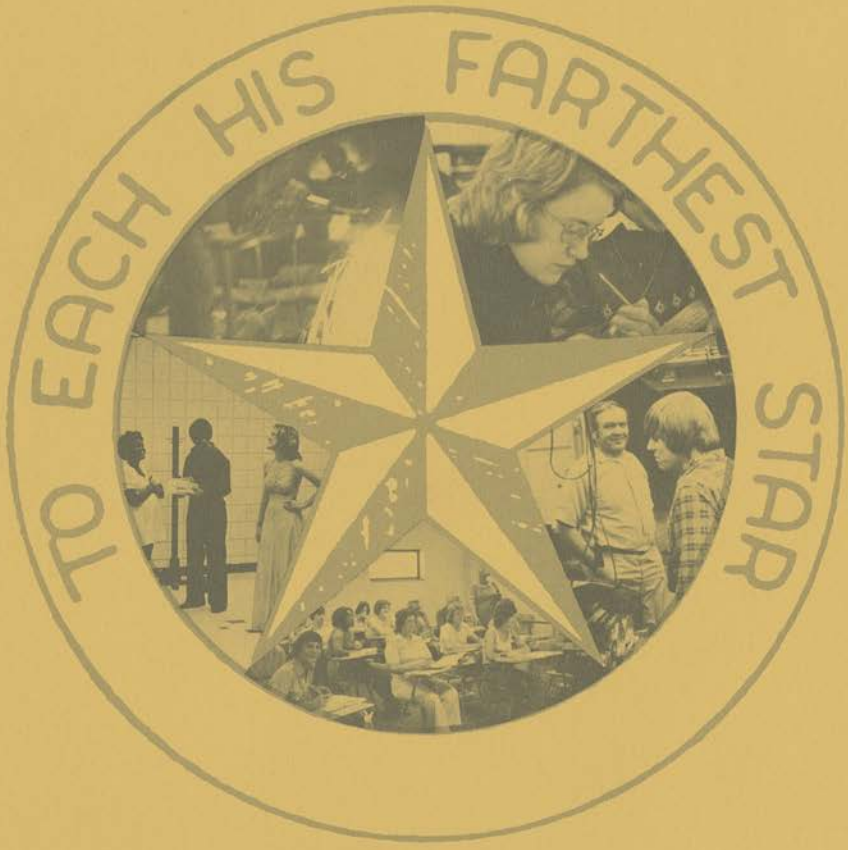
SURRY COMMUNITY COLLEGE



Catalog and Report to the People

CORRESPONDENCE DIRECTORY

Inquiries about specific areas should be directed to the person listed.

Academic Information	George E. Stockton Dean of Instruction
Administrative Matters	Dr. Swanson Richards President
Admissions, Catalogs, Records, and Transcripts	James M. Reeves Dean of Student Personnel
Business Matters	H. Clyde Johnson Dean of Administrative Services
Evening Classes	Carlos P. Surratt Dean of Evening Programs
Extension Classes	Claude V. Ayers Dean of Continuing Education
Financial Aid	C. Wayne Motsinger Financial Aid Director
High School Completion	Claude V. Ayers Dean of Continuing Education
Placement, Vocational Education	John K. Collins Vocational-Technical Director
Public Relations	Dr. Swanson Richards President
Veterans Information	Byron Lawson Veterans Affairs Coordinator

ESTABLISHED BY AUTHORITY OF THE 1963 GENERAL ASSEMBLY
UNDER CHAPTER 115A,
GENERAL STATUTES OF NORTH CAROLINA

* * * * * *

ACCREDITED BY
THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
AND
THE NORTH CAROLINA STATE BOARD OF EDUCATION

SURRY COMMUNITY COLLEGE 1976-1977 CATALOG



SURRY COMMUNITY COLLEGE
P.O. BOX 304
DOBSON, N.C. 27017
TELEPHONE (919) 386-8121

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SURRY COMMUNITY COLLEGE CALENDAR 1976 77

SUMMER QUARTER, 1976-77

June 7, Monday	Registration
June 8, Tuesday	Classes Begin
July 5, Monday	Holiday
July 14, Wednesday	End First Session
July 15, Thursday	Registration for Second Session
July 16, Friday	Second Session Begins
August 20, Friday	End of Summer Session

FALL QUARTER, 1976-77

September 1, Wednesday	Faculty Report
September 2, Thursday	Registration
September 3, Friday	Workday
September 6, Monday	Labor Day Holiday
September 7, Tuesday	Classes Begin
November 22, Monday	Last Day of Fall Quarter

WINTER QUARTER, 1976-77

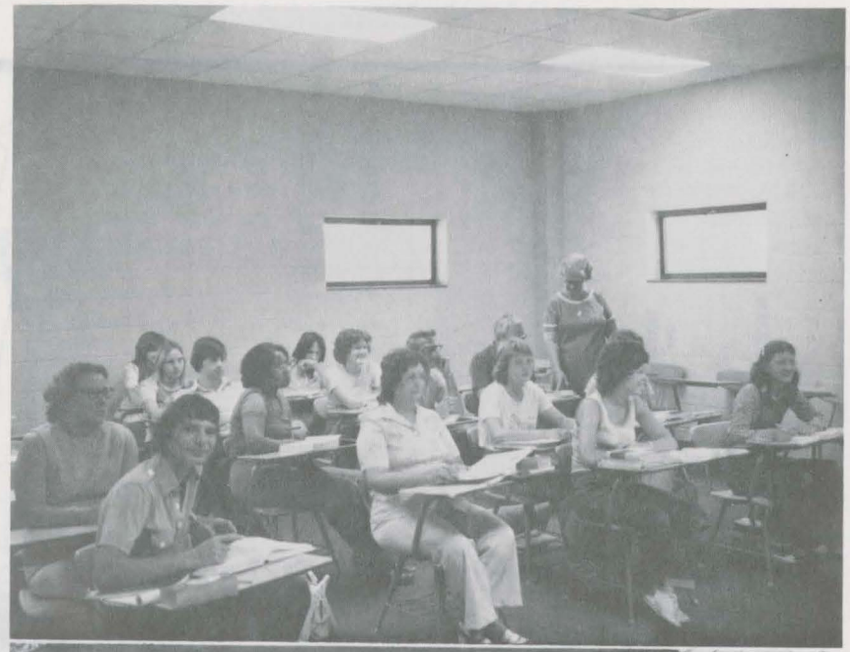
November 23, Tuesday	Registration
November 24, Wednesday	Workday
November 25-26, Thursday and Friday	Thanksgiving Holiday
November 29, Monday	Classes Begin
December 20, Monday	Winter Holiday Begins
January 3, Monday	Classes Resume
March 2, Wednesday	Last Day of Winter Quarter

SPRING QUARTER, 1976-77

March 3, Thursday	Registration
March 4, Friday	Workday
March 7, Monday	Classes Begin
April 11, Monday	Spring Holiday Begins
April 18, Monday	Classes Resume
May 27, Friday	End of Spring Quarter
May 30, Monday	Graduation
May 31, Tuesday	Workday

SUMMER QUARTER, 1977-78

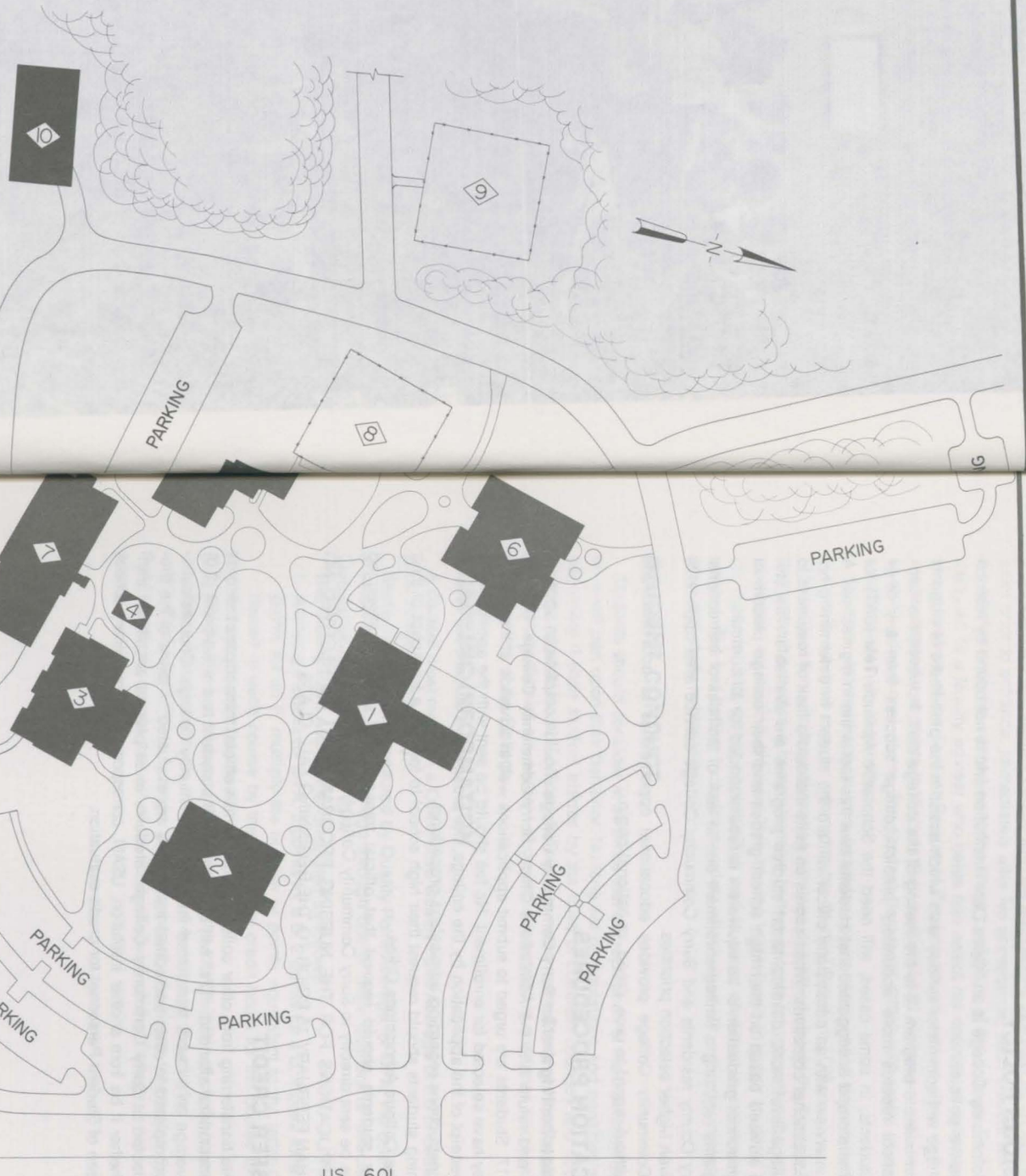
June 6, Monday	Registration
July 4, Monday	Holiday
July 12, Tuesday	End First Session
July 13, Wednesday	Registration for Second Session
July 14, Thursday	Second Session Begins
August 19, Friday	End of Summer Session





LEGEND

1. LEARNING RESOURCES BUILDING
   ADMINISTRATION, LIBRARY, SNACK BAR
2. TECHNICAL BUILDING
   AGRICULTURE, DRAFTING, ELECTRONICS, MATHEMATICS, NURSING, SCIENCES
3. SHOP BUILDING
   MACHINIST, WELDING
4. GREEN HOUSE
5. GYMNASIUM
   PHYSICAL EDUCATION, STUDENT GOVERNMENT
6. CLASSROOM BUILDING
   BOOK STORE, CONTINUING EDUCATION, LANGUAGE, SOCIAL STUDIES, STUDENT PERSONNEL
7. VOCATIONAL BUILDING
   ART, AUTOMOTIVE, BUSINESS AND SECRETARIAL, LIGHT CONSTRUCTION
8. TENNIS COURTS
9. TENNIS COURTS
10. MAINTENANCE BUILDING



SURRY COMMUNITY COLLEGE

SCALE 0 40 80 120 160

"TAD"

GENERAL INFORMATION

ADMISSIONS POLICY

Surry Community College is an "Open Door" institution and is not bound by restrictive admissions policies.

The College will administer various tests which assist in the placement of students in the most suitable program. It is the feeling of the college staff, however, that secondary school records more accurately predict college success than any other criteria. Students, in some cases, will need the Scholastic Aptitude Test (SAT) for transfer. Therefore, it is suggested that students take this test while in high school. A personal interview with an admissions officer will aid the student in determining his specific educational objectives. When scores on tests indicate a lack of readiness to begin college-level work, developmental studies programs are available. The students are advised based on their high school grades and their college placement tests. High school graduation or its equivalent is recommended for all curricula.

In programs requiring a limited enrollment due to lack of facilities or instructional staff, Surry County residents and Surry Community College service area applicants will be given higher selection priorities.

Surry Community College provides educational opportunities to both men and women without regard to race, creed, or national origin.

APPLICATION PROCEDURES

Individuals desiring to enter Surry Community College should complete an application form and return it to the Admissions Office, Surry Community College, Dobson, N.C. 27017. Students are urged to submit applications well in advance of the quarter which they have selected for enrollment. No fee should be sent with the application.

Upon receipt of the application by the college, the prospective student will receive detailed instructions regarding admissions procedures.

Beginning students should request their high school to forward a transcript of their work to the College Admissions Office.

Transfer students should request that official transcripts of all work attempted elsewhere be sent directly to Surry Community College.

ALL APPLICATIONS FOR THE NURSING PROGRAM MUST BE RECEIVED NO LATER THAN FEBRUARY 15 PRIOR TO THE BEGINNING FALL CLASS.

TRANSFER CREDIT

Students transferring from other colleges must furnish official transcripts of records from all institutions attended. "D's" will be accepted if a student has a two-point (2.0) or "C" average on all work transferred into Surry Community College. Courses satisfactorily completed in other accredited institutions are evaluated in terms of the program selected at Surry Community College. Students must present an official transcript, whether it be from another institution, USAFI, correspondence, or military school, to the Dean of Student Personnel for credit evaluation.

GUIDANCE AND COUNSELING SERVICE

Guidance of the student begins with the admissions interview by an assigned counselor prior to entrance. Immediately after his acceptance, each student will meet with his counselor for an orientation to the entire curriculum of the college. Each student is assigned to a faculty adviser who helps him select his courses in subsequent quarters. Members of the Student Personnel Department, as well as other staff members, are available for students to discuss their personal and classroom problems, as well as their educational plans. The Student Personnel Office will assist students in all matters pertaining to transfer.

Students who need specialized, individual counseling service beyond that provided by faculty advisers may be referred to the Student Personnel Office.

In conjunction with the counseling services described above, the Student Personnel Department provides a comprehensive battery of tests for use within the educational/vocational counseling process. This service is designed to guide students in exploring personal and career opportunities and to assist students in individual decision making. The test battery includes a variety of achievement, aptitude, interest, personality, and study habits tests.

STUDENT CONDUCT

Students should consider at all times that the reputation of the institution depends in no small part upon their behavior. No long list of regulations and penalties should be necessary if each student abides by the rules of common courtesy and cooperation. Specific regulations and official policies are listed in the **Student Handbook.** College officials may dismiss any student who conducts himself in a manner incompatible with the purposes of the College.

ACADEMIC INFORMATION

A student must maintain a Cumulative Quality Point Average of 2.0 or better to be in good academic standing.

Student progress is measured by Quality Point Average, or QPA; the quality of work a student has done at the College through one or more quarters is reflected by his Cumulative Point Average, or CPA.

The Quality Point Average is calculated as follows:

1. Allowing 4 points for an A, 3 points for a B, 2 points for a C, 1 point for a D, and 0 points for an F, multiply the number of points equivalent to the letter grade received in each course by the number of credit hours for the course to arrive at the quality points earned in each course.
2. Divide the sum of the quality points by the total number of credit hours of work; the quotient represents the Quality Point Average for the quarter.

The Cumulative Point Average is determined in the same manner as the Quality Point Average, except that all of the student's work at the College is taken into account.

SYSTEM OF GRADING

The following grading system is used at Surry Community College.

Letter	Description	Quality Points
A	Superior	4
B	Good	3
C	Average	2
D	Passing	1
F	Failing	0
I	Incomplete	0
WP	Withdrew, passing	0
WF	Withdrew, failing	0

INDEPENDENT STUDY

Students wishing to take courses by independent study must contact the instructor of the course prior to registration and fill out the required forms. These forms must be signed by the student, instructor, division head, and Dean of Instruction.

Tuition for a class taken on independent study is the same as the tuition for that same class if taken on a regular basis.

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, maintain a 3.0 quality point average for the quarter, and have no grade lower than a "C."

CREDIT BY PROFICIENCY EXAMINATION

A student desiring to take a proficiency examination for course credit in lieu of enrolling in the class should initiate the request through an instructor. The request must be approved by the instructor, division head, and Dean of Instruction. The student must arrange for the examination with the department offering the course. The department may administer the examination in any manner pertinent to the materials of the course.

If the student exhibits satisfactory performance on the examination, the appropriate number of credit hours and the grade will be entered on the student's permanent record.

HONOR GRADUATES

In order to qualify as an honor graduate, a student must have completed the requirements for graduation (see Graduation Requirements) with a 3.0 average on all work attempted at Surry Community College with no grade lower than "C."

GRADUATION REQUIREMENTS

Requirements for the degree or diploma will vary according to the curriculum. A minimum of 30 quarter hours must be taken at Surry Community College.

The student's overall grade point average must be 2.0 ("C") on work completed.

The student must have resolved all financial obligations to the college and returned all library and other college materials.

Candidates for degree or diplomas are requested to attend graduation exercises. It is the responsibility of each student to apply to the Student Personnel Office for his degree or certificate at the beginning of the last quarter prior to his program completion. The $12.50 graduation fee should be paid at this time.

STUDENT TUTOR PROGRAM

A tutor program is available for students who would like additional help in their academic subjects. Advanced students who have demonstrated competency in a subject area are assigned to individual students or small groups of students to serve as their tutor. Students who wish to obtain a tutor should make application through the Student Personnel Department.

TUITION AND FEES

Tuition and fees for each quarter are payable on the date of registration.

Financial aid is available to needy students. Information concerning this aid is available in another section of this catalog.

Tuition

Surry Community College offers educational opportunity at a minimum cost to the student. These charges are set by the North Carolina State Legislature and are subject to change. Current tuition fees to be paid by students upon enrollment are as follows:

(College Transfer, Technical, and Vocational Programs)

The tuition fee for in-state students is $2.75 per credit hour with a maximum tuition charge of $33 per quarter.

For out-of-state students, tuition is $13.50 per credit hour with a maximum charge of $162.50 per quarter.

To qualify for in-state tuition, a legal resident must have maintained his domicile in North Carolina for at least the twelve months next preceding the date of first enrollment or re-enrollment in the college. If questions arise concerning legal residency, contact the Dean of Student Personnel.

(Continuing Education Programs)

The cost per class for courses offered by the Continuing Education Department is $5.

Auditing Classes

Auditing of classes is permitted by special arrangement of the Dean of Instruction and the instructor involved. Tuition for an audited class is the same as the tuition for that same class if taken for academic credit.

Tuition for a class taken on independent study is the same as the tuition for that same class if taken on a regular basis.

TUITION FEE SUMMARY (Subject to change by State Legislature)

Full-Time Student	In-State Tuition	Out-of-State Tuition
College Parallel	$33.00	$162.50
Technical and Vocational	$33.00	$162.50

Part-time Student	In-State Per Quarter Hour	Out-of-State Per Quarter Hour
College Parallel	$2.75	$13.50
Technical and Vocational	$2.75	$13.50

Activity Fee

All curriculum students taking twelve or more credit hours must pay an activity fee of $6 per quarter. A part-time student taking as many as five credit hours but less than twelve credit hours must pay an activity fee of $3. There is no activity fee for a student taking less than five credit hours.

These fees are used to assist in financing the college newspaper, yearbook, social events, cultural events, and athletics.

Insurance

Accident insurance, covering activities in school and commuting to and from school, is available for $4.00 per year (price subject to change). Students desiring this insurance should make payment when registering for the fall quarter or upon their initial enrollment.

Because this insurance provides only limited coverages, students are advised to read their policy carefully in order to be aware of the insurance provided.

Neither the college nor the State of North Carolina carries insurance to cover students for accidents.

Special Purpose Fees

Graduation Fees — A fee of $12.50 covering the expenses for diploma and cap and gown is payable at the beginning of the quarter in which the student expects to graduate.

Nursing Program Costs — Nursing students are required to purchase their uniforms and malpractice insurance. Also, nursing students are responsible for furnishing their own transportation to the sites of their clinical experience.

Late Registration Fee — Full-time students who have attended Surry Community College the quarter prior to any registration period may be assessed a $5 late registration fee when registering at a date later than the designated registration day. Part-time students may be assessed a $2 fee for late registration.

Car Registration Fee — Students who park vehicles on campus are required to pay a 50¢ per vehicle registration fee.

BOOKS AND SUPPLIES

A student is required to buy the necessary textbooks and supplies prescribed in the curriculum he is pursuing. The average cost of books will vary from $30 to $75 per quarter, depending upon the curriculum and the number of courses taken.

Books and supplies are sold during regular bookstore hours.

REFUND POLICY

A student who withdraws from a course or program is required to confer with his counselor and instructor and clear through the Office of Student Personnel and the Business Office. Failure to do so will result in a forfeit of refund or tuition credit.

Tuition Refund

Tuition refund for students shall not be made unless the student is, in the judgment of the institution, compelled to withdraw for unavoidable reasons. In such cases, two-thirds (2/3) of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered for tuition of $5 or less. If a class or curriculum fails to materialize, all the tuition shall be refunded.

Re-Admission Refund of Tuition

When a student, having paid the required tuition and fees for a quarter, withdraws from the institution before the end of the quarter and the reasons for the withdrawal are found excusable by the administration of the institution, the student may be allowed credit for tuition and fees on a pro rata basis if he applies for re-admission during any of the next four calendar quarters and petitions in writing to be allowed such credit.

Student Activity Fees

Student Activity fees are not refundable. However, if the class or curriculum in which a student enrolls fails to materialize, all the activity fee paid will be refundable.

Other Fees

Other listed fees are not refundable.

STUDENT FINANCIAL AID

The Student Financial Aid Program is designed to assist deserving students in meeting the costs of attending Surry Community College. It includes several types of aid: scholarships, grants, loans, and student employment. Financial aid awards may include one or more of these.

All financial assistance is awarded without regard to the student's race, color, or national origin.

In applying for financial aid, students must complete two forms: the Surry Community College Application for Financial Aid and the Parents Confidential Statement. These forms may be obtained from the high school guidance counselor or from the Director of Financial Aid.

Independent students must file a Students Financial Statement instead of the Parents Confidential Statement. Questions concerning independent status should be directed to the Financial Aid Director. These forms may also be obtained from the Financial Aid Office. An "independent student" is defined as being financially self supporting.

A student who has completed the financial aid application procedure is considered for the aid most suitable to his circumstances. Awards are made annually. An enrolled student must reapply in order to receive aid during his second year.

Basic Educational Opportunity Grant Programs

The Basic Educational Opportunity Grant Program is a federal aid program designed to provide financial assistance to those who need it to attend college. A special application is required to apply for this grant. A student must obtain the form "Application for Determination of Basic Grant Eligibility," complete it, and send it to BEOG, P.O. Box A, Iowa City, Iowa 52240. This form may be obtained from a high school counselor or from the Director of Financial Aid.

Basic Grants are intended to be the "floor" of a financial aid package and may be combined with other forms of aid in order to meet the full costs of education. It is recommended that any student seeking financial assistance apply for the BEOG.

The BEOG is a grant and does not have to be repaid. These grants may range up to $812 per academic year.

Supplemental Educational Opportunity Grants

The Supplemental Educational Opportunity Grant Program is sponsored by the federal government and was authorized under the Higher Education Act of 1972. A limited number of these grants will be available to students who have "exceptional financial need." Any student who completes the Application for Financial Aid is considered for this grant.

College Work-Study Program

Part-time jobs are available for students wishing to earn part of their college expenses. The job may be on campus or off campus with a public or private non-profit agency. The amount of work varies and is determined solely on need as determined by the Finanical Aid Office.

Students applying for work-study must complete the application forms explained above. This type of aid is for hours worked in the form of wages, and there is no repayment.

Student Loan Programs

Detailed information may be obtained from your high school counselor or from the Director of Financial Aid. Available loan programs are as follows:

North Carolina Prospective Teachers Scholarship Loan
Guaranteed Loan Program
North Carolina Insured Student Loan Program
Educational Loans for Medical and Related Studies

Federal Nursing Scholarship Program

A limited number of Federal Nursing Scholarships are available to assist students having financial need to enroll in courses leading to careers in nursing.

Nursing students interested in applying for this scholarship should complete the application forms explained above.

Other Scholarships

The Surry Community College Foundation, Inc. provides scholarships for students in financial need. This form of aid is made possible by business firms and individuals who have contributed to this non-profit organization.

A number of local scholarships are provided by various clubs, organizations, businesses, and individuals. These are usually listed under the specific name of the club, organization, etc. Some of the recipients of these scholarships are chosen by the organization involved; others are administered through the Financial Aid Office.

OFFICIAL TRANSCRIPTS

Upon request of the student, an official transcript of his record at Surry Community College will be sent to any college, university, or agency.

VETERANS

A full-time veterans office is maintained on campus. Students enrolling at Surry Community College who wish to use educational benefits under one of the government bills for veterans should make application to the Veterans Administration Office or the College veterans officer.

VETERANS ATTENDANCE AND PROGRESS INFORMATION

Copies of regulations, procedures, and policies for implementing provisions of Public Law 93-508 on standards of progress, attendance, and conduct for veterans and other eligible persons certified to the Veterans Administration for education payments are available from the Veterans Affairs Office. All persons concerned are responsible to keep themselves informed of these policies and abide by them.

WITHDRAWAL

A student who withdraws should do so officially through the office of the Dean of Student Personnel and the Business Office. Failure to withdraw officially could result in the assignment of an "F" grade for the work attempted and in a forfeit of refunds or tuition credit.

When a student withdraws officially he may be given a "WP" or "WF" depending upon his current class standing or the instructor's evaluation of his status. When a student is absent five class meetings with no official notification to the instructor, he should be dropped from the class roll and the instructor should notify the Student Personnel Office.

EVENING CLASSES

The College offers evening and weekend classes primarily for those students who wish to pursue a part-time program while continuing to work full time. Full-time students may also enroll in evening classes.

