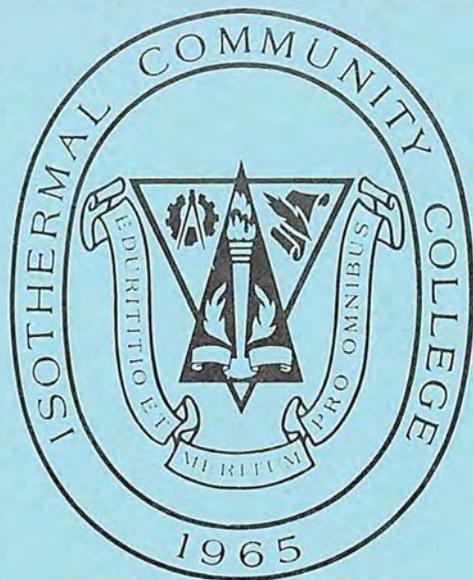




Isothermal Community College

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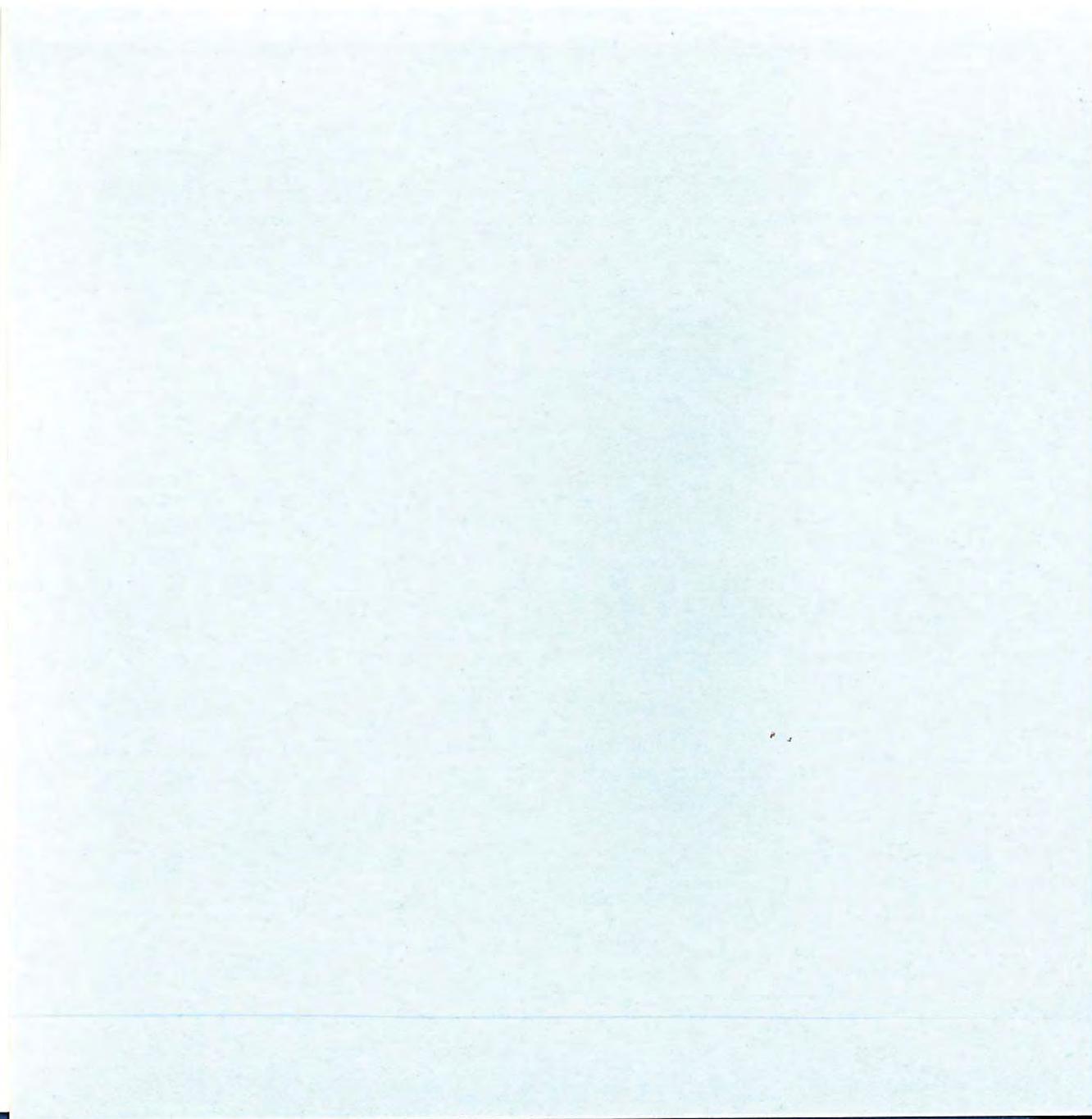
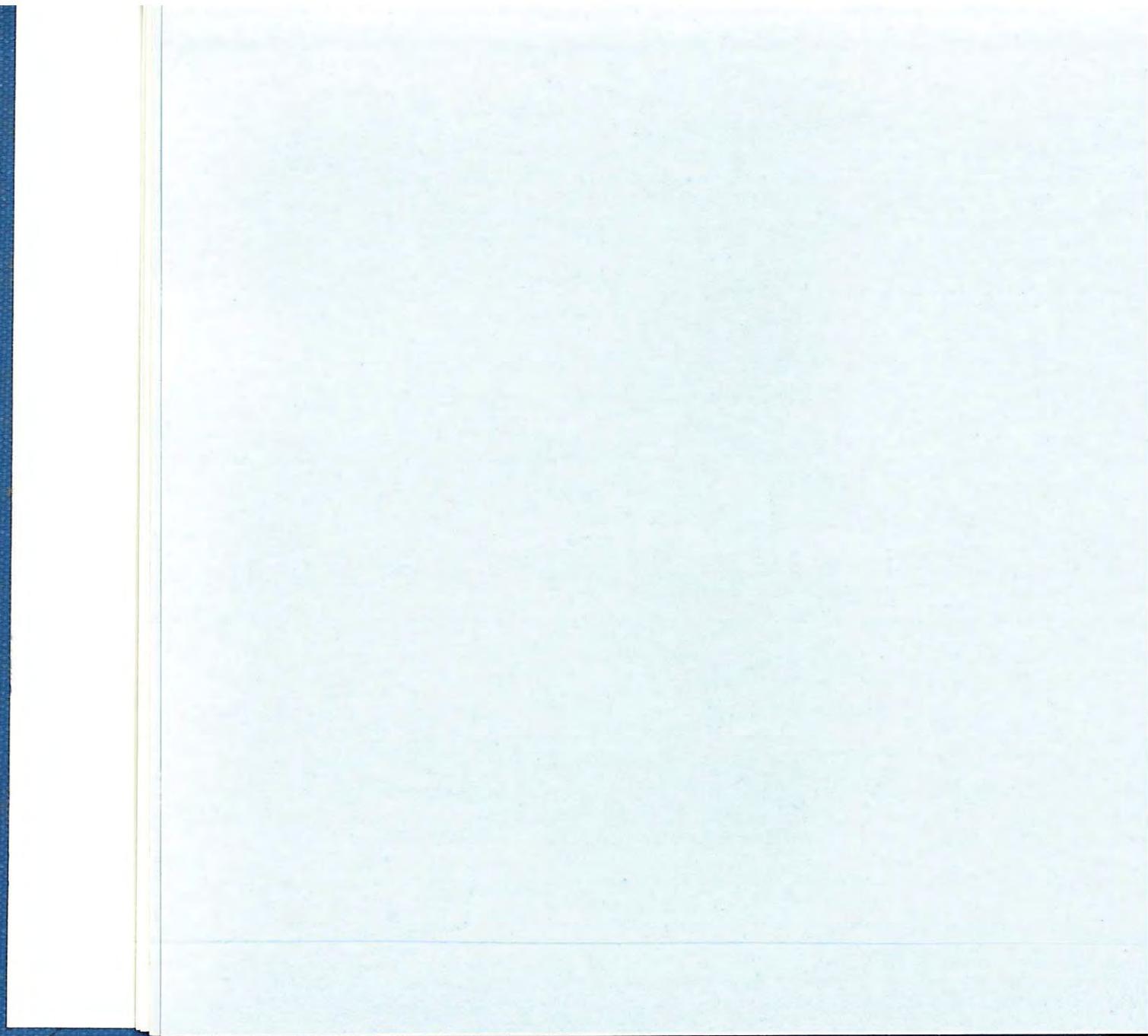


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ACADEMIC CALENDAR

FALL QUARTER, 1974

Sept. 5-6	Freshman Orientation
Sept. 9-10	Registration
Sept. 11	First Day of Classes
Sept. 18	Last Day to Register or Add
Sept. 18	Last Day to Drop Without Evaluation
Oct. 14-18	Mid-Term Week
Nov. 19	Last Day of Classes
Nov. 20, 21, 22	Final Exams
Nov. 23 - Dec. 1	Thanksgiving Holidays

WINTER QUARTER, 1974-75

Dec. 2	Registration & Orientation
Dec. 3	First Day of Classes
Dec. 10	Last Day to Register or Add
Dec. 10	Last Day to Drop Without Evaluation
Dec. 21 - Jan. 5	Christmas Holidays
Jan. 6	Classes Resume
Jan. 20-24	Mid-Term Week
Feb. 24	Last Day of Classes
Feb. 25, 26, 27	Final Exams

SPRING QUARTER, 1975

Mar. 3	Registration & Orientation
Mar. 4	First Day of Classes
Mar. 11	Last Day to Register or Add
Mar. 11	Last Day to Drop Without Evaluation
Mar. 28-31	Easter Holidays
Apr. 7-11	Mid-Term Week
Apr. 12-20	Spring Break
May 21	Last Day of Classes
May 22, 23, 26	Final Exams
May 28	Graduation

ACADEMIC CALENDAR

SUMMER SCHOOL, 1975

1st SESSION

June 2	Registration
June 3	First Day of Classes
June 6	Last Day to Register or Add
June 6	Last Day to Drop Without Evaluation
July 3	Last Day of Classes & Finals
July 4	Holiday

2nd SESSION

July 7	Registration
July 8	First Day of Classes
July 11	Last Day to Register or Add
July 11	Last Day to Drop Without Evaluation
Aug. 7	Last Day of Classes & Finals

SUMMER QUARTER

June 2	Registration
June 3	First Day of Classes
June 10	Last Day to Register or Add
June 10	Last Day to Drop Without Evaluation
July 4	Holiday
July 7-11	Mid-Term Week
Aug. 4, 5, 6	Final Exams
Aug. 8	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

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 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 Objectiv

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 colleges' continuing effort to increase desired learning achievement within each student.

