College provides a variety of extra-curricular activities for students, regardless of race, color, sex, creed, or place of natural origin. All student activities are coordinated through faculty supervision. Listed below are the opportunities available at the College for students to express and develop special interests.

STUDENT GOVERNMENT ASSOCIATION. All students of the College 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 a voting member of all college committees, including the President's Administrative Council. neighboring two-year institutions.

Student Services

Student Activities

Student Activities

INTRAMURAL SPORTS. The objective of the intramural program is to offer each student an opportunity to participate in organized sporting activities. Students need not be athletes to become involved, most activities do not require a high degree of skill; all that is needed is a desire to have FUN. Supervised competition is organized throughout the year, including activities such as: flag football, checkers, basketball, tennis, volleyball, table tennis, cross country, softball, etc. The intramural program will sponsor any sport activity in which adequate student interest is expressed, — time, equipment, and facilities permitting. A highlight of the intramural program is Sports Day, which offers students the opportunity to represent their college in competition against students from neighboring two-year institutions.

Participants who excel in each activity are given college-wide recognition through an awards system. In addition, an *Outstanding Intramural Participant Award* is presented to the male and female who accumulate the most points during the academic year. Points are earned through participation, officiating, and for placing first, second or third in tournament play.

To be a success, the intramural program needs student suggestions, participation, and assistance in planning and conducting the various activities offered. All students are encouraged to get involved in any way they can.

INTERCOLLEGIATE ATHLETICS. The College offers athletics on the intercollegiate level in basketball, golf, and tennis. Isothermal Community College is a member of the NJCAA. All students are eligible for varsity participation providing they meet the eligibility requirements prescribed by the NJCAA. The College is a member of the Western Tarheel Conference. All nine conference members are schools within the N. C. Department of Community College System.

ALUMNI ACTIVITIES. Isothermal Community College maintains a list of alumni and keeps them informed of college activities by means of a newsletter several times a year.

LECTURES AND CONCERTS. The Fine Arts Committee exists to bring programs in painting, drama, music, dance, art, cinema, and literature to the College for the enjoyment of both students and community. It attempts to present the arts not only as aesthetic enjoyment, but also as reflections and interpretations of an era. To these ends, the Committee has in the past sponsored art exhibits, foreign films, music recitals, and lecturers. The Committee invites both local participants and visiting scholars, and also artists from other colleges and universities to present programs.

COLLEGE SINGERS. The College Singers provide musical concerts for the enjoyment of the students and general public throughout the year. Its membership is open to all students with vocal or other musical talent and interest.

PUBLICATIONS. "SENTINEL", the college yearbook, is compiled and edited by an elected staff of students with assistance provided by faculty advisors. Each student who enrolls for two quarters and pays activity fees two quarters each year will receive the "Sentinel" without further charge.

"PATRIOT", the college newspaper, is published twelve times per year. Through this media students are advised of activities on campus.

AFRO AMERICAN CLUB. This club is open to all students. It is organized to create more interest and understanding in black culture; to develop character and encourage improvement in student-faculty communication; and, to strengthen the confidence of young men and women in themselves and their work.

INTERCLUB COUNCIL. Membership in the Interclub Council is open only to presidents of campus clubs or organizations. This group acts as a line of communication to all campus clubs or organizations and provides information to the student body pertinent to meetings and events. The Council establishes guidelines for the selection of "Outstanding Students" and "Miss I.C.C." each year.

PATRIOT TOASTMASTERS CLUB. The Patriot Toastmasters Club is composed of bonafide members of ENGLISH 0160. Membership after completing this course shall be voluntary. The purpose is to advance the public speaking skill and knowledge by club participation of the members.

PHI BETA LAMBDA. The Phi Beta Lambda is a local chapter of a national organization. This organization has as its purpose aiding students in the development of competent, aggressive business leadership, and to create more interest and understanding in their choice of business occupations.

PHI THETA KAPPA. Our chapter, Sigma Chi, was organized to recognize students of top academic standing at Isothermal Community College.

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 and local needs analysis system. These financial aid applications are 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.

Student Activities

Financial Assistance Program

Financial Assistance Program

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.

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.

Financial
Assistance
Program

Student
Responsibili

Curriculum Programs

UNIVERSITY OF CALIFORNIA
COMMITTEE ON CURRICULUM
1970

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-045 Electronics Engineering Technology
- T-033 General Office Technology
- T-049 Industrial Supervision and Management
- T-129 Criminal Justice Recreational Technology*
- T-030 Secretarial - Executive Secretarial - Medical*

COLLEGE TRANSFER

- C-004 Pre-Business Administration
- C-004 Industrial Management Option
- C-026 Pre-Business Education Pre-Drama*
- C-007 Pre-Engineering
- C-010 Pre-Law
- C-011 Pre-Liberal Arts
- C-012 Pre-Mathematics
- C-013 Pre-Medical Pre-Music*
- 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

* These programs are currently inactive. Should student interest and community need arise, they will be re-activated.

VOCATIONAL

- V-001 Automotive Body Repair
- V-003 Automotive Mechanics Carpentry & Cabinetmaking*
- V-067 Child Care Worker Clothing Construction & Design*
- V-009 Cosmetology (contract)
- V-018 Electrical Installation & Maintenance
- V-042 Electronic Servicing
- V-033 Industrial Mechanics Light Construction* Masonry*
- V-072 Nurse Assistant* Operating Room Assistant*
- V-038 Practical Nursing
- V-050 Welding

Curriculum Programs

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. Fifty-nine (59) of these hours are in designated areas while the other 37 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.

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	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	May be taken from any of the following physical education activity courses PER 0101-0162 or 0201-0207	3
Humanities	May be taken from among any Art, Music, Religion, or English courses (except English 0100, 0104, and 0105)	6
Social Science	May be taken from among any Psychology, Religion, Sociology, Anthropology, Economics, History, Geography, Political Science courses.	3
Electives	May be chosen from among any first digit "0" courses not designated T	37

* Math 0121 and 0122 are 5 hour courses.

Graduation Course Requirements

Curriculum Description

Transfer Curriculum — Day

First Quarter	
English 0101	3
History 0101	3
Natural Science	4
Humanities	3
PER	1
Math 0101	4
	18
Second Quarter	
English 0102	3
History 0102	3
Natural Science	4
Math 0102	4
PER	1
	15
Third Quarter	
English 0103	3
History 0103	3
Natural Science	4
Social Science Elective	3
PER	1
Electives	3
	17
Fourth Quarter	
English 0201	3
Electives	12
	15
Fifth Quarter	
English 0202	3
Electives	12
	15
Sixth Quarter	
English 0203	3
Electives	13
	16

Transfer Curriculum — Night

First Quarter	
English 0101	3
History 0101	3
Elective	3
Second Quarter	
English 0102	3
History 0102	3
Elective	3
Third Quarter	
English 0103	3
History 0103	3
Elective	3
Fourth Quarter	
PER	1
Humanities Elective	6
Fifth Quarter	
English 0201	3
Math 0101	4
Sixth Quarter	
English 0202	3
Math 0102	4
Seventh Quarter	
English 0203	3
Social Science Elective	3
Elective	3
Eighth Quarter	
PER	1
Electives	9
Ninth Quarter	
Natural Science	4
Elective	3
Tenth Quarter	
Natural Science	4
Elective	3
Eleventh Quarter	
Natural Science	4
Elective	3
Twelfth Quarter	
PER	1
Electives	7

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 COURSE M. F. 72110

A student through consultation with his advisor may channel his choice of electives in a patterned way toward his future major area of concentration. It is not necessary to complete all the specific suggestions in a preparatory area in order to graduate if all general education requirements are met.

Early Childhood

12 hours Biology as a Natural Science

EDU 0101

EDU 0102

PSY 0102

SOC 0101

PSY 0103

EDU 0204

EDU 0210 or 212 or 214

EDU 0211 or 213 or 215

Pre-Business Education

SOC 0160

MUS 0161 or ART 0260

ENG 0203

MAT 0101 or 0102 or 0121, 0122

ENG 0160

PSY 0260

BUS 0101-2-3 (may demonstrate competency for 0101)

BUS 0104-5-6

ECO 0201-2-3

BUS 0210-11-12

Industrial Management Option

8 hrs. Math — From 0101, 0102 or 0121, 0122

ECO 0201-0202-0203

BUS 0101 (may demonstrate competency)

At least 3 courses from among the following:

ISC 0101 ISC 0201 ISC 0204

ISC 0102 ISC 0202 ISC 0205

ISC 0103 ISC 0203 ISC 0206

ISC 0105

Pre-Business Administration

8 hrs. Math — From 0101, 0102 or 0121, 0122

ECO 0201-0202-0203

BUS 0101 (may demonstrate competency)

BUS 0210-0211-0212

BUS 0225, 0226, 0227

Pre-Science/Pre-Medical*

10 hrs. Math 0121 & 0122

24 hrs. Natural Science

12-18 hrs. math and/or science electives

Pre-Law

Political Science 0260-1-2

History 0260-1-2

Engineering/Math*

30 hrs. Math

0121-0122-0131-0132-0133-0231

Chemistry or Biology & Physics must be taken

Pre-Social Work

PSY 0260-0261-0262

SOC 0160-0161-0162

Pre-Teaching—Elementary and Secondary

Biology must be taken as Natural Science

Suggested Preparatory Areas of Concentration

*Associate of Science degree will be awarded to those students completing the general liberal arts requirements and the suggested preparatory areas of concentration in Pre-Science/Pre-Medical or in Engineering/Math.

Occupational education programs at Isothermal Community College have been carefully planned to train individuals to qualify for the more skilled jobs in both technical and vocational work. Our planning of these programs has been centered around the needs of our community and its people. Our chief objective is to prepare persons who wish to develop business and industrial competencies for skilled employment.