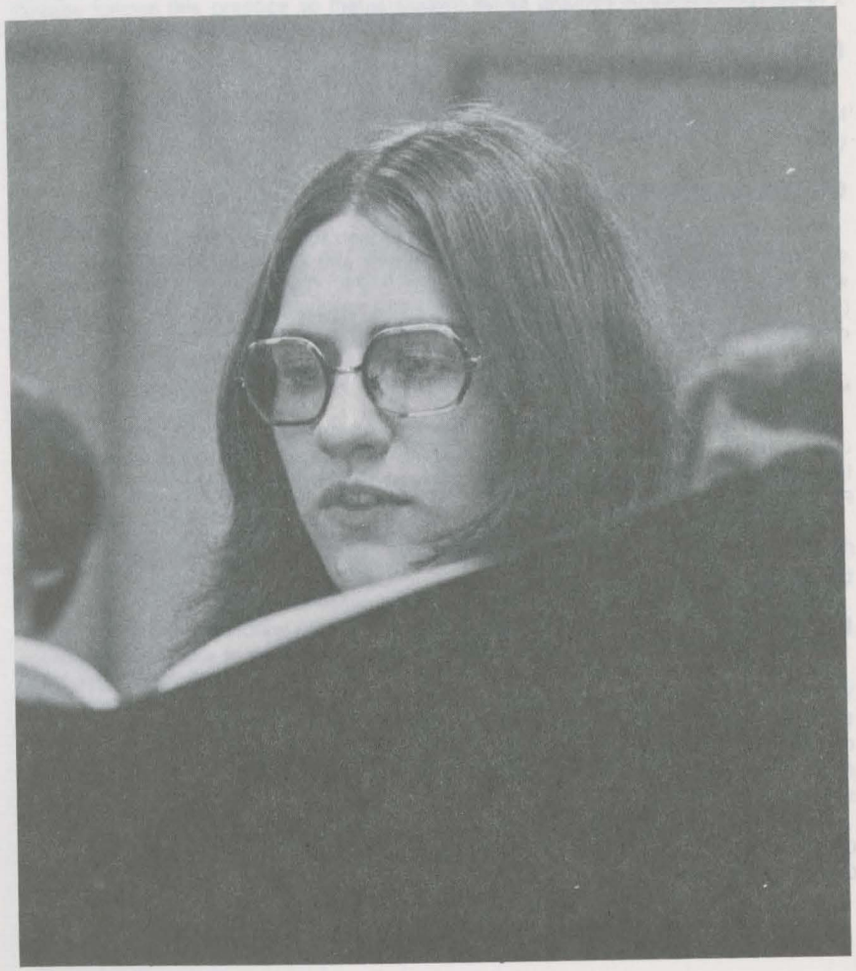
An attempt is made each quarter to offer a selection of courses from each program of study. It is possible for a student to complete most programs through part-time study.

VISITING ARTIST PROGRAM

The Visiting Artist program was started by the North Carolina Arts Council in 1971 in cooperation with the Department of Community Colleges. Funds for the program are being provided by the Arts Council and the participating institutions.

Although the visiting artists are members of their respective institutional faculties, they are not required to teach a regular series of classes. Rather than becoming involved with only one area of the campus or with a select group of students, the appointed person is an "artist-at-large" for the entire college community.

The visiting artist is available, without charge, to consult and perform for various civic and professional groups and to work with the business community toward gaining necessary support and cooperation, and to appear on local radio and television.



CONTINUING EDUCATION DIVISION

Surry Community College is committed to the continuing education of the adult citizens of its area of service. To fulfill this commitment, the College offers a variety of courses, conferences, workshops, and exhibits designed to meet adult educational needs.

Through the Continuing Education Division, students find opportunities to retrain and update themselves in employment, expand knowledge in general education, and develop creativity in the fine arts.

Continuing Education courses are offered when there is a community need and interest. Some courses are offered on a regular, continuing basis. Other courses may be initiated by requests from individuals and groups. Surry Community College cooperates with schools, community agencies, and business and industrial groups to provide an educational service.

Class Location

Many courses are provided on the college campus at Dobson. Other courses are provided in extension centers in the various communities of Surry and Yadkin counties. New classes may be formed whenever a sufficient number of persons show interest in a particular area of study.

Admission and Registration

Any person eighteen years of age or older may be admitted to a continuing education class. In extenuating circumstances, and upon approval of appropriate public school officials, persons under eighteen years of age may be admitted.

Courses schedules are made quarterly and published.

Courses which begin between quarters are announced through local news media. Students are encouraged to contact the college and pre-register prior to the beginning of each course.

Fees

Fees vary with the type of course offered. Adult basic education courses supported primarily from state and federal funds are free of student cost. Fees are announced in the course schedule and are paid at the first class session. Books and supplies are usually the responsibility of the student and may be purchased from the college bookstore.

Certificates

North Carolina High School Completion Certificates are awarded to students who successfully complete the Adult High School Program. For the successful completion of other adult education programs, the student is awarded an Achievement Certificate. A minimum of 75 per cent student attendance is required to receive a certificate of completion.

Continuing Education Unit

The Continuing Education Unit is granted by the Continuing Education Division of Surry Community College on the basis of one CEU for ten contact hours of class work. CEU information is recorded for each student and is available to employers and educational institutions upon request by the student. At the request of a student, the Dean of Student Personnel may grant college credit for continuing education credits earned.

Programs

Continuing Education Programs are offered in the following areas:

- Professional In-service
- Family Life
- Academic Extension
- Adult High School
- Job Employment Training
- Law Enforcement
- Firemanship Education
- Adult Basic Education
- Business and Industrial Programs
- Vocational In-service Education

Professional In-service Programs:

- Library Administration
- Nurse Improvement
- Teacher Renewal

Family Life

- Knitting
- Creative Arts
- Sewing
- Furniture Refinishing
- Personal Care

Academic Extension:

- Art
- Crafts
- Photography
- Income Taxes

Adult High School Program (Programmed Learning Lab)

The Programmed Instruction Learning Laboratory provides an opportunity for any interested adult to study any of over two hundred programmed instruction courses ranging in difficulty from the elementary school level to the college level. Each course is presented in a book which reduces the course content into simple, step-by-step units. Individuals studying most of these courses are completely free to set their own study pace. Students who are advised to complete phases of programs leading to a high school diploma or who are advised to do remedial study in association with a college course of study, are expected to show steady progress toward a predetermined objective. There are no teacher-administered tests, grade assignments, or set speeds of completion for most programmed instruction courses.

Individual instruction and personal achievement are emphasized in each of the instructional areas. The objective is to help adults progress from their present educational level through a functional level of twelfth grade.

Level One: Non-readers through grade four: basic reading, writing, and arithmetic.

Level Two: Grade five through grade eight: reading improvement, English expression, arithmetic, geography, and social studies.

Level Three: Grade nine through grade twelve: reading improvement, English expression, mathematics, science, social studies.

Many courses are included in each of the following areas:

- English
- Foreign Language
- Leisure Activities
- Health and Safety
- Social Sciences
- Mathematics
- Psychology
- Reading
- Science and Technology

No fee is charged for student use of the Programmed Learning Laboratory.

Any person interested in the Programmed Instructional Learning Laboratory should contact the Learning Laboratory Coordinator, Surry Community College, Dobson, North Carolina 27017.

VETERANS: If you were separated from active military service after January 31, 1966, you can receive full assistance from the Veterans Administration while you are completing high school without a charge against your basic allotment. This means you will still have your full allotment to go to college after finishing high school on the G.I. Bill.

General Educational Development (GED) Test

Individuals who wish to receive the Certificate of High School Equivalency may apply to take the General Educational Development Test at the college. A schedule of test dates will be made available to interested persons on request.

A total score of 225 or more with no single test below a standard score of 35 is considered passing and qualifies the applicant to receive the certificate issued by the State Department of Public Instruction.

Any person who is not a high school graduate may apply for the certificate and the GED test if (1) he is eighteen (18) years of age or older; (2) he is a resident of the state; and (3) he has a definite vocational or educational purpose.

Individuals 16-18 years of age who are not enrolled in a public high school may be considered persons with special needs and may be permitted to take the high school equivalency examination. This is allowable only if the application for admission to the examination is endorsed by a local superintendent of schools (or his authorized representative, or a release form is obtained from the office of the local superintendent.

ADULT HIGH SCHOOL RINGS: One may order the adult high school ring through the college bookstore.

Law Enforcement Training

Law Enforcement Training is provided at the request of law enforcement personnel. Courses are especially designed as in-service and pre-service education for those engaged in law enforcement activities. Courses are offered in many areas such as the following:

- Courts and Laws
- Elements of Offenses
- Motor Vehicle Law
- Criminal Investigation
- Report Writing
- Photography
- Juveniles
- Applied Psychology
- Human Relations
- Instructor Training
- Firearms

In addition, the college offers a 160-hour course designed to meet the State of North Carolina certification requirements for new officers.

Fire Service Training

Fire Service Training is designed to provide firemen the opportunity to gain technical skills in modern fire fighting. The classes are taken directly to the firemen through training sessions held in local departments. Among the courses offered are the following:

- Introduction to Fire Fighting
- Fire Fighting Procedures
- Arson Detection
- Rescue Practices
- Forcible Entry
- Protective Breathing Equipment
- Ventilation

Adult Basic Education

Adult Basic Education classes are available to adults who wish to learn to read and write or prepare for entry into the High School Completion Program. Reading, writing, mathematics, history, and English are emphasized; however, students who wish to study in only one or two areas may do so. Persons who complete Level I (grades 1-4) and Level II (grades 5-8) will be issued a certificate by Surry Community College, and those who complete Level II are eligible to enroll in the High School Completion Program.

Adult Basic Education classes are located in several communities. Materials and instruction are provided without cost to the student. For information about the class nearest you, call the coordinator of Adult Basic Education at 386-8121.

Business and Industrial Programs

Business Management courses are planned for employees in wholesale and retail occupations. Emphasis is placed on improving customer and job relations, making the best use of advertising, improving individual personality and salesmanship, developing oral communications, and training individuals to function more effectively in their respective occupations. Courses are offered in the following subject areas:

- Job Relations in Business
- Customer Relations
- Personality Development
- Creative Salesmanship
- Advertising
- Marketing Research

Management Development Program

Management Development Program courses are designed for potential and active supervisors who want to prepare for more effective leadership and advancement. Courses are offered at the college campus or in industrial plants. The courses are flexible in terms of content and meeting times. Every effort is made to fit course content to particular industrial or business needs. Courses are available in the following subject areas:

- Principles of Supervision (Seven Parts)
- Human Relations I and II
- Art of Motivating People
- Economics in Business and Industry
- Effective Communications
- Effective Writing
- Effective Speaking
- Reading Improvement
- The Supervisor in North Carolina
- The Supervisor and Employee Benefits
- Job Analysis Training
- Work Measurement
- Job Methods
- Conference Leadership
- Job Instruction Training
- Creative Thinking
- Industry Safety and Accident Prevention
- Industrial First Aid
- Cost Accounting for Supervisors
- Supervision in Hospitals

Supervisors who wish to complete requirements for the state diploma should meet the following requirements:

MANAGEMENT DEVELOPMENT DIPLOMA PROGRAM

Course	
Principles of Supervision	33 Class hours
OSHA and First Aid	33 Class hours
Human Relations and Motivation	33 Class hours
Effective Communications	33 Class hours
Supervisory Guidance and Counseling	33 Class hours
Total Requirements	165 Class hours

New Industry Training

Courses in New Industry Training are designed to meet the training needs of an industry. Industrial training specialists are available for assistance in program planning.

Vocational In-Service Education

Non-curriculum short courses are planned especially for adults who desire to update themselves in skilled and technical areas. Areas in which courses may be planned are:

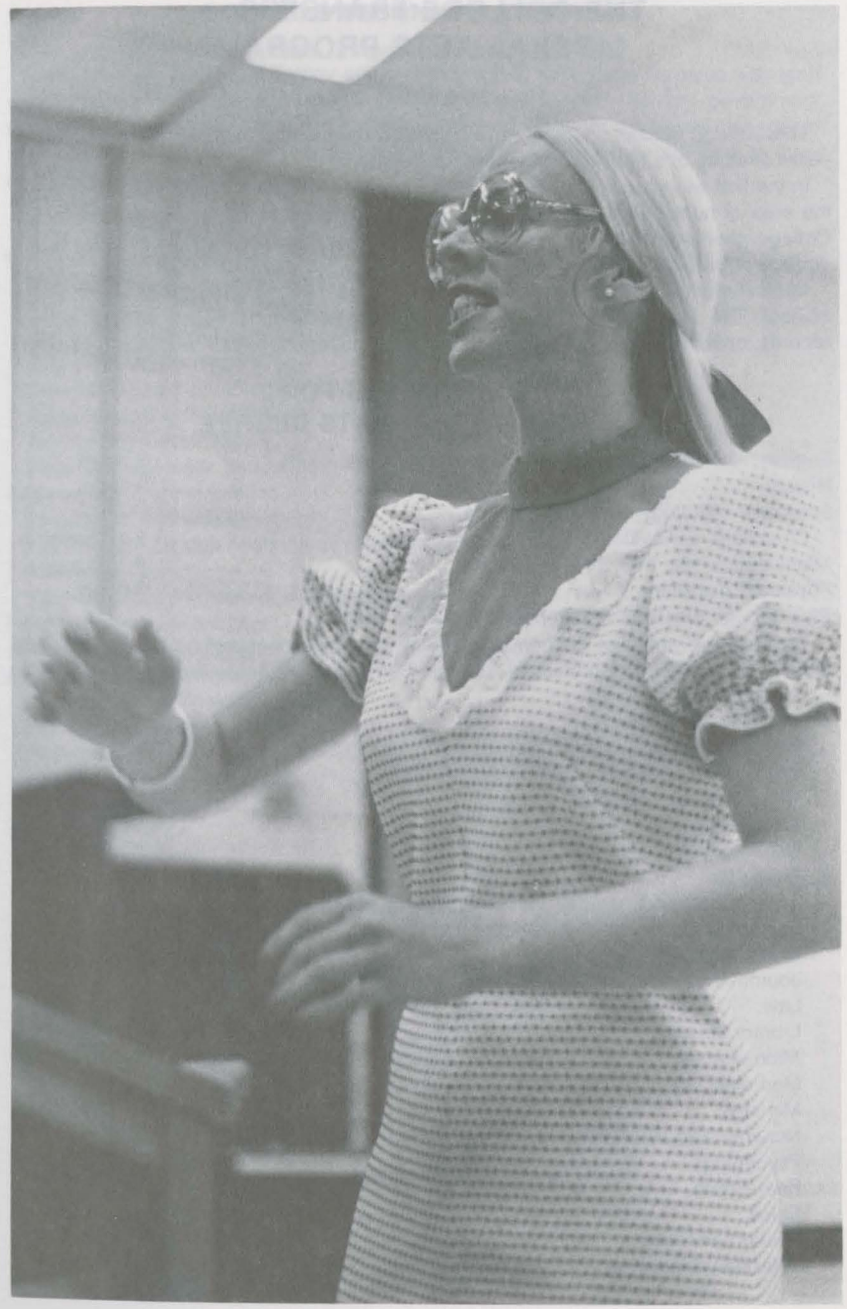
- Air Conditioning
- Brick Masonry
- New Industry Training
- Carpentry
- Food Service
- Small Engine Repair
- Custodial Training
- Blueprint Reading
- Manpower Development Training
- Sewing Machine Mechanics

Job Employment Training (JET) Program

The Job Employment Training Program, known as JET, is a manpower development program especially designed to assist those persons who are unemployed or those having difficulty holding a job.

The JET Program consists of a class of eight weeks, meeting six hours per day, five days per week. Three hours per day are devoted to Adult Basic Education. These three hours could be a part of a vocational, technical, or other college class depending on the need of the student. The remaining three hours per day involve Human Resource Development which is taught through group activity and designed to acquaint the student with the world of work. Proper approaches to finding a suitable job and what is needed to keep the job after obtaining it are stressed.

Special attention is given to the needs of each individual student, and special effort is made to assist the student in obtaining employment at the end of the program.



THE COLLEGE TRANSFER — LIBERAL ARTS PROGRAM

Associate in Arts Degree

The College transfer program is designed to parallel the freshman and sophomore years of study of a four-year college or university.

In the first two years of college, students pursue a program of general education in the area of humanities, social studies, science, and mathematics. Surry Community College provides counseling to help students plan their program for transfer to the college of their choice.

Each student will structure his own program in conference with his counselor and/or advisor. The structure of each student's program should be based on high school records, aptitude, vocational goal, and choice of college to which he plans to transfer

REQUIREMENTS FOR AN ASSOCIATE IN ARTS DEGREE

English 101, 102, 103	9 hours
History	9 hours
Science — (Biology, Physical Science, Chemistry, or Physics)	9-12 hours
Mathematics 101, 102, 103, or 105-106	9-10 hours
Physical Education	3 hours

Plus enough electives to complete 96 quarter hours.

The first two years of college preparation for many occupations and professions may be taken at Surry Community College. Some of these fields are:

- Accounting
- Banking and Finance
- Business Administration
- Business Education
- Child Care Occupations
- Counseling
- Dentistry
- Education
- Engineering (Mechanical, Electrical, Textile, Civil, Chemical)
- Forestry and Conservation Occupations
- Insurance
- Journalism
- Law
- Library Science
- Mathematics
- Medicine
- Ministry
- Nursing (and other allied health fields)
- Psychology
- Real Estate
- Sales
- Social Services
- Veterinary Medicine

COLLEGE TECHNICAL DIVISION

(Associate in Applied Science Degree)

The programs in the technology areas are designed to prepare students with technical competence for immediate employment in either business, industry, government, the health occupations fields, agriculture, social services, or as owner-manager of their firms. General education subjects are included as necessary adjuncts to these occupational programs.

Programs of Study

- Business Technologies
  - General Business Management
  - Executive Secretarial Technology
  - Medical Secretarial Technology
  - Legal Secretarial Technology
  - General Office Technology
  - Court Reporting Technology
  - Accounting Technology
  - Retail Management Technology
- Engineering Technologies
  - Electronics Technology
  - Drafting and Design Technology (Mechanical)
  - Machinist Technology
  - Transportation Maintenance Technology
- Health Careers Technology
  - Martin Memorial Associate Degree Nursing Program
- Agricultural Technologies
  - Agricultural Technology
  - Agricultural Business
  - Recreation Grounds Management
  - Horticulture
  - Soil Conservation
- Auxiliary Education
  - Library Assistant
  - Early Childhood Specialist
  - Recreation Technology
  - Teacher's Assistant
- Criminal Justice-Protective Service Technology
  - Law Enforcement
  - Security Services
  - Correctional Technology

GENERAL BUSINESS MANAGEMENT

			Lec.	Lab.	Credit
First Quarter					
ENG	101	Freshman English I	3	0	3
BUS	105	Business Math	5	0	5
BUS	125	Elements of Economics I	3	0	3
		Electives	—	—	6
					17
Second Quarter					
ENG	102	Freshman English II	3	0	3
BUS	126	Elements of Economics II	3	0	3
BUS	131	Principles of Accounting I	2	3	3
		Electives	—	—	6
					15
Third Quarter					
ENG	103	Freshman English III	3	0	3
BUS	132	Principles of Accounting II	2	3	3
BUS	110	Office Machines I	2	2	3
		Electives	—	—	6
					15
Fourth Quarter					
BUS	133	Principles of Accounting III	2	3	3
BUS	115	Business Law I	3	0	3
SPH	101	Speech I	3	0	3
		Electives	—	—	6
					15
Fifth Quarter					
BUS	251	Cost Accounting I	2	3	3
BUS	220	Business Communications	3	0	3
BUS	116	Business Law II	3	0	3
		Electives	—	—	9
					18
Sixth Quarter					
BUS	229	Taxes	3	0	3
BUS	275	Principles of Insurance	3	0	3
EDP	104	Introduction to Data Processing	3	0	3
		Electives	—	—	7
					16

Total Credits: 96

EXECUTIVE SECRETARIAL TECHNOLOGY

			Lec.	Lab.	Credit
First Quarter					
ENG	101	Freshman English I	3	0	3
BUS	102	Typewriting I	2	3	3
BUS	106	Shorthand I	3	2	4
BUS	105	Business Math	5	0	5
			13	5	15
Second Quarter					
ENG	102	Freshman English II	3	0	3
BUS	103	Typewriting II	2	3	3
BUS	107	Shorthand II	3	2	4
BUS	131	Principles of Accounting I	2	3	3
		Elective	—	—	3
					16
Third Quarter					
BUS	120	Business English	3	0	3
BUS	104	Typewriting III	2	3	3
BUS	108	Shorthand III	3	2	4
BUS	118	Machine Transcription I	2	3	3
		Elective	—	—	3
					16
Fourth Quarter					
SPH	101	Speech I	3	0	3
BUS	206E	Dictation & Transcription	3	2	4
BUS	205	Advanced Typewriting	2	3	3
BUS	110	Office Machines I	2	2	3
		Elective	—	—	3
					16
Fifth Quarter					
BUS	220	Business Communications	3	0	3
BUS	207E	Dictation & Transcription	3	2	4
BUS	214	Secretarial Procedures	3	2	4
BUS	210	Filing	3	0	3
		Elective	—	—	3
					17
Sixth Quarter					
BUS	208E	Dictation & Transcription	3	2	4
BUS	209	Production Typewriting	2	3	3
BUS	215	Office Application	3	12	6
		Elective	—	—	3
					16

Total Credits: 96

MEDICAL SECRETARIAL TECHNOLOGY

			Lec.	Lab.	Credit
First Quarter					
ENG	101	Freshman English I	3	0	3
BUS	102	Typewriting I	2	3	3
BUS	106	Shorthand I	3	2	4
BUS	105	Business Math	5	0	5
			13	5	15
Second Quarter					
ENG	102	Freshman English II	3	0	3
BUS	103	Typewriting II	2	3	3
BUS	107	Shorthand II	3	2	4
BUS	180M	Medical Terminology and Vocabulary	3	0	3
BUS	181M	Anatomy for the Medical Secretary	3	0	3
			14	5	16
Third Quarter					
BUS	120	Business English	3	0	3
BUS	104	Typewriting III	2	3	3
BUS	108	Shorthand III	3	2	4
BUS	280M	Medical Terminology and Vocabulary	3	0	3
BUS	281M	Anatomy for the Medical Secretary	3	0	3
			14	5	16
Fourth Quarter					
SPH	101	Speech I	3	0	3
BUS	206M	Dictation & Transcription	3	2	4
BUS	205	Advanced Typewriting	2	3	3
BUS	131	Principles of Accounting I	2	3	3
BUS	118	Machine Transcription I	2	3	3
			13	8	16
Fifth Quarter					
BUS	220	Business Communications	3	0	3
BUS	207M	Dictation & Transcription	3	2	4
BUS	214	Secretarial Procedures	3	2	4
BUS	110	Office Machines I	2	2	3
BUS	210	Filing	3	0	3
			14	6	17
Sixth Quarter					
BUS	208M	Dictation & Transcription	3	2	4
BUS	209	Production Typewriting	2	3	3
BUS	215	Office Application	3	12	6
		Elective	—	—	3
					16

Total Credits: 96

LEGAL SECRETARIAL TECHNOLOGY

			Lec.	Lab.	Credit
First Quarter					
ENG	101	Freshman English I	3	0	3
BUS	102	Typewriting I	2	3	3
BUS	106	Shorthand I	3	2	4
BUS	105	Business Math	5	0	5
BUS	115	Business Law I	3	0	3
			16	5	18
Second Quarter					
ENG	102	Freshman English II	3	0	3
BUS	103	Typewriting II	2	3	3
BUS	107	Shorthand II	3	2	4
BUS	131	Principles of Accounting I	2	3	3
		Elective	—	—	3
					16
Third Quarter					
BUS	120	Business English	3	0	3
BUS	104	Typewriting III	2	3	3
BUS	108	Shorthand III	3	2	4
BUS	118	Machine Transcription I	2	3	3
		Elective	—	—	3
					16
Fourth Quarter					
SPH	101	Speech I	3	0	3
BUS	205	Advanced Typewriting	2	3	3
BUS	206L	Dictation & Transcription	3	2	4
BUS	110	Office Machines I	2	2	3
BUS	190L	Legal Terminology & Vocabulary	3	0	3
					16
Fifth Quarter					
BUS	220	Business Communications	3	0	3
BUS	207L	Dictation & Transcription	3	2	4
BUS	214	Secretarial Procedures	3	2	4
BUS	210	Filing	3	0	3
		Elective	—	—	3
					17
Sixth Quarter					
BUS	208L	Dictation and Transcription	3	2	4
BUS	209	Production Typewriting	2	3	3
BUS	215	Office Application	3	12	6
			8	17	13

Total Credits: 96

GENERAL OFFICE TECHNOLOGY

			Lec.	Lab.	Credit
First Quarter					
ENG	101	Freshman English I	3	0	3
BUS	102	Typewriting I	2	3	3
BUS	105	Business Math	5	0	5
BUS	115	Business Law I	3	0	3
		Elective	—	—	3
					17
Second Quarter					
ENG	102	Freshman English II	3	0	3
BUS	103	Typewriting II	2	3	3
BUS	118	Machine Transcription I	2	3	3
BUS	101	Introduction to Business	3	0	3
BUS	131	Principles of Accounting I	2	3	3
			12	9	15
Third Quarter					
BUS	120	Business English	3	0	3
BUS	104	Typewriting III	2	3	3
BUS	119	Machine Transcription II	2	3	3
BUS	132	Principles of Accounting II	2	3	3
		Elective	—	—	3
					15
Fourth Quarter					
SPH	101	Speech I	3	0	3
BUS	110	Office Machines I	2	2	3
EDP	104	Introduction to Data Processing	3	0	3
BUS	218	Machine Transcription III	2	3	3
BUS	205	Advanced Typewriting	2	3	3
		Elective	—	—	3
					18
Fifth Quarter					
BUS	220	Business Communications	3	0	3
BUS	214	Secretarial Procedures	3	2	4
BUS	210	Filing	3	0	3
		Electives	—	—	6
					16
Sixth Quarter					
BUS	209	Production Typewriting	2	3	3
BUS	271	Office Management	3	0	3
		Electives	—	—	9
					15

Total Credits: 96

COURT REPORTING TECHNOLOGY

			Lec.	Lab.	Credit
First Quarter					
ENG	101	Freshman English I	3	0	3
BUS	102	Typewriting I	2	3	3
BUS	141	Machine Shorthand I	5	4	6
BUS	115	Business Law I	3	0	3
			13	7	15
Second Quarter					
ENG	102	Freshman English II	3	0	3
BUS	103	Typewriting II	2	3	3
BUS	142	Machine Shorthand II	5	4	6
BUS	180M	Medical Terminology and Vocabulary	3	0	3
		Elective	—	—	3
					18
Third Quarter					
ENG	103	Freshman English III	3	0	3
BUS	104	Typewriting III	2	3	3
BUS	143	Machine Shorthand III	5	4	6
BUS	280M	Medical Terminology and Vocabulary II	3	0	3
			13	7	15
Fourth Quarter					
SPH	101	Speech I	3	0	3
BUS	205	Advanced Typewriting	2	3	3
BUS	200	Machine Shorthand IV	5	4	6
BUS	190L	Legal Terminology and Vocabulary	3	0	3
			13	7	15
Fifth Quarter					
SPH	102	Speech II	3	0	3
BUS	201	Machine Shorthand V	5	4	6
BUS	240	Court Reporting I	0	10	5
		Elective	—	—	3
					17
Sixth Quarter					
BUS	202	Machine Shorthand VI	5	4	6
BUS	242	Court Reporting II	0	10	5
		Electives	—	—	6
					17

Total Credits:97

ACCOUNTING TECHNOLOGY

First Quarter			Lec.	Lab.	Credit
ENG	101	Freshman English I	3	0	3
BUS	105	Business Math	5	0	5
BUS	125	Elements of Economics I	3	0	3
BUS	131	Principles of Accounting I	2	3	3
		Elective	—	—	3
					17
Second Quarter					
ENG	102	Freshman English II	3	0	3
BUS	126	Elements of Economics II	3	0	3
BUS	132	Principles of Accounting II	2	3	3
BUS	101	Introduction to Business	3	0	3
		Elective	—	—	3
					15
Third Quarter					
ENG	103	Freshman English III	3	0	3
BUS	133	Principles of Accounting III	2	3	3
BUS	110	Office Machines I	2	2	3
BUS	271	Office Management	3	0	3
		Elective	—	—	3
					15
Fourth Quarter					
BUS	236	Intermediate Accounting I	2	3	3
SPH	101	Speech I	3	0	3
BUS	115	Business Law I	3	0	3
BUS	124	Personal Finance	3	0	3
		Elective	—	—	3
					15
Fifth Quarter					
BUS	251	Cost Accounting I	2	3	3
BUS	220	Business Communications	3	0	3
BUS	237	Intermediate Accounting II	2	3	3
BUS	272	Principles of Supervision	3	0	3
BUS	116	Business Law II	3	0	3
		Elective	—	—	3
					18
Sixth Quarter					
BUS	229	Taxes	3	0	3
BUS	238	Auditing	2	3	3
EDP	104	Introduction to Data Processing	3	0	3
BUS	275	Principles of Insurance	3	0	3
		Elective	—	—	4
					16

Total Credits: 96

RETAIL MANAGEMENT TECHNOLOGY

First Quarter			Lec.	Lab.	Credit
ENG	101	Freshman English I	3	0	3
BUS	105	Business Math	5	0	5
BUS	125	Elements of Economics I	3	0	3
BUS	110	Office Machines I	2	2	3
		Elective	—	—	3
					17
Second Quarter					
BUS	101	Introduction to Business	3	0	3
ENG	102	Freshman English II	3	0	3
BUS	131	Principles of Accounting I	2	3	3
BUS	173	Retailing I	3	0	3
BUS	130	Retail Applications I	1	4	3
			12	7	15
Third Quarter					
SPH	101	Speech I	3	0	3
PSY	110	Human Relations in Management	3	0	3
BUS	273	Retailing II	3	0	3
		Elective	—	—	3
					12
Fourth Quarter					
BUS	243	Advertising	3	0	3
BUS	239	Marketing	3	0	3
BUS	220	Business Communications	3	0	3
BUS	221	Credit Procedures	3	0	3
BUS	232	Sales Development	3	0	3
		Elective	—	—	3
					18
Fifth Quarter					
BUS	274	Personnel Management	3	0	3
BUS	249	Buying & Merchandising I	3	0	3
BUS	262	Fashions in Retailing	2	2	3
BUS	241	Sales Promotion & Management	3	0	3
BUS	260	Commercial Design & Display	2	3	3
		Elective	—	—	3
					18
Sixth Quarter					
BUS	250	Buying & Merchandising II	3	0	3
BUS	271	Office Management	3	0	3
BUS	230	Retail Applications II	2	8	7
		Electives	—	—	6
					19

Total Credits: 99

ELECTRONICS TECHNOLOGY

			Lec.	Lab.	Credit
First Quarter					
ENG	101	Freshman English I	3	0	3
MAT	110	Technical Mathematics I	5	0	5
PHY	101	Properties of Matter & Heat	3	2	4
DFT	101	Technical Drafting I	1	5	3
ELN	101	Fundamentals of Electronics I	4	5	6
			16	12	21
Second Quarter					
ENG	102	Freshman English II	3	0	3
MAT	111	Technical Mathematics II	5	0	5
PHY	102	Mechanics	3	2	4
ELN	102	Fundamentals of Electronics II	4	5	6
		Elective	—	—	3
					21
Third Quarter					
ENG	103	Freshman English III	3	0	3
or	205	Report Writing	5	0	5
MAT	112	Technical Mathematics III	8	8	10
ELN	103	Vacuum Tubes & Solid State Devices	16	8	18

Summer — Optional

Program options with adequate enrollment.