Hours: 8:00 - 9:30 Monday through Thursday
8:00 - 5:00 Friday

OFFICE HOURS. The administrative offices of the College are open Monday 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
Second Offense	2.00
Third Offense	3.00

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.

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, student delinquent lists, 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.

Evening School

EVENING SCHOOL.

The purpose of the evening school is to provide an instructional program that will enable the people of our service area to improve their way of life and to participate creatively in our democratic society through class attendance after the normal working day.

The college offers an evening credit program which allows the student to complete the requirements for the Associate of Arts Degree, the Associate of Applied Science Degree, and the Vocational Diploma or Certificate entirely during the evening hours. A student may complete the course requirements for a regular two-year degree program in three years at night and, in addition, a variety of vocational programs may be completed in one year by attending the evening school.

Class schedules of all evening classes are published quarterly and are available upon request from the Student Personnel Office.

GENERAL ADMISSION REQUIREMENTS FOR CREDIT COURSES.

Isothermal operates under an "Open Door" admission policy. To enter the college parallel or technical divisions, the applicant must be a high school graduate or the equivalent. To enter the vocational division, the applicant must be at least 18 years old or have a high school diploma or the equivalent. The following requirements must also be met:

College Parallel and Technical Applicants:

1. A completed application for admission.
2. Completion of health form by applicant.
3. Transcript(s)—high school and college (if transfer).
4. Take college placement battery.
5. Interview (review of test scores).

Vocational Applicants:

1. A completed application for admission.
2. Completion of health form by applicant.

Practical Nursing applicants must also take the placement test (including Otis I.Q.), have completed the ninth grade and be interviewed by the nursing staff.

Paraprofessional Child Care applicants must have a high school diploma or the equivalent.

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.

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 Registrar, if he desires readmission during the suspension period.

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

1. Cooperative English Test—English Expression Part
2. Nelson-Denny Reading Test
3. College Qualification Test

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

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 Schol 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.

Admissi

Testing

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 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. 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.

Each quarter, tuition charges are as follows:

College Parallel	In-State	Out-of-State
14 quarter hours or more	\$42.00 per quarter	\$137.50 per quarter
Less than 14 quarter hours	\$ 3.00 per qtr. hr.	\$ 11.45 per qtr. hr.
Activity fee	\$10.00 per quarter	\$ 10.00 per quarter

Technical or Vocational	In-State	Out-of-State
13 quarter hours or more	\$32.00 per quarter	\$137.50 per quarter
Less than 13 quarter hours	\$ 2.50 per qtr. hr.	\$ 11.45 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.

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.

Tuition and Fees

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.

Used books will be purchased by the bookstore 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 Business Office. Notices will be posed relevant to dates for measurements. Students who are graduating should see that their orders are placed on the date specified in the bulletin.

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 a 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.

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.

Tuition and Fees

Academi Matters

Academic Matters

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, 1 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 the college parallel division. A load of 12-21 credit hours constitutes a normal load for a student enrolled in the technical or vocational division. Students who wish to register for more than the normal load must get 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. No course may be challenged but one time.

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 hours 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.

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 and 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.

WITHDRAWAL.

In order to officially withdraw from the College, the student must use the following procedure:

1. Obtain a withdrawal form from the Register or Director of Student Personnel.
2. Have the drop slips signed by each instructor.
3. Return the drop slips to the Registrar's Office to make the withdrawal complete.
4. Withdrawals must be made in person.
5. The official date of a student's withdrawal from the College is the exact date that he makes his request for withdrawal. The Student Personnel Office will notify each instructor of the name of the student and the official date of withdrawal.
6. A student may officially withdraw during the drop-add period without scholastic penalty. This procedure, if followed, will entitle the student to have his permanent record show the notation "withdrawn." This notation indicates good standing and the privilege of readmission.
7. Any student who officially withdraws after the drop-add period will receive a grade of "WP". A student who withdraws unofficially from the College without following the proper procedure will receive the grade of "F".

Academ
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College

Graduation

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

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

COMMENCEMENT EXERCISES. Commencement 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.

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.

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.

Honors

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

WHO'S WHO AMONG STUDENTS IN AMERICAN JUNIOR COLLEGES. Annually, a directory recognizing outstanding campus leaders from over 500 junior colleges in the 50 states and the District of Columbia is published in Tuscaloosa, Alabama. Only second-year college students are eligible for nomination. Nominees are selected each year by a faculty committee, composed of representatives from each department of the College. The number of nominees is determined by the national office, based on present enrollment. The selection committee is instructed to consider students whose academic standing, service to the community, leadership in 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.

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.

Honors

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. The College will assist students in securing part-time employment during their enrollment and will give special attention to the placement of students who graduate in the occupational educational curriculums. Information on employment opportunities is posted on the Student Personnel bulletin board. Applications can be secured and turned in to the Director of Student Personnel.

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. 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.

Procedures 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-town 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 or 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 \$17.00 per student. The premium for teachers, administrative and clerical employees is \$25.50 per employee.

Plan II This is a limited policy covering only bodily injuries resulting from covered school-associated accidents. Students who enrolled in Plan I do not need and are not eligible for protection under this plan. The premium of \$3.50 per student.

ORIENTATION FOR FRESHMEN 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 meeting the college administrators, the secretarial staff, and various student leaders.

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.

Student Services

The Veterans Administration uses the following schedule of hours to determine veterans benefits. According to the Veterans Administration, the following number of credits or hours constitutes what is considered full-time, three-quarter time, and one-half time in each division:

College Parallel Division and Technical Division

Full time.....	12 or more quarter hours of credit
$\frac{3}{4}$ time.....	9-11 quarter hours of credit
$\frac{1}{2}$	6-8 quarter hours of credit

Vocational Division

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. 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.

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 excell 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 inter-collegiate level in basketball, golf, and tennis. Isothermal Community College is a member of the NJCAA and maintains an independent status while scheduling athletic contests with other NJCAA 2-year colleges in its geographis region. Male students are eligible for varsity participation providing they meet the eligibility requirements prescribed by the NJCAA.

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.

Student Activities

Student Activities

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.

CHESS CLUB. The Chess Club was organized during the academic year 1970-71. The club has been active in maintaining a chess ladder on the campus. Chess boards are maintained in the Library.

COLLEGIATE CIVITAN INTERNATIONAL. This club is a co-educational organization to provide a better campus and a better world by rendering altruistic service, by providing leadership training and by encouraging daily living by the Golden Rule and the enlargement of all human relationships.

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 skills 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 the choice of business occupations.

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

RADIO CLUB. The Radio Club is open to any student who wishes to learn or develop skills in the art of electronics. The purpose of the club is to exchange information, promote radio knowledge, and improve operational techniques. One of the principle objectives of the club is to conduct programs and activities on the air in an effort to stimulate general interest and promote amateur radio in the community.

VOCATIONAL ASSOCIATION. Membership is restricted to students enrolled in the vocational division. This organization is concerned with promoting a better public image of occupational education in our schools and community, encouraging vocational students to participate in college affairs, and to assist in the development of existing and new courses.

FINANCIAL AID. Isothermal Community College is a participant in federal and state financial aid programs. Awards are based on financial need as projected through the Financial Aid Questionnaire (CSS). The need is derived by 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 Student Financial Aid in the Student Personnel Office. Listed below are the programs of financial assistance that are available at the College.

BASIC EDUCATIONAL OPPORTUNITY GRANT PROGRAM. The Basic Educational Opportunity Grant Program (BEOG) is a Federal aid program designed to provide financial assistance to those who need it to attend post-high school educational institutions. The main factor used to determine the Family Contribution is the family income. As a general guideline, if your family annual income was \$11,000 (for a family of four) or less, you may receive a grant. Applications for the Basic Grant can be obtained at the local high school, at any post-high school institution, or at any Federal agency.

EDUCATIONAL OPPORTUNITY GRANTS. This program is available to students with exceptional need. Educational Opportunity Grants vary in amounts due to individual needs and availability of funds. Grants can range from \$200 to \$1000 a year and can be no more than one-half of the total assistance awarded 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 of 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 Responsibilities

Curriculum Programs

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

TECHNICAL

Business Administration
 Early Childhood Specialist
 Electronics Engineering Technology*
 General Office Technology
 Industrial Supervision and Management
 Police Science
 Recreational Technology*
 Secretarial - Executive
 Secretarial - Medical*

COLLEGE TRANSFER

Pre-Business Administration
 Industrial Management Option
 Pre-Business Education
 Pre-Drama*
 Pre-Engineering
 Pre-Law
 Pre-Liberal Arts
 Pre-Mathematics
 Pre-Medical
 Pre-Music*
 Pre-Science
 Pre-Social Work
 Pre-Teaching—Early Childhood
 Pre-Teaching—Elementary
 Pre-Teaching—Secondary

VOCATIONAL

Automotive Body Repair
 Automotive Mechanics
 Carpentry & Cabinetmaking*
 Child Care Worker
 Clothing Construction & Design*
 Cosmetology (contract)
 Electrical Installation & Maintenance
 Electronic Servicing
 Light Construction
 Masonry*
 Nurse Assistant*
 Operating Room Assistant*
 Practical Nursing
 Welding

Curricu
 Program

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

College Transfer Programs

OBJECTIVES

To provide opportunities for students to complete the general educational requirements leading to an Associate of Arts (A.A.) degree. 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. degree must earn 96 quarter hours of credit with an overall grade point average of 2.0 or better. Fifty-three (53) of these hours are in designated areas while the other 43 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 except those designated in the course description by T. No course with a four digit number beginning with "1" may be taken for college transfer graduation requirements. If the second digit of any course number is "2", that course may be taken only by a second year student. All Physical Education courses—regardless of number—may be taken either during the first or second year.