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. A minimum of 18 quarter hours in the areas of English, Social Science, and Humanities, and not less than 3 quarter hours in each field. A student may be exempt from any area upon the approval of the appropriate division chairman.
4. All specifically designated courses in each program must be taken. These may be found in the program outlines in the following section.
5. A person may obtain a Certificate of Completion for the Industrial Supervision and Management Program and for the Technical Business Administration Program by completing the 30 quarter hours as designated in the outline in the following section. *The student must apply to the Registrar's Office for this certificate.*

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 Completion may be obtained through the *day and/or evening* programs by completing the designated courses in the outlines in the following sections. *The student must apply to the Registrar's Office for this certificate.*

Occupational Education

Technical Programs

Course Title	Credit Hours
First Quarter	
ENG 0101 Freshman Composition	3
BUS 0101 Beginning Typewriting*.....	3
MAT 0110 Business Math	3
BUS 0210 Principles of Accounting.....	3
BUS 0100 Intro. to Business.....	3
	15

Second Quarter	
ENG 0102 Freshman Composition	3
BUS 0107 Business Machines	3
BUS 0112 Business Finance	3
BUS 0211 Principles of Accounting....	3
PSY 0201 Business Psychology	3
Electives	18
	18

Third Quarter	
ENG 0104 Business Communications	3
EDP 0101 Data Processing	3
BUS 0212 Principles of Accounting....	3
BUS 0214 Business Management**.....	3
Electives	6
	18

Course Title	Credit Hours
Fourth Quarter	
ENG 0160 Public Speaking	3
BUS 0225 Business Law	3
BUS 0218 Sales Development	3
BUS 0220 Marketing**	3
ECO 0201 Principles of Economics....	3
Electives	3
	18

Fifth Quarter	
BUS 0221 Advertising	3
ECO 0202 Principles of Economics....	3
BUS 0217 Taxes	4
BUS 0226 Business Law	3
Electives	3
	1

Sixth Quarter	
BUS 0224 Personnel Management	3
BUS 0227 Business Law	3
BUS 0216 Principles of Supervision....	3
Electives	6
	15

*May demonstrate competency.

**With permission a course from the ISC curriculum may be substituted.

PERSONNEL MANAGEMENT OPTION: Students wishing to get a concentration in this area should take as electives the following courses: ISC 0102, ISC 0105, ISC 0106, and ECO 0261.

Business
Administrat
(Day) T-018

**Business
Administration
(Night) T-018**

<i>Course Title</i>	<i>Credit Hours</i>
First Quarter	
ENG 0101 Composition	3
BUS 0210 Principles of Accounting	3
BUS 0101 Beginning Typewriting*	3
BUS 0100 Intro. to Business	3
	12
Second Quarter	
ENG 0102 Composition	3
BUS 0211 Principles of Accounting.....	3
BUS 0221 Advertising	3
BUS 0112 Business Finance	3
	12
Third Quarter	
ENG 0104 Business Communications	3
BUS 0212 Principles of Accounting.....	3
EDP 0101 Data Processing	3
MAT 0110 Business Math	3
	12
Fourth Quarter	
BUS 0107 Business Machines	3
PSY 0201 Business Psychology	3
Electives	6
	12

<i>Course Title</i>	<i>Credit Hours</i>
Fifth Quarter	
ENG 0160 Public Speaking	3
ECO 0201 Principles of Economics.....	3
BUS 0225 Business Law	3
BUS 0220 Marketing**	3
	12
Sixth Quarter	
BUS 0226 Business Law	3
ECO 0202 Principles of Economics.....	3
BUS 0217 Taxes	4
Electives	3
	13
Seventh Quarter	
BUS 0227 Business Law	3
BUS 0214 Principles of Management**	3
ECO 0203 Principles of Economics.....	3
Electives	3
	12
Eighth Quarter	
BUS 0218 Sales Development	3
BUS 0224 Personnel Management	3
Electives	9
	15

*May demonstrate competency.
**With permission a course from the ISC curriculum may be substituted.

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

All courses should come from the following list:

	REQUIRED	Credit Hours
	ECO 0202 Economic Principles	3
	BUS 0210 Principles of Accounting	3
	BUS 0214 Business Management	3
	BUS 0225 Business Law	3
	OPTIONAL OR ELECTIVES — 18 HOURS FROM THE FOLLOWING:	
	BUS 0216 Principles of Supervision	3
	PSY 0201 Business Psychology	3
	ECO 0201 Economic Principles	3
	ENG 0160 Public Speaking	3
	BUS 0217 Taxes	3
	BUS 0224 Personnel Management	3
	ISC 0105 Industrial Safety	3
	ISC 0102 Job Analysis and Evaluation	3
	ISC 0106 Work Compensation	3
	ECO 0261 Labor Economics	3
	BUS 0211 Principles of Accounting	3

Business

Administration

(Technical)

Certificate

Program

First Quarter

<i>Course Title</i>	<i>Credit Hours</i>
First Quarter	
ENG 0101 Composition	3
BUS 0101 Typewriting*	3
MAT 0110 Business Math	3
BUS 0100 Intro. to Business	3
Elective	3
	15
Second Quarter	
ENG 0102 Composition	3
BUS 0102 Typewriting	3
BUS 0107 Bus. Machines	3
PSY0101 Per. Development	3
Elective	3
Elective	3
	18
Third Quarter	
ENG 0104 Business Communications	3
BUS 0103 Typewriting	3
BUS 0206 Terminology & Vocabulary	3
EDP Data Processing	3
Elective	3
Elective	3
	18

Fourth Quarter

<i>Course Title</i>	<i>Credit Hours</i>
Fourth Quarter	
ENG 0160 Public Speaking	3
BUS 0201 Advanced Typewriting.....	3
BUS 0201 Accounting	3
BUS 0218 Sales Development	3
BUS 0225 Bus. Law	3
Elective	3
	18
Fifth Quarter	
BUS 0208 Stenoscrypt	4
BUS 0205 Mach. Trans.	3
PSY 0201 Business Psychology	3
Elective	3
Elective	3
	16
Sixth Quarter	
BUS 0108 Filing	3
BUS 0215 Office Management	3
BUS 0213 (Sec. Pro.)	4
Elective	5
Elective	5
	15

General
Office
Technology
(Day) T-033

*May demonstrate competency.

General
Office
Technology
(Night) T-033

	First Year	Second Year	
<i>Course Title</i>	<i>Credit Hours</i>	<i>Course Title</i>	
First Quarter		Fifth Quarter	
ENG 0101 Composition	3	BUS 0213 Sales Development	3
MAT 0110 Business Math	3	BUS 0210 Accounting	3
BUS 0100 Intro. to Business.....	3	BUS 0205 Machine Transcript	3
BUS 0101 Typewriting	3	Electives	3
PE	1		12
	13		
Second Quarter		Sixth Quarter	
ENG 0102 Composition	3	BUS 0208 Stenoscrypt	4
BUS 0108 Filing	3	PSY 0201 Business Psychology	3
BUS 0102 Typewriting	3	BUS 0225 Business Law	3
Electives	3	Electives	3
	12		13
Third Quarter		Seventh Quarter	
ENG 0104 Business Communications	3	BUS 0213 Secretarial Procedures	4
BUS 0103 Typewriting	3	EDP 0101 Data Processing	3
BUS 0206 Terminology & Vocabulary	3	Electives	6
Electives	3		13
	12		
Fourth Quarter		Eighth Quarter	
ENG 0160 Public Speaking	3	BUS 0215 Office Management	3
BUS 0201 Typewriting	3	PSY 0101 Personality Development	3
BUS 0107 Business Machines	3	Electives	7
Electives	3		13
	12		

First Quarter

<i>Course Title</i>	<i>Credit Hours</i>
ENG 0101 Composition I	3
BUS 0101 Typewriting*	3
BUS 0104 Shorthand	4
MAT 0110 Business Math	3
PSY 0101 Personality Dev	3
	16

Second Quarter

ENG 0102 Composition II	3
BUS 0102 Typewriting	3
BUS 0105 Shorthand	4
BUS 0107 Business Machines	3
BUS 0110 Business Law	3
Elective	3
	19

Third Quarter

ENG 0104 Bus. Communications	3
BUS 0103 Typewriting	3
BUS 0106 Shorthand	4
BUS 0206 Terminology & Vocabulary	3
Elective	3
	16

*May demonstrate competency.

Fourth Quarter

<i>Course Title</i>	<i>Credit Hours</i>
ENG 0160 Public Speaking	3
BUS 0202 Dictate & Transcribe	4
BUS 0205 Machine Trans	3
BUS 0210 Accounting	3
Electives	3
	16

Fifth Quarter

BUS 0203 Dictate & Transcribe	4
BUS 0211 Accounting	3
BUS 0213 Secretarial Procedures	4
PSY 0201 Bus. Psychology	3
Elective	3
	17

Sixth Quarter

BUS 0108 Filing	3
BUS 0204 Dictate & Transcribe	4
BUS 0215 Office Mgmt	3
Electives	6
	16

Executive
Secretarial
Science
(Day) T-030

Associate
Degree
Program
For
Vocational
Instructors

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', and in the 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 speciality 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 quarter 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. 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. 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 speciality 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. Speciality Area (See Page 43).....	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.....	12
112, 113.....	
D. Electives.....	14
TOTAL.....	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 Technical Math I
- MAT 0111 Technical Math II
- or
- MAT 0101 Foundations of Mathematics
- or
- MAT 0121 College Algebra and Trigonometry

Science

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

Education

- EDU 0110 Occupational Analysis & Course Development
- EDU 0111 Instructional Methods
- EDU 0112 Shop Organization & Planning
- EDU 0113 Shop Safety
- or
- ISC 0105 Industrial Safety

Electives

Any advisor approved fourteen hours of electives.