1. Attend summer quarter and continue into second year studies for the Associate in Applied Science Degree.
2. Attend summer quarter and terminate studies graduating with a Vocational Diploma.
3. Not attend summer quarter and continue second year studies Fourth Quarter for the Associate in Applied Science Degree.

ELN	104	Radio & Television Servicing	4	8	8
ELN	105	Electronic Systems Maintenance	4	8	8
			8	16	16
Fourth Quarter					
SPH	101	Speech I	3	0	3
MAT	201	Technical Mathematics IV	5	0	5
PHY	104	Light and Sound	3	2	4
ELN	201	Pulse and Digital Circuits	5	5	7
			16	7	19
Fifth Quarter					
DFT	104	Electronic Drafting	2	3	3
ELN	202	Electronic Communications Systems	7	5	9
MAT	202	Digital Computer Mathematics	5	0	5
			14	8	17
Sixth Quarter					
ELN	203	Industrial & Digital Electronic Systems	7	6	10
		Social Science Elective			3
		Elective	—	—	3
					16

Total Credits With Option: 128
Without Option: 112

DRAFTING AND DESIGN TECHNOLOGY (MECHANICAL)

			Lec.	Lab.	Credit
First Quarter					
ENG	101	Freshman English I	3	0	3
MAT	110	Technical Mathematics I	5	0	5
PHY	101	Properties of Matter & Heat	3	2	4
DFT	101	Technical Drafting I	1	5	3
MEC	101	Machine Processes I	1	5	3
			13	12	18
Second Quarter					
ENG	102	Freshman English II	3	0	3
MAT	111	Technical Mathematics II	5	0	5
PHY	102	Mechanics	3	2	4
DFT	102	Technical Drafting II	1	5	3
MEC	102	Machine Processes II	1	5	3
			13	12	18
Third Quarter					
ENG	103	Freshman English III			
or	205	Report Writing	3	0	3
MAT	112	Technical Mathematics III	5	0	5
PHY	103	Electricity	3	2	4
PHY	106	Applied Mechanics	5	0	5
DFT	103	Technical Drafting III	1	5	3
			17	7	20
Fourth Quarter					
SPH	101	Speech I	3	0	3
DFT	201	Technical Drafting IV	2	6	4
DFT	204	Descriptive Geometry	2	4	4
MEC	205	Strength of Materials	3	2	4
MEC	210	Physical Metallurgy	3	3	4
			13	15	19
Fifth Quarter					
DFT	205	Design Drafting I	2	6	4
DFT	211	Mechanisms	3	2	4
MEC	211	Physical Metallurgy	3	3	4
		Elective			4
		Social Science Elective	—	—	3
					19
Sixth Quarter					
DFT	206	Design Drafting II	2	6	4
MEC	235	Hydraulics and Pneumatics	3	3	4
DFT	212	Jig and Fixture Design	2	4	4
		Social Science Elective			3
		Elective	—	—	3
					18

Total Credits: 112

MACHINIST TECHNOLOGY

First Quarter			Lec.	Lab.	Credit
MEC	151	Machine Shop Theory and Practice I	3	12	9
MAT	151	Fundamentals of Math	5	0	5
PHY	151	Applied Science	3	2	4
ENG	151	Reading Improvement	2	0	2
DFT	164	Blueprint Reading: Mechanical	1	2	2
			14	16	22
Second Quarter					
MEC	152	Machine Shop Theory and Practice II	3	12	9
MAT	152	Algebra	3	0	3
PHY	152	Applied Science	3	2	4
ENG	152	Communications Skills	3	0	3
DFT	165	Blueprint Reading: Mechanical	1	2	2
WLD	161	Basic Gas Welding	0	3	1
			13	19	22
Third Quarter					
MEC	153	Machine Shop Theory and Practice III	3	12	9
MEC	103	Treatment of Ferrous Metals	2	2	3
PSY	151	Human Relations	3	0	3
DFT	161	Applied Mechanical Drawing	1	4	3
MAT	153	Geometry	3	0	3
			12	18	21
Fourth Quarter					
MEC	154	Machine Shop Theory and Practice IV	3	12	9
MEC	104	Treatment of Non-Ferrous Metals	2	2	3
BUS	152	Industrial Organization	3	0	3
DFT	162	Applied Mechanical Drawing	1	4	3
MAT	154	Trigonometry	3	0	3
			12	18	21

Upon completion of the first four quarters, students have the option of graduating with a one-year vocational diploma or continuing for the remaining three quarters and being awarded the Associate in Applied Science Degree.

Fifth Quarter					
MEC	251	Machine Shop Theory and Practice V	2	10	7
MAT	110	Technical Mathematics I	5	0	5
MEC	205	Strength of Materials	3	2	4
		Elective	—	—	3
					19
Sixth Quarter					
MEC	252	Machine Shop Theory and Practice VI	2	10	7
MAT	111	Technical Mathematics II	5	0	5
PED	110	Safety and First Aid	2	0	2
		Elective	—	—	3
					17
Seventh Quarter					
MEC	253	Machine Shop Theory and Practice VII	2	10	7
MEC	235	Hydraulics and Pneumatics	3	3	4
		Electives	—	—	6
					17

Total Credits
Diploma 84
Degree 137

TRANSPORTATION MAINTENANCE TECHNOLOGY

First Quarter			Lec.	Lab.	Credit
AUT	1111	Internal Combustion Engines	3	12	7
MAT	1101	Fundamental of Mathematics	5	0	5
PHY	1101	Applied Science I	3	2	4
DFT	1101	Schematics and Diagrams: Power Mechanics	0	3	1
ENG	1101	Reading	2	0	2
or	101	Freshman English I	3	0	3
			16	17	19
Second Quarter					
AUT	1112	Engine Electrical and Fuel Systems	3	12	7
PSY	1101	Human Relations	3	0	3
PHY	1102	Applied Science II	3	2	4
MAT	1102	Algebra	3	0	3
ENG	1102	Communication Skills	3	0	3
or	102	Freshman English II	3	0	3
			18	14	20
Third Quarter					
AUT	1123	Automotive Chassis and Suspension Systems	3	9	6
AUT	1121	Braking Systems	3	3	4
AUT	1101	Automotive Air Conditioning	2	3	3
WLD	1101	Basic Gas Welding	0	3	1
MAT	1103	Geometry	3	0	3
			11	18	17
Fourth Quarter					
AUT	1124	Automotive Power Train Systems	3	9	6
AUT	1125	Automotive Servicing	3	9	6
BUS	1103	Small Business Operations	3	0	3
MAT	1104	Trigonometry	3	0	3
			12	18	18
Fifth Quarter					
AUT	251	Automotive Electronic/Electrical Systems	4	6	7
MAT	110	Technical Mathematics I	5	0	5
ENG	101	Freshman English I	3	0	3
PHY	101	Properties of Matter & Heat	3	2	4
			15	8	19
Sixth Quarter					
AUT	252	Front Suspension, Alignment and Power Steering	2	2	3
AUT	253	Automotive Servicing II	2	6	5
MAT	111	Technical Mathematics II	5	0	5
ENG	102	Freshman English II	3	0	3
PHY	102	Mechanics	3	2	4
			15	10	20
Seventh Quarter					
AUT	254	Advanced Automotive Power Train Systems	2	6	5
AUT	255	Diesel Engines	2	2	3
ENG	205	Report Writing	3	0	3
MEC	103	Treatment of Ferrous Metals	2	2	3
PHY	102	Electricity	2	3	4
			11	13	18
Eighth Quarter					
AUT	256	Automotive Body Repair	3	12	9
MEC	104	Treatment of Non-Ferrous Metals	2	2	3
		Electives	—	—	3
					15

Total Credits 146

ASSOCIATE DEGREE NURSING PROGRAM

			Lec.	Lab.	Credit
First Quarter					
NUR	100	Pharmacology	1	2	2
NUR	101	Nursing I	4	6	6
BIO	104	Anatomy and Physiology	3	3	4
ENG	101	Freshman English I	3	0	3
PSY	101	General Psychology I	3	0	3
			14	9	18
Second Quarter					
NUR	102	Nursing II	5	12	9
BIO	105	Anatomy and Physiology	3	3	4
ENG	102	Freshman English II	3	0	3
BUS	180M	Medical Terminology	3	0	3
			14	15	19
Third Quarter					
NUR	103	Nursing III	5	12	9
CHM	111	Chemistry	2	2	3
ENG	205	Report Writing	3	0	3
PSY	208	Abnormal Psychology	3	0	3
			13	14	18
Fourth Quarter					
NUR	104	Nursing IV	4	6	6
Fifth Quarter					
NUR	205	Nursing V	5	12	9
BIO	106	Microbiology	3	3	4
PSY	201	Human Development	3	0	3
			11	15	16
Sixth Quarter					
NUR	206	Nursing VI	5	12	9
SOC	201	Introduction to Sociology	3	0	3
		Elective	3	0	3
					15
Seventh Quarter					
NUR	207	Nursing VII	5	15	10
NUR	208	Nursing VIII	4	3	5
		Elective	3	0	3
					18

Total Credits: 110

AGRICULTURAL TECHNOLOGY

			Lec.	Lab.	Credit
First Quarter					
ENG	101	Freshman English I	3	0	3
BUS	105	Business Math	5	0	5
BUS	115	Business Law	3	0	3
AGR	170	Plant Science	3	2	4
CHM	101	Chemistry I	3	3	4
or					
BIO	101	General Biology			
			17	5	19
Second Quarter					
ENG	102	Freshman English II	3	0	3
AGR	185	Soil Science	3	2	4
AGR	104	Agricultural Economics	3	0	3
CHM	102	Chemistry II	3	3	4
or					
BIO	102	General Biology			
		Social Science Elective			3
					17
Third Quarter					
ENG	205	Report Writing	3	0	3
AGR	151	Plant Materials I	2	4	4
AGR	201	Agricultural Chemicals	3	2	4
CHM	103	Chemistry III	3	3	4
or					
BIO	103	General Biology			
			11	9	15
Fourth Quarter					
AGR	200	Internship	3	300	12
Fifth Quarter					
SPH	101	Speech I	3	0	3
AGR	152	Plant Materials II	2	4	4
AGR	256	Nursery & Greenhouse Management	2	4	4
AGR	290	Soil Conservation	2	4	4
			9	12	15
Sixth Quarter					
AGR	205	Marketing	3	0	3
AGR	258	Turf Grasses	2	4	4
		AGR Elective			4
		Elective			7
					18
Seventh Quarter					
BUS	229	Taxes	3	0	3
AGR	145	Entomology	3	0	3
		AGR Elective			4
		Elective			6
					16

Total Credits: 101

AGRICULTURAL BUSINESS

First	Quarter		Lec.	Lab.	Credit
ENG	101	Freshman English I	3	0	3
BUS	105	Business Math	5	0	5
BUS	115	Business Law I	3	0	3
AGR	170	Plant Science	3	2	4
			14	2	15
Second Quarter					
ENG	102	Freshman English II	3	0	3
AGR	185	Soil Science	3	2	4
AGR	104	Agricultural Economics	3	0	3
BUS	131	Accounting I	2	3	3
		Social Science Elective			3
					16
Third Quarter					
ENG	205	Report Writing	3	0	3
AGR	201	Agricultural Chemicals	3	2	4
		AGR Elective			4
		Electives			6
					17
Fourth Quarter (Optional)					
AGR	200	Internship in area of specialization supervised by instructor with 3 hours per week evening class for evaluation and planning	3	300	12
Fifth Quarter					
SPH	101	Speech I	3	0	3
AGR	251	Landscape Gardening	3	2	4
		AGR Elective			4
		Elective			5
					16
Sixth Quarter					
ENG	206	Business Communications	3	0	3
AGR	205	Marketing	3	0	3
PSY	110	Human Relations in Management	3	0	3
		AGR Elective			4
		Elective			3
					16
Seventh Quarter					
BUS	229	Taxes	3	0	3
		AGR Electives			8
		Electives			6
					17

Total Credits: 110

RECREATION GROUNDS MANAGEMENT
NOT TO BE OFFERED 1976-77

First	Quarter		Lec.	Lab.	Credit
ENG	101	Freshman English I	3	0	3
BUS	105	Business Math	5	0	5
BUS	115	Business Law I	3	0	3
AGR	185	Soil Science I	3	2	4
DFT	101	Drafting I	1	5	3
			15	7	18
Second Quarter					
ENG	102	Freshman English II	3	0	3
AGR	170	Plant Science	3	2	4
AGR	104	Agricultural Economics	3	0	3
		Social Science Elective			3
		Elective			3
					16
Third Quarter					
ENG	205	Report Writing	3	0	3
AGR	151	Plant Materials I	2	4	4
AGR	278	Weed Identification & Control	3	0	3
AGR	165	Plant Pathology	3	2	4
AGR	155	Arboriculture	3	2	4
			14	8	18
Fourth Quarter					
AGR	200	Internship in area of specialization supervised by instructor with 3 hours per week evening class for evaluation and planning.	3	300	12
Fifth Quarter					
AGR	152	Plant Material II	2	4	4
AGR	251	Landscape Gardening	3	2	4
AGR	285	Soil Fertility	2	4	4
AGR	290	Soil Conservation I	2	4	4
AGR	105	Grounds Management and Equipment I	1	3	2
			10	17	18
Sixth Quarter					
AGR	252	Landscape Gardening II	3	2	4
AGR	106	Grounds Management and Equipment II	1	3	2
PSY	110	Human Relations in Management	3	0	3
		Social Science Elective			3
		Elective			3
					15
Seventh Quarter					
BUS	229	Taxes	3	0	3
AGR	145	Entomology	3	0	3
AGR	107	Grounds Management and Equipment III	1	3	2
AGR	258	Turf Grasses	1	4	3
		Elective			5
					16

Total Credits: 113

HORTICULTURE

First Quarter			Lec.	Lab.	Credit
ENG	101	Freshman English I	3	0	3
BUS	105	Business Math	5	0	5
AGR	170	Plant Science	3	2	4
CHM	101	Chemistry I	3	4	4
			14	6	16
Second Quarter					
ENG	102	Freshman English II	3	0	3
AGR	185	Soil Science	3	2	4
AGR	104	Agricultural Economics	3	0	3
		Social Science Elective			3
		Elective			3
					16
Third Quarter					
ENG	205	Report Writing	3	0	3
AGR	151	Plant Materials I	2	4	4
AGR	201	Agricultural Chemicals	3	2	4
		Elective			4
					15
Fourth Quarter					
AGR	200	Internship in area of specialization supervised by instructor with 3 hours per week evening class for evaluation and planning	3	300	12
Fifth Quarter					
SPH	101	Speech I	3	0	3
AGR	152	Plant Materials II	2	4	4
AGR	251	Landscape Gardening	3	2	4
AGR	256	Nursery & Greenhouse Management I	2	4	4
		Elective			3
					18
Sixth Quarter					
AGR	205	Marketing	3	0	3
AGR	257	Nursery & Greenhousa Management II	2	4	4
AGR	258	Turf Grasses	1	4	3
		Elective			6
					16
Seventh Quarter					
AGR	145	Entomology	3	0	3
AGR	259	Nursery and Greenhouse Management III	2	4	4
AGR	278	Weed Identification and Control	3	0	3
		Elective			8
					18

Total Credits: 102

SOIL CONSERVATION
NOT TO BE OFFERED 1976-77

First Quarter			Lec.	Lab.	Credit
ENG	101	Freshman English I	3	0	3
BUS	105	Business Math	5	0	5
AGR	185	Soil Science I	3	2	4
CHM	101	Chemistry I	3	3	4
			14	6	16
Second Quarter					
ENG	102	Freshman English II	3	0	3
AGR	170	Plant Science	3	2	4
AGR	104	Agricultural Economics	3	0	3
CHM	102	Chemistry II	3	3	4
		Social Science Elective			3
					17
Third Quarter					
ENG	205	Report Writing	3	0	3
AGR	151	Plant Materials I	2	4	4
AGR	278	Weed Identification & Control	3	0	3
AGR	125	Animal Science	3	2	4
CHM	103	Chemistry III	3	3	4
			14	9	18
Fourth Quarter					
AGR	200	Internship in area of specialization supervised by instructor with 3 hours per week evening class for evaluation and planning	3	300	12
Fifth Quarter					
SPH	101	Speech I	3	0	3
AGR	152	Plant Materials II	2	4	4
AGR	290	Soil Conservation I	2	4	4
AGR	285	Soil Fertility	2	4	4
		Elective			3
					18
Sixth Quarter					
AGR	201	Agricultural Chemicals	3	4	5
AGR	291	Soil Conservation II	2	4	4
AGR	274	Pasture & Foliage Crops	2	4	4
		Elective			3
					16
Seventh Quarter					
AGR	279	Farm Forestry	3	0	3
AGR	292	Soil Conservation III	2	4	4
AGR	270	Bacteriology	2	4	4
AGR	258	Turf Grasses	1	4	3
		Elective			3
					17

Total Credits: 114

LIBRARY ASSISTANT

First Quarter			Lec.	Lab.	Credit
ENG	101	Freshman English I	3	0	3
PSY	103	Human Potential Seminar	2	0	2
BUS	102	Typewriting I	2	3	3
AUD	101	Audio Visual Aids	2	2	3
HIS	101	History of Western Civ. I	3	0	3
SOC	105	Introduction to Human Resources	2	0	2
			14	5	16
Second Quarter					
ENG	102	Freshman English II	3	0	3
PSY	101	General Psychology I	3	0	3
SOC	201	Introduction to Sociology	3	0	3
HIS	102	History of Western Civ. II	3	0	3
LIB	101	Introduction to Library Services	3	0	3
BUS	103	Typewriting II	2	3	3
			17	3	18
Third Quarter					
ENG	103	Freshman English III	3	0	3
PSY	102	General Psychology II	3	0	3
EDP	104	Introduction to Data Processing	3	0	3
EDU	110	Practicum/Seminar	0	6	3
HIS	103	History of Western Civ. III	3	0	3
			12	6	15
Fourth Quarter					
SPH	101	Speech I	3	0	3
ENG	201	English Literature I	3	0	3
LIB	201	Library Processes I	3	0	3
ENG	225	Children's Literature	3	0	3
EDU	210	Practicum/Seminar	0	6	3
			12	6	15
Fifth Quarter					
AUD	201	Media Production	2	3	3
ENG	202	English Literature II	3	0	3
LIB	202	Library Processes II	3	0	3
EDU	211	Practicum/Seminar	0	6	3
		Elective(s)	—	—	5
					17
Sixth Quarter					
LIB	203	Library Processes III	3	0	3
AUD	202	Equipment Maintenance	3	0	3
ENG	203	English Literature III	3	0	3
EDU	212	Practicum/Seminar	0	12	6
			9	12	15

Total Credits: 96

EARLY CHILDHOOD SPECIALIST

First Quarter			Lec.	Lab.	Credit
ENG	101	Freshman English I	3	0	3
PSY	103	Human Potential Seminar	2	0	2
BUS	102	Typewriting I	2	3	3
AUD	101	Audio Visual Aids	2	2	3
ART	133	Arts & Crafts	3	2	4
SOC	105	Introduction to Human Resources	2	0	2
			14	7	17
Second Quarter					
ENG	102	Freshman English II	3	0	3
PSY	101	General Psychology I	3	0	3
SOC	201	Introduction to Sociology	3	0	3
PED	110	First Aid & Safety	2	0	2
LIB	101	Introduction to Library Services	3	0	3
BUS	103	Typewriting II	2	3	3
			16	3	17
Third Quarter					
ENG	205	Report Writing	3	0	3
PSY	102	General Psychology II	3	0	3
SOC	202	Marriage and Family	3	0	3
REC	111	Social Recreation	3	0	3
EDU	110	Practicum/Seminar	0	6	3
			12	6	15
Fourth Quarter					
SPH	101	Speech I	3	0	3
PSY	201	Human Development I	3	0	3
BUS	124	Personal Finance	3	0	3
ENG	225	Children's Literature	3	0	3
EDU	210	Practicum/Seminar	0	6	3
			12	6	15
Fifth Quarter					
PSY	202	Human Development II	3	0	3
REC	201	Nature & Outdoor Recreation	3	0	3
AUD	201	Media Production	2	3	3
PED	205	Personal Health & Comm. Hygiene	3	0	3
EDU	211	Practicum/Seminar	0	6	3
			11	9	15
Sixth Quarter					
PSY	210	The Exceptional Child	3	0	3
PSY	104	Psychology of Personal Adjustment	3	0	3
AUD	202	Equipment Maintenance	3	0	3
EDU	212	Practicum/Seminar	0	12	6
		Elective	—	—	3
					18

Total Credits: 97

RECREATION TECHNOLOGY

First Quarter			Lec.	Lab.	Credit
ENG	101	Freshman English I	3	0	3
PSY	103	Human Potential Seminar	2	0	2
BUS	102	Typewriting I	2	3	3
AUD	101	Audio Visual Aids	2	2	3
ART	133	Arts & Crafts	3	2	4
SOC	105	Introduction to Human Resources	2	0	2
			14	7	17
Second Quarter					
ENG	102	Freshman English II	3	0	3
PSY	101	General Psychology I	3	0	3
SOC	201	Introduction to Sociology	3	0	3
PED	110	First Aid and Safety	2	0	2
LIB	101	Introduction to Library Services	3	0	3
BUS	103	Typewriting II	2	3	3
			16	3	17
Third Quarter					
ENG	205	Report Writing	3	0	3
SOC	202	Marriage & Family	3	0	3
PED	205	Personal Health & Community Hygiene	3	0	3
REC	111	Social Recreation	3	0	3
EDU	110	Practicum/Seminar	0	6	3
		Elective	—	—	3
					18
Fourth Quarter					
SPH	101	Speech I	3	0	3
BUS	124	Personal Finance	3	0	3
PED	210	Adaptive Physical Education	3	0	3
EDU	210	Practicum/Seminar	0	6	3
PSY	201	Human Development	3	0	3
			12	8	15
Fifth Quarter					
BUS	181M	Anatomy	3	0	3
PSY	202	Human Development	3	0	3
REC	201	Nature & Outdoor Recreation	3	0	3
AUD	201	Media Production	2	3	3
EDU	211	Practicum/Seminar	0	6	3
			11	9	15
Sixth Quarter					
AUD	202	Equipment Maintenance	3	0	3
REC	202	Water Sports & Recreation	3	0	3
EDU	212	Practicum/Seminar	0	12	6
REC	203	Recreation Administration	3	0	3
			9	12	15

Total Credits: 97

TEACHER'S ASSISTANT

First Quarter			Lec.	Lab.	Credit
Eng	101	Freshman English I	3	0	3
PSY	103	Human Potential Seminar	2	0	2
BUS	102	Typewriting I	2	3	3
AUD	101	Audio Visual Aids	2	2	3
ART	133	Arts & Crafts	3	2	4
SOC	105	Introduction to Human Resources	2	0	2
			14	7	17
Second Quarter					
ENG	102	Freshman English II	3	0	3
PSY	101	General Psychology I	3	0	3
SOC	201	Introduction to Sociology	3	0	3
PED	110	First Aid & Safety	2	0	2
LIB	101	Introduction to Library Services	3	0	3
BUS	103	Typewriting II	2	3	3
			16	3	17
Third Quarter					
ENG	205	Report Writing	3	0	3
PSY	102	General Psychology II	3	0	3
SOC	202	Marriage & Family	3	0	3
EDU	110	Practicum/Seminar	0	6	3
		Elective	—	—	3
					15
Fourth Quarter					
SPH	101	Speech I	3	0	3
PSY	201	Human Development	3	0	3
BUS	124	Personal Finance	3	0	3
ENG	225	Children's Literature	3	0	3
EDU	210	Practicum/Seminar	0	6	3
			12	6	15
Fifth Quarter					
PSY	202	Human Development	3	0	3
AUD	201	Media Production	3	0	3
PED	205	Personal Health & Comm. Hygiene	3	0	3
BUS	110	Office Machines I	2	2	3
EDU	211	Practicum/Seminar	0	6	3
			11	8	15
Sixth Quarter					
PSY	210	The Exceptional Child	3	0	3
PSY	104	Psychology of Personal Adjustment	3	0	3
AUD	202	Equipment Maintenance	3	0	3
EDU	212	Practicum/Seminar	0	12	6
		Elective	—	—	3
					18