Subject Area	Course	Credit Hours
History	History 0101, 0102, 0103	9
Communications	English 0101, 0102, 0103 (must be taken in sequence)	9
Literature	English 0201, 0202	6
Mathematics	Math 0101 or Math 0103	5
Natural Science	One Lab Science (3 courses) Biology 0101-0102-0103 <u>or</u> Chemistry 0101-0102-0103 <u>or</u> Physics 0201-0202-0203 <u>or</u> Physical Science 0101-0102-0103	12
Physical Education	May be taken from any Physical Education (PER) courses	3
Humanities	May be taken from among any Art, Music, Religion, or English courses (except English 0100 or English 0104)	6
Social Science	May be taken from among any Psychology, Religion, Sociology, Anthropology, Economics, History, Geography, Political Science	3
Electives	May be chosen from among any first digit "0" courses not designated <u>T</u>	43

Graduate
Course
Requirements

Curriculum
Description

The Liberal Arts Curriculum outlined below is typical of the way courses may be distributed to fulfill college transfer graduation requirements.

Curriculum Description

Liberal Arts Curriculum—Day

First Quarter

English 0101	3
History 0101	3
Natural Science	4
Humanities	6
PER	1
	<hr/>
	17

Second Quarter

English 0102	3
History 0102	3
Natural Science	4
Math	5
PER	1
	<hr/>
	16

Third Quarter

English 0103	3
History 0103	3
Natural Science	4
Social Science Elective.....	3
PER	1
Electives	3
	<hr/>
	17

Fourth Quarter

English 0201	3
Electives	12
	<hr/>
	15

Fifth Quarter

English 0202	3
Electives	12
	<hr/>
	15

Sixth Quarter

Electives	16
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Liberal Arts 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
Electives	6

Sixth Quarter

English 0202	3
Electives	6

Seventh Quarter

Math	5
Social Science Elective.....	3
Elective	1

Eighth Quarter

PER	1
Electives	6

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	6

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 graduation requirements are met.

Early Childhood

BIO must be taken as a Natural Science

10 hrs. Math—Eith 0101 & 0102 or 0103 & 0104

EDU 0101
EDU 0102
PSY 0102
SOC 0101
PSY 0103
EDU 0204
EDU 0210
EDU 0211

Pre-Business Education

SOC 0160
MUS 0161 or ART 0260
ENG 203
MAT 0101 or 0103
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

10 hrs. Math—Either 0101 & 0102 or 0103 & 0104

ECO 0201-0202-0203
BUS 0101 (may demonstrate competency)
BUS 0210-0211-0212

At least 3 courses from among the following:

ISC 0101	ISC 0202
ISC 0102	ISC 0203
ISC 0103	ISC 0204
ISC 0104	ISC 0205
ISC 0105	ISC 0206
ISC 0201	

Pre-Business Administration

10 hrs. Math—Eith 0101 & 0102 or 0103 & 0104

ECO 0201-0202-0203
BUS 0101 (may demonstrate competency)
BUS 0210-0211-0212

Pre-Science/Pre-Medical

10 hrs. Math 0103 & 0104
24 hrs. Natural Science

Pre-Law

Political Science 0260-1-2
History 0260-1-2

Engineering/Math

30 hrs. Math 0103-4-5-6-7-8
Chem or Bio & 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
American Literature must be taken

Sugge
Prepar
Areas
Conce

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.

Some courses in occupational education are not designed for transfer to other institutions. In the technical area these courses begin with "0" as the first of four digits and are designated T in the course descriptions. In the vocational area these courses begin with "1" as the first of four digits in the course descriptions.

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 108 quarter hours of earned credit.
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 included in the 108 hours. 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.

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 a 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.

Business Administration (Day)

First Quarter

Course Title	Credit Hours
ENG 0101 Composition	3
BUS 0101 Typewriting*.....	3
MAT 0110 Business Math.....	3
BUS 0210 Accounting	3
Electives	6
	18

Second Quarter

ENG 0102 Composition.....	3
BUS 0107 Bus. Machine.....	3
BUS 0110 Business Law.....	3
BUS 0112 Business Finance.....	3
BUS 0211 Accounting.....	3
Electives	3
	18

Third Quarter

ENG 0104 Bus. Communications	3
BUS 0111 Business Law.....	3
BUS 0212 Accounting.....	3
BUS 0214 Business Management	3
Electives	5
	17

Fourth Quarter

Course Title	Credit Hours
ENG 0160 Public Speaking.....	3
BUS 0217 Taxes.....	4
BUS 0218 Sales Development....	3
BUS 0220 Marketing.....	3
ECO 0201 Economics.....	3
Electives	3
	19

Fifth Quarter

BUS 0221 Advertising.....	3
BUS 0224 Personnel Management	3
ECO 0202 Economics.....	3
PSY 0201 Bus. Psychology.....	3
Electives	6
	18

Sixth Quarter

EDP 0101 Data Processing.....	3
BUS 0215 Office Management....	3
BUS 0216 Principles of Supervision	3
Electives	9
	18

*May demonstrate competency.

Technica
Program

Business
Administration
(Night)

First Quarter

Course Title	Credit Hours
ENG 0101 Composition.....	3
BUS 0210 Accounting.....	3
Elective	3
	<u>9</u>

Second Quarter

ENG 0102 Composition.....	3
BUS 0211 Accounting.....	3
Elective	3
	<u>9</u>

Third Quarter

ENG 0104 Bus. Communication	3
BUS 0212 Accounting.....	3
Elective	3
	<u>9</u>

Fourth Quarter

BUS 0101 Typewriting*.....	3
MAT 0110 Business Math.....	3
Elective	3
	<u>9</u>

Fifth Quarter

ENG 0160 Public Speaking.....	3
BUS 0217 Taxes.....	4
ECO 0201 Economics.....	3
	<u>10</u>

Sixth Quarter

BUS 0110 Business Law.....	3
BUS 0112 Business Finance.....	3
ECO 0202 Economics.....	3
	<u>9</u>

Seventh Quarter

Course Title	Credit Hours
BUS 0111 Business Law.....	3
BUS 0214 Bus. Management.....	3
Elective	3
	<u>9</u>

Eighth Quarter

BUS 0107 Business Machines.....	3
PSY 0201 Business Psychology	3
Elective	3
	<u>9</u>

Ninth Quarter

BUS 0218 Sales Development.....	3
BUS 0220 Marketing.....	3
Elective	3
	<u>9</u>

Tenth Quarter

BUS 0221 Advertising.....	3
BUS 0224 Personnel Management	3
Elective	3
	<u>9</u>

Eleventh Quarter

BUS 0215 Office Management	3
BUS 0216 Prin. of Supervision	3
Elective	3
	<u>9</u>

Twelfth Quarter

EDP 0101 Data Processing.....	3
Electives	5
	<u>8</u>

*May demonstrate competency.

Early Childhood Specialist (Day)

First Quarter

Course Title	Credit Hours
EDU 101 Intro. Child Educ.....	3
PSY 102 Child Development.....	3
BIO 101 Biology.....	4
ENG 101 Composition.....	3
HIS 101 Western Civilization	3
PER Physical Education.....	1
	17

Second Quarter

SOC 101 Family/Community....	3
PSY 103 Child Development....	3
BIO 102 Biology.....	4
ENG 102 Composition II.....	3
HIS 102 Western Civilization....	3
PER Physical Education.....	1
	17

Third Quarter

EDU 102 Exceptional Child.....	3
EDU 204 A-V Materials/Equip	2
BIO 103 Biology.....	4
ENG 103 Composition III.....	3
HIS 103 Western Civilization....	3
PER Physical Education.....	1
Elective	3
	19

Fourth Quarter

Course Title	Credit Hours
EDU 201 Language Arts.....	3
EDU 210 Seminar.....	0
EDU 211 Practicum.....	4
Electives	12
	19

Fifth Quarter

EDU 202 Social Sciences.....	3
EDU 212 Seminar	0
EDU 213 Practicum	4
HEA 201 Child Health/Safety....	3
Electives	9
	19

Sixth Quarter

EDU 203 Life-Applied Science..	3
EDU 214 Seminar.....	0
EDU 215 Practicum	4
PER 240 Child Physical Education	3
Electives	7
	17

First Quarter

<u>Course Title</u>	<u>Credit Hours</u>
ENG 0101 Composition.....	3
MAT 0111 Technical Math.....	5
ISC 0101 Principles of Indus. Management	3
ISC 0206 Production Planning..	3
Elective	3
	<hr/>
	17

Fourth Quarter

<u>Course Title</u>	<u>Credit Hours</u>
ECO 0201 Economics.....	3
ENG 0160 Public Speaking.....	3
BUS 0220 Marketing.....	3
ISC 0104 Work Measurement....	3
ISC 0205 Value Analysis.....	3
Electives	4
	<hr/>
	19

Second Quarter

ENG 0102 Composition.....	3
BUS 0110 Business Law.....	3
BUS 0112 Business Finance....	3
ISC 0105 Industrial Safety.....	3
ISC 0202 Quality Control.....	3
Elective	3
	<hr/>
	18

Fifth Quarter

ECO 0202 Economics.....	3
BUS 0224 Personnel Management	3
ISC 0204 Management Problems	3
ISC 0102 Job Analysis and Evaluation	3
PSY 0201 Business Psychology	3
Electives	3
	<hr/>
	18

Third Quarter

ENG 0104 Business Communications	3
ISC 0103 Manufacturing Cycles	3
ISC 0201 Foremanship Supervision	3
ISC 0203 Plant Layout.....	3
Electives	6
	<hr/>
	18

Sixth Quarter

ECO 0261 Economics.....	3
BUS 0216 Principles of Supervision	3
Electives	12
	<hr/>
	18

Industrial
Supervision
and
Management
(Day)

General Office Technology (Day)

First Quarter

Course Title	Credit Hours
ENG 0101 Composition.....	3
BUS 0101 Typewriting*.....	3
MAT 0110 Business Math.....	3
PSY 0101 Personality Development	3
Electives	6
	18

Second Quarter

ENG 0101 Composition.....	3
BUS 0102 Typewriting.....	3
BUS 0107 Business Machines...	3
BUS 0110 Business Law.....	3
Electives	6
	18

Third Quarter

ENG 0104 Bus. Communications	3
BUS 0103 Typewriting.....	3
BUS 0108 Filing.....	3
BUS 0206 Terminology & Vocabulary	3
Electives	6
	18

Fourth Quarter

Course Title	Credit Hours
ENG 0160 Public Speaking.....	3
BUS 0201 Advanced Typewriting	3
BUS 0205 Machine Transcription	2
BUS 0210 Accounting.....	3
BUS 0218 Sales Development...	3
Electives	3
	17