First Quarter

<i>Course Title</i>	<i>Credit Hours</i>
EDU 0101 Intro. Child Educ.	3
PSY 0102 Child Development	3
BIO 0101 Biology	4
ENG 0101 Composition I	3
HIS 0101 Western Civilization	3
PER Physical Education	1
	17

Second Quarter

SOC 0101 Family/Community	3
PSY 0103 Child Development	3
BIO 0102 Biology	4
ENG 0102 Composition II	3
HIS 0102 Western Civilization	3
PER Physical Education	1
	17

Third Quarter

EDU 0102 Exceptional Child	3
EDU 0204 A-V Materials/Equip.	3
BIO 0103 Biology	4
ENG 0103 Composition III	3
HIS 0103 Western Civilization	3
PER Physical Education	1
Electives	3
	20

Fourth Quarter

<i>Course Title</i>	<i>Credit Hours</i>
EDU 0103 Learning Activities I	1
EDU 0201 Language Arts	3
EDU 0210 Seminar	0
EDU 0211 Practicum	4
Electives	11
	19

Fifth Quarter

EDU 0104 Learning Activities II	1
EDU 0202 Social Sciences	3
EDU 0212 Seminar	0
EDU 0213 Practicum	4
HEA 0201 Child Health/Safety	3
Electives	8
	19

Sixth Quarter

EDU 0105 Learning Activities III	1
EDU 0203 Life-Applied Science	3
EDU 0214 Seminar	0
EDU 0215 Practicum	4
PER 0240 Child Physical Ed.	3
Electives	6
	17

Early
Childhood
Specialist
(Day)

Industrial Supervision And Management (Day)

First Quarter

Course Title	Credit Hours
ENG 0101 Composition I	3
MAT 0100 Basis for College Mathematics	3
ISC 0101 Principles of Industrial Management	3
ISC 0206 Production Planning	3
ISC 0203 Plant Layout	3
	15

Second Quarter

ENG 0102 Composition II	3
ISC 0105 Industrial Safety	3
BUS 0112 Business Finance	3
ISC 0202 Quality Control I	3
MAT 0111 Technical Math I	3
	15

Third Quarter

ISC 0212 Quality Control II	3
ENG 0104 Business Comm.	3
ISC 0201 Foremanship Supervision	3
Electives	6
	15

Fourth Quarter

ISC 0205 Value Analysis	3
ISC 0104 Work Measurement	3
ISC 0106 Work Compensation	3
Electives	3
	12

Fifth Quarter

Course Title	Credit Hours
ECO 0201 Economics	3
ENG 0160 Public Speaking	3
BUS 0225 Business Law	3
ISC 0102 Job Analysis & Eval	3
ISC 0103 Industrial Marketing	3
Elective	3
	18

Sixth Quarter

ECO 0202 Economics	3
BUS 0224 Personnel Management	3
ISC 0204 Management Problems	3
PSY 0201 Business Psychology.....	3
Electives	6
	18

Seventh Quarter

ECO 0261 Labor Economics	3
Electives	12
	15

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

REQUIREMENTS: 21 hours of ISC courses listed
9 hours of electives from any courses listed

All courses should come from the following list:

ISC 0101 or BUS 0214	BUS 0225
ISC 0102	BUS 0112
ISC 0103 or BUS 0220	BUS 0217
ISC 0104	PSY 0201
ISC 0105	ENG 0160
ISC 0106	ECO 0201
ISC 0201	ECO 0202
ISC 0202	ECO 0261
ISC 0203	
ISC 0204	
ISC 0205	
ISC 0206	
ISC 0212	

Industrial Supervision and Management Certificate Program

*The Industrial Supervision and Management Program offers, through prescribed programs, these options: (1) Textile Technology; (2) Industrial Technology; and (3) Industrial Relations.

**The Industrial Supervision and Management program offers, through prescribed programs, these transfer options: (1) To North Carolina State University; (2) To Western Carolina University; and (3) To Appalachian State University.

***These prescribed programs are available in the Counseling office; the Registrar's office, and the Applied Science Division's office, and the Evening Director's office.

Industrial Supervision and Management (Night)

NIGHT

First Quarter

Course Title	Credit Hours
ENG 0101 Composition I.....	3
MAT 0100 Basis for College Mathematics	3
ISC 0101 Principles of Industrial Management	3
ISC 0206 Production Planning	3
	12

Second Quarter

ENG 0102 Composition II	3
ISC 0105 Industrial Safety	3
BUS 0112 Business Finance	3
ISC 0202 Quality Control I	3
MAT 0111 Technical Math I	3
	15

Third Quarter

ENG 0104 Business Comm.	3
ISC 0201 Foremanship Supervision	3
ISC 0212 Quality Control II	3
Elective	3
	12

Fourth Quarter

ISC 0205 Value Analysis	3
ISC 0104 Work Measurement	3
ISC 0106 Work Compensation	3
Elective	3
	12

Fifth Quarter

Course Title	Credit Hours
ECO 0201 Economics	3
ENG 0160 Public Speaking	3
BUS 0225 Business Law	3
ISC 0102 Job Analysis & Eval.	3
ISC 0203 Plant Layout	3
	15

Sixth Quarter

ECO 0202 Economics	3
BUS 0224 Personnel Management	3
ISC 0204 Management Problems.....	3
PSY 0201 Business Psychology	3
Elective	3
	15

Seventh Quarter

ECO 0261 Labor Economics	3
ISC 0103 Industrial Marketing	3
Electives	9
	15

Eighth Quarter

Electives	12
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First Quarter - Fall

<i>Course Title</i>	<i>Credit Hours</i>
DN ENG 0101 Composition I	3
DN CJC 0101 Intro. to Criminal Justice	3
DN BUS 0101 Beg. Typewriting ...	3
DN SOC 0160 Intro. Sociology	3
D Elective	3
	12N
	15D

Second Quarter - Winter

DN ENG 0102 Composition II	3
DN CJC 0102 Law Enforce. Organ. and Admin.	3
DN SOC 0161 Social Problems	3
DN MAT 0100 Basic Math II	3
D Elective	3
	12N
	15D

Third Quarter - Spring

DN ENG 0104 Business Comm. ...	3
DN CJC 0103 Law Enforce. Role in Crime & Delinq.	3
DN SOC 0162 Sociology of the Family	3
DN MAT 0111 Technical Math	3
D Elective	3
	12N
	15D

Fourth Quarter - Summer

DN ENG 0160 Public Speaking	3
DN CJC 0104 Traffic Planning and Management	3
DN CJC 0105 Criminal Law	3
DN HEA 0103 First Aid	3
D Elective	3
	12N
50	15D

Fifth Quarter - Fall

<i>Course Title</i>	<i>Credit Hours</i>
DN POL 0260 Amer. Natl. Govt. ...	3
DN CJC 0201 Criminal Evidence ..	3
DN HIS 0260 History of U.S. 1492-1840	3
DN PSY 0260 Gen. Psychology	3
D Elective	3
	12N
	15D

Sixth Quarter - Winter

DN CJC 0202 Criminal Invest. I ...	4
DN HIS 0261 History of U.S. 1840-1896	3
DN CHM 0162 Intro. to Chemistry	4
DN CJC 0204 Psycho-Pathology in Law Enforcement	3
D Elective	3
	14N
	17D

Seventh Quarter - Spring

DN POL 0262 State & Local Govt.	3
DN CJC 0203 Intro. to Criminal ...	4
DN HIS 0262 History of U.S. 1896-present	3
DN PSY 0262 Intro. to Applied Psychology	3
D Elective	3
	13N
	16D

Total Day - 108

D - Day
N - Night**Criminal Justice Program**

Criminal Justice Program

Eighth Quarter - Summer

Course Title	Credit Hours
N Elective	3
N Elective	3
N Elective	3
N Elective	3
	12N

Ninth Quarter - Winter

Course Title	Credit Hours
N Elective	3
N Elective	3
N Elective	3
	9N

Total Night - 108

Auto Body Repair (Day-Diploma)

Course Titles	Class Hrs./ Week	Shop Hrs./ Week	Credit Hours
First Quarter			
AUB 1101 Auto Body Repair I	5	17	11
WLD 1111 Auto Welding I	0	3	1
MAT 1101 Math Fundamentals	5	0	5
	10	20	17
Second Quarter			
AUB 1102 Auto Body Repair II	5	17	11
ENG 1100 Reading	2	0	2
ENG 1101 Communications	3	0	3
WLD 1112 Auto Welding II	0	3	1
	10	20	17
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
	11	19	17
Fourth Quarter			
AUB 1104 Auto Body Repair IV	5	20	12
PHY 1100 Applied Science	3	2	4
	8	22	16

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	

Auto Body Repair (Night-Certificate)

	<i>Course Title</i>	<i>Class Hours</i>	<i>Lab Hours</i>	<i>Credit Hours</i>	
First Quarter					
AUM 1101	Auto Mechanics I	5	17	11	
MAT 1101	Fundamentals of Mathematics	5	0	5	
WLD 1111	Auto Welding II	0	3	1	
		10	20	17	
Second Quarter					
AUM 1102	Auto Mechanics II	10	15	15	
ENG 1101	Communication Skills	3	0	3	
ENG 1100	Reading Improvement	2	0	2	
		15	15	20	
Third Quarter					
AUM 1103	Auto Mechanics III	8	16	13	
PSY 1100	Human Relations	3	0	3	
BUS 1100	Small Business Operations	3	0	3	
		14	16	19	
Fourth Quarter					
AUM 1104	Auto Mechanics IV	5	20	12	
PHY 1100	Applied Science	3	2	4	
		8	22	16	

Automotive Mechanics (Day-Diploma)

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

Auto Mechanics (Night-Certificate)

First Quarter					
AUM 1105	Auto Mechanics V	2	13	6	
Second Quarter					
AUM 1106	Auto Mechanics VI	2	13	6	
Third Quarter					
AUM 1107	Auto Mechanics VII	2	13	6	
Fourth Quarter					
AUM 1108	Auto Mechanics VIII	2	13	6	

Child Care Worker (Day-Certificate)

First Quarter		Third Quarter	
Course Title	Credit Hours	Course Title	Credit Hours
EDU 0101 Intro. Child Educ.	3	EDU 0102 Exceptional Child	3
EDU 0103 Learning Activities I	1	EDU 0105 Learning Activities III	1
EDU 0201 Language Arts	3	EDU 0203 Life-Applied Science	3
EDU 0210 Seminar	0	EDU 0204 A-V Materials/Equip.	3
EDU 0211 Practicum	4	EDU 0214 Seminar	0
PSY 0102 Child Development	3	EDU 0215 Practicum	4
PER Physical Education	1	PER 0240 Child Phys. Educ.	3
ENG 0100 or 0101 English	3	PER Physical Education	1
	18		18
Second Quarter			
EDU 0104 Learning Activities II	1		
EDU 0202 Social Sciences	3		
EDU 0212 Seminar	0		
EDU 0213 Practicum	4		
SOC 0101 Family/Community	3		
PSY 0103 Child Development	3		
HEA 0201 Child Health/Safety	3		
PER Physical Education	1		
	18		