Total Credits: 97

LAW ENFORCEMENT

			Lec.	Lab.	Credit
First Quarter					
ENG	101	Freshman English I	3	0	3
BUS	105	Business Mathematics	5	0	5
CJC	101	Introduction to Criminal Justice	5	0	5
CJC	102	Introduction to Criminology	5	0	5
			18	0	18
Second Quarter					
ENG	102	Freshman English II	3	0	3
POL	201	American National Government	3	0	3
PSY	151	Human Relations	3	0	3
CJC	115	Criminal Law I — Substantive Criminal Law	5	0	5
		Sociology Elective	—	—	3
					17
Third Quarter					
ENG	103	Freshman English III			
or	205	Report Writing	3	0	3
POL	202	State and Local Government	3	0	3
CJC	110	Juvenile Delinquency	5	0	5
PSY	104	Psychology of Personal Adjustment	3	0	3
CJC	205	Evidence	3	0	3
					17
Fourth Quarter					
SPH	101	Speech I	3	0	3
CJC	206	Community Relations	3	0	3
CJC	216	Criminal Law II — Criminal Procedure	5	0	5
		Sociology Elective	3	0	3
		Elective	—	—	3
					17
Fifth Quarter					
CJC	220	Police Organization and Administration	5	0	5
CJC	210	Criminal Investigation	5	0	5
		Sociology Elective	3	0	3
		Electives	—	—	6
					19
Sixth Quarter					
CJC	217	Patrol Procedures	3	0	3
CJC	201	Motor Vehicle Law	3	0	3
PED	110	First Aid and Safety	2	0	2
		Psychology Elective	3	0	3
		Elective	—	—	3
					14

Total Credits: 102

SECURITY SERVICES

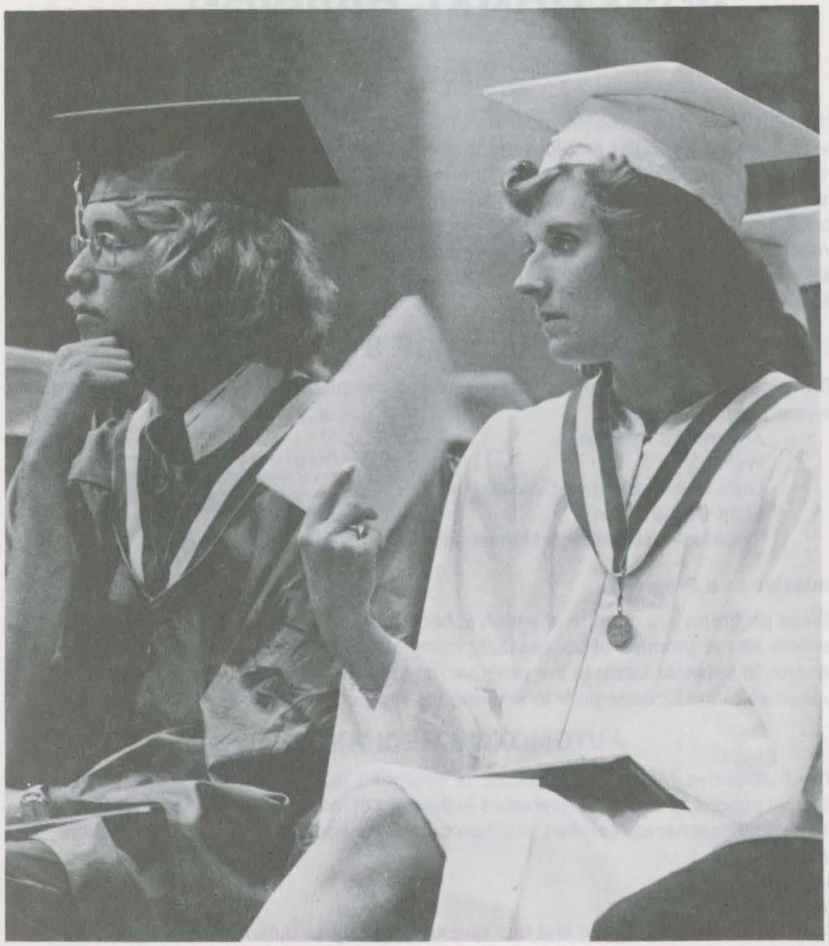
			Lec.	Lab.	Credit
First Quarter					
ENG	101	Freshman English I	3	0	3
BUS	105	Business Mathematics	5	0	5
CJC	101	Introduction to Criminal Justice	5	0	5
CJC	102	Introduction To Criminology	5	0	5
			18	0	18
Second Quarter					
ENG	102	Freshman English II	3	0	3
POL	201	American National Government	3	0	3
PSY	151	Human Relations	3	0	3
CJC	243	Industrial Accident Investigation and Reporting	3	0	3
CJC	115	Criminal Law I — Substantive Criminal Law	5	0	5
			17	0	17
Third Quarter					
ENG	103	Freshman English III			
or	205	Report Writing	3	0	3
POL	202	State and Local Government	3	0	3
PSY	104	Psychology of Personal Adjustment	3	0	3
CJC	240	Security Systems	5	0	5
CJC	110	Juvenile Delinquency	5	0	5
			19	0	19
Fourth Quarter					
SPH	101	Speech I	3	0	3
CJC	216	Criminal Law II — Criminal Procedure	5	0	5
CJC	206	Community Relations	3	0	3
SOC	203	Social Problems	3	0	3
		Elective	3	0	3
					17
Fifth Quarter					
CJC	241	Property Control	3	0	3
PSY	208	Abnormal Psychology	3	0	3
CJC	244	Civil and Criminal Legal Responsibility	3	0	3
		Sociology Electives	6	0	6
		Elective	—	—	3
					18
Sixth Quarter					
PED	110	First Aid and Safety	2	0	2
CJC	247	Retail Security	3	0	3
CJC	249	Surveillance Techniques	3	0	3
		Electives	—	—	6
					14

Total Credits: 103

CORRECTIONAL TECHNOLOGY

			Lec.	Lab.	Credit
First Quarter					
ENG	101	Freshman English I	3	0	3
BUS	105	Business Mathematics	5	0	5
CJC	101	Introduction to Criminal Justice	5	0	5
CJC	102	Introduction to Criminology	5	0	5
			18	0	18
Second Quarter					
ENG	102	Freshman English II	3	0	3
POL	201	American National Government	3	0	3
PSY	151	Human Relations	3	0	3
CJC	203	Introduction to Correction	3	0	3
CJC	115	Criminal Law I — Substantive Criminal Law	5	0	5
			17	0	17
Third Quarter					
ENG	103	Freshman English III			
or	205	Report Writing	3	0	3
POL	202	State and Local Government	3	0	3
PSY	104	Psychology of Personal Adjustment	3	0	3
CJC	110	Juvenile Delinquency	5	0	5
		Elective	—	—	3
					17
Fourth Quarter					
SPH	101	Speech I	3	0	3
CJC	216	Criminal Law II — Criminal Procedure	5	0	5
SOC	203	Social Problems	3	0	3
CJC	206	Community Relations	3	0	3
		Elective	—	—	3
					17
Fifth Quarter					
CJC	209	Legal Aspects of Correction	3	0	3
PSY	208	Abnormal Psychology	3	0	3
CJC	204	Probations, Pardons & Parole	3	0	3
		Sociology Electives	6	0	6
		Elective	—	—	3
					18
Sixth Quarter					
CJC	230	Correctional Counseling	3	0	3
CJC	234	Community-Based Treatment	3	0	3
PED	110	First Aid and Safety	2	0	2
CJC	221	Correctional Administration	3	0	3
		Electives	—	—	6
					17

Total Credits: 104



VOCATIONAL DIVISION

(Diploma)

The objectives of the vocational programs at Surry Community College are to prepare individuals for initial employment in recognized skilled occupations, to re-train for entering new occupations, to advance in a given occupation by updating or upgrading skills and knowledge, to develop an understanding of the American free enterprise system, and to develop an interest in the betterment of our socity.

Vocational programs require one full year of participation for students on a full-time basis. Courses will be available during the day and during the evening for students desiring to enroll on a part-time basis.

PROGRAMS OF STUDY

The diploma is granted upon the successful completion of one of the following one-year programs:

Automotive Mechanics
Welding
Light Construction — Cooperative
Light Construction
Electrical Installation & Maintenance

Admission to a Program

These programs are open to any high school graduate or person 18 years of age or over who shows promise of successfully completing the program. Students with deficiencies in subjects basic to the program may be required to complete supplementary studies at the College prior to entering the program on a full-time basis.

AUTOMOTIVE MECHANICS

The Automotive Mechanics curricula is designed to provide three major training skill level options for students interested in the field of mechanics. The three levels are light service mechanic, certified mechanic and transportation maintenance technician.

Program options:

1. Automotive Mechanics
   Students completing the first four quarters of study as outlined will be graduated with a one-year vocational diploma. Graduates may begin their career at the light service mechanic level or continue studies for advanced training.
2. Advanced Vocational Automotive Mechanics
   Students desiring a more in depth study of automotive mechanics may elect to pursue this program upon initial enrollment or enter in the fifth quarter after completion of the four-quarter vocational program. Upon completion each student should have developed skills and knowledge necessary for qualification as certified mechanic.
3. Transportation Maintenance Technology
   This program option is designed to provide the training opportunity for those desiring to start their career at the technical level or pursue a bachelor degree by transferring to a four year institution. The program outline encompasses all automotive courses involved in the advanced mechanics option plus the technical related courses necessary for the Associate in Applied Science Degree.

   Students may enter this program upon initial college entrance or change from either of the other two mechanics options and enter in the fifth quarter.

   The program outline is included in the technical program listings on page 70.

AUTOMOTIVE MECHANICS

First Quarter			Lec.	Lab.	Credit
AUT	1111	Internal Combustion Engines	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
PHY	1101	Applied Science I	3	2	4
DFT	1101	Schematics and Diagrams: Power Mechanics	0	3	1
ENG	1101	Reading	2	0	2
			13	17	19
Second Quarter					
AUT	1112	Engine Electrical and Fuel Systems	3	12	7
PSY	1101	Human Relations	3	0	3
PHY	1102	Applied Science II	3	2	4
ENG	1102	Communication Skill	3	0	3
			12	14	17
Third Quarter					
AUT	1123	Automotive Chassis and Suspension Systems	3	9	6
AUT	1121	Braking Systems	3	3	4
AUT	1101	Automotive Air Conditioning	2	3	3
WLD	1101	Basic Gas Welding	0	3	1
			8	18	14
Fourth Quarter					
AUT	1124	Automotive Power Train Systems	3	9	6
AUT	1125	Automotive Servicing	3	9	6
BUS	1103	Small Business Operations	3	0	3
			9	18	15
				Total Credits:	65

ADVANCED VOCATIONAL AUTOMOTIVE MECHANICS

First Quarter			Lec.	Lab.	Credit
AUT	1111	Internal Combustion Engines	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
PHY	1101	Applied Science I	3	2	4
DFT	1101	Schematics and Diagrams: Power Mechanics	0	3	1
ENG	1101	Reading	2	0	2
or	101	Freshman English I	3	0	3
			16	17	19
Second Quarter					
AUT	1112	Engine Electrical and Fuel Systems	3	12	7
PSY	1101	Human Relations	3	0	3
PHY	1102	Applied Science II	3	2	4
MAT	1102	Algebra	3	0	3
ENG	1102	Communication Skills	3	0	3
or	102	Freshman English II	3	0	3
			18	14	20
Third Quarter					
AUT	1123	Automotive Chassis and Suspension Systems	3	9	6
AUT	1121	Braking Systems	3	3	4
AUT	1101	Automotive Air Conditioning	2	3	3
WLD	1101	Basic Gas Welding	0	3	1
MAT	1103	Geometry	3	0	3
			11	18	17
Fourth Quarter					
AUT	1124	Automotive Power Train Systems	3	9	6
AUT	1125	Automotive Servicing	3	9	6
BUS	1103	Small Business Operations	3	0	3
MAT	1104	Trigonometry	3	0	3
			12	18	18
Fifth Quarter					
AUT	251	Automotive Electronic/Electrical Systems	4	6	7
WLD	1102	Basic Arc Welding	0	3	1
SAF	1101	Safety and First Aid	2	0	2
		Electives	—	—	5
					15
Sixth Quarter					
AUT	252	Front Suspension, Alignment and Power Steering	2	2	3
AUT	253	Automotive Servicing II	2	6	5
		Electives	—	—	6
					14
Seventh Quarter					
AUT	254	Advanced Automotive Power Train Systems	2	6	5
AUT	255	Diesel Engines	2	2	3
MEC	103	Treatment of Ferrous Metals	2	2	3
		Elective	—	—	3
					14
Eighth Quarter					
AUT	256	Automotive Body Repair	3	12	9
MEC	104	Treatment of Non-Ferrous Metals	2	2	3
		Electives	—	—	6
					15

Total Credits: 132

WELDING

First Quarter			Lec.	Lab.	Credit
WLD	1120	Oxyacetylene Welding & Cutting	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
DFT	1104	Blueprint Reading: Mechanical	0	3	1
PHY	1101	Applied Science I	3	2	4
ENG	1101	Reading	2	0	2
			13	17	19
Second Quarter					
WLD	1121	Arc Welding	3	12	7
MAT	1102	Algebra	3	0	3
DFT	1117	Blueprint Reading: Welding	0	3	1
PHY	1102	Applied Science II	3	2	4
ENG	1102	Communication Skills	3	0	3
			12	17	18
Third Quarter					
WLD	1124	Pipe Welding	3	12	7
WLD	1123	Inert Gas Welding	1	3	2
WLD	1112	Mechanical Testing and Inspection	1	3	2
DFT	1119	Applied Mechanical Drawing I	1	5	3
MATH	1103	Geometry	3	0	3
			9	23	17
Fourth Quarter					
WLD	1122	Commercial and Industrial Practices	3	9	6
WLD	1125	Certification Practices	3	6	5
MEC	1112	Machine Shop Processes	1	5	3
BUS	1105	Industrial Organizations	3	0	3
PSY	1101	Human Relations	3	0	3
			13	20	20

Total Credits: 74

COOPERATIVE LIGHT CONSTRUCTION

(Alternating weeks in class and on job)

This program is designed to prepare students for entry into the general construction field as tradesmen, foremen or general supervisors. Courses of study are designed to introduce the basic building skills, carpentry, masonry, cabinetmaking, and plumbing. The advanced year option offers additional studies and skill development in masonry, cabinetmaking, carpentry and residential wiring.

PROGRAM OPTIONS:

Each student has the following options.

1. Entry to the program at the beginning of any quarter.
2. Take any one quarter of study, or one single course and receive a certificate upon completion.
3. Choice of trade areas. Each student may take one quarter of four different trades or, two or more quarters of one trade if such courses are scheduled by the college. Four quarters of trade skills study and all related courses programmed are required for completion of the one-year vocational diploma program. Eight quarters are required for the advanced vocational diploma.
4. Choose cooperative work experience on an alternate week basis for hourly wages in any of the five basic building trades offered, if such an arrangement is scheduled by the college.

COOPERATIVE LIGHT CONSTRUCTION

			Lec.	Lab.	Credit
Summer					
CAR	1101-co	Carpentry Fundamentals	4	16	6
SAF	1101-co	Safety and First Aid	2	0	2
DFT	1110-co	Blueprint Reading (Building Trades	0	3	1
CAR	1000-co	On-the-job training approx. 200 hours per quarter			10
			6	19	19
Fall					
MAS	1101-co	Masonry Fundamentals	3	12	5
ENG	1101-co	Reading	2	0	2
CAR	1114-co	Building Codes	3	0	3
CAR	1102-co	Framing	1	4	2
MAS	1000-co	On-the-job training approx. 200 hours per quarter			10
			9	16	22
Winter					
CAB	1101-co	Cabinetmaking I	4	16	6
MAT	1112-co	Building Trades Mathematics	3	0	3
PSY	1101-co	Human Relations	3	0	3
CAB	1000-co	On-the-job training approx. 200 hours per quarter			10
			10	16	22
Spring					
PLU	1101-co	Plumbing Fundamentals	3	12	5
BUS	1103-co	Small Business Operations	3	0	3
MAT	1113-co	Construction Estimating I	3	0	3
CAR	1103-co	Trim and Finishing	1	4	2
PLU	1000-co	On-the-job training approx. 200 hours per quarter			10
			10	16	23

ADVANCED VOCATIONAL OPTION

			Lec.	Lab.	Credit
Summer					
CAR	1104-co	Carpentry II	4	16	6
BUS	1106-co	Contacts and Specifications	1	3	1
SAF	1102-co	Safety and First Aid II	2	0	2
CAR	2000-co	On-the-job training approx. 200 hours per quarter			10
			7	19	19
Fall					
MAS	1102-co	Masonry II	3	12	5
DFT	1112-co	Blueprint Reading & Sketching	0	3	1
MAT	1114-co	Construction Estimating II	3	0	3
WLD	1101-co	Basic Gas Welding	0	3	1
MAS	2000-co	On-the-job training approx. 200 hours per quarter			10
			6	18	20
Winter					
CAB	1102-co	Cabinetmaking II	4	16	6
WLD	1102-co	Basic Arc Welding	0	3	1
CAB	1105-co	Cabinet Finishing	1	3	1
CAB	2000-co	On-the-job training approx. 200 hours per quarter			10
			5	22	18
Spring					
ELC	1124-co	Residential Wiring	5	9	5
DFT	1113-co	Blueprint Reading (Electrical)	0	3	1
MAT	1115-co	Electrical Mathematics	5	0	5
ELC	1102-co	Applied Electricity	2	3	2
ELC	2000-co	On-the-job training approx. 200 hours per quarter			10
			12	15	21

Total Credits
Without Option: 86
With Option: 164

LIGHT CONSTRUCTION

Correctional Institute

			Lec.	Lab.	Credit
Summer					
CAR	1101	Carpentry Fundamentals	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
PHY	1101	Applied Science	3	2	4
ENG	1101	Reading Improvement	2	0	2
			13	14	18
Fall					
MAS	1101	Masonry Fundamentals	3	12	7
MAT	1102	Algebra	3	0	3
PHY	1102	Applied Science	3	2	4
ENG	1102	Communications Skills	3	0	3
SAF	1101	Safety and First Aid	2	0	2
			14	14	19
Winter					
CAB	1101	Cabinetmaking I	3	12	7
MAT	1103	Geometry	3	0	3
PSY	1101	Human Relations	3	0	3
			9	12	13
Spring					
PLU	1101	Plumbing Fundamentals	3	12	7
BUS	1103	Small Business Operations	3	0	3
		Elective	—	—	5
					15

Total Credits: 65

AUTOMOTIVE MECHANICS

Correctional Institute

			Lec.	Lab.	Credit
First	**Quarter**				
AUT	1111	Engines	3	12	7
MAT	1101	Mathematics	5	0	5
PHY	1101	Science	3	2	4
			11	14	16
Second Quarter					
AUT	1124	Power Trains	3	9	6
DFT	1101	Schematics & Diagrams	0	3	1
MAT	1102	Algebra	3	0	3
PHY	1102	Science	3	2	4
SAF	1101	Safety & First Aid	2	0	2
			11	14	16
Third Quarter					
AUT	1112	Electrical & Fuel	3	12	7
MAT	1103	Geometry	3	0	3
ENG	1101	Reading	2	0	2
BUS	1103	Small Business Operation	3	0	2
			11	12	15
Fourth Quarter					
AUT	1121	Braking Systems	3	3	4
AUT	1124A	Automotive Servicing	3	7	4
ENG	1102	Communications	3	0	3
PSY	1101	Human Relations	3	0	3
			12	10	14
Fifth Quarter					
AUT	1101	Air Conditioning	2	3	3
AUT	1123	Chasis & Suspension	3	7	5
			5	10	8

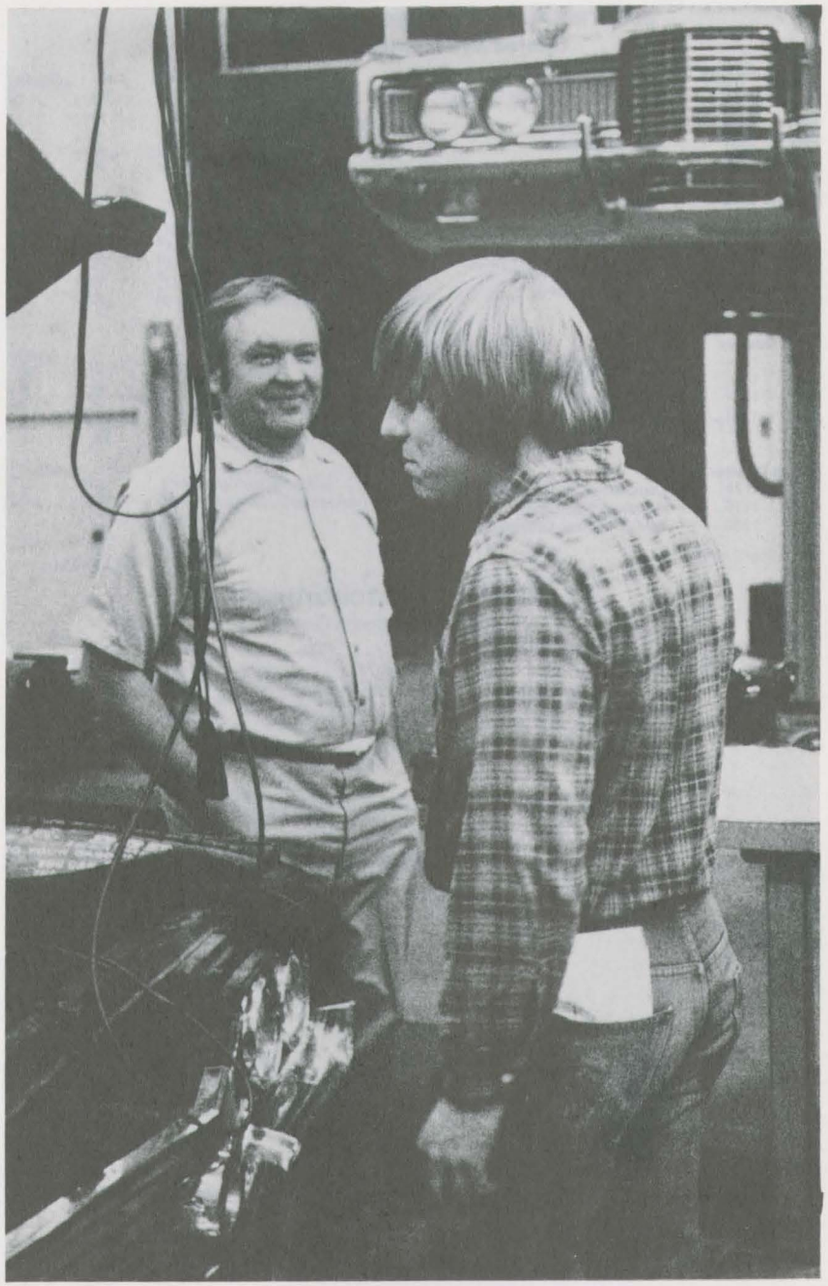
Total Required Credits 69 Hrs.

ELECTRICAL INSTALLATION & MAINTENANCE

Offered Evening Classes Only

			Lec.	Lab.	Credit
First	**Quarter**				
ELC	1112	Direct and Alternating Current	5	12	9
ENG	1101	Reading	2	0	2
MAT	1114	Electrical Math	5	0	5
PHY	1101	Applied Science I	3	2	4
			15	14	20
Second Quarter					
ELC	1113	Alternating Current and Direct Current Machines and Controls	5	12	9
DFT	1110	Blueprint Reading: Building Trades	3	0	3
ENG	1102	Communication Skills	3	0	3
PHY	1102	Applied Science II	3	2	4
			11	17	17
Third Quarter					
ELC	1124	Residential Wiring	5	9	8
ELN	1118	Industrial Electronics	3	6	5
PSY	1101	Human Relations	3	0	3
DFT	1113	Blueprint Reading: Electrical	0	3	1
			11	18	17
Fourth Quarter					
ELC	1125	Commercial and Industrial Wiring	5	12	9
ELN	1119	Industrial Electronics	3	6	5
BUS	1103	Small Business Operations	3	0	3
			11	18	17

Total Credits: 71



COURSES OF INSTRUCTION

COURSE NUMBERING SYSTEM

Course designations consist of a three- or four-letter prefix and a number that indicate the curriculum and the level of the course. On the same line, following the number, appear the course title, the number of the lecture and laboratory hours per week, and the number of quarter hours earned by successfully completing the course.

AGRICULTURE

AGR 104 — Introduction to Agricultural Economics 3 0 3
An introduction to economics, the functions of the economic system and agriculture's role in the economy. A review of the functions of the manager and an introduction to the principles he uses in making decisions to adjust to changing conditions. Analysis of the main sources of change which affect agricultural firms.

AGR 105 — Grounds Management & Equipment I 1 3 2
An introduction and study of basic grounds management techniques, equipment handling, and maintenance.

AGR 106 — Grounds Management & Equipment II 1 3 2
A continuation of AGR 105, with increased emphasis placed upon laboratory and field work.

AGR 107 — Grounds Management & Equipment III 1 3 2
A continuation of AGR 105, with increased emphasis on equipment maintenance and repair.

AGR 125 — Animal Science 3 2 4
An introductory animal science course covering the fundamental principles of livestock production. A study of the animal body and the basic principles of reproduction, genetics, growth, fattening, digestion, along with the selection, feeding, improvement, processing, and marketing of livestock.

AGR 145 — Entomology 3 0 3
This course is intended to give the students a basic understanding of insects that attack plants. The nature, structure and importance of identification, and control of the insects studied.

AGR 150 — General Horticulture 3 2 4
A course dealing with horticulture principles and the application of plant science fundamentals to horticulture practices.
Prerequisite: AGR 170.

AGR 151, 152 — Plant Materials I, II 2 4 4
An introductory plant material course covering plants that are commonly used in landscaping. Emphasis is placed upon identification, cultural condition, and specific characteristics of each plant.

AGR 155 — Arboriculture 3 2 4
Arboriculture involves the principles and practices of selection, use, establishment, and care of shade and ornamental trees. Practical applications in the course include climbing, pruning, bracing, and other physical operations required of skilled tree workers.
Prerequisite: AGR 185.

AGR 165 — Plant Pathology 3 2 4
The purpose of this course is to teach the student the control of diseases of ornamental crops through a basic knowledge of structure, life history, and identification of the various parasitic disorders plaguing ornamental trees, shrubs, flowers, and turf.

AGR 170 — Plant Science 3 2 4
A general botany course dealing mostly with the structure and functions of flowering plants. The rest of the plant kingdom will be briefly surveyed.

AGR 180 — General Poultry Science 3 2 4
An introduction to the science of poultry production. The major phases of the study include the history of the poultry industry; the anatomy and physiology of the chicken; the breeds and varieties; the feeding, housing, and management; marketing poultry products; and the science of disease and parasite prevention and control.