Fifth Quarter

BUS 0208 Stenoscrypt.....	4
BUS 0213 Secretarial Procedures	4
PSY 0201 Business Psychology..	3
Electives	9
	20

Sixth Quarter

EDP 0101 Data Processing.....	3
BUS 0215 Office Management...	3
Electives	11
	17

Industrial
Supervision
and
Management
(Night)

First Quarter

Course Title	Credit Hours
ENG 0101 Composition.....	3
MAT 0111 Technical Math.....	5
ISC 0101 Principles of Indus. Management	3
	<u>11</u>

Second Quarter

ENG 0102 Composition.....	3
PSY 0201 Business Psychology	3
ISC 0105 Industrial Safety.....	3
	<u>9</u>

Third Quarter

ENG 0104 Business Communications	3
ECO 0261 Economics.....	3
ISC 0103 Manufacturing Cycles	3
	<u>9</u>

Fourth Quarter

ISC 0104 Work Measurement....	3
ISC 0205 Value Analysis.....	3
Elective	3
	<u>9</u>

Fifth Quarter

ENG 0160 Public Speaking.....	3
BUS 0110 Business Law.....	3
Elective	3
	<u>9</u>

Sixth Quarter

ISC 0102 Job Analysis and Evaluation	3
Electives	6
	<u>9</u>

Seventh Quarter

Course Title	Credit Hours
ISC 0201 Foremanship Supervision	3
BUS 0112 Business Finance.....	3
Elective	3
	<u>9</u>

Eighth Quarter

BUS 0220 Marketing.....	3
BUS 0216 Principles of Supervision	3
Elective	3
	<u>9</u>

Ninth Quarter

ISC 0206 Production Planning	3
ECO 0201 Economics.....	3
Elective	3
	<u>9</u>

Tenth Quarter

ISC 0202 Quality Control.....	3
ECO 0202 Economics.....	3
Elective	3
	<u>9</u>

Eleventh Quarter

ISC 0203 Plant Layout.....	3
BUS 0224 Personnel Management	3
Elective	3
	<u>9</u>

Twelfth Quarter

ISC 0204 Management Problems	3
Elective	4
	<u>7</u>

First Quarter

<u>Course Title</u>	<u>Credit Hours</u>
ENG 0101 Composition.....	3
PSC 0101 Intro. to Law Enforcement	3
Elective	3
	<u>9</u>

Second Quarter

ENG 0102 Composition.....	3
PSC 0102 Police Organization & Administration	3
Elective	3
	<u>9</u>

Third Quarter

ENG 0104 Business Communications	3
PSC 0103 Police Role in Crime & Delinquency.....	3
Elective	3
	<u>9</u>

Fourth Quarter

PSC 0204 Criminal Investigation	3
ENG 0160 Public Speaking.....	3
Elective	3
	<u>9</u>

Fifth Quarter

PSC 0201 Traffic Planning & Management	3
POL 0260 Government.....	3
Elective	3
	<u>9</u>

Sixth Quarter

PSC 0202 Criminal Law.....	3
POL 0261 Government.....	3
Elective	3
	<u>9</u>

Seventh Quarter

<u>Course Title</u>	<u>Credit Hours</u>
PSC 020 Criminal Evidence.....	3
POL 0262 Government.....	3
Elective	3
	<u>9</u>

Eighth Quarter

MAT 0111 Technical Math.....	5
PSY 0260 General Psychology	3
Elective	3
	<u>11</u>

Ninth Quarter

CHM 0162 Chemistry.....	4
PSY 0262 Applied Psychology	3
	<u>7</u>

Tenth Quarter

PSC 0205 Intro. to Criminalistics	3
SOC 0160 Sociology.....	3
Elective	3
	<u>9</u>

Eleventh Quarter

PSC 0206 Criminal Procedure	3
PSY 0260 Developmental Psychology	3
Elective	3
	<u>9</u>

Twelfth Quarter

Electives	9
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Police
Science
(Night)

Secretarial
Science
(Day)
Executive

First Quarter

Course Title	Credit Hours
ENG 0101 Composition.....	3
BUS 0101 Typewriting*.....	3
BUS 0104 Shorthand.....	3
MAT 0110 Business Math.....	3
PSY 0101 Personality Development	3
Elective	3
	<u>18</u>

Second Quarter

ENG 0102 Composition.....	3
BUS 0102 Typewriting.....	3
BUS 0105 Shorthand.....	4
BUS 0107 Business Machines...	3
BUS 0110 Business Law.....	3
Elective	3
	<u>19</u>

Third Quarter

ENG 0104 Business Communications	3
BUS 0103 Typewriting.....	3
BUS 0106 Shorthand.....	4
BUS 0108 Filing.....	3
BUS 0206 Terminology & Vocabulary	3
Electives	3
	<u>19</u>

*May demonstrate competency.

Fourth Quarter

Course Title	Credit Hours
ENG 0160 Public Speaking.....	3
BUS 0201 Advanced Typewriting	3
BUS 0202 Dictate & Transcribe	4
BUS 0205 Machine Transcription	2
BUS 0210 Accounting.....	3
Electives	3
	<u>18</u>

Fifth Quarter

BUS 0203 Dictate & Transcribe	4
BUS 0211 Accounting.....	3
BUS 0213 Secretarial Procedures	4
PSY 0201 Business Psychology	3
Electives	3
	<u>17</u>

Sixth Quarter

BUS 0204 Dictate & Transcribe	4
BUS 0215 Office Management	3
Electives	10
	<u>17</u>

AUTO BODY REPAIR (DAY--DIPLOMA)

Course Titles	Class Hrs./Week	Shop Hrs./Week	Credit Hours
<u>FIRST QUARTER</u>			
AUB 1101 Auto Body Repair I	5	17	11
WLD 1111 Auto Welding I	0	3	1
MAT 1101 Math Fundamentals	5	0	5
	<u>10</u>	<u>20</u>	<u>17</u>
<u>SECOND QUARTER</u>			
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
	<u>10</u>	<u>20</u>	<u>17</u>
<u>THIRD QUARTER</u>			
AUB 1103 Auto Body Repair III	5	19	11
BUS 1100 Business Operations	3	0	3
PSY 1100 Human Relations	3	0	3
	<u>11</u>	<u>19</u>	<u>17</u>
<u>FOURTH QUARTER</u>			
AUB 1104 Auto Body Repair IV	5	20	12
PHY 1100 Applied Science	3	2	4
	<u>8</u>	<u>22</u>	<u>16</u>

AUTO BODY REPAIR
(NIGHT - CERTIFICATE)

<u>FIRST QUARTER</u>			
AUB 1105 Auto Body Repair V	2	13	6
<u>SECOND QUARTER</u>			
AUB 1106 Auto Body Repair VI	2	13	6
<u>THIRD QUARTER</u>			
AUB 1107 Auto Body Repair VII	2	13	6
<u>FOURTH QUARTER</u>			
AUB 1108 Auto Body Repair VIII	2	13	6

Vocational
Programs

Automotive
Mechanics
(Day-Diploma)

	Course Title	Class Hours	Lab Hours	Credit Hours
<u>FIRST QUARTER</u>				
AUM 1101	Auto Mechanics I	5	17	11
MAT 1101	Fundamentals of Mathematics	5	0	5
WLD 1111	Auto Welding I	0	3	1
		10	20	17
<u>SECOND QUARTER</u>				
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
<u>THIRD QUARTER</u>				
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
<u>FOURTH QUARTER</u>				
AUM 1104	Auto Mechanics IV	5	20	12
PHY 1100	Applied Science	3	2	4
		8	22	16

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

Auto
Mechanics
(Night-Certificate)

Child Care Worker (Day-Certificate)

FIRST QUARTER

Course Title	Credit Hours
EDU 1101 Intro. Child Educ.....	3
EDU 1201 Language Arts.....	3
EDU 1210 Seminar.....	0
EDU 1211 Practicum.....	4
PSY 1102 Child Development....	3
PER Physical Education.....	1
Elective	3
	17

SECOND QUARTER

Course Title	Credit Hours
EDU 1202 Social Sciences.....	3
EDU 1212 Seminar.....	0
EDU 1213 Practicum.....	4
SOC 1101 Family/Community..	3
PSY 1103 Child Development....	3
HEA 1201 Child Health/Safety..	3
PER Physical Education	1
	17

THIRD QUARTER

Course Title	Credit Hours
EDU 1102 Exceptional Child.....	3
EDU 1203 Life-Applied Science	3
EDU 1204 A-V Materials/Equip	2
EDU 1214 Seminar	0
EDU 1215 Practicum.....	4
PER 1240 Child Phys Educ.....	3
PER Physical Education	1
	16

ronic Servicing
-Diploma)

	Course Title	Class Hours	Lab Hours	Credit Hours
<u>FIRST QUARTER</u>				
ELC 1101	AC - DC Current	10	12	14
MAT 1103	Electrical Math	5	0	5
DFT 1111	Blueprint Reading: Elect.	0	3	1
		<u>15</u>	<u>15</u>	<u>20</u>
<u>SECOND QUARTER</u>				
MAT 1104	Electrical Math	5	0	5
ENG 1100	Reading Improvement	2	0	2
ELN 1102	Tubes/Transistors	8	15	13
		<u>15</u>	<u>15</u>	<u>20</u>
<u>THIRD QUARTER</u>				
ELN 1103	Radio Receiver Servicing	5	6	7
ELN 1113	Amplifier Systems	5	8	8
PSY 1100	Human Relations	3	0	3
BUS 1100	Small Business Operations	3	0	3
		<u>16</u>	<u>14</u>	<u>21</u>
<u>FOURTH QUARTER</u>				
ELN 1104	T. V. Receiver Servicing	5	17	11
PHY 1100	Physical Science	3	2	4
ENG 1101	Communications Skills	3	0	3
		<u>11</u>	<u>19</u>	<u>18</u>