	<i>Course Title</i>	<i>Class Hours</i>	<i>Lab Hours</i>	<i>Credit Hours</i>
FIRST QUARTER:				
ELC 1101	AC-DC Current	10	12	14
DFT 1111	Blueprint Reading: Electrical	0	3	1
MAT 1103	Electrical Math I	5	0	5
		—	—	—
		15	15	20
SECOND QUARTER:				
ELC 1102	Residential Wiring	5	17	11
IDM 1122	Industrial Systems Schematic	0	3	1
MAT 1104	Electrical Math II	5	0	5
		—	—	—
		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	4	3	5
		—	—	—
		12	18	18
FOURTH QUARTER:				
ELC 1104	Industrial Electronics and Wiring	5	13	9
ELC 1124	Hydraulics and Pneumatics	3	3	4
WLD 1111	Basic Welding	0	3	1
PSY 1100	Human Relations	3	0	3
		—	—	—
		11	19	17

Electrical
Installation
and Maintenance
(Day-Diploma)

Electrical
Installation
and Maintenance
(Night-Certificate)

	<i>Course Titles</i>	<i>Class Hours</i>	<i>Lab Hours</i>	<i>Credit Hours</i>
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

	<i>Course Title</i>	<i>Class Hours</i>	<i>Lab Hours</i>	<i>Credit Hours</i>
FALL QUARTER				
ELN 1105	Fundamentals of Electronics	6	9	9
WINTER QUARTER				
ELN 1106	Tubes/Transistors	5	10	8
SPRING QUARTER				
ELN 1107	Radio Receiver Servicing	2	5	4
ELN 1118	Amplifier Systems	2	6	4
SUMMER QUARTER				
ELN 1109	Television Receiver Servicing	4	11	8

Electronic
Servicing
(Night-Certific

Practical Nurse
(Day-Diploma)

	<i>Course Title</i>	<i>Class Hours</i>	<i>Clinical Hours</i>	<i>Credit Hours</i>
FIRST QUARTER				
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
		25	8	29
SECOND QUARTER				
PNE 1105	Maternity Nursing	6	0	6
PNE 1113	Med-Surg I	3	3	4
PNE 1116	Pharmacology I	6	0	6
PNE 1121	Clinical	0	14	5
		15	17	21
THIRD QUARTER				
PNE 1104	Pediatrics Nursing	4	0	4
PNE 1114	Med-Surg II	2	2	3
PNE 1117	Pharmacology II	4	0	4
PNE 1122	Clinical	0	21	7
		10	23	18
FOURTH QUARTER				
PNE 1111	Voc Adjustments	2	0	2
PNE 1115	Med-Surg III	6	4	7
PNE 1123	Clinical	0	21	7
		8	25	16

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 relationships 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' assistant. Clinical experiences provide opportunities for applying classroom learnings to practice in the hospital setting.

Nursing Assistant

Units of Instruction	Class	Lab	Qtr. Hrs.	Cr.
	Hours	Hours		
Unit I	Introduction to Nurses' Assistant	2	0	1
Unit II	Understanding Effects of Illness	1	0	1
Unit III	Making Observations of Patients	2	2	3
Unit IV	Safety Measures in Care of Sick	2	1	2
Unit V	Measures to Promote Patient's Comfort	2	2	3
Unit VI	Measures Related to Patient's Happiness	3	5	5
Unit VII	Becoming a Hospital Employee	3	5	5
		15	15	20

Course Title		Class Hours	Lab Hours	Credit Hours
FIRST QUARTER:				
ELC 1101	AC-DC Current	10	12	14
DFT 1111	Blueprint Reading: Electrical	0	3	1
MAT 1103	Electrical Math I	5	0	5
		—	—	—

SECOND QUARTER:

ELC 1102	Residential Wiring	5	17	11
IDM 1122	Industrial Systems Schematic	0	3	1
MAT 1104	Electrical Math II	5	0	5
		—	—	—
		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	4	3	5
		—	—	—
58		12	18	18

Industrial Mechanics (Day-Diploma)

FOURTH QUARTER:

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

Industrial
Mechanics
Certificate
Program
(Night)

	<i>Course Titles</i>	<i>Class Hours</i>	<i>Lab Hours</i>	<i>Credit Hours</i>
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
(Day-Diploma)

FIRST QUARTER				
WLD 1101	Welding I	5	17	11
MAT 1101	Math Fundamentals	5	0	5
DFT 1101	Blueprints: Mechanical	0	3	1
		<u>10</u>	<u>20</u>	<u>17</u>

	<i>Course Titles</i>	<i>Class Hours</i>	<i>Lab Hours</i>	<i>Credit Hours</i>
SECOND QUARTER				
WLD 1102	Welding II	5	14	10
MAT 1102	Measurement	3	0	3
ENG 1100	Reading Improvement	2	0	2
ENG 1101	Communication Skills	3	0	3
DFT 1102	Blueprints: Welding	0	3	1
		<u>13</u>	<u>17</u>	<u>19</u>

THIRD QUARTER				
WLD 1103	Welding III	5	16	10
DFT 1103	Pattern Sketching	0	3	1
PSY 1100	Human Relations	3	0	3
BUS 1100	Small Business Operations	3	0	3
		<u>11</u>	<u>19</u>	<u>17</u>

FOURTH QUARTER				
WLD 1104	Welding IV	5	20	12
PHY 1100	Applied Science	3	2	4
		<u>8</u>	<u>22</u>	<u>16</u>

	<i>Course Titles</i>	<i>Class Hours</i>	<i>Lab Hours</i>	<i>Credit Hours</i>
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

Welding
(Night-Certificat

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

Course Descriptions

The courses listed below represent the current course offerings in the College Transfer, Technical, and Vocational programs.

The course listing is alphabetical.

The courses are numbered as follows:

1. All are 4 digit
2. Those beginning with "O" are designed for the college transfer and technical students
3. Those beginning with "1" are designed for vocational students

Where possible we have tried to indicate the quarter(s) in which an individual course is normally offered. This follows the course description with the following abbreviations: Fall-F, Winter-W, Spring-SP, Summer-SU.

After the course title, we have indicated the number of hours involved for each course. These three numbers should be interpreted as follows:

The first number represents the number of lecture hours per week

The second number represents the number of lab, shop, clinical, or practicum hours per week

The third number represents the number of credits assigned to the course.

- 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.
- 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.
- 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 non-industrial cultures from different regions of the world. (SP)
- 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)

Air Conditioning

Anthropolog

Art

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—11
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—12
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 insure 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)

Auto Body Repair

Automotive Mechanics

- AUM 1101—Automotive Mechanics I.....5—17—11
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.....8—16—13
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.....10—15—15
Powertrains: The powertrain course deals with the study of the many components that go to 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—20—12
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 or 1102 or 1103, or appropriate instructor approved experience. (SU)

- AUM 1105—Automotive Mechanics V2—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 1107—Automotive Mechanics VII.....2—13—6
 Powertrains: The powertrain course deals with the study of the many components that go to 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 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 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: 1105 or 1106 or 1107, or appropriate instructor approved experience. (SU)

Automotive Mechanics

AUM 1201 Small Engine Repair

This course will study the various specifications and parts of the four-cycle engine. Overhaul and maintenance will be emphasized.

AUM 1202 Motorcycle Engine Repair

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.

AUM 1203 Marine Engine Repair

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.

AUM 1204 Chain Saw Engine Repair

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.

- 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 (ea.)
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. Three laboratory hours per week.
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 a week.
Prerequisite: BIO 0101, 0102, 0103, or the equivalent. (SP)

Biology

Business

- BUS 0100—Introduction to Business 3—0—3
 An introduction to the business world with particular attention devoted to the various types of business organizations, economics, internal organization, management, sales and advertising. (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.
- 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.

- 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
- BUS 0107—Business Machines** 2—2—3
 A general survey of the business and office machines with training in techniques, processes, operation and application of the ten-key adding machines, electronic calculators, and duplicating machines.
 Prerequisite: MAT 0110 (W)
- 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. (SP)
- 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)
- 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.
- 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 minutes required for five minutes on new material. Prerequisite: BUS 0106. (F)

Business

Business

- 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 required for five minutes on new material. Prerequisite: BUS 0203. (SP)
- BUS 0205—Machine Transcription1-4-3
 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 0102. (W)
- BUS 0206—Terminology and Vocabulary (T).....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 0208—Stenoscript3-2-4
 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 80 words a minute required. (W)
- BUS 0210—Principles of Accounting3-0-3
 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, SU)
- BUS 0211—Principles of Accounting.....3-0-3
 Further study of accounting principles, techniques, and tools of accounting including a study of payrolls, voucher system, depreciation, and partnership; includes practical application of principles learned. Prerequisite: BUS 0210. (W, SU)
- BUS 0212—Principles of Accounting.....3-0-3
 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. Prerequisite: BUS 0211. (SP, SU)

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. (W)	
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. (F)	
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)	
BUS 0220—Marketing.....	3—0—3
A general survey of the field of marketing, with a detailed study of the function, policies, and institutions involved in the marketing process. Emphasis on marketing management. (F)	
BUS 0221—Advertising.....	3—0—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 of media, means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media. (W)	

Business

Business

- BUS 0224—Personnel management.....3-0-3
Principles of organization and management of personnel, procurement, placement, training, performance and checking, supervision, renumeration, 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.
- 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.
- 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.
- 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.
- BUS 0262—Retailing.....3-0-3
A study of the role of retailing in the economy including development of present retail structure, functions performed, principles governing effective operation and managerial problems resulting from current economic and social trends.
- BUS 0263—Business Insurance.....3-0-3
A presentation of the basic principles of risk insurance and their application including a survey of the various types of insurance.
- BUS 0264—Office Application.....1-5-3
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.....0-5-3
On the job experience relevant to area of concentration.
- 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)

- CAR 1011, 1012—Carpentry2—4—3
 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 power tools 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.
- CHM 0101—General Chemistry3—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 Chemistry3—3—4
 An intensive treatment of basic principles with emphasis upon solutions, chemical equilibrium, and oxidation and reduction reactions. Three laboratory hours per week. Prerequisite: CHM 0101. (W)
- CHM 0103—General Chemistry3—3—4
 A continuation of general chemistry with major emphasis upon stoichiometric chemistry. Laboratory practice in separation and identification of the more common cations and anions. Three laboratory hours per week. Prerequisite: CHM 0101, 0102. (SP)
- CHM 0160—General Chemistry for the Health Sciences3—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, and chemical equilibrium. (SU)
- CHM 0161—General Chemistry for the Health Sciences3—3—4
 Basic organic and physiological chemistry as applied to nursing and related fields will be presented. Topics to be covered are the following: nomenclature, types of organic compounds, types of reactions, organic preparations and purifications, metabolism, body fluids, and the chemistry of body functions. Three laboratory hours per week. Prerequisite: CHM 0160. (SU)
- CHM 0162—Introduction to Chemistry3—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.