AGR 185 — Soil Science and Fertilizers 3 2 4
A course dealing with basic principles of efficient classification, evaluation, and management of soils; care, cultivation, and fertilization of the soil, and conservation of soil fertility.

AGR 200 3 300 12
Internship in area of specialization supervised by instructor with 3 hours per week evening class for evaluation and planning.

AGR 201 — Agricultural Chemicals 3 2 4
A course dealing with all aspects of agricultural chemicals. Includes such topics as: positive and negative viewpoints of chemicals, how chemicals affect the environment, federal and state regulations, pesticide licensing, classifications of pesticides, and using chemicals safely.

AGR 204 — Farm Business Management 3 0 3
A review of the functions of the manager of a business firm and the problems he faces. Development of the concept of planning by both partial and complete budgeting. Review of the concepts of cost and the lengths of run in production. Practice in preparing enterprise budgets as an aid in choosing what to produce. Use of partial budgeting to find the least cost production procedure. Analysis of production data to select the level of production that yields the most net revenue. Relationship between size, efficiency, and income of a farm. Review of procedures for evaluating the efficiency of the manager.
Prerequisite: AGR 104.

AGR 205 — Agricultural Marketing 3 0 3
An analysis of the functions of marketing in the economy and a survey of the problems marketing faces. A review of the market including foreign markets. Problems in the operations of marketing firms including buying and selling, processing, standardization and grading, risk taking and storage, financing, efficiency, and cooperation. Discussion of procedures of marketing such commodities as grain, cotton, livestock, and tobacco.

AGR 218 — Agricultural Mechanization 3 0 3
A study of farm machinery management and labor-saving devices. The economics of selection and operation of farm machinery. Study and evaluation of feed grinders and mixers, storage facilities, materials handling systems, and other labor-saving devices.

AGR 222 — Agricultural Construction 3 2 4
A study of practical planning of housing systems for humans, livestock, farm commodities, and equipment storage. The design will be related specifically to layout procedures, materials of construction, structural features, and cost estimating. There will be practical exercises in preparing sketches, blueprint reading, and job planning.

AGR 228 — Livestock Diseases and Parasites 3 2 4
A course dealing with the common diseases and parasites of livestock; sanitation practices and procedures with emphasis on the cause, damage, symptoms, prevention and treatment of parasites and diseases, and management factors relating to disease and parasite prevention and control.
Prerequisite: AGR 125.

AGR 251 — Landscape Gardening 3 2 4
An introduction and study of the basic principles of landscape design. Students will draw residential landscape plans combining the use of basic design principles and knowledge of plant material.
Prerequisite: AGR 151 and/or 152.

AGR 252 — Landscape Gardening II 3 2 4
Development and maintenance of landscape areas including planting, pruning, fertilization, and pest control. Fundamentals of landscape economics: costs, contracts, calculating areas, volumes, and plant quantities for landscape projects. Selection and use of materials in landscape construction.

AGR 256, 257, 259 — Nursery and Greenhouse Management I, II, III 2 4 4
A three-quarter course dealing with the necessary operations in maintaining a greenhouse and nursery. Included are such aspects as: sexual propagation, asexual propagation, major greenhouse crops, fertilization, pest control practices, and others. A considerable amount of time will be spent in the greenhouse actually performing these operations.

AGR 258 — Turf Grasses 1 4 3
A study of turf grasses including identification, use, establishment, and maintenance. Other topics will include a comparison of high quality turf (as in golf courses) and residential turf, turf pests and their control, and use of ground covers where turf is impractical or impossible.

AGR 270 — Bacteriology 2 4 4
A general bacteriology course dealing with the structure, development and function of bacteria and other microorganisms. Emphasis on those organisms associated with water and soil, and the role of microorganisms in nature.

AGR 271 — Field Crops 3 0 3
A study of crop species grown in southeastern United States and their place in the farm and economics programs. An application of the principles of crop production will be given for the major grain, oil, fiber, and special crops. The study will include the cultural practices, disease, and insect control, fertilization, weed control, grading and marketing of all field crops.
Prerequisite: AGR 170.

AGR 272 — Tobacco Technology 3 0 3
All phases of tobacco production and marketing will be discussed. The latest research problems and findings dealing with this important cash crop will be discussed in relation to types of tobacco; the development and selection of varieties, plant production, diseases and insect control, soils fertilization, cultural practices, harvesting, curing, grading, marketing, and manufacturing as it influences cultural practices.

AGR 274 — Pasture & Foliage Crops 2 4 4
A course dealing with the fundamentals of pastures and forage crops and management. A study of the major grasses and legumes of economic importance in North Carolina. Soil site relationships and plant adaptation will be stressed.

AGR 278 — Weed Identification and Control 3 0 3
A study of the identification and control of the annual and perennial weeds of economic importance in North Carolina.

AGR 279 — Farm Forestry 3 0 3
A course dealing with the fundamentals of forestry and farm forestry problems, including planting, protecting, thinning, and harvesting.

AGR 285 — Soil Fertility 2 4 4
A course dealing with soil fertility principles, the application of these principles to the North Carolina soils, soil fertility evaluation, and soil conservation practices.

AGR 290 — Soil Conservation I 2 4 4
An introduction to soil conservation, covering what is included in soil and water conservation, the public interest in soil and water conservation, who is involved in soil and water conservation, the available resources to carry out soil and water conservation measures, and the relationship of specialized knowledge in agronomy, biology, economics, engineering, soils, forestry, and recreation.
Prerequisites: AGR 170 and AGR 185.

AGR 291 — Soil Conservation II 2 4 4
This includes principles of rendering assistance to conservation planning, procedures for preplanning in conservation planning, actual assistance in planning the conservation program, and actual assistance in laying out and designing conservation programs. This involves working with individual landowners on specific soil and water conservation problems and with determining correct alternatives for treatment.

AGR 292 — Soil Conservation III 2 4 4
A detailed study of on-site training covering the proper servicing of conservation plans, revising plans, keeping plans current and up-to-date, maintenance of conservation measures applied to the land, and the procedure for keeping abreast of the times.

ANTHROPOLOGY

ANT 101 — An introduction to Anthropology 3 0 3
An introduction to the basic concepts of social anthropology and knowledge of one's own culture in terms of those basic concepts. The course is devoted to examining the many aspects of culture and society and, by examining the variety of ways in which man has met the conditions of life, the student may come to a broader understanding of human behavior. Comparisons between modern and primitive societies will be made so that the student can discover what aspects of human culture are universal and timeless and what are unique and variant.

ART

ART 101 — Art History I 3 0 3
A general survey of art history from pre-history to 1500 A.D.

ART 102 — Art History II 3 0 3
A general survey of art history from 1500 A.D. to the present.

ART 120 — Commercial Art (Basic Design) 3 0 3
Basic layout of advertising art with technical emphasis on type, color, layout and use of space. Moderate amount of supplies and equipment necessary.
Suggested prerequisite: Drawing and/or drafting.

ART 130 — Introduction to Art 3 0 3
A beginner's course for those interested in learning to look at, appreciate, and enjoy the visual arts. The elements used to create a work of art are studied through discussion, reference to art works of the past and present, and actual experimentation in the various art media.

ART 131 — Drawing I 3 0 3
A beginning course in the use of charcoal and pastels.

ART 132 — Drawing II 3 0 3
A continuation of ART 131 emphasizing the use of a wide variety of mediums.

ART 133 — Arts and Crafts 3 2 4
A beginning course in methods of art for Education and Religion majors.

ART 150, 151, 152 — Ceramics 3 0 3
This course concentrates on ceramic pottery and sculpture with a small amount of wheel throwing and a large amount of hand building in clay. Glazing, firing, and armature construction will be emphasized.

ART 160, 161, 162 — Printmaking 3 0 3
In this course the emphasis will be on artistic application of relief printing such as woodcuts, blockprinting and monoprints in multicolor and black and white. A beginning knowledge of silk screen will also be included.

ART 201 — Painting I 3 0 3
A beginning course in acrylics, watercolors or oil painting. Composition, color and techniques are stressed.

3 0 3

ART 202 — Painting II
A continuation of ART 201.

3 0 3

ART 203 — Painting III
A continuation of ART 202.

3 0 3

ART 204 — Painting: Water Color
Water color: transparent water color used for still-life, flowers, and landscape compositions. Field trips offer opportunities to paint local mountain scenery.

The following courses provide for an acquisition of skills in various crafts. They are designed for teacher education and religious education majors. They are also valuable for hobby and leisure-time activities.

0 2 1

ART 134 — Ceramics 0 2 1
ART 135 — Decoupage I 0 2 1
ART 136 — Decoupage II 0 2 1
ART 137 — Flower Arrangement 0 2 1
ART 138 — Art Metal 0 2 1
ART 139 — Leather Craft 0 2 1
ART 140 — Crafts 0 2 1
ART 141 — Wood Carving 0 2 1
ART 142 — Oil Painting

AUDIO VISUAL

2 2 3

AUD 101 — Audio-Visual Aids
An introduction to non-print media, equipment operation, and effect of A-V materials on the learning process.

2 3 3

AUD 201 — Media Production
Slides, transparencies, tapes, dry mount materials, and video tapes will be studied and produced.

3 0 3

AUD 202 — Equipment Maintenance
To provide skills necessary for maintenance of equipment. Emphasis is on preventing need for extensive maintenance.

AUTOMOTIVE

2 2 3

AUT 101 — The Automobile
An introductory course designed to acquaint the automobile owner with the operation and function of the various automobile systems and components. Topics of discussion will include engines, power trains, chassis and suspension, braking systems, air conditioning and electrical and fuel systems.

4 6 7

AUT 251 — Automotive Electronic/Electrical Systems
A thorough study of the theory and operation of various automobile electrical units and systems. Maintenance and testing procedures, diagnosis and repair of all types of electrical/electronic components, especially the transistor circuits, found on the modern automobile.

2 2 3

AUT 252 — Front Suspension, Alignment and Power Steering
Theory of operation, correct disassembly and mounting of all front suspension parts on various types of frames (car and light truck). A thorough understanding of the function and repair of steering gears (power and standard), shock absorbers, springs, wheels and tires, pumps, rams, etc. is gained. Theory and application of steering geometry, correct diagnosis of problems and use of the alignment and balancing machines; analysis and correction of tire wearing problems, vibrations, hard steering, pulling, etc. is experienced.

2 6 5

AUT 253 — Automobile Servicing II
Emphasis is placed on "trouble-shooting" and repairing the various component systems on vehicles provided for general repairs. The student is given in depth experience in diagnosis, testing, adjusting, repairing, and replacing component parts.

2 6 5

AUT 254 — Advanced Automotive Power Trains
This course is designed to provide a measure of depth in the understanding of automatic transmissions. Instruction includes classroom study demonstrations, and student participation in disassembly, reassembly, and testing of selected transmissions. Special emphasis is placed on principles, function, construction, operation, servicing and "trouble-shooting" procedures and repair of various types of automatic transmissions.

2 2 3

AUT 255 — Diesel Engines
This course is designed to acquaint the student with the operation, service and repair of the Diesel Engine. Topics of discussion will include fuel supply systems, principles of operation, design and operation.

3 12 9

AUT 256 — Automotive Body Repair
A comprehensive introduction to all phases of automotive body repair. Topics of study include estimating, frame and body reconditioning and painting.

AUT 1101 — Automotive Air Conditioning 2 3 3
General introduction to the principles of refrigeration; 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.

AUT 1111 — Internal Combustion Engine 3 12 7
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cam and camshafts, fuel and exhaust system, cooling systems, proper lubrication; and methods of testing, diagnosing and repairing.

AUT 1112 — Engine Electrical and Fuel Systems 3 12 7
A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanisms, generator, ignition, accessories and wiring, fuel pump, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system.

AUT 1121 — Braking Systems 3 3 4
A complete study of various braking systems employed on automobiles and lightweight trucks. Emphasis is placed on how they operate, proper adjustment, and repair.
Prerequisite: PHY 1102.

AUT 1123 — Automotive Chassis and Suspension Systems 3 9 6
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.

AUT 1124 — Automotive Power Train Systems 3 9 6
Principles and functions of the automotive power train systems; clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair.

AUT 1125 — Automotive Servicing 3 9 6
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.
Prerequisite: AUT 1123, 1121, 1101.

BIOLOGY

BIO 101 — General Biology I 3 3 4
An introduction to the fundamental concepts of biology; chemical and cellular basis of life, nutrition, transport, and regulation.

BIO 102 — General Biology II 3 3 4
A continuation of the fundamental life processes from the cellular to the organismic levels; mechanisms of control, perpetuation of life, and development.
Prerequisite: BIO 101.

BIO 103 — General Biology III 3 3 4
An application of the principles acquired in BIO 101 and 102 to the following topics: animal and plant survey, behavior, ecology, and evolution.
Prerequisites: BIO 101, 102.

BIO 104, 105 — Anatomy and Physiology 3 3 4
A basic course of the structure and function of the human body as related to nursing training. The body as an integrated whole, the moving body, body control, maintaining the metabolism of the body, reproduction, and control of body functions are the major topics of instruction. The laboratory sessions are correlated with the material in the lecture sessions to give the student practical experience in the basic phases of the course.

BIO 106 — Microbiology 3 3 4
A study of microbiology as related to health occupations. Course includes study of pathogenic microorganisms: bacteria, fungi, viruses, rickettsia and animal parasites.

BIO 201 — Local Flora 3 4 5
A field and laboratory study of local flora concerned with their classification, identification, and ecology by the use of keys and field studies.
Prerequisite: BIO 101, 102, 103

BIO 202 — Invertebrate Zoology 3 3 4
An advanced study of taxonomy, morphology, physiology, and the development of invertebrates stressing the major phyla.
Prerequisites: BIO 101, 102, 103.

BIO 203 — Comparative Vertebrate Anatomy 3 4 5
An anatomical study of representative vertebrates including considerations of their morphology, physiology, ecology, and evolution.
Prerequisites: BIO 101, 102, 103.

BUSINESS

BUS 080 — Remedial Math 0 5 0
An individualized, self-paced course designed to meet the entering math requirements for general business management, retailing, and secretarial curricula. Emphasis is given to operations involving whole numbers, fractions, decimals, percentages, and analyzing and solving written problems. This course is a review of the fundamental skills necessary in the study of business math.

BUS 101 — Introduction to Business 3 0 3
A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organizations, and management.

BUS 102 — Typewriting I 2 3 3
Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.

BUS 103 — Typewriting II 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, manuscripts, correspondence, and business forms.
Prerequisite: BUS 102 or the equivalent. Speed requirement — 30 words per minute for five minutes.

BUS 104 — Typewriting III 2 3 3
Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms.
Prerequisite: BUS 103 or the equivalent. Speed requirement — 40 words per minute for five minutes.

BUS 105 — Business Math 5 0 5
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.

BUS 106 — Shorthand I 3 2 4
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.

BUS 107 — Shorthand II 3 2 4
Continued study of theory with greater emphasis on dictation and elementary transcription.
Prerequisite: BUS 106 or equivalent.

BUS 108 — Shorthand III 3 2 4
Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription.
Prerequisite: BUS 107.

BUS 110 — Office Machines I 2 2 3
A general survey of business and office machines. Students will receive training in techniques, processes, operation, and application of the ten-key adding machines, full keyboard machines, and calculators.

BUS 111 — Office Machines II 2 2 3
Introduction to the operation of the machines used in a business office.
Prerequisite: BUS 110.

BUS 115 — Business Law I 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.

BUS 116 — Business Law II 3 0 3
Includes the study of laws pertaining to bailments, sales, riskbearing, partnership-corporation, mortgages, and property rights.
Prerequisite: BUS 115.

BUS 117 — Business Law III 3 0 3
Continuation of business law stressing guaranty and suretyship, insurance, landlord and tenant liens, wills, trust and bankruptcy, and transportation.
Prerequisite: BUS 116.

BUS 118 — Machine Transcription I 2 3 3
Designed to develop skill in operating a transcription unit, to equip students with knowledge of many kinds of business documents so that they understand the use of such documents and enable them to apply their knowledge skillfully, to build a fundamental knowledge of business vocabulary as well as the rules of grammar, punctuation, and spelling, and to develop understanding of secretarial procedures and responsibilities in business.

BUS 119 — Machine Transcription II 2 3 3
A continuation of the objectives and skills in BUS 118.

BUS 120 — Business English 3 0 3
Designed to aid the student in improving transcription skills in business communication with emphasis on punctuation, grammar, vocabulary, spelling, and word choice. Students will learn how to do research and write a business report.

BUS 123 — Business Finance 3 0 3
Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing.

BUS 124 — Personal Finance 3 0 3
Studies the problems affecting individuals in budgeting, borrowing, and investing. In addition, the problems of insurance, income and personal property taxes, housing costs, retirement, and wills are approached from the viewpoint of the consumer.

BUS 125 — Elements of Economics I 3 0 3
A basic study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual firm and to society at large.

BUS 126 — Elements of Economics II 3 0 3
A continuation of BUS 125 providing for a greater depth into the law of supply and demand, its practical applications in relation to the behavior of the firm, the behavior of the consumer, and current economic issues.
Prerequisite: BUS 125.

BUS 130 — Retail Applications I 1 4 3
This course consists of 48 hours of approved on-the-job work experience to initiate the student to the retail environment. Individual arrangements regarding hours and time of work will be approved by the program coordinator. Each student will make a written report on a practical project related to his work experience. The employer and type of work experience will be approved by the program coordinator.

BUS 131 — Principles of Accounting I 2 3 3
A study of the procedures of accounting and theory underlying those procedures. Introduction to double entry accounting.

BUS 132 — Principles of Accounting II 2 3 3
A continuation of accounting theory developed in BUS 131 with concentration on single proprietorship and partnerships through the use of balance sheets, income statements, and other accounting forms.
Prerequisite: BUS 131.

BUS 133 — Principles of Accounting III 2 3 3
A study of accounting as applicable to corporations with a comparison between accounting records as they differ between privately owned and corporately owned enterprises.
Prerequisite: BUS 132.

BUS 141, 142, 143 — Machine Shorthand I, II, III 5 4 6
The basic theory and principles of machine shorthand, including brief forms and fundamentals of phrasing. The student will learn abbreviations and phrases and develop reading and writing techniques which will enable him to take dictation rapidly.

BUS 152 — Industrial Organizations 3 0 3
See BUS 1105 — Industrial Organizations.

BUS 173 — Retailing I 3 0 3
A study of the role of retailing in the economy, including the development of the present retail structure, functions performed, principles governing affective operation, and managerical problems resulting from current economic and social trends.

BUS 180M — Medical Terminology & Vocabulary 3 0 3
To develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices.

BUS 181M — Anatomy for the Medical Secretary 3 0 3
A study of the normal functions of the human body and its systems with emphasis upon the interrelated functions of various parts and systematic processes in the development of basic physiological principles.

BUS 190L — Legal Terminology & Vocabulary 3 0 3
Legal terms and their definitions are introduced to enhance the vocabulary of legal secretarial students. Special emphasis on accurate spelling and transcription, as well as accurate oral and written usage of new terms.

BUS 200 — Machine Shorthand IV 5 4 6
The student practices daily for speed development, making every effort to attain high speeds without sacrificing accuracy. Dictation from outside sources as well as a speed building text will be introduced. Speed dictation tapes will also be used, and transcription of notes at the typewriter will be required.

BUS 201, 202 — Machine Shorthand V, VI 5 4 6
The student takes and transcribes material found in general correspondence, legal documents, and taped dictation. These courses are taken concurrently with BUS 240 and 242, and students will be asked to read and transcribe at the typewriter those notes taken for these courses.

2 3 3

BUS 205 — Advanced Typewriting
Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts, and legal documents.
Speed requirement — 40 words per minute for 5 minutes.

3 2 4

BUS 206E, 206M, or 206L — Dictation and Transcription
Develops the skill of taking dictation and of transcribing at the typewriter, materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed.

3 2 4

BUS 207 — Dictation and Transcription
Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices.

3 2 4

BUS 208 — Dictation and Transcription
Principally a speed building course, covering materials appropriate to the course of study, with emphasis as well on accuracy.
Prerequisite: BUS 207.

2 3 3

BUS 209 — Production Typewriting
Printed business forms are used to develop accuracy and speed. Designed as a pre-employment review of typing techniques.

3 0 3

BUS 210 — Filing
Filing covers what records to keep, how to store them, how to find them quickly when needed, and how to apply the criteria for determining their disposition or retention. Included are rules for alphabetic indexing, procedures for the operation and control of filing methods and systems; principles for the selection of records equipment and supplies.

2 2 4

BUS 211 — Stenoprint
Students receive training in the techniques, operation, and application of a Stenoprint machine.

3 2 4

BUS 214 — Secretarial Procedures
Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims.

3 12 6

BUS 215 — Office Application
During the sixth quarter only, students are assigned to work in a business, technical, or professional office for 12 hours a week. The objective is to provide actual work experience for secretarial students and an opportunity for the practical application of the skills and knowledge previously learned according to the course of study.
Prerequisites: BUS 214, BUS 205, BUS 207.

2 3 3

BUS 218 — Machine Transcription III
This course is developed to teach more efficient operation of transcribing equipment and good transcribing techniques. It includes further training in the fundamentals of spelling, grammar, and punctuation, and acquaints the student with business terminology and the various kinds of business communications.

3 0 3

BUS 220 — Business Communications
Develops skills in techniques in writing business communications. Emphasis is placed on writing action-getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry.

3 0 3

BUS 221 — Credit Procedures
The principles and practices in the extension of credit; collection procedures; laws pertaining to credit extension; and collection are included.

3 0 3

BUS 229 — Taxes
Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance.

2 8 7

BUS 230 — Retail Applications II
During the sixth quarter, students are assigned to word in a retail establishment for 8 hours a week. The objective is to provide actual work experience whereby application of the skills and knowledge previously learned can be applied.

3 0 3

BUS 232 — Sales Development
A study of retail, wholesale, and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for an execution of sales demonstrations required.

3 0 3

BUS 235 — Business Management
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. Role of management in business-qualification and requirements.

2 3 3

BUS 236 — Intermediate Accounting I
Concepts and principles underlying accounting processes. Theory and problems of financial accounting; analysis of accounts in balance sheets, income and retained earnings statements. Theory of valuations procedures emphasized.
Prerequisite: BUS 133.

2 3 3

BUS 237 — Intermediate Accounting II
Analysis of financial statements, including the preparation of flow of funds statements, use of comparative date, statements of incomplete records and ratio analysis.
Prerequisite: BUS 236.

2 3 3

BUS 238 — Auditing
An introduction to auditing theory and practice covering audits as conducted by independent public accountants. Included are auditing standards, procedures, professional ethics, and review and evaluation.
Prerequisite: BUS 237.

3 0 3

BUS 239 — Marketing
A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing processes.

0 10 5

BUS 240 — Court Reporting I
Utilizing machine shorthand skills, the student records all types of court proceedings in the local District and Superior Courts, learns to keep his records, and files his notes. He strives daily for perfect notes and more speed. (Taken concurrently with BUS 201.)

3 0 3

BUS 241 — Sales Promotion and Management
The scope and activities of sales promotion with emphasis on the coordination of advertising, display, special events, and publicity. External and internal methods of promoting business: budgeting, planning, and implementing the plan.

0 10 5

BUS 242 — Court Reporting II
The student uses his machine shorthand skills to record actual court cases, conferences, and/or conventions. He maintains records of the proceedings and transcribes periodically. He strives for high speeds and accuracy. (Taken concurrently with BUS 202.)

3 0 3

BUS 243 — Advertising
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.

3 0 3

BUS 249 — Buying and Merchandising I
Analyzes the organization for buying — what, when, and how to buy. Topics include psychology of dealing with people, vendor relations, and planning merchandise assortment.

3 0 3

BUS 250 — Buying and Merchandising II
Principles of effective inventory and stock control to include storage control, merchandise rotation, accountability, and pricing.
Prerequisite: BUS 249.

2 3 3

BUS 251, 252, 253 — Cost Accounting I, II, III
This course is designed to develop the principles used in accounting to aid management in their planning, controlling, and analyzing of cost data. The areas studied include budgets, job and process costing, estimates and standard costing, direct costing, and break-even analysis.
Prerequisite: BUS 133.

2 3 3

BUS 260 — Commercial Design and Display I
An introduction to basic layouts and design of commercial displays. Source and related texts discussing such design as needed by retail stores, banks, restaurants, motels, and various offices, specifying equipment and fixtures required.

2 2 3

BUS 262 — Fashion in Retailing
This course acquaints the student with the relationships between fashion and style. Topics included are characteristics of styles, fashion trends, coordination, application of color, and design analysis.

3 0 3

BUS 271 — Office Management
Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems.

3 0 3

BUS 272 — Principles of Supervision
Introduction to the basic responsibilities and duties of the supervisor and his relationship to supervisors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.

3 0 3

BUS 273 — Retailing II
This course is designed to help students understand retailing from the viewpoint of the owner or manager. Topics studied: organization of the retail firm, establishment of stores, customer needs, purchasing and financing, advertising and selling, planning and control.

3 0 3

BUS 274 — Personnel Management
The techniques of supervising and coordinating the work of others. Among the items covered are employment interview techniques, training procedures, supervision of employees, delegating authority and responsibility factors influencing employees' morale, job studies and descriptions, current policies on labor-management relations and labor legislation affecting business workers.

3 0 3

BUS 275 — Principles of Insurance
Types and provisions of life, property, and casualty insurance from the point of view of an individual and business enterprise.

3 0 3

BUS 280M — Medical Terminology and Vocabulary
Greater emphasis on an understanding of the terminology and vocabulary appropriate to the course of study as it is used in business.
Prerequisite: BUS 180M.

3 0 3

BUS 281M — Anatomy for the Medical Secretary
A continuation of BUS 181M.
Prerequisite: BUS 181M.

2 3 3

BUS 282 — Governmental Accounting
The concepts of fund accounting as used by states, counties, and municipalities will be developed in this course. Budgeting and other financial management aspects peculiar to government as well as a brief study of North Carolina's uniform system will be developed.
Prerequisite: BUS 133 or consent of instructor.

3 0 3

BUS 1103 — Small Business Operations

3 0 3

BUS 1103-co
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.

3 0 3

BUS 1105 — Industrial Organizations
Methods, techniques, and practices of modern management in planning, organizing and controlling operations of a manufacturing concern. Introduction of the competitive system and the factors constituting product cost.

1 3 1

BUS 1106-co — Contracts and Specifications
A study of building codes and their effect in relation to specifications and contract drawings. The purpose and writing of specifications will be studied along with their legal and practical application to working drawings.
Contract documents will be analyzed and studied for the purpose of client and architect.

CARPENTRY

0 200 10

CAB 1000-co — On-the-job Training
Cooperative work-study on alternate week basis.

3 12 7

CAB 1101 — Cabinetmaking I

4 16 6

CAB 1101-co
General cabinetmaking and millwork for building construction. Practical applications will include measuring, layout, and construction of various types of cabinets and trim.

3 12 7

CAB 1102 — Cabinetmaking II

4 16 6

CAB 1102-co
A continuation of Cabinetmaking I with emphasis placed on advanced machining techniques, jointery, and surface preparation.

3 12 7

CAB 1103, 1104 — Cabinetmaking
A continuation of CAB 1102.

1 3 1

CAB 1105-co — Cabinet Finishing
Topics of study will include methods and practices of modern cabinet and furniture finishing.