	Course Titles	Class Hours	Lab Hours	Credit Hours
<u>FIRST QUARTER</u>				
ELC 1101	AC-DC Current	10	12	14
MAT 1103	Electrical Math	5	0	5
DFT 1111	Blueprint Reading: Elect.	0	3	1
		<u>15</u>	<u>15</u>	<u>20</u>
<u>SECOND QUARTER</u>				
MAT 1104	Electrical Math	5	0	5
ENG 1100	Reading Improvement	2	0	2
ELC 1112	Industrial Electronics	3	5	5
ELC 1102	Residential Wiring	5	10	8
		<u>15</u>	<u>15</u>	<u>20</u>
<u>THIRD QUARTER</u>				
ELC 1103	AC & DC Machines & Controls	8	13	12
DFT 1112	Blueprint Reading: Elect.	0	3	1
PSY 1100	Human Relations	3	0	3
BUS 1100	Small Business Operations	3	0	3
		<u>14</u>	<u>16</u>	<u>19</u>
<u>FOURTH QUARTER</u>				
ELC 1104	Industrial Wiring	5	7	7
PHY 1100	Physical Science	3	2	4
ENG 1101	Communications Skills	3	0	3
ELC 1114	Industrial Electronics	4	6	6
		<u>15</u>	<u>15</u>	<u>20</u>

Electrical Installation
and Maintenance
(Day-Diploma)

Practical Nurse
Day-Diploma)

	Course Titles	Class Hours	Clinical Hours	Credit Hours
<u>FIRST QUARTER</u>				
PNE 1101	Nursing Fundamentals	6	8	10
PNE 1102	Anatomy/Physiology	5	0	5
PNE 1103	Nutrition	2	0	2
PNE 1111	Voc Adjustment I	3	0	3
MAT 1100	Basic Math	3	0	3
PSY 1100	Human Relations	3	0	3
ENG 1101	Communications	3	0	3
		<u>25</u>	<u>8</u>	<u>29</u>
<u>SECOND QUARTER</u>				
PNE 1104	Pediatrics	6	0	6
PNE 1113	Med-Surg I	3	3	4
PNE 1116	Pharmacology I	6	0	6
PNE 1121	Clinical	0	14	5
		<u>15</u>	<u>17</u>	<u>21</u>
<u>THIRD QUARTER</u>				
PNE 1105	Obstetrics	4	0	4
PNE 1114	Med-Surg II	2	2	3
PNE 1117	Pharmacology II	4	0	4
PNE 1122	Clinical	0	21	7
		<u>10</u>	<u>23</u>	<u>18</u>
<u>FOURTH QUARTER</u>				
PNE 1112	Voc Adjustment II	2	0	2
PNE 1115	Med-Surg III	6	4	7
PNE 1123	Clinical	0	21	7
		<u>8</u>	<u>25</u>	<u>16</u>

Light Construction (Night-Certificate)

	Course Title	Class Hours	Shop Hours	Credit Hours
<u>FIRST QUARTER</u>				
MAS 1011	General Masonry	2	4	3
CAR 1011	Carpentry	2	4	3
<u>SECOND QUARTER</u>				
MAS 1012	General Masonry	2	4	3
CAR 1012	Carpentry	2	4	3
<u>THIRD QUARTER</u>				
ELC 1011	Electrical Installation	2	4	3
PLU 1011	Plumbing Installation	2	4	3
<u>FOURTH QUARTER</u>				
ELC 1012	Electrical Installation	2	4	3
PLU 1012	Plumbing Installation	2	4	3

Welding
(Day-Diploma)

	Course Titles	Class Hours	Lab Hours	Credit Hours
<u>FIRST QUARTER</u>				
WLD 1101	Welding I	5	14	10
MAT 1101	Math Fundamentals	5	0	5
DFT 1101	Blueprints: Mech.	0	3	1
AUM 1111	Mechanics for Welding	0	3	1
		10	20	17
<u>SECOND QUARTER</u>				
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
		13	17	19
<u>THIRD QUARTER</u>				
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
		11	19	17
<u>FOURTH QUARTER</u>				
WLD 1104	Welding IV	5	20	12
PHY 1100	Applied Science	3	2	4
		8	22	16

Welding
(Night-Certificate)

<u>FIRST QUARTER</u>				
WLD 1105	Welding V	2	13	6
<u>SECOND QUARTER</u>				
WLD 1106	Welding VI	2	13	6
<u>THIRD QUARTER</u>				
WLD 1107	Welding VII	2	13	6
<u>FOURTH QUARTER</u>				
WLD 1108	Welding VIII	2	13	6

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 "0" are designed for the college transfer and technical students
3. Those beginning with "0" and designated T are for technical students only
4. 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 3 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.

Anthropology

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

ART

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

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

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing, and repairing. (F)

AUM 1102—Automotive Mechanics II.....10—15—15

A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system. (W)

AUM 1103—Automotive Mechanics III.....8—16—13

A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment, and repair. Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, and steering systems, steering linkage, and front end alignment. General introduction to the principles of automotive air conditioning; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation and control; proper handling of refrigerants in charging the system. (SP)

AUM 1104—Automotive Mechanics IV.....5—20—12

Principles and functions of automotive power train systems: clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair. Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing, and replacing. (SU)

AUM 1105—Automotive Mechanics V.....2—13—6

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing. (F)

AUM 1106—Automotive Mechanics VI.....2—13—6

A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system. (W)

AUM 1107—Automotive Mechanics VII.....2—13—6

A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment, and repair. Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end alignment. General introduction to the principles of automotive air conditioning; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system. (SP)

AUM 1108—Automotive Mechanics VIII.....2—13—6

Principles and functions of automotive power train systems: clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair. Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing. (SU)

Automotive Mechanics

Biology

- BIO 0101—Principles of Biology.....3—3—4
Principles, problems and basic similarities of all living organisms with emphasis on the chemistry of living organisms, metabolism, cytology, and genetics. Three laboratory hours per week. (F, W, SU)
- BIO 0102—Principles of Biology.....3—3—4
Principles of reproduction, development, organic maintenance, organization and integration, and behavior in plants and animals. A study of the principles of evolution and the concept of species. Three laboratory hours per week. (W, SP, SU)
- BIO 0103—Principles of Biology.....3—3—4
A systematic study of living organisms with emphasis on the vertebrates and Angiosperms. The principles of ecology and taxonomy will be included as they relate to the study of living organisms. Three laboratory hours per week. (SP, SU)
- BIO 0160—Human Ecology.....3—0—3
A study of man in his environment with special emphasis on pollution and the population explosion in terms of man's future. The causes and cures of major aspects of human ecology will be covered with special attention given to ecological principles. (W)
- BIO 0260 and 0261—General Zoology.....3—3—4
These courses survey the many topics concerned with the biology of invertebrates and vertebrates. More specifically this includes the classification and outstanding common characteristics of the major phyla. The anatomy and physiology of major groups and the "major" life processes are considered. Such includes locomotion, growth, development, nutrition, excretion, circulation, reproduction and nervous coordination. Further the habitat and general ecology is briefly covered. Encompassed within these considerations are the general animal groups. The taxonomic and anatomical aspects are integrated with an examination of the theoretical concepts relating to phylogeny. 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)

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—Typewriting2—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—Shorthand2—3—3

Principles of Gregg shorthand with emphasis on phonetics, penmanship, word families, brief forms, and phrases. Designed for students who have had no previous shorthand or those who cannot prove competency in shorthand placement test. (F)

BUS 0105—Shorthand2—3—3

A review of fundamental principles, followed by assignments which stress speed, accuracy, fluency, and vocabulary. Introduction to transcription. Prerequisite: BUS 0104 or proof of competency on shorthand placement test. (W)

Business

Business

- BUS 0106—Shorthand2—3—3
Further study of shorthand theory, acquisition of ability to take rapid dictation and transcribe accurately. Introduction to office style dictation. Prerequisite: BUS 0105. (SP)
- BUS 0107—Business Machines (T).....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, full keyboard adding machines, electronic calculators, and duplicating machines. (W)
- BUS 0108—Filing (T).....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 0110—Business Law.....3—0—3
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. (W)
- BUS 0111—Business Law.....3—0—3
Includes the study of laws pertaining to bailments, sales, riskbearing, partnership corporation, mortgages, and property rights. (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 0201—Advanced Typewriting.....2—3—3
Emphasis is placed on the development of individual production rates. From the knowledge the student has previously acquired in typewriting, she learns to set up problems using her 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 student 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, SP)

- BUS 0202—Dictation and Transcription.....3—2—4
 Develops the skills of taking dictation at the typewriter of materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 90 words per minute required for five minutes on new material. Prerequisite: BUS 0106. (F)
- BUS 0203—Dictation and Transcription.....3—2—4
 Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirement of business and professional offices. A minimum dictation rate of 100 words per minute is required for five minutes on new material. Prerequisite: BUS 0202. (W)
- BUS 0204—Dictation and Transcription.....3—2—4
 Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 110 words per minute required for five minutes on new material. Prerequisite: BUS 0203. (SP)
- BUS 0205—Machine Transcription (T).....1—2—2
 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. (F)
- 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—Stenocript (T).....3—2—4
 A course offering the theory and practice for ABC shorthand. Emphasis on speed in taking dictation as well as accuracy in transcription. Minimum dictation rate of 80 words a minute required. (W)
- BUS 0210—Principles of Accounting.....3—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)

Business

- 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 (T).....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 (T).....3—2—4
Application of federal taxes to various businesses 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—Marketing3—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 (F)
- BUS 0221—Advertising3—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)
- BUS 0224—Personnel Management.....3—0—3
 Principles of organization and management of personnel, procurement, placement, training, performance and checking, supervision, remuneration, labor relations, fringe benefits and security. (W)
- BUS 0260—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 0261—Wholesaling3—0—3
 The development of wholesaling and present day trends in the United States; a study of the function of wholesaling.
- BUS 0262—Retailing3—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.

Business

BUS 0264—Office Application.....0—6—2

During the sixth quarter only, students are assigned to work in a business, technical or professional office for six hours per week. The objective is to provide actual work experience for secretarial students and an opportunity for the practical application of the skills and knowledge previously learned. Prerequisites: BUS 0213, BUS 0107. (SP)

BUS 1100—Small Business Operations.....3—0—3

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

Carpentry

CAR 1011, 1012—Carpentry.....2—4—3

A brief history of carpentry and present trends of the construction industry. The course will involve operation, care, and safe use of carpenters handtools and powertools in cutting, shaping and joining construction materials used by the carpenter. Major topics of study will include theoretical and practical applications involving: materials and methods of construction, building layout, preparation of site, footings and foundation wall construction including form construction and erection.