Carpentry

Chemistry

Data Processing

EDP 0101—Introduction to Data Processing Systems3—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)

Criminal Justice

- CJC 0101 Introduction to Criminal Justice3—0—3
A survey course 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 Administration3—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 Delinquency3—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 Management3—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 Law3—0—3
Designed to present a basic concept of criminal 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 I 3—2—4
 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-coordinator.
- CJC 0203 Introduction to Criminalistics 3—2—4
 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-coordinator; satisfactory completion of CJC 0202.
- CJC 0204 Psycho-Pathology in Law Enforcement 3—0—3
 This course is designed to acquaint the law enforcement officer with the kinds of psycho-pathological behavior most commonly dealt with by the law. Of concern will be the identification of abnormal patterns of behavior, effective means of approaching and dealing with the disturbed person, major problems of custody and transport, the patient's legal rights, and the risks relating to the family of the disturbed person, the patient, the victim, and the law enforcement officer. Particular emphasis will be placed on violent crimes committed by the disturbed person and sexual offenses.

Criminal Justice

Drafting

- DFT 1101—Blueprints: Mechanical0—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: Welding0—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/Sketching0—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: Building0—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 1112—Blueprints: Electrical0—3—1
Reading and interpreting drawings, diagrams, and schematics applicable to all electrical installations. Sketching as an aid in installation and maintenance including application of symbols, notes and applicable codes. Estimating job cost including materials, labor, and overhead. (SP)

Economics

- ECO 0201—Economic Principles3—0—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—Economic Principles3—0—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 Principles3—0—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 Economics3—0—3
A study of personal financial problems in such areas as housing, budgeting, loans, banking, taxes, credit and insurance.
- ECO 0261—Labor Economics and Labor Relations3—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 by management, the shift in the means of public control, and the factors of income and economic security.

SPRINGFIELD, N. Y. 13153

Education

EDU 0101—Introduction 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 0102—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 0103—Learning Activities	0—2—1
A course designed to give students the opportunity for "hands on" activities. Such activities include language activities, science experiments, art media, music activities, pre-math experience, cooking, and workshops in cardboard carpentry and learning games.	
EDU 0104—Learning Activities	0—2—1
A continuation of EDU 0103.	
EDU 0105—Learning Activities	0—2—1
A continuation of EDU 0103.	
EDU 0110—Occupational Analysis & Course Development	3—0—3
Principles and techniques of selecting and analyzing suitable teaching activities and arranging such material into a functional instructional order. Instructional units prepared will be based on an analysis of a vocational occupation or activity.	
EDU 0111—Instructional Methods	3—0—3
This course includes the various instructional methods in vocational education with emphasis on behavioral objectives and individualized instruction.	
EDU 0112—Shop Organization and Planning.....	3—0—3
A study of problems related to vocational shop layout, planning and management, supplies and equipment handling, textbooks, and sources of materials.	
EDU 0113—Shop Safety	3—0—3
Basic principles of school shop safety will be studied. The OSHA regulations pertaining to educational institutions will be emphasized. Good housekeeping and fire prevention will be studied as well as machine guarding and personnel protective equipment for various types of school shops. The importance of safety planning will be stressed.	
EDU 0201—Language Arts	3—0—3
A study of content, method, and materials of language arts skills. (F)	

EDU 0202—Social Sciences	3—0—3
A study of content, method, and materials of social studies for use in the Early Childhood curriculum. Special attention is given to art and music in relation to social studies. (W).	
EDU 0203—Life-Applied Science	3—0—3
A study of content, method, and materials of science and math in relation to Early Childhood Education. (SP)	
EDU 0204—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. (SP)	
EDU 0210, 0212, 0214—Seminar	2—0—0
A seminar 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. (F, W, SP)	
EDU 0211, 0213, 0215—Practicum	0—6—4
A practicum experience 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. (F, W, SP)	

Education

ELC 1011, 1012—Electrical Installation	2—4—3
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.	

Electricity

Electricity

- 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 Kirchhoff'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. (W)
- ELC 1103—AC/DC Machines and Controls.....8—14—13
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. (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.
- 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 Kirchhoff'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. Prerequisites: ELC 1105 (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 (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.
- 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. found in many industries. Prerequisite: ELC 1112. (SU)
- ELC 1115—Industrial Controls.....3—6—5
 A study of control components, pilot devices, motor starters, master controllers, protective devices, rotating and magnetic amplifiers, regulators, relay and static switching circuits, and the development of schematic motor control wiring diagrams.
- 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.
- 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. Prerequisites: ELC 1101. (W)

Electricity

Electronics

Electronics

- 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. (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. (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 Kirchhoff'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/Transistors5—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 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. (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)
- ELC 0101—DC Circuit Analysis.....5—3—6
 Direct current principles of electricity in series, parallel, and compound circuit using Ohm's Law and network analysis theorems. Introducing sine wave development and analysis, and non-resonant resistive, inductive, and capacitive circuits.
- ELC 0102—AC Circuit Analysis.....5—3—6
 Alternating current principles of electricity in linear and complex circuits using Ohm's Law and network analysis theorems. Series and parallel resonant circuit analysis, resonant and non-resonant transformer analysis, and introduction to electro-mechanical devices.
- ELN 0105—Control Devices.....3—4—5
 A study in depth of the electrical characteristics of electron tubes and semiconductors. Basic parameters and applications of each type device to the configurations of two and three terminal two part systems will be included.

Electronics Technology

Electronics Technology

- ELN 0210—Circuit Analysis.....3—2—4
A study of the practical analysis of semiconductor circuits. The use of readily available data is emphasized. Device peculiarities and limitations pertinent to reliable operations are considered. Equipment circuits and H, Y, and Z parameters are employed. Concepts of signal flow diagrams are introduced.
- ELN 0220—Electronic Systems.....5—4—7
A course utilizing the functional schematic diagrams as the medium for studying and analyzing electronic systems. The functions of circuits studies in prior courses are represented by blocks arranged in a flow chart to form a complete system or equipment diagram. The same circuits arranged in different configurations and different numbers are made to represent systems of varying complexity. Systems will be reduced to functions, and then to functional schematic diagrams. Wire and wireless communication, industrial measurement and control, computers, navigation, radar and sonar will be considered.
- ELN 0225—Transmission and Propagation.....3—6—6
An introduction to the electromagnetic radiation, principles of antenna, radiation patterns and field strength. The characteristics and use of transmission lines in radio frequency application. Factors involved in propagation, ground waves, reflections, sky waves, atmospheric effects, ionosphere, fading, noise, static, wire radiators, directive gain, effect of ground, impedance, antenna systems and arrays.
- ELN 0227—UHF and Microwave Systems.....3—4—3
A study of UHF and components, circuits, and measurement techniques. The use of distributed constant elements, waveguides and coaxial cables, microwave links, high frequency oscillators, magnetrons, klystrons, traveling wave tubes. An introduction to the use of the Smith Chart.
- ELN 0230—Television Systems.....5—3—6
A study of the principles of television including the television system, camera tubes, scanning and synchronization, composite video signal, receiver circuits, transmitting equipment, color television, and closed loop systems.
- ELN 0245, 0246—Electronic Design Project.....1—4—3
Students are required to design and construct a project approved by the instructor. Includes selection of project, design, construction, and testing of completed project. Projects may include the following: AM or FM transmitters or receivers, amplifiers, test equipment, control devices, simple counters, lasers, masers, etc.

ELN 0270—Communications.....5—0—5

The study of information transfer by electronic methods. Topics include modulation, multiplexing and radar, AM, FM, and PM transmission and reception, and their use in telemetry and communications. The course covers Federal Communications Commission regulations and transmitter operation, preparing the student for an F.C.C. Radio-Telephone License.

Electronics Technology

ELN 0275—Introduction to Data Communications.....3—3—4

Radio and wire transmission of information and data. Both binary coded and analog communications are studied. Modulating, demodulating and other interface circuits are considered. Number systems, especially the binary and their relationship to the decimal system, are introduced.

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 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.

Engineering Drawing

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.

English

- ENG 0100—Reading Proficiency3—0—3
A developmental reading course for students enrolled in college parallel and technical programs designed to improve reading ability in the areas of comprehension, vocabulary development, reading speed, and study skills. (F, W, 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. (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 0100 if required and 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 Communications3—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 students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum. Prerequisite: 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 0163—Advancement Reading.....3—0—3
 A course designed to improve the student's reading ability. 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 33 percentile or above on the Nelson Denny Placement Test. (SP)
- ENG 0161—Journalism.....0—2—1
 A laboratory course with the primary objective of publishing the college newspaper. Any student who is eligible to enter English 0101 and who is a member of the school paper staff may take three quarters of Journalism for credit (one hour credit each quarter). (F, W, 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)

English

Geography

- ENG 1101—Communication Skills.....3—0—3
Designed to promote effective communication through correct language usage in speaking and writing. (F, W)
- FRE 0160, 0161, 0162—Fundamentals of French I, II, III.....3—0—3 (each)
This is a program of study designed to teach understanding, speaking, reading and writing of French and to grant an awareness of France and its people. An audio-visual method developed in France is used. Prerequisite: Must be taken in sequence. (F, W, SP)
- FRE 0260, 0261, 0262—Intermediate French I, II, III.....3—0—3 (each)
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, SP)

Geology

- GEG 0160—Physical Geography.....3—2—4
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. (SP)
- GEG 0162—World Regions.....3—0—3
Relation of human activities to the larger geographic regions of the world. (W)
- 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. Prerequisite: GEL 0101. (W)
- GEL 0103—Historical Geology.....3—3—4
Emphasis in this course is on the stratigraphic and fossil history of the earth as found in the earth's crust together with the necessary information on both plant and animal kingdoms to trace the evolution of life down through the ages. Laboratory work will be devoted to experience with fossils, geologic maps, and aerial photographs. (SP)

- HEA 0101—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. (W, SU)
- HEA 0102—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. (F)
- HEA 0103—First Aid.....3—0—3
A study of accident and emergency situations; 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, SP, SU)
- 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. (SP)
- HEA 0201—Child Health and Safety.....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. (W)
- HIS 0101, 0102, 0103—World Civilization.....3—0—3
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
A survey of the history of the United States: 1492-1840; 1840-1896; 1896 to date. (F-SU, W-SU, SP-SU)
- Humanities electives may be taken from among any Art, Music, Religion, or English courses (except English 0100, 0104, and 0105).