0 200 10

CAB 2000-co — On-the-job Training
Cooperative work-study on alternate week basis.

1 4 3

CAR 101 — Introduction to Woodworking I
An introductory course in the care and use of woodworking tools, machinery, and basic woodworking.

0 200 10

CAR 1000-co — On-the-Job Training
Cooperative work-study on alternate week basis.

3 12 7

CAR 1101 — Carpentry Fundamentals

4 16 6

CAR 1101-co
An introduction to carpentry as a vocation; basic knowledge and skills in hand and power tools; laboratory experience in layout for excavation and footings, introduction to wall, ceiling, and roof structures.

CAR 1102 — Framing 3 12 7

CAR 1102-co 1 4 2
Course content includes laboratory experience in form construction, floor sills, girders, posts, and joists; wall framing for doors and windows; roof rafters, dormers, and porches.

CAR 1103 — Carpentry Trim and Finish 3 12 7

CAR 1103-co 1 4 2
Course content includes the study of trim and finishing the inside and outside of buildings. A study of using a variety of woods and materials is included.

CAR 1104 — Carpentry II 3 12 7

CAR 1104-co 4 16 6
A continuation of Carpentry I. Topics of study will include all facets of the residential structure as completed by the carpenter. Each student will study materials, tools and additional work in framing, finishing, and roof construction.
Prerequisite: CAR 1101, 1102, 1103.

CAR 1114 — Building Codes 3 0 3

CAR 1114-co 3 0 3
A study is made of building codes and the minimum requirements for local, county and state construction regulations, involving safety, sanitation, mechanical equipment and materials.

CAR 2000-co — On-the-job Training 0 200 10
Cooperative work-study on alternate week basis.

CHEMISTRY

CHM 101 — General Chemistry I 3 3 4
An introduction to chemistry; its language and fundamental laws, stoichiometry, thermodynamics, ionic and covalent compounds, and gas laws.

CHM 102 — General Cehmistry II 3 3 4
A continuation of CHM 101 to include the following concepts: states of matter, solutions, chemical equilibria, reaction kinetics, acids and bases, redox and electrochemistry.
Prerequisite: CHM 101

CHM 103 — General Chemistry III 3 3 4
A survey of the elements; an introduction to organic and nuclear chemistry.
Prerequisites: CHM 101, 102

CHM 103 — General Chemistry III 3 3 4
A continuation of CHM 102 with emphasis placed on gas laws, calculation of formulas, weight and volume relationships, equivalent weight, standard solutions, chemical equilibrium, redox and electro chemistry. Introduction to organic and nuclear chemistry.

CHM 111 — Chemistry 2 2 3
Basic principles of organic, inorganic, and bio-chemistry are studied as they are related to practice in health occupations.

CHM 201 — Qualitative Analysis 3 3 4
A course which extends the study of chemical principles to include equilibria of slightly soluble salts and of complex tons and systematic analysis. Laboratory consists of the qualitative analysis of both principles and techniques of separation and identification of inorganic cations and anions.
Prerequisite: CHM 103 or permission of instructor.

CHM 204, 205, 206 — Organic Chemistry I, II, III 3 3 4
A year's course in the fundamentals of organic chemistry. The structure, physical properties, synthesis and typical reactions of the various series of aliphatic, alicyclic, and aromatic compounds are studied with attention to reaction mechanisms. In the laboratory representative carbon compounds are synthesized with emphasis on basic laboratory techniques.
Prerequisites: CHM 101, 102, 103.

CRIMINAL JUSTICE

CJC 101 — Introduction to Criminal Justice 5 0 5
This course is designed to familiarize the student with a philosophy and history of law enforcement, its legal limitations in our society, the primary duties and responsibilities of the various agencies in the criminal justice field, basic processes of justice, an evaluation of law enforcement's current position, and an orientation relative to the profession as a career.

CJC 102 — Introduction to Criminology 5 0 5
A general course designed to introduce the student to the causation of crime and delinquency. The historical and contemporary aspects of crime, law enforcement, punishment, and correctional administration will be discussed.

5 0 5

CJC 110 — Juvenile Delinquency
General survey of juvenile delinquency as an individual and social problem, theories of delinquency, causation, and methods of correction and prevention. The course will present a general overview of the juvenile court.

3 0 3

CJC 115 — Criminal Law I — Substantive Criminal Law
A course designed to present a basic concept of criminal laws and to provide a legal groundwork for those who seek to enter the criminal justice field.

3 0 3

CJC 201 — Motor Vehicle Law
A study of the traffic enforcement codes with primary emphasis placed on North Carolina law as it relates to motor vehicles.

3 0 3

CJC 203 — Introduction to Correction
An examination of the total correctional process from law enforcement through the administration of justice, probation, prisons and correctional institutions, and parole. This course will provide a history and philosophy in the field of correction.

3 0 3

CJC 204 — Probations, Pardons & Parole
Probation as a judicial process and parole as an executive function are examined as community-based correctional programs and the use of pardons is reviewed.

3 0 3

CJC 205 — Evidence
Instruction covers the kinds and degrees of evidence and the rules governing the admissibility of evidence in court.

3 0 3

CJC 206 — Community Relations
This course will provide the student with an understanding of community structures as they relate to minority groups, peer groups, socio-economic groups, leader groups, and group relations. Emphasis will be placed on the organization and function of these groups as they relate to the profession of criminal justice-protective services.

3 0 3

CJC 209 — Correction Law
This course is designed to familiarize the student with the specific laws as they pertain to correction, care, custody, and control.

5 0 5

CJC 210 — Criminal Investigation
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.

3 0 3

CJC 216 — Criminal Law II — Criminal Procedure
A continuation of Criminal Law I which presents a basic concept of criminal law and creates an appreciation of the rules under which one lives in our system of government. Primary emphasis will be placed on North Carolina law.
Prerequisite: CJC 115.

3 0 3

CJC 217 — Patrol Procedures
This course defines the purposes of patrols and describes the types of patrols. It explains the operation of police vehicles on patrol, answering calls — emergency and non-emergency and felony in progress. It provides the student the opportunity to develop powers of perception, and observation concerning persons, places, and things. Safe driving techniques and use of equipment are presented.

5 0 5

CJC 220 — Police Organization & Administration
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.

3 0 3

CJC 221 — Correctional Administration
Emphasis is placed on the principles of administration in the correctional setting including budgeting and financial control, recruitment and development of staff, administrative decision making, public relation, and other correctional administrative functions.

3 0 3

CJC 230 — Correctional Counseling
This course is designed to present the basic elements of counseling. The basic elements will be applied to the different socioeconomic groups in our society.

3 0 3

CJC 234 — Community-Based Treatment
Community resources that can be utilized in the correctional process are examined — such as vocational rehabilitation, alcohol detoxification and other units, welfare services, child guidance and mental health clinics, employment services, private volunteer, professional assistance, legal aid, and other pertinent services.

5 0 5

CJC 240 — Security Systems
This course is designed to introduce the student to an overview of the total security concept. The topic is broken down into industrial, commercial, and retail security.

3 0 3

CJC 241 — Property Control
This course is designed to provide the student with an understanding of the physical layouts and control procedures of industrial, commercial, and retail facilities. Methods of protection such as electrical gates, magnetic passes, perimeter lighting, alarm systems, fencing, and other means of protection are covered.

3 0 3

CJC 243 — Industrial Accident Investigation and Reporting
This course is designed to present techniques and procedures that will enable the security officer to adequately investigate an industrial accident and report relevant facts important to the investigation. Familiarization with pertinent phraseology and terms is stressed.

3 0 3

CJC 244 — Civil and Criminal Legal Responsibility
This course emphasizes the civil and criminal legal responsibility of security personnel. It involves control and supervision of company property including entries and exits. It stresses the legal liability of the individual and of the company.

3 0 3

CJC 247 — Retail Security
This course is designed to familiarize the student with information concerning all aspects of retail security protection. Internal safeguards including employee and customer activities are covered.

3 0 3

CJC 249 — Surveillance Techniques
This course is designed to cover all types of surveillance techniques and the use of surveillance equipment. Emphasis is placed on loss prevention in relation to employee and customer activities in industrial, commercial, and retail settings.

DATA PROCESSING

3 0 3

EDP 104 — Introduction to Data Processing
Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detailed study of particular computer problems. This course is a prerequisite for all programming courses.

DRAFTING

1 5 3

DFT 101 — Technical Drafting I
The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and persepective are introduced.

1 5 3

DFT 102 — Technical Drafting II
Application of orthographic projection principles to the more complex drafting problems, primary and secondary auxiliary views, and sections and conventions will be studied. Most important is the introduction of the graphical analysis of space problems. Problems of practical design elements shall be studied. Dimensioning practices for "details" and "working drawing," approved by the American Standards Association will also be included. Introduction is given to intersections and developments of various types of geometrical objects.
Prerequisite: DFT 101.

1 5 3

DFT 103 — Technical Drafting III
Intersection and developments and their practical solutions, where applicable, model solutions accompany the problems. The various techniques employed to produce and render isometric and oblique drawings, isometric, dimetric, and trimetric projections will be included.
Prerequisite: DFT 102.

2 3 3

DFT 104 — Electronics Drafting
A continuation of skills and techniques in DFT 101 with special emphasis on electronic schematic diagrams and electronic circuit design.

3 0 3

DFT 105 — Introduction to Drafting: Architectural
An introductory course designed to acquaint the student with fundamentals of residential planning. Studies will include design factors, basic floor plans, elevation views, and scale drawings.

2 4 4

DFT 106 — Architectural Drafting I
An introduction to fundamental architectural drawing. Topics of study will include architect's scale, symbols, dimensioning, floor plans, sectional views, and elevations of residential buildings.

2 4 4

DFT 107 — Architectural Drafting II
A continuation of DFT 106. Further study of residential buildings with an introduction to industrial building. Projects completed in this two-course sequence will include producing the working drawings for a small residence and/or a small industrial plant.

1 4 3

DFT 161, 162 — Applied Mechanical Drawing I & II
See DFT 1119 and 1120 — Applied Mechanical Drawing I & II.

1 2 2

DFT 164, 165 — Blueprint Reading: Mechanical
See DFT 1104 and 1105, Blueprint Reading: Mechanical.

2 6 4

DFT 201 — Technical Drafting IV
Applications and constructions of charts, graphs, and nomographs in engineering and technical data. Screw threads, springs, keys, rivets, piping and welding symbols, methods of representing and specifying will be covered. Basic mechanisms of motion transfer, gears and cams, will be studied and drawn with emphasis on methods of specifying, calculating, dimensions, and dilineating.
Prerequisite: DFT 103.

2 4 4

DFT 204 — Descriptive Geometry
Graphic analysis of space problems involving points, lines, planes, connectors, and a combination of these. Practical design problems will be stressed with analytical verification where applicable. Visualization shall be stressed on every problem.
Prerequisite: DFT 102.

2 6 4

DFT 205 — Design Drafting I
Basic design is introduced in the study of motion transfer mechanisms as they relate to power trains. Principles of design sketching, design drawing, layout drafting, detailing from layouts, production drawings and simplified drafting practices constitute areas of study. Types and methods of specifying materials and workmanship are an integral part of the course.
Prerequisites: DFT 204, MAT 102, PHY 102.

2 6 4

DFT 206 — Design Drafting II
Research to solve a problem in design by consulting various manuals, periodicals, and through laboratory experiments. A written technical report, preliminary design sketches, layout drawings, detail drawings, assembly and sub-assembly drawings, pictorial drawings, exploded pictorial assembly, patent drawings and specifications are required as part of the problem.
Prerequisite: DFT 205.

3 2 4

DFT 211 — Mechanisms
Mathematics and drafting room solutions of problems involving the principles and machine elements. Study of motion linkages, velocities and acceleration of points within a link mechanism; layout methods for designing cams, belts, pulleys, gears, and gear trains.
Prerequisites: DFT 201 and 204, MAT 103, PHY 106.

2 4 4

DFT 212 — Jig and Fixture Design
Commercial standards, principles, practices, and tools of jig and fixture design. Individual project and design work to acquaint students with the types of jigs and fixtures and their design.
Prerequisites: DFT 205, DFT 211.

0 3 1

DFT 1101 — Schematics and Diagrams: Power Mechanics
Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.

0 3 1

DFT 1104 — Blueprint Reading: Mechanical
Interpretation and reading of blueprints. Information on the basic principles of blueprint; lines, views, dimensioning procedures and notes.

0 3 1

DFT 1105 — Blueprint Reading: Mechanical
Further practice in interpretation of blueprints as they are used in industry; study of prints supplied by industry; making plans for operations; introduction to drafting room procedures; sketching as a means of communications.
Prerequisite: DFT 1104.

0 3 1

DFT 1110 — Blueprint Reading: Building Trades

0 3 1

DFT 1110-co
Principles of interpreting blueprints and trade specifications common to the building trades. Development of proficiency in making three view and pictorial sketches.

0 3 1

DFT 1112-co — Blueprint Reading and Sketching
Designed to develop abilities in reading complex drawings in the masonry field. Blueprints of residential and commercial buildings will be studied with emphasis on the plot plan, floor plan, basement and/or foundation plan, walls and various detailing drawings of masonry work.

0 3 1

DFT 1113 — Blueprint Reading: Electrical

0 3 1

DFT 1113-co
Interpretation of schematics, diagrams and blueprints applicable to electrical installations with emphasis on electrical plans for domestic and commercial buildings. Sketching schematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes will be a part of this course.

0 3 1

DFT 1117 — Blueprint Reading: Welding
A thorough study of trade drawing in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications.
Prerequisite: DFT 1104

1 5 3

DFT 1119 — Applied Mechanical Drawing I
DFT 1119 and DFT 1120 constitute a series in mechanical drawing designed primarily for students enrolled in various vocational programs involving the production and/or interpretation of basic working drawings.

DFT 1119 is basically an introduction to mechanical drawing with emphasis on the following topics of study: drafting equipment, geometric constructions, sketching techniques and instrument drawings of orthographic, sectional, job planning, and pictorial views. Standard practices of dimensioning basic machine parts will culminate this course.

DFT 1120 — Applied Mechanical Drawing II 1 5 3
Continuation of study and practice in mechanical drawing. Basic studies will include detail dimensioning, tolerancing, auxiliary views, working drawings, and the reproduction of drawings.

EDUCATION

EDU 110 — Practicum/Seminar 0 6 3
Students are placed in field of interest. Work is supervised by coordinator. Some of this time may be used in campus seminars with faculty and specialists in various educational fields.

EDU 210 — Practicum/Seminar 0 6 3
Students are placed in field of interest. Work is supervised by coordinator. Some of this time may be used in campus seminars with faculty and specialists in various educational fields.

EDU 211 — Practicum/Seminar 0 6 3
Students are placed in field of interest. Work is supervised by coordinator. Some of this time may be used in campus seminars with faculty and specialists in various fields.

EDU 212 — Practicum/Seminar 0 12 6
Students are placed in field of interest. Work is supervised by coordinator. Some of this time may be used in campus seminars with faculty and specialists in various educational fields.

ECONOMICS

ECO 210, 202, 203 — Principles of Economics 3 0 3
A study of the present-day economic system; macroeconomics and microeconomics; demand supply, prices, and cost; wages, rent, interest, and profit; business cycles, money, banking, and the Federal Reserve System; international trade; and a comparison of Capitalism, Socialism, Communism, and Fascism.
(3 credits each quarter.)

ELECTRICITY

ELC 1102 — Applied Electricity 2 3 3

ELC 1102-co 2 3 2
The use and care of test instruments and equipment used in servicing electrical apparatus for air conditioning, heating, and refrigeration equipment. Included will be transformers, various types of motors and starting devices, switches, electrical heating devices and wiring.
Prerequisite: PHY 1101.

ELC 1112 — Direct and Alternating Current 5 12 9
A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and Kirchoff's Law. A study of the sources of direct current voltage potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits.

ELC 1113 — Alternating Current and Direct Current Machines and Controls 5 12 9
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 1112, MAT 1115.

ELC 1124 — Residential Wiring 5 9 8

ECL 1124-co 5 9 5
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 mockups.
Prerequisites: ELC 1113, DFT 1110.

ELC 1125 — Commercial and Industrial Wiring 5 12 9
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: ELN 1118, ELC 1124.

ELC 2000-co — On-the-job Training 0 200 10
Cooperative work-study on alternate week basis.

ELECTRONICS

ELN 101 — Fundamentals of Electronics I 4 5 6
Elementary principles of electronics including: basic electric units, Ohm's Law, Kirchoff's Law, network theorems, basic electrical measuring instruments, series circuits, parallel circuits, series-parallel circuits, direct current meters and metering circuits, and general DC circuit analysis. Elementary applications of devices are presented as well as laboratory experiments performed by students to verify and expand on the daily lessons.

ELN 102 — Fundamentals of Electronics II 4 5 6
A study of alternating voltage and current, magentism, electromagnetic induction, Lenz's Law, Faraday's Law of induced voltage, and AC component and circuit analysis. This includes inductance, inductive reactance, inductive circuits, capacitance, capacitive reactance, capacitive circuits, complex numbers, RC time constants, as well as resonant circuit and filter design. Electronic instruments and measuring techniques are studied in conjunction with laboratory experiments.

ELN 103 — Vacuum Tubes and Solid State Devices 8 8 10
A study in depth of the theory and electrical characteristics of vacuum tubes and semiconductor devices which include: transistor physics, diodes, transistor basics, small signal amplifier design, power amplifiers, biasing techniques, and high frequency characteristics of junction and field-effect transistors. Planned laboratory experiments correlate with the lectures which enable the student to learn the instruments and measurements required to become familiar with these devices.

ELN 104 — Radio and Television Servicing 4 8 8
This course is designed to cover the theory of operation and servicing techniques of radio and television receivers. Although the emphasis is on monochrome and color television sets, AM and FM radios are considered. The laboratory phase will consist of diagnosing of malfunctions; either real or simulated, and conducting logical troubleshooting procedures to locate the causes. Proper remedial techniques are applied such as component replacement and/or alignment to return the receiver to normal operating condition. The proper use of test equipment is an integral part and is encouraged throughout the course.
Prerequisite: ELN 101, 102, and 103, or equivalent.

ELN 105 — Electronic Systems Maintenance 4 8 8
This course involves a study of the layout, installation, and maintenance of various sound, intercommunications, master antenna, control and distribution systems. Consideration is given to such items as timing mechanisms, solenoids, and other electromechanical devices.

ELN 201 — Pulse and Digital Circuits 5 5 7
A study and design of general transistor circuits, pulse circuitry, oscillators, multivibrators, and special phase and switching circuits. Consideration is also given to electronic noise analysis and special semi-conductor devices and their circuit utilization. Appropriate laboratory experiments enable the student to become competent in their applications.

ELN 202 — Electronic Communications Systems 5 7 9
A study and analysis of circuitry of the various communications systems with design techniques for their application. This includes transmitters, receivers, transmission lines, antenna systems, modulation and demodulation principles, and microwave systems. Such topics as decibels, transducers, video systems, and radio propagation theory are also covered. Consideration is given to the requirements for obtaining an FCC First Class Radiotelephone License. Laboratory experiments are performed by the student to further his understanding of these systems.

ELN 203 — Industrial and Digital Electronic Systems 7 6 10
This course covers the theory and applications of logic pulse gating, switching, bistable multivibrators, memory and storage devices, and input-output systems utilized in digital computers. The study of these systems and devices is for the student to understand how the computer performs electronically the unique mathematics described in MAT 202 "Digital Computer Mathematics." Lasers, motor controls, and other basic industrial electronic systems are considered. Special student projects of design and construction of typical systems are encouraged. Appropriate laboratory experiments are performed by the student to further his knowledge of these systems.

ELN 233 — Communications Electronics 3 0 3
A study of AM, FM, and TV transmitters of the type certified by the Federal Communications Commission for standard broadcast. Associated equipment such as monitors, transmission lines, and antennas are considered. Included also is a coverage of the FCC Rules and Regulations governing all the various types of broadcast services. The combination of the theory and laws is such that the student can qualify by examination for an FCC First Class Radiotelephone Operator's License.

ELN 1118 — Industrial Electronics 3 6 5
Basic theory, operating characteristics, and application of vacuum tubes such as: diodes, triodes, tetrodes, pentodes, and gaseous control tubes. An introduction to amplifiers using triodes, power supplies using diodes, and other basic applications.
Prerequisite: ELC 1113.

ELN 1119 — Industrial Electronics 3 6 5
Basic industrial electronics systems such as: motor controls, alarm systems, heating systems and controls, magnetic amplifier controls, welding control systems using thyatron tubes, and other basic types of systems commonly found in most industries.
Prerequisite: ELN 1118.

ENGINEERING

EGR 105 — Graphics for Engineers I 2 4 3
Instruction in the use of drafting instruments, freehand drawing, and lettering. Theory of projection, including orthographic multiviews, auxiliary views, and the various kinds of pictorial projections. Sectional views and conventional practices, dimensioning and notations. Representation and specifications of threads and fasteners, gears, and cams. Working drawings, including limits and tolerances. Concurrent enrollment in College Algebra or higher.

EGR 106 — Graphics for Engineers II 2 4 3
Basic descriptive geometry; systematic solutions and analysis of the relationships of points, lines, and planes in space, developments and intersections. Applications of graphics to various fields of engineering. Vector geometry, graphic mathematics, and nomography. Concurrent enrollment in College Trigonometry or higher.

ENGLISH

ENG 090, 091, 092, 093 — Remedial English 1-5 0 0
A four-quarter course for the improvement and development of basic language skills necessary for beginning students in college-level English studies. Hours will be determined by need.

ENG 101 — Freshman English I 3 0 3
This course is designed to help the student enrich his knowledge of English grammar, punctuation, sentence and paragraph building. These mechanics of English will be applied to short themes as required.

ENG 102 — Freshman English II 3 0 3
This course is a continuation of Freshman English I, with frequent themes required. There will be an introduction to principal literary forms.

ENG 103 — Freshman English III 3 0 3
This course emphasizes the development of good prose style and gives practice in the use of source materials. Longer themes and a research paper will be required.

ENG 105 — The Cinema: Introduction to Film 2 2 3
An introductory course in film appreciation. Experientially oriented, the primary focus of this course will be upon the subjective, emotional responses of the viewer, and secondly upon the objective, intellectual understanding of how films are made. Various types of short films will be viewed in class and topics covered will include the basic elements of film, genres, and the unique contributions of various directors.

ENG 151 — Reading Improvement
See Eng 1101, Reading Improvement.

ENG 152 — Communication Skills 2 0 2
See Eng 1102, Communications Skills.

ENG 201 — Survey of English Literature I 3 0 3
A study of English Literature from Beowulf through Shakespeare.

ENG 202 — Survey of English Literature II 3 0 3
A study of English Literature from the Puritan Period through the Age of Reason.

ENG 203 — Survey of English Literature III 3 0 3
A study of English Literature from Romanticism to the present.

ENG 205 — Report Writing 3 0 3
The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must relate to something in his chosen curriculum.

ENG 210 — Survey of American Literature I 3 0 3
A study of the writings of the Colonial Period and the Romantic Period through Melville.

ENG 211 — Survey of American Literature II 3 0 3
A study of the literature of the Transcendentalists and the Realists through Twain.

ENG 212 — Survey of American Literature III 3 0 3
A study of the literature of American Naturalism to the present.

ENG 214 — Survey of Western World Literature I 3 0 3
The Ancient World includes selections from the Old Testament, Greek and Roman literature, and the New Testament.

ENG 215 — Survey of Western World Literature II 3 0 3
The Middle Ages, Renaissance, and Enlightenment includes selections from Italian, French, and Spanish literature.

ENG 216 — Survey of Western World Literature III 3 0 3
The Modern World includes selections from the best of the Romantics, Symbolists, and Modernists in poetry, plays, and short stories.

3 0 3

ENG 225 — Children's Literature
Survey of literature for children. Kindergarten through Junior High levels.

2 0 2

ENG 1101 — Reading Improvement

2 0 2

ENG 1101-co
Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition, and train for comprehension in larger units.

3 0 3

ENG 1102 — Communication Skills
Designed to promote effective communication through correct language usage in speaking and writing.
Prerequisite: ENG 1101.

FRENCH

2 3 3

FRE 101, 102, 103 — Elementary French I, II, III
An introduction to French with a modern audio-lingual approach. Up-to-date materials and methods. Emphasis first on hearing and speaking, then on reading and writing. Lab work is required as part of the course for those with no previous French or those who do not make a satisfactory score on the French placement test.
Prerequisite: Satisfactory score on college placement test.

2 3 3

FRE 151, 152, 153 — Intermediate French I, II, III
A review of the skills of hearing, speaking, reading and writing. Audio-lingual work in class and in lab. Selected supplementary readings.
Prerequisites: Two units of high school French and a satisfactory placement test score on FRE 101 and FRE 102.

2 3 3

FRE 201, 202, 203 — Survey of French Civilization I, II, III
A study of French culture and civilization. Selected readings in French literature from the Middle Ages to the present. Parallel reading and reports.

GEOGRAPHY

3 0 3

GEO 201 — Physical Geography
The earth's astronomical relations, factors of weather and climate, physical features and changes of landforms.

3 0 3

GEO 202 — Economic Geography
Geographic and economic factors involved in production, distribution, consumption, and conservation of the major resources of the world.

GERMAN

3 0 3

GER 101, 102, 103 — Elementary German I, II, III
Essentials of grammar, graded reading, vocabulary buidling. Laboratory.

3 0 3

GER 151, 152, 153 — Intermediate German I, II, III
Review of grammar, reading lyrics, short stories, and selections from plays.

HISTORY

3 0 3

HIS 101, 102, 102 — History of Western Civilization I, II, III
The institutions and culture of Western society from 5,000 B.C. to the present. Topics include the classical Greek and Roman worlds, the growth of Christianity, Medieval Europe, the Renaissance, the Reformation, the emergence of the modern national state, the rise of commercial capitalism, the Industrial Revolution, the French Revolution, liberalism, nationalism, the alliance system, imperialism, World War II and its aftermath, and the ideologies of the twentieth century. Three quarters.

3 0 3

HIS 104 — Modern History
A foundation for the study of current international problems styled primarily for technical and vocational students. Emphasis on Europe and America in the nineteenth and twentieth centuries but in a world context and against a general background of ancient, medieval, and early modern history.

3 0 3

HIS 201, 202, 203 — American History
A survey of American History from the period of discovery and colonization to the present. The course is conducted through lectures, textbooks, collateral reading and map studies.

3 0 3

HIS 204 — Current World Problems
A detailed examination of current international problems, including nationalism in underdeveloped countries, racial minorities, water and air pollution, the population explosion and famine, the armaments race, and international organizations — but with emphasis on a particularly urgent problem of present world concern. In addition to text and periodical assignments and daily newspaper readings, each student will be expected to present a comprehensive oral or written report.

3 0 3

HIS 205 — Black History
This course deals with the forces and personalities which have shaped the history of the Negro in the United States. Selected racial and ethnic groups are studied with special reference to the histories and sociocultural determinants of the group studied.

3 0 3

HIS 210 — Local History and Biography
A study of research methods and sources for the writing of family, church, school and community history.

LATIN

3 0 3

LAT 101, 102, 103 — Elementary Latin I, II, III
This course is designed to equip the student with a mastery of the structure of the Latin language and with a knowledge of basic vocabulary. Also included are translations from appropriate Latin texts and parallel study of pertinent aspects of Roman life and history.