Chemistry

CHM 0101—General Chemistry.....3—3—4

An intensive treatment of basic principles with emphasis upon atomic and molecular theory. Special attention is given to quantitative topics. Three laboratory hours per week. (F)

CHM 0102—General Chemistry.....3—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 Chemistry.....3—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 Sciences.....3—3—4

This is a brief presentation of the basic principles of inorganic chemistry. Emphasis will be on application of these principles to nursing and related fields. Topics covered will include the following: systems of measurement, structure of matter, chemical bonding, stoichiometry, reactions, solutions, and chemical equilibrium. (SU)

CHM 0161—General Chemistry for the Health Sciences.....3—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 Chemistry.....3—3—4

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

EDP 0101—Introduction to Data Processing Systems.....3—0—3

Fundamental concepts and operational principles of data processing systems as an aid in developing a basic knowledge of computers. Prerequisite to the detail study of particular computer problems and all programming courses. (SP)

DFT 1101—Blueprints: Mech.....0—3—1

Interpreting and reading shop drawings and sketches. What to expect in a drawing: lines, views, dimensions, tolerances, symbols, and notes. (F)

DFT 1102—Blueprints: Welding.....0—3—1

Understanding drawings on which welding is directed. Exercise in reading welding symbols, abbreviations, notes and specifications. Estimating job cost including materials, labor, and overhead expense. (W)

Chemistry

Data Processing

Drafting

Drafting

- 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: Building.....0—3—1
Study and exercise in reading and interpreting drawings and specifications used in the building trades. Applications of sketching to construction detail and to deviations from existing specifications. (F)
- DFT 1112—Blueprints: Electrical.....0—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 Principles.....3—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 Principles.....3—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 Principles.....3—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 Economics.....3—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 Relations.....3—0—3
Emphasis is placed on the history of the labor movement in the United States, the development of methods and strategies by labor organizations and by management, the shift in the means of public control, and the factors of income and economic security.

- EDU 0101/1101—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 0102/1102—Exceptional Child.....3—0—3
 The study of children with developmental variations needing modification in various areas of education. Special emphasis is given to the mental, emotional, and physical development of the child. (SP)
- EDU 0201/1201—Language Arts.....3—0—3
 A study of content, method, and materials of language arts skills. (F)
- EDU 0202/1202—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 0203/1203—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 0204/1204—A-V Materials/Equipment.....2—0—2
 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 0210/1210, 0212/1212, 0213/1213 — Seminar.....2—0—0
 A seminar which gives the student an opportunity to express practicum experiences. Emphasis is placed on special and communications techniques, 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 0211/1211, 0213/1213, 0215/1215 — Practicum.....0—6—4
 A practicum experience which allows the student to teach 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)

Electricity

- 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.
- 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—10—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, 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. Prerequisites: ELC 1101. (SP)
- ELC 1104—Industrial Wiring.....5—7—7
Layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electrical Codes, and the application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems. Prerequisites: ELC 1101. (SU)
- ELC 1112—Industrial Electronics.....3—5—5
Basic theory, operating characteristics, and application of vacuum tubes such as: diodes, triodes, power supplies using diodes, and other basic applications. Prerequisite: ELC 1101. (W)

ELC 1114—Industrial Electronics.....4—6—7

Basic industrial electronic systems such as: motor controls, alarm systems, heating system and control, magnetic amplifier control, welding control systems using thyatron tubes, and other basic types of systems commonly found in mo industries. Prerequisite: ELC 1112. (SU)

Electricity

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)

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 1113—Amplifier Systems.....5—9—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. Prerequisite: ELN 1101, ELN 1102. (SP)

English

- ENG 0100—Reading Proficiency.....2—0—2
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 study of grammar and sentence structure with the main emphasis on understanding and composing a variety of correct English sentences which serve as building blocks toward larger units of composition. Vocabulary development supplement (optional). (F, W, SP, SU)
- ENG 0102—Freshman Composition II.....3—0—3
A reading and writing course designed (1) to develop competence in composition in the major areas of discourse—exposition, narration, description, and argumentation—with the main emphasis on paragraph development and composition of original themes and (2) to stimulate student interest in some of the major problems and issues of our times by reading, discussing, and writing about selected shorter works of literature. Vocabulary development supplement (optional). Prerequisite: English 0101. (W, SP, SU)
- ENG 0103—Freshman Composition III.....3—0—3
A study of the use of the library and library materials for research; a study of the techniques and mechanics of writing a research paper; compiling a documented research or library paper. A study of selected literary works illustrating various types of literature. Prerequisite: English 0102. (SP, SU)
- ENG 0104—Business Communication.....3—0—3
Develops skills in techniques in writing business communications. Emphasis is placed on writing action-getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collection, adjustments, complaints, orders, acknowledgements, remittances, and inquiry. Prerequisite: English 0102. (SP, SU)
- 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)

English

- ENG 0161—Journalism0—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
Survey of significant plays, both classic and contemporary, with special emphasis on the unique qualities of the drama as an art form.
- ENG 1100—Reading Improvement.....2—0—2
A developmental reading course for vocational students designed to increase proficiency in comprehension, vocabulary development, and reading speed. (W)
- ENG 1101—Communication Skills.....3—0—3
Designed to promote effective communication through correct language usage in speaking and writing. (F, W)

Geography

- 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—World Regions.....3—0—3
Relation of human activities to the larger geographic regions of the world. (W)
- GEG 0162—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)

Health

- 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. (F, W, SU)
- HEA 0201—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 0201/1201—Child Health/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)

History

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 100 or English 104).

Humanities

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.

Industrial Science

ISC 0102—Job Analysis and Evaluation.....3—0—3

This study is based on product studies as well as personnel and wage program. The course utilizes the study of product design, value analysis, materials and processes as an intricate part of productive procedures.

ISC 0103—Manufacturing Cycles.....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 1014—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 1015—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 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.
- ISC 0202—Quality Control.....3—0—3
 Principles and techniques of quality control and cost saving. Organization and procedure for efficient quality control. Functions, responsibilities, structure, costs, reports, records, personnel and vendor-customer relationships in quality control. Sampling inspections, process control and tests for significance.
- ISC 0203—Plant Layout.....3—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 Problems.....3—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 Analysis.....3—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 Planning.....3—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.

MAS 1011, 1012—General Masonry.....2—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 0100—Basic College Mathematics.....3—0—3

A course designed to provide the background necessary for further study in mathematics. It includes fundamental operations in whole numbers, fractions and decimals with some introductory topics in algebra and is required for those people who score below the 25th percentile on the C.Q.T. (F)

Industrial Scier

Masonry

Mathematics

Mathematics

MAT 0101, 0102—Foundations of Mathematics.....5—0—5

A series of courses designed to give some insight into the nature and structure of mathematics. Topics include sets, logic, systems of numerations, finite mathematical systems, elementary concepts of algebra and trigonometry, analytical geometry, probability and statistics, functions, limits, and an introduction to calculus. MAT 0101 is prerequisite to MAT 0102. (W, SP, SU)

MAT 0103, 0104—College Algebra and Trigonometry.....5—0—5

An integrated course in algebra and trigonometry designed to provide a thorough preparation for courses in analytic geometry and calculus. Topics covered include factoring, algebraic fractions, polynomial functions, inverse trigonometric functions, trigonometric identities, exponents, logarithms, and complex numbers. These courses must be taken in sequence. Prerequisite: minimum score of 75 on C.Q.T. (F, W)

MAT 0105, 0106, 0107, 0108—Calculus and Analytic Geometry.....5—0—5

An integrated course in calculus and analytic geometry, including a study of limits, derivatives and their applications, integrals and their applications, transcendental functions, methods of integration, conic sections, polar coordinates, parametric equations, vectors, partial derivatives, multiple integrals, and infinite series. These courses must be taken in sequence. Prerequisite: MAT 0104. (SP, F, W, SP)

MAT 0109—Elementary Statistics.....5—0—5

An introduction to probability and statistics. Topics include elementary probability, the binomial distribution and normal approximation to the binomial 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. Prerequisite: MAT 0101 or 0103. (SP)

MAT 0110—Business Math (T).....3—0—3

Review and practice in the arithmetic of whole numbers, fractions, decimals, and percentage. (F, W)

MAT 0111—Technical Math (T).....5—0—5

Review of fundamental arithmetic and extension to beginning algebra and trigonometry, with emphasis given to their applications to practical problems. (F)

Mathematics

- MAT 1100—Basic Mathematics.....3—0—3
Review and practice in the arithmetic of whole numbers, fractions, decimals, and percentage. (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—Measurement3—0—3
Practice in the use of formulas used by the metals technician. Areas, volumes, weights, and costs are considered. Prerequisite: MAT 1101. (W)
- MAT 1103—Electrical Math.....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.....5—0—5
Continuation of topics in Math 1103, including formulas, ratio and proportion, logarithms, and right triangle trigonometry. The slide rule is introduced early in the course and used throughout for all calculations. (W)
- MUS 0160—Chorus2—0—1
Study-activity course designed to give the student a deeper understanding, appreciation, and enjoyment of choral music and its practice. 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 present. 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 Music.....3—0—3

Contemporary Music is a survey of the various types of music of the 20th century: serious music, 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)

Physical Education

PER 0101—Conditioning—Men (SP)	0—2—1
PER 0102—Conditioning—Women (SP)	0—2—1
PER 0103—Tumbling (F)	0—2—1
PER 0104—Tennis (F, SP, SU)	0—2—1
PER 0105—Badminton (W)	0—2—1
PER 0106—Golf (F, SP, SU)	0—2—1
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
PER 0111—Swimming (SU)	0—2—1
PER 0112—Folk/Square Dancing (W)	0—2—1
PER 0113—Social Dancing (F)	0—2—1
PER 0114—Modern Dancing (F)	0—2—1
PER 0201—Volleyball (F)	0—2—1
PER 0202—Basketball—Men (W)	0—2—1
PER 0203—Basketball—Women (W)	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

PER 0160, 0161, and 0162—Restrictive Physical Education.....0—2—1

A course designed specifically to meet the need of those individuals who have temporary or permanent physical impairments. Students entering this course must obtain a restrictive form from the Physical Education Program. (F, W, SP)

PER 0240/1240—Child Phys. Educ.....3—0—3

A study of methods, materials, and content in physical education for preschool 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)

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)

PER 0164, 0165—Intramural Sports0—2—1

Practical experience in intramural sports. Prerequisite: PER 163. (W, SP)

PHY 0201—General Physics3—3—4

An introduction to systems of measurements, properties of matter (solids, liquids, gases), and mechanics. Laboratory experiments in mass, pressure, volume, and mechanics. Three laboratory hours per week. (F)

PHY 0202—General Physics.....3—3—4

Electron theory, magnetism, electricity, and heat. Direct and alternating currents, series and parallel circuits. Heat temperature and change of state. Laboratory experiments in resistance, voltage and current measurements, and magnetic and electromagnetic effects. Three laboratory hours per week. Prerequisite: PHY 0201. (W)

PHY 0203—General Physics3—3—4

A study of light and sound wave motion, measurements of intensity, velocities, frequencies, and qualitative analysis. Three laboratory hours per week. Prerequisite: PHY 0202. (SP)

Physical Educa

Physics

Physics

PHY 1100—Applied Science.....3—2—4

An introduction to physical principles and their application in industry. Topics in this course include measurement, properties of solids, liquids, gases and basic electrical principles. Two laboratory hours per week. (SU)

Physical Science

PHS 0101, 0102, 0103—Man and His Physical Environment.....3—3—4

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)

Plumbing

PLU 1011, 1012—Plumbing Installations.....2—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.