Health

History

Humanities

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, A/C and D/C 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 pipe fitting, 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 System Schematics 3—0—3
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 Pipe Fitting 2—3—3
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 pipe fitting.

Industrial Science

- ISC 0101—Principles of Industrial Management 3—0—3
The basic managerial decisions; organizational structure including plant location, building requirements and internal factory organization; problems of factory operation and control, planning, scheduling, routing factory production, stores control, labor control, purchasing, cost control. Plant problems are utilized as lab experiments.

- ISC 0102—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.
- ISC 0103—Industrial Marketing.....3—0—3
 Purchasing and distribution costs; consumption patterns, channels of distribution; marketing of consumer goods; shopping, speciality, agricultural and industrial goods; service marketing; functional middlement; speculation and hedging; wholesaling; shipping and warehousing; exporting and trade movements; standardization and grading; pricing, government regulation of competition; sales promotional activities; merchandising practices.
- ISC 0104—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.
- ISC 0105—Industrial Safety.....3—0—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.
- ISC 0106—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.
- ISC 0201—Foremanship Supervision.....3—0—3
 The foreman's responsibility for planning, organizing, directing, controlling, and coordinating supervisory activities. It teaches the supervisor the basic functions of an organization and his responsibility in carrying out the objectives in accordance with the organization's plan. Included in the course are such topics as establishing lines of authority, functions of departments of units, duties and responsibilities, policies and procedures, and rules and regulations.

Industrial Science

Industrial Science

- ISC 0202/0212—Quality Control3—0—3
An introduction to probability, statistics, and quality control techniques. Elementary sampling techniques and tests for significance are included. Correlation, chi-square, T and F test. Problem solving related to production efficiency.
- ISC 0203—Plant Layout3—0—3
A practical study of factory planning with emphasis on the most efficient arrangements of work areas to achieve lower manufacturing costs. Layouts for small and medium-sized plants, layout fundamentals, selection of production equipment and materials handling equipment. Effective management of men, money and materials in a manufacturing operation.
- ISC 0204—Management Problems3—0—3
A study of personnel and production problems from the stand-point of the executive. Includes selection and development of products, control problems and techniques, development of standards, employee-employer relations, developing the executive staff. Case studies are utilized.
- ISC 0205—Value Analysis3—0—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.
- ISC 0206—Production Planning3—0—3
Day-to-day plant direction; forecasting, product planning and control, scheduling, dispatching, routing, and inventory control. Case histories are discussed and courses of corrective action are developed. Actual layouts are utilized for planning and control.

Masonry

- MAS 1011, 1012—General Masonry2—4—3
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.

- 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.
- 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.
- MAT 0101—Finite Mathematics I.....4-0-4
 A non-rigorous approach to the topics of sets, elementary combinatorics, introductory probability, and mathematics of finance. (F, W, SP, S) Prerequisite: MAT 090 and/or MAT 0100, or satisfactory placement test scores.
- MAT 0102—Finite Mathematics II.....4-0-4
 A continuation of MAT 0101 covering graphing techniques for linear relations, matrices, linear programming and statistics. Prerequisite: MAT 0101. (W, SP, SU)
- MAT 0110—Business Math.....3-0-3
 A course designed to prepare students in the mathematics of common business practices. Topics include simple and compound interest, payroll and tax records, depreciation, insurance, stocks and bonds. Prerequisite: MAT 090 or satisfactory placement test score.
- MAT 0111—Technical Math.....3-0-3
 A course for students in management, police science, and other technical areas. Basic geometry including area and volume, triangles, circles, and other plane and solid figures is covered. Numerical methods of right triangle trigonometry are also studied. Prerequisite: MAT 0100
- MAT 0120—Introductory Algebra.....5-0-5
 A course in beginning Algebra for those students who plan to take College Algebra and Trigonometry (MAT 0121) but who are not adequately prepared for such a course. Math 0120 is developmental in nature, carrying elective credit only; it cannot be used to satisfy the graduation requirement in Mathematics. Topics include: signed numbers, algebraic expressions, solving first degree and quadratic equations, factoring, exponents, radicals and graphing. (F)

Mathematics

Mathematics

- 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 further study in calculus, physics, chemistry, and other technical fields. Topics include: polynomials and operations with polynomials, equations and inequalities, relations and functions including exponential and logarithmic functions, trigonometric ratios and identities. (F (W) Prerequisite: MAT 0120 or satisfactory placement test scores.
- MAT 0122—College Algebra and Trigonometry II**.....5—0—5
A continuation of Math 0121. Topics include: trigonometric functions and their inverses, determinants, complex numbers, theory of equations, sequences and series, basic combinatorics and probability. Prerequisite: MAT 0121 or permission of instructor. (W, S)
- MAT 0131—Calculus and Analytic Geometry I**.....5—0—5
A first course in calculus and analytic geometry covering the straight line, functions, limits, the derivative and applications of the derivative. Prerequisite: MAT 0122 or satisfactory placement test scores or permission of instructor. (F, SP)
- MAT 0132—Calculus and Analytic Geometry II**.....5—0—5
A second course in calculus covering antiderivatives, the definite integral, applications of the definite integral, differentiation and integration of exponential, logarithmic, trigonometric, inverse trigonometric, and hyperbolic functions. Prerequisite: MAT 0131. (W)
- MAT 0133—Calculus and Analytic Geometry III**.....5—0—5
A course covering methods of integration, conic sections, polar coordinates, indeterminate forms, improper integrals and infinite series. Prerequisite: MAT 0132. (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)

MAT 0231—Calculus and Analytic Geometry IV.....	5—0—5
A course in solid analytic geometry and multivariate calculus. Topics include 3-dimensional coordinates, vectors, quadric surfaces, partial derivatives, directional derivatives, and multiple integrals. Prerequisite: MAT 0133. (F)	
MAT 0240—Linear Algebra.....	5—0—5
A semi-rigorous approach to the fundamentals of linear algebra including systems of equations and matrices, vector spaces, and transformations. Prerequisite: MAT 0131. (W)	
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: MAT 1101. (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: MAT 1103. (W)	

Mathematics

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 course 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)	

Music

Music

MUS 0162 Contemporary Music3—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 Guitar3—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. The cost covering the book, two records, use of the guitar, and the classroom instruction is \$25. (F, SP)

PER 0101 Conditioning (SP)0—2—1

PER 0102 Canoeing (F, SP, SU)0—2—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.

PER 0103 Tumbling (F)0—2—1

PER 0104 Beginning Tennis (F, SP, SU)0—2—1
 A course designed for beginning students of tennis and those with very limited experience. Knowledge of rules and development of skill in the basic fundamentals of the game, are obtainable through this course of instruction.

PER 0105 Badminton (W, SU)0—2—1

PER 0106 Beginning Golf (F, SP, SU)0—2—1
 A course designed for beginning golfers and those with very limited experience. Knowledge of rules, and development of skill in the basic fundamentals of the game are obtainable through this course of instruction.

PER 0107 Archery (F, SP, SU)0—2—1

*PER 0108 Bowling (W)0—2—1

*PER 0109 Roller Skating (W)0—2—1

PER 0110 Wrestling (W)0—2—1

Physical

Education

PER 0111 Swimming (SU)	0—2—1
A course of instruction structured to suit the ability level of those students enrolled in the class. Students are placed at the instructional level best capable of meeting their needs. Instructional levels range from beginning swimming through. American Red Cross Certification is available through this course of instruction.	
PER 0112 Folk/Square Dancing (W)	0—2—1
PER 0113 Social Dancing (F)	0—2—1
PER 0114 Modern Dance (F, W)	0—2—1
*PER 0115 Skiing (W)	0—2—1
PER 0116 Advanced Tennis (F, SP, SU)	0—2—1
A course designed for experienced players of moderate to advanced ability. Refinement of basic skills, the development of advanced techniques, and an introduction to the finer points of the game are obtainable through this course of instruction. Prerequisite: Satisfactory completion of skill pre-test given during the first class meeting.	
PER 0117 Advanced Golf (F, SP, SU)	0—2—1
A course designed for experienced golfers of moderate to advanced ability. Refinement of basic skills, the development of advanced techniques, and an introduction to the finer points of the game are obtainable through this course of instruction. Prerequisite: Satisfactory completion of skill pre-test given during the first class meeting.	
PER 0201 Volleyball (F, W)	0—2—1
PER 0202 Basketball (W)	0—2—1
PER 0203 Team Handball (W, SP)	0—2—1
PER 0204 Softball (SP)	0—2—1
PER 0205 Touch Football (F)	0—2—1
PER 0206 Soccer (SP)	0—2—1
PER 0207 Field Hockey (SP)	0—2—1

*A facility fee required.

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 Education

Physical Education

- PER 160, 161, 162, Restrictive Physical Education (F, W, SP).....0—2—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.
- PER 0163 Intramural Sports2—0—2
A study of the philosophy, organization, and administration of intramural sports program. Practical experience is gained through working in the Isothermal Community College Intramural program. (F) Does not apply toward fulfillment of Physical Education requirement for graduation.

Physics

- PER 0164, 0165 Intramural Sports0—2—1
Practical experience in intramural sports. Prerequisite: PER 0163. (W, SP) Does not apply toward fulfillment of Physical Education requirement for graduation.
- 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 Physics3—3—4
The major areas of study are thermodynamics, sound, 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 Physics3—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 Science3—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)

Physical Science

- PHS 0101, 0102, 0103 Man and His Physical Environment3—3—4 (ea.)
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)

- PLU 1011, 1012 Plumbing Installations2—4—3
 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.
- PNE 1101 Nursing Fundamentals6—8—10
 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 (F).....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 reproduces itself are necessary to understand disease processes and nursing care of patients.
- PNE 1103 Nutrition2—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 Pediatrics6—0—6
 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. (W)
- PNE 1105 Maternity Nursing (SP)4—0—4
 Maternity Nursing brings the student to an appreciation of the problems of the child bearing family. In conjunction with clinical practice in obstetrics, the student learns to give care during pregnancy, labor, delivery, the post partum period and to normal newborns and those with common disorders.
- PNE 1111 Vocational Adjustments (SU)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.