3 0 3

LAT 151, 152, 153 — Intermediate Latin I, II, III
This course includes a review of the elements of the language and the reading of passages from selected authors with emphasis on Cicero, and parallel study of the history and institutions of Republican Rome. Reading of selected books of the Aeneid with parallel study of the history and institutions of the Empire and of the epic and its influence upon subsequent literature.

LIBRARY

3 0 3

LIB 101 — Introduction to Library Services
Philosophy of information service. Background and history of libraries and learning resource centers. Introduction to classification and organization of material. Study of duties and qualification of library personnel.

3 0 3

LIB 201 — Library Processes I
An introduction to classification systems. General and special reference sources with practice in preparing bibliographies.

3 0 3

LIB 202 — Library Processes II
A study of the techniques of book selection through use of book lists, reviews, trade publications and other sources. Techniques of ordering and budget control.

3 0 3

LIB 203 — Library Processes III
Principles involved in circulation procedures, inventory control, and care and repair of library materials.

MASONRY

0 200 10

MAS 1000-co — On-the-job Training
Cooperative work-study on alternate week basis.

3 12 7

MAS 1101 — Masonry Fundamentals I

3 12 5

MAS 1101-co
An introduction to the various types of masonry construction, including brick, concrete blocks and concrete.

3 12 7

MAS 1102, 1103, 1104

3 12 5

MAS 1102-co — Masonry Fundamentals
Basically skill development courses. Various patterns of brick bonds as well as block, tile and roof laying will be studied.

0 200 10

MAS 2000-co — On-the-job Training
Cooperative work-study on alternate week basis.

MATHEMATICS

1-5 0 0

MAT 080, 081, 082, 083 — Remedial Mathematics
A four-quarter course consisting of an intensive study of pre-college arithmetic, algebra, and geometry skills necessary in a study of college-level mathematics. Hours will be determined by need.

1 0 1

MAT 100 — The Metric System
A course designed to examine the history, theory, and practical uses of the modern metric system of measurement (SI). Following an introduction to the origin and history of the system, class work will focus on length (metres), volume (litres), mass (kilograms), and temperature (degrees Celsius). Small group laboratory experiences will comprize a major portion of class time.

3 0 3

MAT 101 — College Mathematics I
First of a three-quarter sequence of courses which comprise the minimum requirements for all AA candidates. Topics include: sets, concepts of logic, mathematical systems, systems of numeration, and the sets of integers. Number theory includes base five arithmetic, congruences, and modular systems.

MAT 102 — College Mathematics II 3 0 3
A continuation of MAT 101. Main emphasis is on the development of the properties of the sets if integers, rational numbers, and real numbers. Other topics include linear equations, inequalities, and absolute values of one and two variables.
Prerequisite: MAT 101 or consent of instructor.

MAT 103 — College Mathematics III 3 0 3
Last of three-quarter course sequence. Topics are: points, lines, planes, linear measure, angular measure, similar and congruent triangles, coordinate geometry, and a brief treatment of probability and statistical methods. Introduction to the rudiments of plane analytic geometry.
Prerequisite: MAT 101-102 or consent of the instructor.

MAT 105, 106 — College Algebra and Trigonometry 5 0 5
Designed to promote understanding of the logic structure of algebra with the development of algebraic techniques, along with a study of analytic trigonometry. Topics include: the theory of sets of integers, rational numbers, real numbers, complex fields, equations, inequalities, functions and relations, exponential and logarithmic functions, trigonometric functions, identities, equations, circular functions, inverse functions, triangle solution including sine and cosine laws, matrices, and series.

MAT 107 — Analytic Geometry and Calculus I 5 0 5
A unified sequence in analytic geometry and differential and integral calculus. (This sequence is recommended for students in the sciences and engineering programs.)
Prerequisite: MAT 106 0r the equivalent and consent.

MAT 110 — Technical Mathematics I 5 0 5
The real number system is developed as an extension of the natural numbers. Fundamental algebraic operations, the rectangular coordinate system, and the fundamental trigonometric concepts and operations are introduced, as well as the study of vectors and their uses.

MAT 111 — Technical Mathematics II 5 0 5
A continuation of MAT 110. Complex numbers and some of their applications are introduced, as are simultaneous equations, logarithms, quadratic equations and additional types of equations.
Prerequisite: MAT 110 or consent of the instructor.

MAT 112 — Technical Mathematics III 5 0 5
A continuation of MAT 111. Additional topics from trigonometry, solution of equations of higher degree, inequalities, progressions, are studies in this course as well and analytic geometry and calculus.
Prerequisite: MAT 111 or consent of the instructor.

MAT 133 — Criminal Justice Mathematics 5 0 5
The math principals presented are designed to meet the needs of the criminal justice-protective service professional. Topics studied are formulas, logarithms, right triangle trigonometry, graphing, and statistics in relation to applications for VASCAR breathalyzer, radar, and other such devices.

MAT 151 — Fundamentals of Mathematics 5 0 5
See MAT 1101 — Fundamentals of Mathematics.

MAT 152 — Algebra 3 0 3
See MAT 1101 — Algebra.

MAT 153 — Geometry 3 0 3
See MAT 1103 — Geometry.

MAT 154 — Trigonometry 3 0 3
See MAT 1104 — Trigonometry.

MAT 201 — Technical Mathematics IV 5 0 5
A continuation of MAT 112. More advanced concepts of differentiation and integration are considered. Included are graphs and derivatives of the trigonometric functions, exponential and logarithmic differentiation and integration, advanced integration techniques, polar equations, and parametric equations.
Prerequisite: MAT 112 or consent of the instructor.

MAT 202 — Digital Computer Mathematics 5 0 5
An examination of the mathematical concepts necessary to understand and design electronic computer circuits. Topics will include: decimal, binary, and octal number base systems; arithmetic operation in the binary number system; logic, Boolean algebra; Venn diagrams; codes and decimal arithmetic. Flip-flops and their application to electronic digital circuits will be an integral part of the course.

MAT 203 — Introduction to Microcomputers 3 0 3
Fundamental concepts of programming microcomputers will be examined. Topics include history of microcomputers, number representations and operations, flow charts, machine language programming, assembler language programming, and microcomputer architecture.
Prerequisite: Consent of instructor.

MAT 205 — Analytic Geometry and Calculus II 5 0 5
A continuation of MAT 107. Topics include definite integrals; application to areas, volumes, are lengths and work, exponential and trigonometric functions; integration methods.
Prerequisite: MAT 107 or consent.

MAT 206 — Analytic Geometry and Calculus III 5 0 5
A continuation of MAT 205. Included will be conics, moments, centers of gravity, indeterminate forms, improger integrals, series, two-dimensional vector algebra, and polar coordinates.
Prerequisite: MAT 205 or consent.

MAT 207 — Analytic Geometry and Calculus IV 5 0 5
A continuation of MAT 206. Included are three-dimensional vectory algebra, multiple integrals, line integrals, surface integrals, and change of variables.
Prerequisite: MAT 206 or consent.

MAT 208 — Differential Equations 5 0 5
Special non-linear equations, linear equations, transformations, symbolic method; solutions in series; Gauss, Bessel and Legendre equations; simultaneous differential equations.
Prerequisites: MAT 205, 206, 207.

MAT 210 — Introduction to Linear Algebra 5 0 5
A study of vectors, matrices, and determinants leading to a wide variety of problems in linear algebra that arise in mathematics and the natural sciences, engineering, business, and the social sciences.

MAT 1101 — Fundamentals of Mathematics 5 0 5
Practical number theory. Analysis of basic operations: addition, subtraction, multiplication, and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry, measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth.

MAT 1102 — Algebra 3 0 3
Basic concepts and operations of algebra: historical background of our base-10 number system; algebraic operations: addition, subtraction, multiplication, and division; fraction, letter representation, grouping, factoring, ratio and proportions, variation; graphical and algebraic solution of first degree equations; solutions of simultaneous equations by: addition and subtraction, substitution, graphing, exponents,ilogarithms, table and interpolation.

MAT 1103 — Geometry 3 0 3
Fundamental properties and definitions; plane and solid geometric figures, selected general theorems, geometric construction of lines, angles and plane figures. Dihedral angles, areas of plane figures, volumes of solids. Geometric principals are applied to shop operations.

MAT 1104 — Trigonometry 3 0 3
Trigonometric ratios; solving problems with right triangles, using tables and interpolating; solution to oblique triangles using law of sines and law of cosines; graphs of the trigonometric functions; inverse functions, trigonometric equations.
Prerequisite: MAT 1103.

MAT 1112 — Building Trades Mathematics 3 0 3

MAT 1112-co 3 0 3
Practical problems dealing with volumes, weights, ratios, mensuration, and basic estimating practices for building materials.

MAT 1113 — Construction Estimating I 3 0 3

MAT 1113-co 3 0 3
Basic methods of estimating quantities and cost of materials and labor for various types of construction.

MAT 1114 — Construction Estimating II 3 0 3

MAT 1114-co 3 0 3
This course is a continuation of MAT 1113. Topics of study will include techniques used in the cost analysis of various types of structures.

MAT 1115 — Electrical Mathematics 5 0 5

MAT 1115-co
A study of fundamental concepts of algebra, basic operations of addition, subtraction, multiplication, and division; solution of first order equations, use of letters and signs, grouping, factoring, exponents, ratios, and proportions; solutions of equations, algebraically and geographically; a study of logarithms and use of tables; an introduction to trigonometric functions and their application to right angles; and a study of vectors for use in alternating current.

MECHANICS

MEC 101 — Machine Processes I 1 5 3
An introductory course designed to acquaint the student with basic hand tools, safety procedures and machine processes of our modern industry. It will include a study of measuring instruments, characteristics of metals and cutting tools by performing selected operations such as turning, facing, threading, drilling, boring and reaming.

MEC 102 — Machine Processes I 1 5 3
Advanced operations on lathe, drilling, boring, and reaming machines. Milling machine theory and practice. Thorough study of the types of milling machines, cutters, jig and fixture devices, and the accessories used in a modern industrial plant. Safety in the operational shop is stressed.
Prerequisite: MEC 101.

MEC 103 — Treatment of Ferrous Metals 2 2 3
See MEC 1115 — Treatment of Ferrous Metals.

MEC 104 — Treatment of Non-Ferrous Metals 2 2 3
See MAT 1116 — Treatment of Non-Ferrous Metals.

MEC 151 — Machine Shop Theory and Practice 3 12 9
See MAT 1101 — Machine Shop Theory and Practice.

MEC 152 — Machine Shop Theory and Practice 3 12 9
See MEC 1102 — Machine Shop Theory and Practice.

MEC 153 — Machine Shop Theory and Practice 3 12 9
See MEC 1103 — Machine Shop Theory and Practice.

MEC 154 — Machine Shop Theory and Practice 3 12 9
See MEC 1104 — Machine Shop Theory and Practice.

MEC 205 — Strength of Materials 3 2 4
Study of principles and analysis of stresses which occur within machine and structure elements subjected to various types of loads such as static, impact, varying, and dynamic. Analyses of these stresses are made as applied to thin-walled cylinders and sphere, riveted and welded joints, beams, columns, and machine components.
Prerequisites: PHY 106, MAT 111.

MEC 210 — Physical Metallurgy I 3 3 4
Introductory course in metallurgy, a basic study of the properties of metals and alloys. Analysis of the structure of metals and alloys, atomic structure, nuclear structure, and nuclear reactions. Soild (Crystalline) structures, methods of designing crystal planes; liquid and vapor phases; phase diagrams; and alloy systems.
Prerequisite: PHY 101.

MEC 211 — Physical Metallurgy II 3 3 4
Properties of metals and alloys, the reactions of metals, diffusion, carburizing, metal bonding and homogenization; recrystallization and grain, growth, age hardening, nitriding, internal oxidation; heat treatment of steel; laboratory experiments, and demonstrations.
Prerequisite: MEC 210.

MEC 235 — Hydraulics and Pneumatics 3 3 4
The basic theories of hydraulic and pneumatic systems. Combinations of systems in various circuits and motors, controls, electrohydraulic servomechanisms, plumbing, filtration, accumulators and reservoirs.
Prerequisite: PHY 102.

MEC 251 — Machine Shop Theory and Practice 2 10 7
The topics of study for this course include advanced operations on general machine tools and layout procedures. Laboratory work will involve skill development exercises in the above areas.

MEC 252 — Machine Shop Theory and Practice 2 10 7
An in-depth study of special machine tools. Emphasis placed on production set up and operation including the calculating and cutting of spur, helical, and worm gears.

MEC 253 — Machine Shop Theory and Practice 2 10 7
The culminating course in the machinist curriculum, emphasizing the development of class and individual projects. Laboratory work will include the engineering and production of a product.

MEC 1101 — Machine Shop Theory and Practice 3 12 7
An introduction to the machinist trade and the potential it holds for a craftsman. Deals primarily with the identification, care, and use of basic hand tools and precision measuring instruments. Elementary layout procedures and processes of lathe, drill press, grinding (off-hand) and milling machines will be introduced both in theory and practice. Basic safety and job planning will be stressed in all machine shop courses.

MEC 1102 — Machine Shop Theory and Practice 3 12 7
Advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machine shaper. The student will select projects encompassing all the operations, tools, and procedures thus far used and those to be stressed throughout the course.
Prerequisite: MEC 1101.

MEC 1103 — Machine Shop Theory and Practice 3 12 7
Advanced work on the engine, lathe, turning, boring, and threading machines, grinders, milling machines, and shapers. Introduction to basic indexing and terminology. The trainee will use precision tools and measuring instruments such as vernier height gauges, protractors, comparators, etc.
Prerequisite: MEC 1102.

MEC 1104 — Machine Shop Theory and Practice 3 12 7
Development of class projects using previously learned procedures in planning, blueprint reading, machine operations, final assembly, and inspection. Additional processes on the lathe, surface grinder, advanced milling machine operations, etc. Special procedures and operations processes and equipment, observing safety procedures faithfully and establishing good work habits and attitudes acceptable to the industry.
Prerequisite: MEC 1103.

MEC 1112 — Machine Shop Processes 1 5 3
To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experience in the basic fundamentals of drill press and lathe operations; hand grinding of drill bits and lathe tools; set-up work applied to the trade. (For welding students.)

MEC 1115 — Treatment of Ferrous Metals 2 3 3
An introduction to the properties of ferrous metals and tests to determine their uses. A background in the chemical aspects of metallurgy will be developed for a better understanding of the physical changes and causes of the changes in metals. The main topics of study will include iron and steel production, theory of alloys, shaping and forming, heat treatments for steels and alloys.
Prerequisite: PHY 1102.

MEC 1116 — Treatment of Non-Ferrous Metals 2 3 3
Continuation of the study of physical metallurgy. Among non-ferrous metals to be studied will be bearing metals (brass, bronze, lead), light metals (aluminum and magnesium) and copper and its alloys.

MEC 1120 — Duct Construction and Maintenance 3 6 5
Study of various duct materials including sheet steel, aluminum, and fiber glass. Safety, sheet metal hand tools, cutting and shaping machines, fasteners and fabrication practices, layout methods, and development of duct systems. The student will service various duct systems and perform on-the-site repairs including ducts made of fiber glass. A study is made of duct fittings, dampers and regulators, diffusers, heater and air washers, fans, insulation, and ventilating hoods.
Prerequisite: DFT 1116.

MUSIC

MUS 101 — Introduction to Music 3 0 3
A non-technical course in music appreciation. Musical elements such as rhythm, melody, harmony, tone color, and form are analyzed and discussed. Musical masterworks are employed to develop an understanding of the role of music in contemporary culture.

MUS 102 — History of Music 3 0 3
The growth of music from its beginning to the Modern Era. Representative works of various composers and periods are presented for analysis and discussion.
Prerequisite: MUS 101 or consent of the instructor.

MUS 103, 104, 105 — College Chorus 0 2 1
A study of vocal techniques and choral interpretation. Ensemble singing including the performance of works from standard choral repertory. Attendance at rehearsals and performance is expected. The course is open to students who demonstrate the ability to sing on pitch.

MUS 110 — Class Piano 1 0 1
A course in piano technique designed to teach students the beginning skills of piano playing and the basic theory of music.

MUS 115, 116, 117 — College Band 0 2 1
The study and performance of music literature for the band. The band presents concerts during the school year and performs at college games and other special occasions.
Prerequisite: Permission of instructor.

MUS 120 — Guitar I 0 3 1
A beginning guitar course consisting of teaching the seven major keys, major chords, minor chords, 7th chords, sharps, and flats. Also included are the basic fundamentals of taking care of the guitar, installing new strings, and tuning the guitar. At the end of this course, the student should be playing rhythm to three-chord tunes and songs.

MUS 121 — Guitar II 0 3 1
An advanced course, starting where the beginning course stops, consisting of group and individual practice of the chord movements of the left hand, and the rhythm movements of the right hand. At the end of this course, the student will be playing rhythm to almost any tune or song.

MUS 122 — Guitar III 0 3 1
An instrumental guitar course consisting of teaching the finger board notes in all seven keys and between-chord-run notes. This course will teach the student to play several instrumental tunes.
Prerequisite: MUS 121.

MUS 203, 204, 205 — College Chorus 0 2 1
A continuation of MUS 103, 104, 105.

MUS 215, 216, 217 — College Band 0 2 1
A continuation of MUS 115, 116, 117.

NURSING

NUR 100 — Pharmacology 1 2 2
This course is designed to assist students in acquiring understanding and skills that are basic to safe and intelligent administration of drugs. The course includes a review of anatomy, physiology, mathematical principles related to drug therapy, principles of safe preparation and administration of drugs, an overview of specific drugs and nomenclature involved.

NUR 101 — Nursing I 4 6 6
This course is designed to assist the student to use the beginning concepts and basic principles of nursing care. Communication skills, community health, aseptic and sterile technique, pharmacology, safety and body mechanics are included. Selected therapeutic measures are taught and the development of beginning skills in the clinical area is expected.
Prerequisite: Admission to the nursing program.
Corequisite: BIO 104.

NUR 102 — Nursing II 5 12 9
This course is designed to broaden the student's knowledge of nursing principles and skills begun in NUR 101. Concepts of medical and surgical asepsis are related to more advanced procedures and treatments. Basic theories of individualized nursing care planning and the concepts of maternity nursing are presented. Clinical experience provides the opportunity for the students to care for women during childbearing cycle and the newborn infant. Emphasis is placed on family centered care.

NUR 103 — Nursing III 5 12 9
This course is designed to assist the student in the study of nursing problems and interventions related to selected disease conditions. The student will be guided in assessing needs, establishing goals, selecting appropriate nursing actions and evaluating the effectiveness of nursing care. Clinical experiences are provided to aid the student in observing signs and symptoms, preparation of the patient for specific diagnostic tests, and surgical procedures, administration of therapeutic agents and understanding the factors underlying selected conditions. Continued opportunities will be provided to broaden the student's learning in maternity nursing and aseptic techniques.
Prerequisites: NUR 102, BIO 104, BIO 105.

NUR 104 — Nursing IV 4 8 6
A study of the behavior of mentally ill patients designed to further develop the student's understanding of patients' reactions to illness. Opportunities are provided for students to develop nursing skills through interrelationships with patients who have behavioral disorders and to examine mental illness as a community health problem.
Prerequisite: NUR 103.

NUR 205 — Nursing V 5 12 9
Common medical-surgical problems are presented stressing pathology, treatment and nursing care. Nursing care planning for individual patients is included. Concurrent clinical experience is required.
Prerequisite: NURS 104.

NUR 206 — Nursing VI 5 12 9
A continuation of normal growth and development as it relates to the child's adjustment to illness, disease and surgical interventions most commonly occuring during childhood. Clinical experience on a pediatric unit is required.
Prerequisites: NUR 205, PSY 201.

NUR 207 — Nursing VII 5 15 10
Continuation of NUR 205. Concurrent clinical experience is required.
Prerequisite: NUR 205 and 206.

NUR 208 — Nursing VIII 4 3 5
This course provides an opportunity for the student to explore the nature of nursing in today's society with a focus on current trends and issues affecting nursing. Issues and trends which affect nursing education, practice, and professional organizations will be explored through classroom, laboratory, and independent study. Theory and practice in team leading will be offered, as well as a comprehensive review of all phases of nursing.

PHILOSOPHY

PHI 201, 202 — Introduction to Philosophy I, II 3 0 3
A study of fundamental problems of philosophy, emphasizing the importance of philosophical thinking for man's everyday experience; and examination of typical ideas and systems of ideas throughout history.

PHYSICAL EDUCATION

The importance of individual physical fitness, the teaching of fundamentals, techniques, and rules of play are the major objectives of each class. Each class meets approximately 24 hours per quarter.

PED 101	*Men's Soccer and Flag Football	0 2	1
PED 101	*Women's Soccer and Speedball	0 2	1
PED 102	*Men's Basic Tumbling and Wrestling	0 2	1
PED 102	*Women's Gymnastics and Basketball	0 2	1
PED 103	Softball and Archery	0 2	1
PED 104	Basic Swimming	0 2	1
PED 105	Square and Folk Dancing	0 2	1
PED 106	Men's Basketball	0 2	1
PED 107	Physical Fitness	0 2	1
PED 108	Karate	0 2	1
PED 201	Table Tennis and Volleyball	0 2	1
PED 202	Badminton and Bowling	0 2	1
PED 203	Basic Tennis	0 2	1
PED 204	Advanced Tennis	0 2	1
PED 206	Golf	0 2	1
PED 207	Judo	0 2	1

*Men and women separated — contact activity.

PED 110 — First Aid and Safety 2 0 2
A general first aid course stressing accident prevention and treatment of injuries.

PED 205 — Personal Health and Community Hygiene 3 0 3
The study of personal and community health and hygiene as it relates to the individual in society.

PED 210 — Adaptive Physical Education 3 0 3
A study of how recreational and physical education activities can be adapted to the retarded, blind, mentally ill, elderly, and other special groups.

PHYSICAL SCIENCE

PHS 101 — Physics Survey 2 2 3
The beginning course of physical science includes a study of physics. Some of the topics of discussion are measurements, forces, gravity, mechanics, heat, light, sound, electricity, and atomic properties.

PHS 102 — Chemistry Survey 2 2 3
Included in this course are general discussions of the basic concepts of chemistry and the properties of elements. Topics of discussion include the following: chemical processes, water, ionization, nitrogen, the halogen, sulfur, carbon and silicon, and organic and food chemistry.

PHS 103 — Meteorology-Geology-Astronomy 2 2 3
Topics for consideration are atmosphere, weather, erosion, rocks, earth's past, the solar system, the Milky Way, and extragalatic systems.

PHYSICS

PHY 101 — Properties of Matter and Heat 3 2 4
The first in a four-course, application-oriented sequence (101, 102, 103, 104) for technicians, this course begins with a review of essential mathematics and an introduction to measurement. Solids and fluids are studied under varied conditions. Heat and its effects, temperature, and the gas laws are discussed. The course closes with a brief investigation of nuclear and atomic physics.
Prerequisite or corequisite: MAT 110.

PHY 102 — Mechanics 3 2 4
The classical topics of motion, force, work, energy and momentum are developed and explained by applying them to specific processes and machines of contemporary technology.
Prerequisite or corequisite: MAT 111, PHY 101.

PHY 103 Electricity 3 2 4
Electrostatics, magnetism and current electricity are the subjects covered in this course. Topics such as meters, induction, transformers, Ohm's laws and Kirchoff's laws are discussed in detail.

PHY 104 — Light and Sound 3 2 4
Light and sound are the two areas which constitute this course. Concepts of interference, Doppler effect, particle and wave theories of light, and spectra classification are some of the main topics discussed.

PHY 106 — Applied Mechanics 5 0 5
Concepts and principles of statics and dynamics. Parallel concurrent and noncurrent force systems in coplaner and noncoplaner situation.
Concepts of centroids and center of gravity, moments of inertia, fundamentals of kinetics, and kinematics of velocity and motion.
Prerequisites: MAT 103, PHY 102.

PHY 110 — Physics for Health Occupations 2 2 3
A survey course with particular attention given to the application of classical physical principles to physiologic processes, therapeutic procedures, and various apparatus found in health services.

PHY 151, 152 — Applied Science 3 2 4
See Phy 1101 and 1102 — Applied Science.

PHY 201 — General Physics I 3 2 4
This course, which is designed primarily for physics and engineering (and technology) majors, includes in the first quarter of study the following: machines and vector analysis, particle and rigid body mechanics, statics, rotary motion, Newton's laws, and conservation laws.

PHY 202 — General Physics II 3 2 4
Second quarter of general physics includes the study of heat, sound, light, wave motions, and optics.
Prerequisite: PHY 201.

PHY 203 — General Physics III 3 2 4
Final quarter of general physics includes the study of electricity, magnetism, atomic and nuclear physics.
Prerequisite: PHY 202.

PHY 204 — General Physics IV 4 2 5
A calculus based course, designed primarily for physics and engineering majors, includes in the first quarter of study the following: vector analysis, particle and rigid body mechanics, statics, rotary motion, Newton's laws, and conservation laws.
Prerequisite or concurrently: MAT 107.

PHY 205 — General Physics V 4 2 5
Second quarter of the calculus based physics. Some topics are heat, sound, light, wave motions, optics, and atomic spectra.
Prerequisite or concurrently: MAT 205.

PHY 206 — General Physics VI 4 2 5
Third quarter of the calculus based physics. Some topics are electricity, magnetism, atomic and solid-state physics, and nuclear physics.
Prerequisite or concurrently: MAT 206.

PHY 1101 — 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, and gases; basic electrical principles.

PHY 1101 — Applied Science 3 2 4
The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power.

POLITICAL SCIENCE

POL 201 — American National Government 3 0 3
A study of the formation and development of the national government, its organization, functions and powers, and civil rights.

POL 202 — American State and Local Government 3 0 3
A study of the organization, functions, and powers of state and local government in the United States.

PLUMBING

PLU 1000-co — On-the-job Training 0 200 10
Cooperative work-study on alternate week basis.

PLU 1101, 1102, 1103, 1104 — Plumbing Fundamentals 3 12 7

PLU 1101-co 3 12 5
Topics of study will include modern plumbing techniques, procedures, fixtures, and machinery.

PSYCHOLOGY

PSY 101, 102 — General Psychology I, II 3 0 3
An introductory survey of psychology. Topics include pre- and post-natal development, the structure and functions of the nervous systems and glands, sensory organs and processes, intelligence, aptitudes and abilities, perception, motivation, learning, emotion, personality, and adjustment.

PSY 103 — Human Potential Seminars 2 0 2
Through a small group process and readings in the field of self-actualization psychology, the purpose of this course is to help persons discover and actualize their capabilities and strengths.

PSY 104 — The Psychology of Personal Adjustment 3 0 3
Through a study of ego and personality development — utilizing the latest psychological theories — to understand the development of the self-concept, patterns of interpersonal relations, handling stress and pressures and effective life adjustment.
Prerequisite: Either PSY 101, 102, or 103.

PSY 110 — Human Relations in Management 3 0 3
A behaviorial science approach to business. Management problems related to motivation, communication, organization, balance and change; recognition and analysis of problems in human interaction.

PSY 151 — 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.

PSY 201 — Human Development I 3 0 3
Development of the normal child and adolescent, with consideration of the social, biological, and cultural influences upon growth.
Prerequisites: PSY 101, 102.

PSY 202 — Human Development II 3 0 3
A survey of adulthood from adolescence to old age exploring the psychological, social, and pysical aspects of adult development.
Prerequisite: PSY 101, 102.