Practical Nurse

PNE 1101—Nursing Fundamentals.....6—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/Physiology5—0—5

Anatomy and Physiology provide the student with a thorough understanding of the general plan of the body and its ten systems. The skeletal, muscular, circulatory, respiratory, digestive, urinary, reproductive, endocrine, nervous, and sensory systems are studied to understand how the body moves, controls its functions, distributes foods, removes wastes and reproduces itself. (F)

PNE 1103—Nutrition	2-0-2
Nutrition is designed to provide knowledge of functions and sources of nutrients; mechanics of digestion, absorption, and metabolism; principles of meal planning; and therapeutic use of special diets. (F)	
PNE 1104—Pediatrics	6-0-6
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—Obstetrics	4-0-4
Obstetrics is a study of the fundamentals of maternity nursing. Included are: normal pregnancy, labor, delivery, the normal newborn, complications of pregnancy and delivery, and common disorders of the newborn. (SP)	
PNE 1111—Vocational Adjustment I.....	3-0-3
Necessary adjustments to nursing as a vocation is the core of vocational adjustments I. The student is guided toward understanding himself better and thus understanding others. Legal aspects of nursing are also considered. (SU)	
PNE 1112—Vocational Adjustment II.....	2-0-2
This course, a continuation of vocational adjustments I, considers how to apply for and resign from a job, professional conduct, and further study of the legal aspects of nursing. (SU)	
PNE 1113—Medical Surgery I.....	3-3-4
Introduces the student to the fundamentals of medical-surgical patient care with the central objective 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 II.....	2-2-3
A continuation of medical surgery I combined with a study of diseases of the systems of the body and related nursing care. (SP)	

Practical Nurse

Practical Nurse

- PNE 1115—Medical Surgery III.....6—4—7
This course is designed to develop knowledge and skills in the area of care for the seriously ill patients. Emphasis is given to the principles and beginning skills of nursing as related to care of the seriously ill patient. (SU)
- PNE 1116—Pharmacology I.....6—0—6
A study of methods applied to calculating drug dosages by the use of fractions and decimals; integrated with the learning of drug classifications; recognizing side-effects of drugs, and the development of the skill of giving oral medications. (W)
- PNE 1117—Pharmacology II.....4—0—4
A continuation of pharmacology I, development of knowledge for preparing solutions by using proportion methods. Systems for measuring drugs, conversion problems within system and from system to system also, development of a thorough knowledge of sterile techniques and equipment used in preparing and giving injections. Laboratory and clinical experience included. (SP)
- 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—Clinical.....0—21—7
A continuation of PNE 1121. (SP, SU)

Political Science

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

PSC 0101—Introduction to Law Enforcement.....3—0—3

A general course designed to familiarize the student with a philosophy and history of law enforcement, including its legal limitations in a democratic republic, a survey of the primary duties and responsibilities of the various law enforcement agencies, a delineation of the basic processes of justice, an evaluation of law enforcement's current position, and an orientation relative to law enforcement as a vocation.

PSC 0102—Police Organization and Administration I.....3—0—3

Introduction to principles of organization and administration, discussion of the service functions; e.g., personnel management, police management, training, communications, records, property maintenance and miscellaneous services.

PSC 0103—Police Role in Crime and Delinquency.....3—0—3

The study primarily concerned with scientific efforts to understand crime and to understand man in relation to crime phenomena. It deals with those definitions and formulations of crime and criminals upon which an adaptation system of criminology must be based. It examines the law as the basic framework within which social deviations of a peculiar character assume their functions as criminal acts and those broad principles upon which a science of criminology must rest.

PSC 0201—Traffic Planning and Management.....3—0—3

A study which covers the history of the traffic enforcement problem and gives an overview of the problem as it exists today. Attention will be given to the 3 E's and legislation, the organization of the traffic unit, the responsibilities to the traffic function of the various units within the law enforcement agency, enforcement tactics, evaluation of the traffic program effectiveness, and the allocation of men and materials.

PSC 0202—Criminal Law3—0—3

Designed to present a basic concept of criminal law and create an appreciation of the rules under which one lives in our system of government.

PSC 0203—Criminal Evidence.....3—0—3

Instruction covers the kinds and degrees of evidence and the rules governing the admissibility of evidence in court. Prerequisite: PSC 0202.

Police Science

Police Science

PSC 0204—Criminal Investigation.....3—0—3

This course introduces the student to fundamentals of investigation: crime scene search, recording, collection and preservation of evidence; sources of information; interview and interrogation; case preparation and court presentation; and the investigation of specific offenses such as arson, narcotics, sex, larceny, burglary, robbery, and homicide. Prerequisite: Admission to the program and permission of the instructor-coordinator.

PSC 0205—Introduction to Criminalistics.....3—0—3

Continuation of the study of criminal investigation including a general survey of the methods and techniques used in modern scientific investigation of crime, with emphasis upon the practical use of these methods by the students. Laboratory techniques will be demonstrated and the student will participate in actual use of the scientific equipment. Prerequisite: Admission to the program; permission of instructor-coordinator; satisfactory completion of PSC 0204.

PSC 0206—Criminal Procedure.....3—0—3

This course is designed to provide the student with a review of court systems; procedures from incident to final disposition; principles of constitutional, federal state and civil laws as they apply to and affect law enforcement.

Psychology

PSY 0101—Personality Development (T).....3—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 0102/1102—Child Development I.....3—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 0103/1103—Child Development II.....3—0—3

Consider the developmental sequence and characteristic behavior from the pre-school child to the preadolescent. Special attention is given to the physical growth, attitudes, social, emotional, and cognitive development as they relate to behavior. (W)

PSY 0201—Business Psychology.....3—0—3

A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems. Other topics investigated are the following: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community. (W)

Psychology

PSY 0260—General Psychology.....3—0—3

This course is designed to acquaint the student with the various aspects of psychology at the introductory level. (F, SU)

PSY 0261—Developmental Psychology.....3—0—3

The course is designed to acquaint students with the complex developmental processes of humans from childhood to older maturity. (W, SU)

PSY 0262—Intro. to Applied Psychology.....3—0—3

This course explores the field of psychology with reference to its application in human affairs. (SP)

PSY 1100—Human Relations.....3—0—3

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation. (SP)

REL 0160—Intro. 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)

Religion

REL 0161—Intro. to the New Testament.....3—0—3

This course is designed to acquaint the student with the history, literature and personalities of the New Testament. (W)

REL 0162—World Religions and Modern Man.....3—0—3

A survey and comparison of the origins, developments, beliefs, or practices of the major faiths. (SP, SU)

Social Science

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

Sociology

SOC 0101/1101—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 Sociology.....3—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)

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)

Welding

WLD 1101—Welding I.....5—20—12

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 through 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, manual and automatic welding, procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press, lathe and milling machine operation; hand grinding of drill bits and lathe tools. Practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME code. Prerequisites: WLD 1102. (SP)

WLD 1104—Welding IV.....5—20—12

This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds. The student will build skills through practices in simulated industrial processes and techniques: sketching and laying out on paper the size and shape description, listing the procedure steps necessary to build the product, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding application, field welding. The student is introduced to the various types of tests and testing procedures and performs the details of the test which give adequate information as to the quality of the weld. Types of tests to be covered are: bend, destructive, free-bend, guided-bend, nick-tear, notched-bend, tee-bend, nondestructive, V-notch, Charpy impact, etc. Prerequisites: WLD 1103 (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)

Welding

Welding

- 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 through the course in the use of tools and equipment. (W)
- WLD 1107—Welding VII.....2—13—6
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, manual and automatic welding, procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press, lathe and milling machine operation; hand grinding of drill bits and lathe tools. Practice in the welding of shielded metal arc welding processes according to Sections VIII and IX of the ASME code. Prerequisites: WLD 1106. (SP)
- WLD 1108—Welding VIII.....2—13—6
This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds. The student will build skills through practices in simulated industrial processes and techniques: sketching and laying out on paper the size and shape description, listing the directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding application, field welding. The student is introduced to the various types of tests and testing procedures and performs the details of the test which give adequate information as to the quality of the weld. Types of tests to be covered are: bend, destructive, free-bend, guided-bend, nick-tear, notched-bend, tee-bend, nondestructive, V-notch, Charpy impact, etc. Prerequisites: WLD 1107. (SU)
- 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)

Welding

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, service, 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 22,000 books and subscribes to 165 magazines. As the student becomes acquainted with the LRC, he will realize that a variety of equipment is also there for his use. This includes record and cassette players with earphones for individual or group use, and movie, slide, and filmstrip projectors. Typewriters, dictaphones, adding machines, and rotary calculators 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

1. Readers Guide
2. Social Science and Humanities Index
3. Education Index
4. Biography Index
5. Poetry Index
6. Essay and General Literature Index
7. Subject area dictionaries and encyclopedias

B. IN-WATS Line and Inter-Library Loan Service

If research material is not available locally, the LRC may use the IN-WATTS Line and Inter-Library Loan service to obtain materials through the network of state, public, college, and university libraries. There is no charge for this service.

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II. Copying service

Individuals may make use of the 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. Students are advised to examine carefully material prior to copying in order not to violate copyright laws. There is a charge of 10c per sheet.

III. Audio-visual production and equipment service

Audio-visual production aids the instructor in providing flexible and varied learning experiences. Such support includes the use of video cameras and tapes, photography, transparencies, slides, tapes, cassettes, and graphic art work. The audio-visual specialist also provides assistance, equipment, and facilities to student representatives of the college newspaper, yearbook, and Student Government Association (SGA).