Plumbing

Practical Nursing

Practical Nursing

- PNE 1113 Medical Surgery I3—3—4
Introduces the student to the fundamentals of medical-surgical patient care with the central objective being able to render effective nursing 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 II2—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 III6—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 (W)6—0—6
A study of methods applied to calculating drug dosages by the use of the Apothecaries' and Metric systems; integrated with the recognition of side-effects of drugs, and the development of the skill of administering oral medications.
- PNE 1117 Pharmacology II (SP)4—0—4
A continuation of Pharmacology I. This course includes drug classifications, calculations of drug dosages for injections, and development of a thorough knowledge of sterile techniques and equipment used in preparing and giving injections. Laboratory and Clinical experience included.
- PNE 1121 Clinical0—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 Clinical0—21—7
A continuation of PNE 1121. (SP, SU)

Political Science

-
- POL 0260—American Government3—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)

- POL 0261—Problems and Policies of American Government3—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 Government3—0—3
 A study of the organization, function, and powers of state and local government throughout the United States. (SP)
- PSY 0101—Personality Development3—0—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. (F)
- PSY 0102—Child Development I3—0—3
 Consider 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 0103—Child Development II3—0—3
 Consider 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—Business Psychology3—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)
- PSY 0260—General Psychology3—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 Psychology3—0—3
 The course is designed to acquaint students with the complex developmental processes of humans from childhood to older maturity. (W, SU)
- PSY 0262—Introduction to Applied Psychology3—0—3
 This course explores the field of psychology with reference to its application in human affairs. (SP)

Political Science

Psychology

Psychology

- 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.
- PSY 1101—Nursing Human Relations3—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 Testament3—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)

Social Science

Social Science electives may be taken from among any Psychology, Religion, Sociology, Anthropology, Economics, History, Geography and Political Science.

- SOC 0101 Family Community3—0—3
Study of the family and various cultures with emphasis upon the American culture. Family relations including family roles, socio-economic status, cultural deprivations, and the emotional stability of the family are given special attention. (W)
- SOC 0160—Introduction Sociology3—0—3
An analysis of the society and culture dealing with social organization, control, institution, stratification, and social change. (F)
- 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)

Sociology

- 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)
- 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 the 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)
- TEX 0101—Fundamentals of Textiles 3—0—3
 An introduction to textiles, including the history of the industry, description of textile materials and products and their utilization. Presentation of the basic manufacturing systems, materials flow, terminology and calculations.
- TEX 0102—Fiber Sciences 5—2—6
 This course emphasizes: the chemical constitution and properties of fiber forming polymers; theories of fiber structure; the relationship between the molecular structure of linear polymers and physical properties of natural and man-made fibers; the principles and methods for producing man-made fibers; the chemical behavior of natural and man-made fibers. (PR: TEX 0101)
- TEX 0103—Yarn Forming Systems 5—2—6
 A study of the principles of staple and filament yarn systems and structures. The influence of the manufacturing system and the input materials on product characteristics is established. (PR: TEX 0102)

Spanish

Textile

Textile

- TEX 0104—Fabric Forming Systems 5—2—6
A study of the basic fabric forming systems, including nonconventional, weaving and knitting. Emphasis is on fabric construction and geometry. Structures of fabrics and resulting properties are related to raw materials and product performance. (PR: TEX 0102)
- TEX 0105—Dyeing and Finishing 5—2—6
A comprehensive course designed to familiarize the student with the basic principles involved and the procedures used for the preparation, dyeing, printing and finishing of natural and man-made fibers. Some emphasis is placed upon the chemical nature of dyes and fastness properties, and the chemical nature of finishes used to impart specific end-use properties.

Welding

- WLD 1101—Welding I 5—14—11
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. 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)

Welding

- 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 Section 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 type of test and testing procedures and perform the details of the test which gives adequate information as to the quality of the weld. Type of tests — guided bend, notched bend, and tensile strength test to check the quality of his 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 gas, filler rods, process variations and applications, and manual and automatic welding. Introduction to pipe welding and basic position pipe welding.
- 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 Section VIII and IX of the ASME code. The course involves using various tests to check the quality of his weld. Types of tests are: bend, guided bend and tee bend.

Welding

- WLD 1111—Auto Welding I 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—Auto Welding II 0—3—1
Welding practices on material applicable to the installation of body panels and repairs to doors, fenders, hoods, and deck lids. Student 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)

68572-3-11-1968
COLLEGE OF AGRICULTURE
UNIVERSITY OF CALIFORNIA

Learning
Resources
Center

LEARNING RESOURCES CENTER

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 24,000 books and subscribers 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. Reference Service

A. Guides and indexes

Specialized dictionaries, encyclopedias, almanacs, 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 network of state, public college and university libraries. 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.

Learning Resources Center

Learning Resources Center

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. Self-instruction programs

A study center in the LRC (on campus) and the Learning Center (in Tryon) provide ICC students and other individuals of Polk and Rutherford Counties the opportunity to study a wide range of subjects by means of an individualized, self-instructional program. Specially prepared study material enables each student to learn with a minimum of assistance. A person may enroll at any time throughout the year and set his own study schedule without worry over absences or competition with others. He may study as long as he thinks necessary. This could be a matter of a few hours reviewing one specific concept (i.e. the multiplication of fractions) or it could last several months during which time a student might master a foreign language or study for a high school diploma. Materials are free and there is no registration charge except for college credit courses.

A. College assistance:

Isothermal students may participate in supplementary or enrichment activities on their own initiative or upon recommendation of their college instructor. Students involved in classroom instruction often discover that self-instruction materials paralleling the classroom lecture can provide them with a greater degree of comprehension. Supplementary and enrichment materials frequently used include basic arithmetic, algebra, economics, English grammar, vocabulary development, speed reading, and accounting. Some of these courses can be taken for college credit. (See Section B which follows)

B. College credit self-study courses:

Students may earn college credit by enrolling for self-paced 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. 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:

ICC CAMPUS

BUS 101—Beginning Typewriting

BUS 102—Typewriting

BUS 210—Accounting

BUS 211—Accounting

BUS 212—Accounting

ENG 101—Freshman Composition

HIST 260—U.S. History

HIST 261—U.S. History

HIST 262—U.S. History

MATH 100—Basic Mathematics

MATH 102—Foundations of Mathematics

MATH 110—Business Mathematics

PSY 260—General Psychology

SOC 160—Introduction to Sociology

TRYON

BUS 101—Beginning Typewriting

BUS 102—Typewriting

ENG 101—Freshman Composition

HIST 260—U.S. History

HIST 261—U.S. History

HIST 262—U.S. History

MATH 100—Basic Mathematics

PSY 260—General Psychology

SOC 160—Introduction to Sociology

C. Adult Basic Education Program

The Learning Laboratory on campus and the Learning Center in Tryon provide study opportunities for individuals at the 6th grade level or above. A variety of adult oriented subjects in reading, writing, arithmetic, science, and social studies are available. As he studies, the student may use film strips and tapes to supplement the written material. Most of the material is programmed, providing a maximum opportunity for

Learning Resources Center

Learning Resources Center

self instruction. Instructors are available to assist the student as he advances in his study program. Students completing the eighth grade level are encouraged to enroll in the Adult High School Diploma Program.

D. 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 to meet the needs of adults who did not complete their secondary studies.

Requirements for graduation are:

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

Transcripts of work done in high schools can be used to provide credit for the Learning Lab High School Program. Also, students may elect to take challenge tests and receive credit by scoring the 50th percentile or higher on selected standardized achievement tests. Of course, credit can be earned by completing courses 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. 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.

E. 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, stenocript, 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, 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.

Learning Resources Center

Hours:

Learning Resource Center (Campus)	8:00 a.m.-9:30 p.m.	Monday-Thursday
	8:00 a.m.-4:30 p.m.	Friday
Polk County Center (Tryon)	9:00 a.m.-9:00 p.m.	Monday-Thursday

Continuing and Extension 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.

Business Education

Cake Decorating

Ceramics

Christmas Arts

Clothing Construction

Crochet

Decoupage

Driver Education

Emergency Medical Technician

Fire Service Training

First Aid

Floral Arts

Fly Tying

Greenhouse Gardening

Hospitality Training:

Food Service

Nursing and Rest Home Services

Income Tax

Knitting

Local History

Needlepoint

Oil Painting

Police Training

Real Estate

Stitchery

Tole Painting

Woodworking

Continuing Education

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

Programs for The Disadvantaged and Handicapped

Adult Basic Education

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

An instructor is provided who goes to the homes of handicapped persons to give training in floral design and technique.

The present program for the disadvantaged is woodworking and cabinet-making taught in a well equipped shop.

These programs attempt to equip individuals with the skills necessary to become gainfully employed or to set up their own businesses.

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.