IV. Self-instruction programs

A study center in the LRC (Campus) and the Learning Center (Tryon) provides ICC students and other individuals of Polk and Rutherford Counties the opportunity to study a wide range of subjects on an individualized, self-instructional basis. The specially prepared study material enables the learner to teach himself with a minimum of assistance from others. A participant can begin at any time throughout the year, set his own study schedule without worrying about absences or competition with others, and remain in the programs as long as he wishes. This may be a matter of a few hours spent reviewing a specific concept (i.e. the multiplication of fractions) or for an extended period of time lasting several months in which the student may master a foreign language or complete his high school studies. Materials are available free of charge and there is no registration charge except for those taking college credit courses.

A. College assistance:

Isothermal students may participate in supplementary or enrichment activities through their own initiative, as a result of the recommendation of an instructor, or for the purpose of fulfilling the study requirements of the Veteran's Administration. Students involved in classroom instruction often discover that self-instruction materials paralleling the classroom lecture can provide them with a greater degree of comprehension. This is better appreciated when the student understands that he or

she may be involved in self-study programs only as long as there is a need. Materials frequently used include basic arithmetic, algebra, economics, English grammar, vocabulary development, and speed reading.

B. College credit self-study courses:

Students may earn college credit by enrolling for self-paced courses offered in the Learning Resources Center. A student who wishes to earn college credit may start course work in several subjects at any time during the quarter. Formal registration for these courses comes at designated times on the College calendar. These programs 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 register at any time (open registration), to study at a time that might otherwise conflict with a regular scheduled class, home, or job responsibilities, and set his own pace for completing the course of study. The student is required to register, to pay appropriate fees (see registration procedures), and to take a supervised final examination. Students registering for these courses should have a high degree of self-motivation. Information on subjects offered may be obtained from the Registrar or at the Learning Resources Center.

C. Adult Basic Education Program

The LRC and the LC 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 take advantage of film strips and tapes as well as written material. The material is programmed, thus providing the learner with the maximum opportunity for self instruction. Personnel are available to further assist the student as he advances in his study program. Students completing the eighth grade level are encouraged to participate in the Adult High School Program.

Learning
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D. Adult High School Program

Isothermal Community College, in cooperation with the Polk and Rutherford County School Boards, has developed an Adult High School Program to meet the needs of individuals who previously did not complete their secondary studies. To meet requirements for graduation, a person must complete the nine units of study listed below:

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

A transcript of the student's previous high school studies must be on file at the Learning Lab. Credit for any of the above units is given to the individual for corresponding work satisfactorily completed in prior years. The student has the opportunity to receive further credit for subjects, without study, as a result of knowledge gained through his or her work experience by scoring 50% percentile or more on the Standard Achievement Tests. To enter the program, a person must be over 18 years old, or if younger, have special permission from the Rutherford or Polk County School Superintendent. There is no charge for registration or materials. The student may choose to study at the LRC on the Isothermal Campus or at the Learning Center in Tryon. Each student studies independently of others, and this offers each one the opportunity to arrange his own study schedule and to proceed at his own pace. The diploma earned in this program is valid for students who wish to continue their studies in higher education.

E. General Interest Studies—Self-enrichment courses

There are many courses available in the area of general interest for the adult who wishes to satisfy a specific need or to spend his leisure time learning for self-enrichment. Programmed reviews and refresher materials are available for the high school graduate planning to enter college and to those anticipating taking examinations to qualify for a specific job or license.

The extent of programmed course offerings available to adults of Polk and Rutherford Counties may be obtained from the partial listing of materials presented below:

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

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

FOREIGN LANGUAGE—German, French, and Spanish.

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

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

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, Nutrition, and Reading & Study Skills, chess and psychology.

Hours:	8:00 - 9:30	Monday - Thursday
	8:00 - 5:00	Friday
Learning Center (Tryon)	12:00 - 9:00	Monday - Thursday

Learning Resources Center

Continuing and Extension Education

The purpose of the Adult Education Program at Isothermal Community College is to provide the opportunity for adults to enrich their lives by offering the facilities for continuing education. Therefore, the paramount objectives are: (1) to help the individual become more conscious of his role in the community, (2) to better prepare him for his job role in life, (3) to stimulate creativity and to help the individual appreciate the creative efforts of others, and (4) to provide avenues for the enrichment of leisure time.

The Adult Program consists of the following types of courses with a partial listing of available courses under each area:

1. **ADULT BASIC EDUCATION**—a program designed to help individuals learn to read and write and to help early drop outs attain an eighth grade education.
2. **HIGH SCHOOL EQUIVALENCY PROGRAMS**—programs designed to enable adults to complete their high school education by:
 - a. preparing for the General Educational Development Test (GED) that leads to the North Carolina certificate. (See section on Learning Laboratory)
 - b. earning credits required for graduation by the Rutherford and Polk County Boards of Education, and the Tryon City School Board. (For further information see section on Learning Laboratory.)
3. **ARTS AND CRAFTS** -- programs that give adults the opportunity to develop their creative talents.

IND 2100 Interior Decorating I, II
HAT 2101 Hat Designing I, II
RUG 2101 Rug Making *
CAK 2105 Cake Decorating
CER 2106 Ceramics
OIL 2108 Oil Painting *
SEW 2120 Home Sewing I, II, III*
KNT 2123 Knitting I, II, III*

MTH 2131 Modern Math for Parents
SFT 2134 Safety
ICT 2135 Income Tax
ENL 2136 Enameling*
CRT 2137 2137 Christmas Art
CRE 2138 Crewel Embroidery *
BST 2139 Brush Stroke Design *
DPG 2140 Decoupage

General Adult Education

General Adult Education

FLO 2125 Floral Arts
SKT 2126 Sketching

SIL 2141 Silversmithing *
PHF 2142 Physical Fitness

*Available in Tryon

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

One of the most versatile of all learning concepts utilized by the Community College System, the Learning Lab, is a study center designed for adults and the utilization of programmed materials. There are no lectures, no scheduled classes. Each student is assigned to his subject area on the basis of his interest and ability.

Programmed instruction gives each person the opportunity to study independently of others. It is self-instruction material that enables the learner to teach himself. Programmed instruction guides the individual step by step, through each operation and as a result the student learns by doing and receives immediate knowledge of his results. Please refer to the catalog section on the Learning Resources Center for further information.

Learning Laboratory

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

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

AHR 3454 Air Conditioning
AHR 3455 Refrigeration
AUT 3456 Automotive Tune-Up
AUT 3457 Automotive Transmission
AUT 3458 Alternators
AUT 3459 Generators and Starters
AUT 3460 Automotive Brakes
AUT 3462 Powder Puff Mechanics
CAB 3468 Cabinet Making
CAR 3469 Carpentry
CHM 3470 Breathalyzer
GIV 3473 Estimating Construction Costs
CIV 3474 Plane Surveying
DFT 3479 Blueprint Reading
DFT 3480 Drafting

Extension

Extension

ELC 3484 Basic Electricity
ELC 3485 National Electrical Code
ELN 3488 Basic Electronics
POL 3565 Police Training
HOS 3529 Hospitality
MAS 3531 Masonry
NUR 3536 Personal Care & Family Aide
NUR 3537 Infant & Child Care
PME 3545 Power Mechanics
TEX 3553 Loom Fixing
TEX 3554 Industrial Power Sewing
TEX 3555 Textile Designing
UPH 3561 Upholstering
WLD 3563 Welding - Creative
WLD 3564 Welding (Electric, Gas)
STN 3571 Stenoscrypt
TYP 3570 Typing I, II
TRS 3572 Transcription (Dictaphone)
BUS 3573 Business Communication Skills
BUS 3574 Business Machines

Supervisory Development Training:

SDT 3401 Principles of Supervision
SDT 3402 Human Relations I
SDT 3403 Human Relations II
SDT 3404 Art of Motivating People
SDT 3405 Economics in Business and Industry
SDT 3406 Effective Communications & Listening
SDT 3407 Effective Writing
SDT 3408 Effective Speaking
SDT 3409 Reading Improvement
SDT 3410 Work Measurement
SDT 3411 Job Methods
SDT 3412 Conference Leadership
SDT 3413 Instructor Training
SDT 3414 Creative Thinking

SDT 3415 Industrial Safety & Accident Prevention
SDT 3416 Industrial First Aide
SDT 3417 The Supervisor in North Carolina
SDT 3418 The Supervisor & Employee Benefits
SDT 3419 Job Analysis Training
SDT 3420 Cost Accounting
SDT 3421 Supervision in Hospitals
SDT 3422 Management

Firemanship Training:

FIP 3501 Introduction of Firefighting
FIP 3502 Forcible Entry
FIP 3503 Rope Practices
FIP 3504 Portable Fire Extinguishers
FIP 3505 Ladder Practices
FIP 3506 Hose Practices
FIP 3507 Salvage and Overhaul Practices
FIP 3508 Fire Stream Practices
FIP 3509 Fire Apparatus Practices
FIP 3510 Ventilation
FIP 3511 Rescue Practices
FIP 3512 Protective Breathing Equipment
FIP 3513 Firefighting Procedures

*Contact the Extension Department for a brochure containing complete course listing and description of courses.

he handicapped

This is an individualized program whereby the instructor goes to the home of "shut-ins" and gives instruction. This is a non-credit course that provides creative emphasis and job opportunities. The instructor meets with the students on a once-a-week basis for an indefinite period, depending on the progress shown by the student. At the present time floral design is the only program structured specifically for the handicapped.

The Department of Adult Education maintains a continuous non-credit course in woodworking for the Disadvantaged. This class meets Monday through Friday from 9:00 A. M. to 1 P. M.

The emphasis is on cabinet making, but the student learns to use all types of tools that are necessary in doing fine pieces from quality woods. The stress in this program is to learn by doing. The program offers the student the opportunity to learn to do creative as well as profitable work.

e sadvantaged

Isothermal Community College is one of six institutions in the state appointed to participate in the Manpower Training Program. This program is designed to place unemployed, or under-employed, people in jobs which offer them an opportunity for success.

There are no job skills offered, but rather, the emphasis is on literacy training and human resource development. The program is run in eight week cycles. It reflects a cooperative effort between the college, the Department of Labor, the Employment Security Commission, and local industry.

Manpower Training Program

SPERMATOPHYTES

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