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-seeking 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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Barbara P. Callahan	English
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- Warren Carson Learning Lab Instructor
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B.A., University of Mississippi, M.A., State University of New York	
Charles A. Holcombe, III	Registrar/Director of Financial Aid
B.A., High Point College, M.Div., Emory University	
Elaine P. Horn	Coordinator of High School and General Interest Studies
B.S., University of North Carolina — Greensboro, M.A.E., Western Carolina University	
Wayne Hutchins	Biology
A.B., Duke University, M.A.T., University of North Carolina	
John M. Karriker	Chemistry
A.B., Catawba College, Ph.D., University of South Carolina	
Barbara Keel	Reading
B.S., M.A., Murray State University	
R.B. Lawson	Welding
Certificate — Auto Mechanics, Isothermal Community College	
Edward J.T. Lima	Electronics
B.S., R.E., Indiana Institute of Technology	
Helyn Lowery	Business
B.A., Limestone, M.A., Appalachian State University	
Lowery Luckadoo	Welding
Certificate — Welding, Isothermal Community College	
Lena Dula Mayberry	Assistant to the President
B.S., M.A., Western Carolina University, ED.D., North Carolina State University	

Tania McDuffie	Mathmetics
B.A., M.A., Converse College	
Ralph McNabb	Automotive Mechanics
B.A., Lenoir Rhyne College	
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B.S., Duke University	
Dillard L. Morrow	Associate Dean of Instruction
B.S., M.A., Western Carolina University, ED.D., North Carolina State	
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B.A., University of North Carolina, M.A.T., Duke University	
Leverett W. Nichols	Police Science
B.Ed., M.Ed., Keene State College.	
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Jeanne Petillo	Counselor/Director of Admissions
A.B., University of Kentucky, M.Ed., Duke University	
S. Jerry Poole	Mathematics
A.B., M.A.T., Emory University	
Ralph E. Porter	Business Manager
B.A.E., M.Ed., University of Florida	
Geraldine Roberts, R.N.	Nursing
Diploma, Rutherford Hospital School of Nursing, A.A., Isothermal Community College	
William R. Rogers	Social Science
B.S., M.A., University of Tennessee	
Gary Shipley	Biology
B.S., M.S., East Tennessee State University	
Andy Simpson	Learning Lab Instructor
B.A., Appalachian State University	

- Vivian Sitton Coordinator, LRC Credit Courses
 B.A., M.A., Appalachian State University
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 B.S., M.A., Austin Peay State University
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 A.A., Southeastern Community College, B.S., Pembroke State University, M.A., Appa-
 lachian State University
- Louise Tate English
 B.S., M.A.T., Appalachian State University
- Wayne Toney Auto Body
 Certificates — Auto Body, Welding, Isothermal Community College
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 B.S., Western Carolina University, M.A., East Carolina University
- Neilan Underwood Electronics
 Electrical Technology U.S. Dept. of Education, U.S. Air Corps Technical Institute, Refrigera-
 tion and Air Conditioning Training Corporation
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 A.B., Hope College, M.A., Arizona State University
- Linda Waters Early Childhood Education
 B.S., M.A., Appalachian State University
- Elizabeth Watson Learning Lab Instructor
 B.A., Temple University
- David H. Whisenant Business
 B.S., M.A., Appalachian State University
- Carl Williams Coordinator, Tryon Campus
 B.S., M.S., M.A., Louisiana State University
- Mary Woolwine, R.N. Nursing
 Diploma, Johnston Memorial Hospital of Nursing
- Wilbur M. Wright Director of Evening Programs
 B.S., M.A., Appalachian State University

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Registrar/Director of Financial Aid

Ronald C. Venhuizen
Athletic Director

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Business Manager

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President

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Associate Dean of Instruction

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Director of Development

John F. Paul
Dean of Student Personnel

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The address for all offices is:

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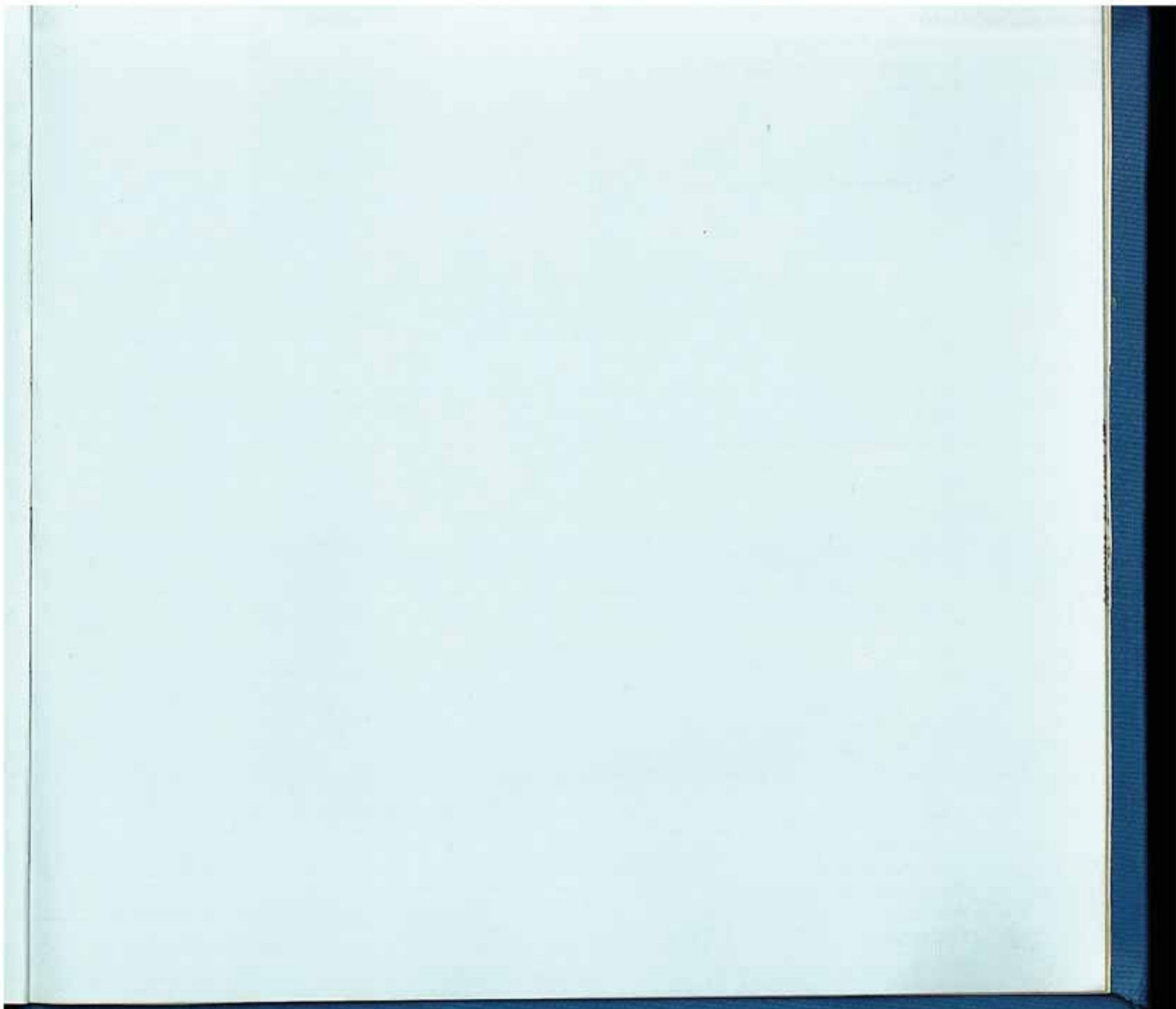
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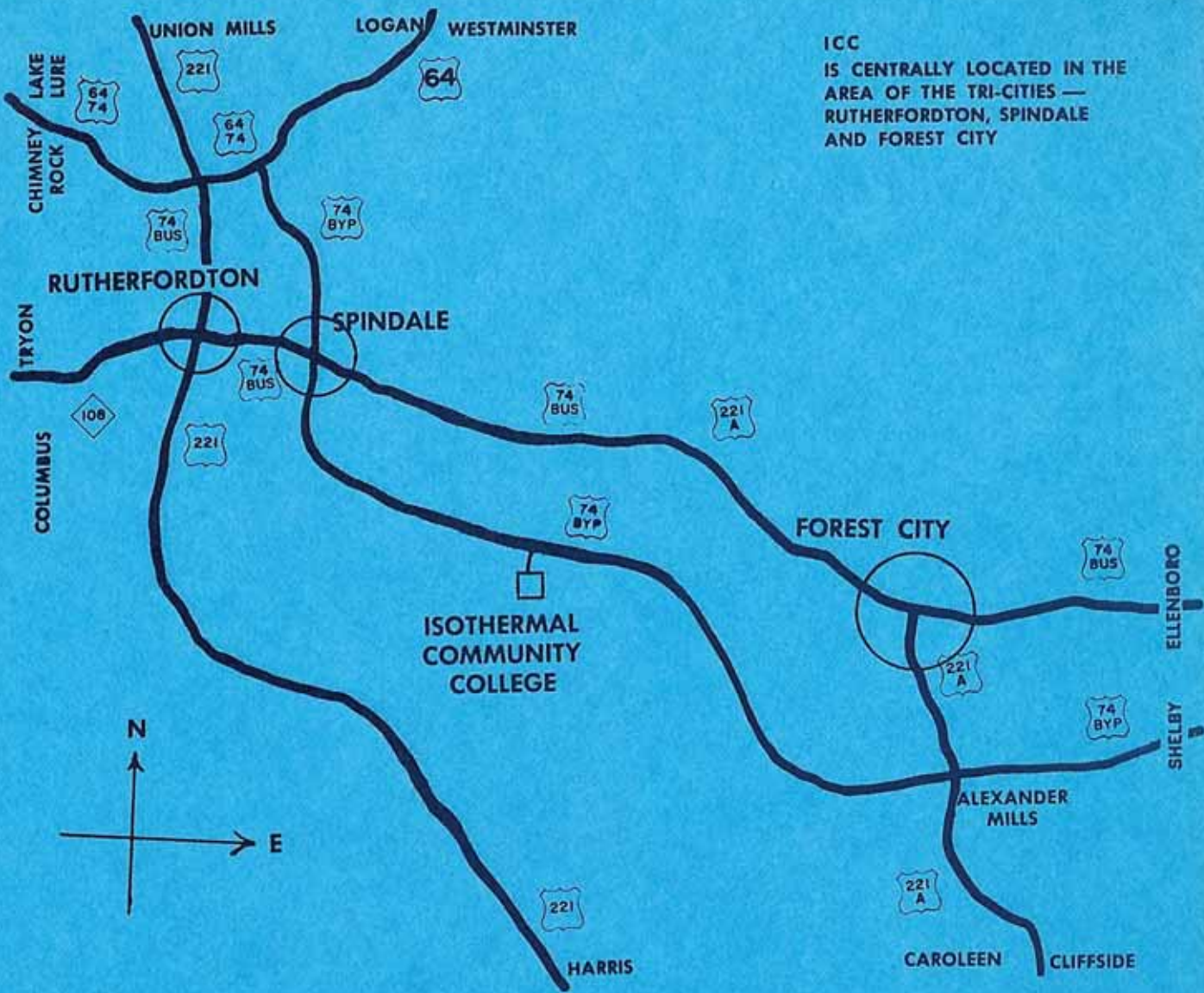
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