PSY 205 — Adolescent Psychology 3 0 3
A study of the nature and source of the problems of adolescents in western culture; physical, emotional, social, intellectual, and personality development of adolescents.

PSY 208 — Abnormal Psychology 3 0 3
A study of the symptoms, contributing factors, treatment and outcomes of the mentally ill and mentally defective as well as maladjusted, anti-social persons. Classifications and nomenclature of psychoneurosis, psychoses, and other illnesses are discussed.

PSY 210 — Exceptional Children 3 0 3
A study of young children who vary from the "norm." Emphasis on the very bright child and the handicapped child.

PSY 1101 — Human Relations 3 0 3

PSY 1101-co 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.

READING

REA 101 — College Reading Skills 3 0 3
A general course to aid students in improving their basic skills in reading and study practices. Basic comprehension, listening and vocabulary skills will be studied. Students will be tested to determine their strengths and weaknesses in the area of reading skills.

REA 102 — College Vocabulary and Comprehension Skills 3 0 3
A course designed to provide students with the opportunity to study college vocabulary and comprehension skills. Emphasis will be placed on word derivation and word meaning. Comprehension will include critical reading and speed reading. Testing will be utilized to determine strengths and weaknesses in the areas of vocabulary and comprehension.

REA 103 — Speed Reading 3 0 3
A course designed to give students the opportunity to increase their speed in reading. Emphasis will be placed on speed and comprehension. Diagnostic testing will be utilized to determine the individual student's readiness for speedreading.

RECREATION

REC 111 — Social Recreation 3 0 3
Planning, programming and conducting social recreation in clubs, camps, playgrounds and recreation centers.

REC 115 — Chess 1 2 2
The student is given a brief history of the game, the rules of play, and basic techniques for winning play. Emphasis is placed on opening theory with a study of several popular openings. The Elo rating system is also discussed.

REC 201 — Nature and Outdoor Recreation 3 0 3
Recreation as it relates to our natural resources. Ecology, conservation, nature study and camping activities are practiced.

REC 202 — Water Sports and Recreation 3 0 3
Skills and techniques in swimming, canoeing, angling, and other water sports are studied.

REC 203 — Recreation Administration 3 0 3
Personnel management, organization, budgets, and legislation are some of the areas covered from a recreational viewpoint.

RELIGION

REL 101 — Introduction to Old Testament 3 0 3
A survey of the Old Testament designed to intoduce the student to the history, literature and religion of the ancient Hebrews.

REL 102 — Introduction to New Testament 3 0 3
An examination of the New Testament intended to introduce the student to the Jewish background, the historical setting, the purpose, and the major ideas of this literature. Special emphasis will be given to the significance of the ministry of Jesus and the Apostle Paul.

REL 205 — Comparative Religion 3 0 3
A comparative study of the major religions of the world, both ancient and modern. An analysis of major religious concepts with attention given to the effects of contemporary history.

SAFETY

SAF 1101 — Safety and First Aid (Vocational) 2 0 2

SAF 1101-co 2 0 2
Principles and practices as applied to emergency first aid, study of safety procedures and techniques as related to vocational training with the teaching emphasis placed on accident prevention.

SAF 1102-co — Safety and First Aid II 2 0 2
A continuation of Safety and First Aid I. Study of safety procedures and techniques as related to vocational training with the teaching emphasis placed on accident prevention.

SOCIOLOGY

SOC 105 — Introduction to Human Resources 2 0 2
A study of the various local, state, and federal agencies involved in assistance programs. Introduction to study of people who need assistance because of economic, social, physical, or mental disabilities.

SOC 201 — Introduction to Sociology 3 0 3
A study of the fundamental principles and concepts of sociology, with emphasis on contemporary American institutions in relation to technological change, ethnic groups, population trends and social control.

SOC 202 — Marriage and the Family 3 0 3
A study of the family as a social institution — its origins and development, its forms and functions, its interrelation with other social institutions, and its role in contemporary civilization. In connection therewith, a study is made of sex development, differentiations, social relationships between the sexes, and factors contributing to or mitigating against successful, stable marriages.

SOC 203 — Social Problems 3 0 3
A study of some of the major social problems applying basic sociological principles. Evaluation of the techniques utilized by society to solve social problems, along with the impact of social and technological changes.

SOC 205 — Race and Ethnic Relations 3 0 3
Study of human relationships, intrapersonal, interpersonal, intergroup, and inter-nation which are caused by concepts and beliefs related to biological and value differences between men. Analysis of factors involved in group conflict with emphasis on conflict between minority groups in contemporary societies. Origins of myths about ethnic characteristics and identity questions will be examined.

SPANISH

SPA 101, 102, 103 — Elementary Spanish I, II, III 2 3 3
An introduction to Spanish, with a modern, audio-lingual approach. Up-to-date materials and methods are used. Emphasis first on hearing and speaking, then on reading and writing. Lab work is required as part of the course for those with no previous Spanish or those who don't make satisfactory score on Spanish placement tests. Three quarters.

SPA 151, 152, 153 — Intermediate Spanish I, II, III 2 3 3
A review of the skills of hearing, speaking, reading and writing. Audio-lingual work in class and in lab. Selected supplementary readings. Three quarters.
Prerequisites: Two units of high school Spanish and a satisfactory placement test score, or SPA 101, SPA 102, and 103.

SPA 210, 202, 203 — Spanish Civilization I, II, III 3 0 3
A study of Spanish culture and civilization. Selected readings in the literature of Spain and Spanish America from the Middle Ages to the present. Parallel reading and reports. Three quarters.
Prerequisite: Permission of instructor.

SPEECH

SPH 101 — Speech I 3 0 3
This course involves the study and application of the fundamentals of public speaking. Consideration of the mechanics of speech is involved with emphasis on oral reading as a means of improving voice and articulation.

SPH 102 — Speech II 3 0 3
A study of oral interpretation of literature and an introduction to the principles of argumentation and debate.

SPH 103 — Speech III 3 0 3
A study of one-act plays and beginning acting techniques.

WELDING

WLD 101 — Welding Processes 1 4 3
An introductory course designed to acquaint the student with the various welding processes.

WLD 161 — Basic Gas Welding 0 3 1

WLD 1101 — Basic Gas Welding 0 3 1

WLD 1101-co 0 3 1
Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding, bronze welding, silver-soldering, and flame-cutting methods applicable to mechanical repair work.

WLD 1102-co — Basic Arc Welding 0 3 1
Introduction to basic arc welding. Demonstrations by the instructor and basic welding practice by students. Safety practices will be stressed throughout the course.

WLD 1112 — Mechanical Testing and Inspection 1 3 2
The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, destructive, free-bend, guide-bend, nick-tear notched bend, tee-bend, nondestructive, V-notch, Charpy impact, etc.
Prerequisite: WLD 1120, WLD 1121.

WLD 1120 — Oxyacetylene Welding and Cutting 3 12 7
Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of 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 stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds.

WLD 1121 — Arc Welding 3 12 7
The operation of AC transformers and DC motor generator arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course in the use of tools and equipment.

WLD 1122 — Commercial and Industrial Practices 3 9 6
Designed to 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 applications, field welding and non-destructive test and inspection.
Prerequisites: WLD 1120, WLD 1121.

WLD 1123 — Inert Gas Welding 1 3 2

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.

Prerequisites: WLD 1120, WLD 1121.

WLD 1124 — Pipe Welding 3 12 7

Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME code.

Prerequsiite: WLD 1121.

WLD 1125 — Certification Practices 3 6 5

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.

Prerequisites: WLD 1120, WLD 1121, WLD 1123, WLD 1124.



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Diploma — Surry Community College

RICHARDS, DR. SWANSON ..... President
B.S., M.A. — Appalachian State University
Ed.D. — Florida State Univeristy

RIGGS, JUDY L. ..... Learning Lab Coordinator
B.S., M.A. — Appalachian State University

SANDERS, WILLIAM R. ..... History
B.A. — Millsaps College
M.A. — University of North Carolina — Chapel Hill

SASSER, DALE ..... Music, Drama
B.M. — Salem College

SCHUMAKER, ROBERT S. ..... Drafting
A.A.S. — Surry Community College
B.E.T. — University of North Carolina-Charlotte

SELBY, T. NORWOOD ..... English
B.A., M.A.C.T. — University of North Carolina

SELBY, TANIS N. ..... Business
B.S., M.A. — Western Carolina University

SHEPARD, STEVEN R. ..... Machine Shop
A.A. — Surry Community College
Vocational Diploma — Forsyth Technical Institute

SHEPHERD, CARLYLE M. ..... Counselor
Student Activities Director
B.S., M.A. — Appalachian State University

SHEPHERD, MARGARET F. ..... English
B.S., M.A. — Appalachian State University

SIMMONS, FRANK D. ..... Construction

SPARGER, GOLDIE S. ..... Business
B.S. — Steed College
M.A. — Appalachian State University

STANLEY, PAULA ..... Psychology
B.A., M.A., — Appalachian State University

STEVENS, SCOTT M. ..... Physics
B.S., M.S. — Northern Illinois University

STOCKTON, GEORGE E. ..... Dean of Instruction
B.S. — Trenton State College
M.Ed. — Temple University

STRICKLAND, CHARLES ..... Mathematics
B.S. — Ohio University
M.S.T. — Antioch College

STROUPE, WILLIAM A. ..... Biology
B.S., M.A. — Appalachian State University

SURRATT, CARLOS P. ..... Dean of Evening Programs
A.B. — University of North Carolina
M.A. — Appalachian State University

TEMPLETON, JAMES H. ..... Vice-President
B.S., M.A. — Appalachian State University

THOMAS, ROY M. ..... Welding
Diploma — Surry Community College

THOMPSON, RUTH ..... Counselor
B.S., M.S. — University of North Carolina-Greensboro

TOLBERT, GUY R. ..... Electronics
Radio Engineering Diploma — Valparaiso (Indiana) Technical Institute
A.A.S. — Surry Community College

TUCKER, ANGUS J. ..... Automotive Mechanics

VanHORN, JOHN M. ..... Chairman, Language and Arts Department
B.S., M.A. — Appalachian State University

WALLACE, JAMES H. ..... Chairman, Business and Secretarial Sciences Department
B.S. — North Carolina State University
M.B.A. — Harvard University

WEAVER, JERRY W. ..... Director of Learning Resources
B.S., M.A. — East Tennessee State University

WHITE, COTTING W. ..... Art
B.F.A. — University of North Carolina-Chapel Hill

WILES, DR. EDWIN ..... Biology
A.B. — Guilford College
M.A. — Wake Forest University
Ph.D. — North Carolina State University

WILSON, ELIZABETH W. ..... Reference Librarian
B.A. — Agnes Scott College
M.Libr. — Emory University

WOOD, JOHN L. ..... Business
B.S., M.A. — Appalachian State University

SECRETARIAL STAFF

BADGETT, JEAN S. ..... Secretary, Continuing Education Division

BECK, BETTY S. ..... Switchboard Operator

COMER, BESSIE B. ..... Technical Assistant, Business Department
A.A.S. — Surry Community College

COMER, PEGGY G. ..... Technical Assistant, Business Department
A.A.S. — Surry Community College

EADS, PAULINE W. ..... Library Clerk

GARRIS, JANIE O. ..... Secretary, Student Personnel Department

GUNNELL, MADGE G. ..... Secretary, Evening Division

HAYMORE, YVONNE J. ..... Secretary, Student Personnel Department
A.A.S. — Surry Community College

HEMMINGS, BETTY F. ..... Bookkeeper

HEWITT, LYNN S. ..... Secretary to the Dean of Instruction

HOBSON, PERNELL ..... Secretary, Continuing Education Division
Yadkin County

JOHNSON, SUSAN S. ..... Secretary to the President and Vice-President
A.A.S. — Surry Community College

KIDD, EILEEN B. ..... Secretary, Continuing Education Division

NEWMAN, BETTY H. ..... Secretary, Business Office
Diploma — Draughon Business College

PAYNE, KATHY R. ..... Secretary, Business Office
A.A. — Surry Community College
B.S. — University of North Carolina-Wilmington

PRATT, DORIS S. ..... Library Clerk
A.A.S. — Surry Community College

REECE, JUDY W. ..... Records Technician

TOLBERT, KAREN ..... Secretary, Student Personnel Department

WATTS, THOMAS M. ..... Bookstore Manager
A.A. — Surry Community College

WHITE, KATHRYN L. ..... Secretary, Bookstore

AUXILIARY STAFF

BRANCH, PAT ..... Snackbar

BROWN, VIOLA ..... Snackbar

COOK, LEONA M. ..... Snackbar Manager

CRISSMAN, BRENT ..... Maintenance Department

GENTRY, CHARLES ..... Maintenance Department

GWYNN, ERNEST ..... Maintenance Department

HODGES, YVONNE H. ..... Snackbar

LAWRENCE, GRAHAM S. ..... Maintenance Superintendent

MARION, BEULAH ..... Snackbar

MARION, CLAUDE ..... Maintenance Department

MITCHELL, WARREN ..... Maintenance Department

NIXON, VIOLA ..... Snackbar

PAYNE, SHIRLEY ..... Snackbar

PHILLIPS, VESS ..... Maintenance Department







Surry Community College the Beginning Years

A Report to the People

Board of Trustees

*William M. Allen, Jr., Elkin
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Robert S. Burrus, Rockford
*Mrs. Hugh G. Chatham, Elkin
R.G. Chatham, Jr., Elkin
Foy Clark, Mount Airy
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W.I. Monday, Mount Airy
Glenn Robertson, Mount Airy
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Howard O. Woltz, Jr., Mount Airy
Robert Yarborough, Elkin

Surry Community College Foundation, Inc.

Mrs. R.G. Chatham, Elkin
*W. Frank Comer, Dobson
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*David B. Hatcher, Mount Airy
*Kelly Hutchins, Dobson
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*Hugh Merritt, Mount Airy
*Robert E. Merritt, Mount Airy
Floyd Pike, Mount Airy
*Mrs. H.B. Rowe, Mount Airy
*Mrs. R.G. Smith, Jr., Elkin

*Presently Serving

Many Activities Provided for SCC Students

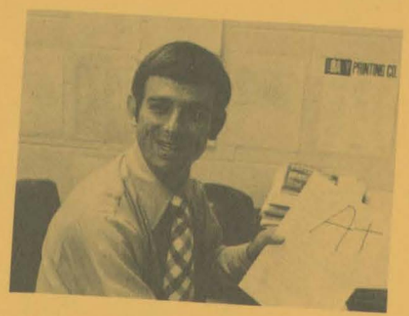


Student Personnel Services

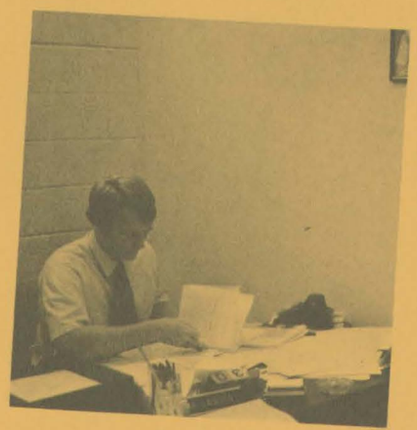
Preparation and Maintenance of Records
Care is taken to assure accuracy from loss or unauthorized use and coordination of use among the appropriate offices.



Special Studies
This program is designed to give special attention to a select group of students who may need special help during the early part of their program.



Veterans' Education
A full-time veterans' office is maintained in the Student Personnel Department. The number of veterans enrolled has grown from less than 100 in 1972 to 402 in 1976. Approximately $1 million was received by veterans and dependents during the 1974-75 school year. Twenty percent of the total SCC enrollment for fall quarter 1975-76 was veterans.



Student Personnel Services

Objective: To provide services which contribute to the intellectual, personal, and social development of all students.

The staff has grown from one director to a staff of six professional people, one technician, and three secretaries. These people are responsible for the following:.



Admissions
Surry Community College operates under the open-door admissions policy.



Guidance and Counseling
This service begins with a pre-admission interview and is available to the student throughout his stay at SCC.

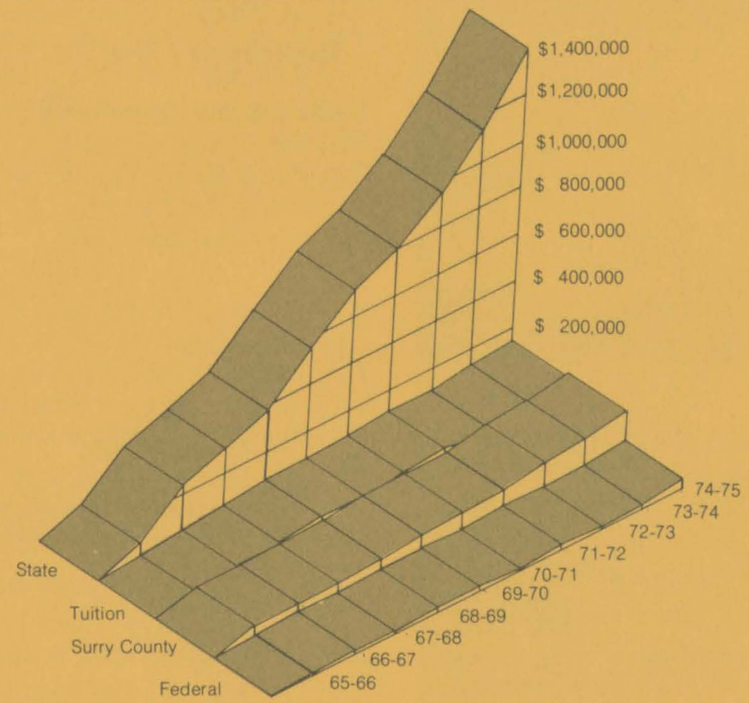


Financial Aid
This program is designed to assist students in meeting the cost of attending SCC. The total amount of aid has grown from $15,233 in 1968 to $133,800 in 1975.

EXPENDITURES OF FUNDS BY SOURCE 1965-1975

Current Operating Expenses

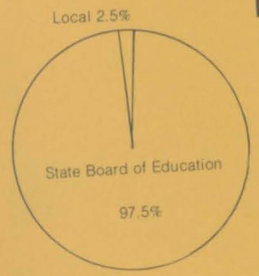
Year	State Allocation	Student Tuitions	Surry Co. Allocations	Federal and Others	
1965-66	75,749	6,186.	23,332.	2,013.	
1966-67	227,815	20,901.	26,960.	10,097.	
1967-68	292,869	51,609.	48,185.	4,720.	
1968-69	382,536	61,577.	64,102.	11,872.	
1969-70	552,998	70,036.	75,952.	17,168.	
1970-71	717,140	83,984.	80,482.	9,942.	
1971-72	791,925	98,920.	92,967.	20,723.	
1972-73	976,597	97,516.	122,727.	17,548.	
1973-74	1,151,657	114,144.	127,663.	20,315.	
1974-75	1,393,290	131,412.	166,490.	37,594.	
Totals	$6,562,576.	$736,285.	$828,860.	$151,982.	$8,279,703.
Percent	79.3%	8.9%	10.0%	1.8%	



Construction Funds

Expenditures

Land	$ 79,160
Improvement of Grounds	89,695
Original Buildings	1,404,202
Physical Education/Classroom Bldg.	491,871
Classroom Building	633,172
Maintenance Building	29,116
Vocational Building	737,152
Total Expenditures	$3,464,368

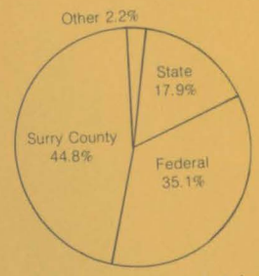


Equipment Purchased by Source

State Board of Education	$843,145
Surry County	22,043
	$865,188

Revenues by Source

Federal Funds	$1,292,509
Surry County Bonds	1,500,000
State Board of Education	689,962
Surry County Appropriations	148,885
Gifts	1,910
Interest	79,709
Total	$3,681,975



Construction Fund Balance July 1, 1975	$217,607

For this financial investment, the taxpayers of Surry County have received manifold return:

— lifelong improvement in the earning level of hundreds who have received training and education from Surry Community College.

— an institution which helps attract high-level industry, thus bringing new, well-paying jobs to the county.

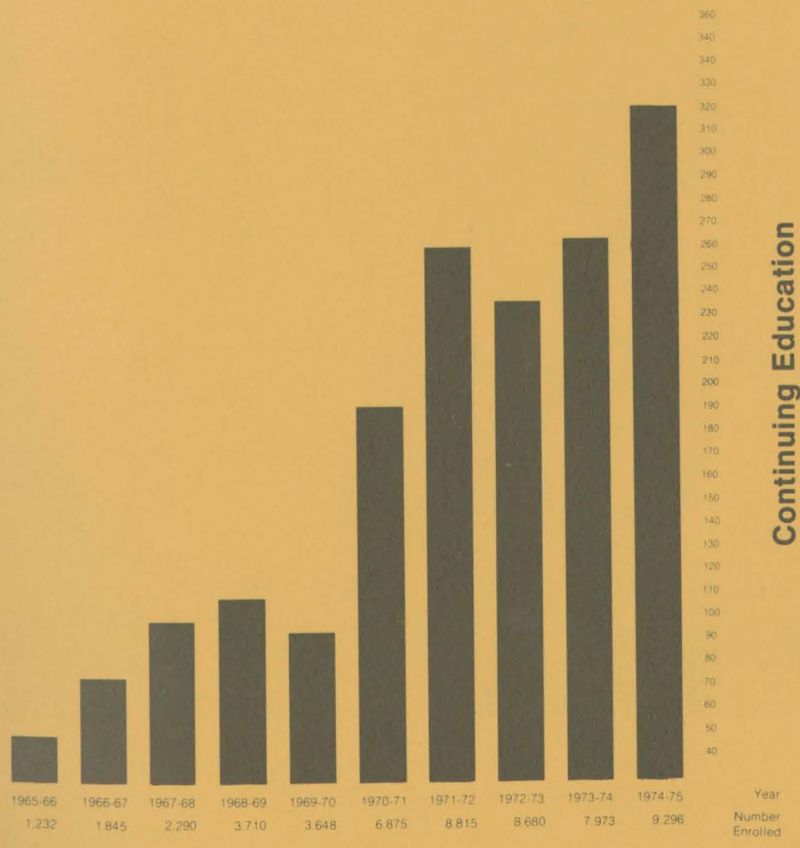
— five modern, well-equipped educational buildings and a 100-acre campus which has ample room for future expansion.

Ten Years of Service Through Continuing Education



The Continuing Education Division offers courses in Firemanship Training, Management Development Training, Police Science, Home Economics, Auto Mechanics, and many, many others.

Ten Years of Service Through Continuing Education (Continued)



College Programs

10 YEARS AGO

College Transfer

Technical

General Business Management
Executive Secretarial
Agricultural Business
Electronics
Drafting and Design

Vocational

Automotive
Welding

TODAY

College Transfer

Technical

General Business Management
Executive Secretarial
Medical Secretarial
Legal Secretarial
General Office
Accounting
Retail Management
Electronics
Drafting and Design
Machinist
Transportation Maintenance
Nursing
Agricultural Technology
Agricultural Business
Recreational Grounds Management
Horticulture
Soil Conservation
Library Assistant
Early Childhood Assistant
Recreation Technology
Teachers Assistant
Law Enforcement
Security Services
Correctional Technology

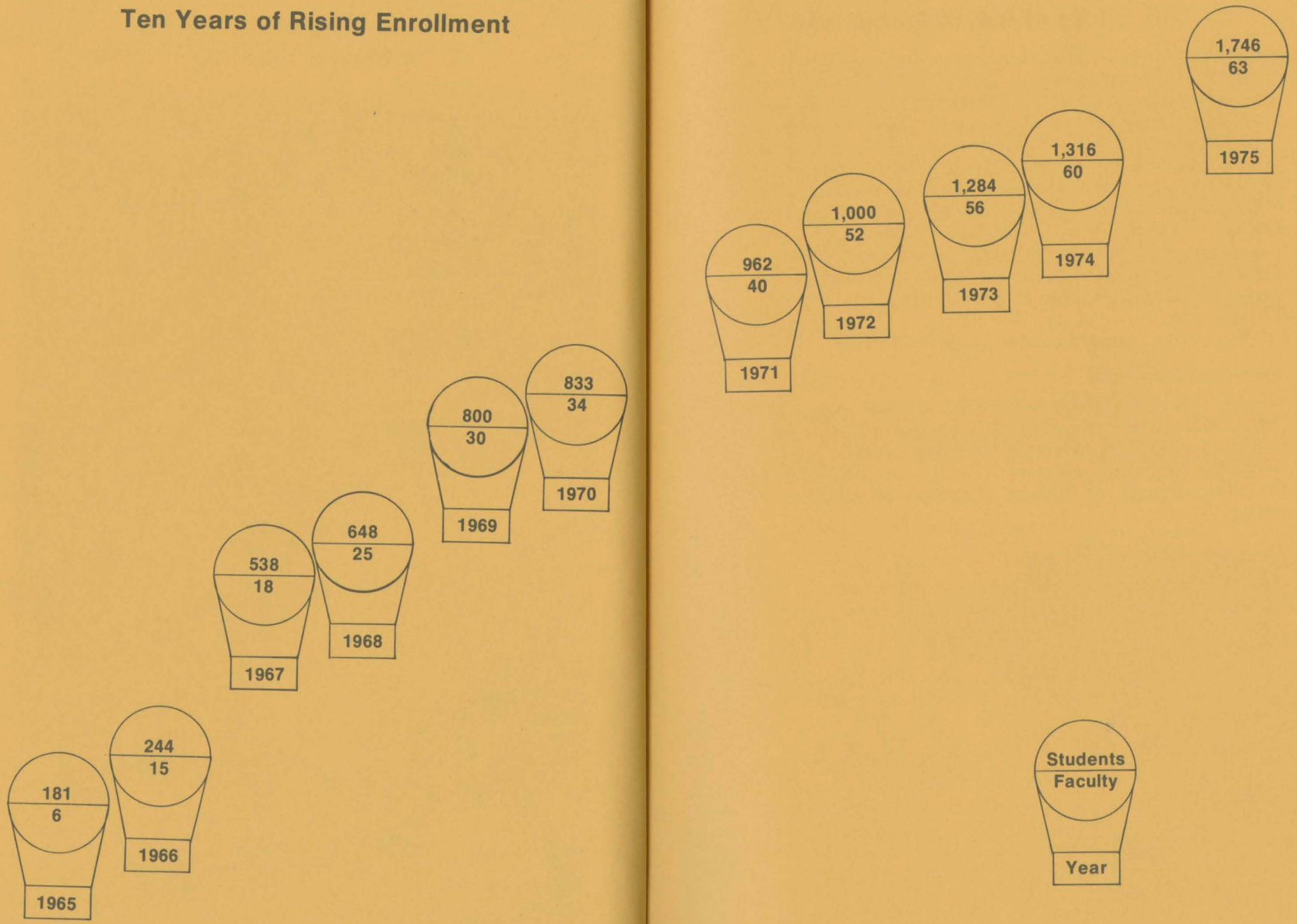
Vocational

Automotive
Welding
Machinist
Light Construction
Prison Program

A Variety of Programs . . .
. . . to Meet a Variety of Needs



Ten Years of Rising Enrollment



TO THE CITIZENS OF SURRY COUNTY

Surry Community College completed ten years of operation at the completion of the spring quarter in May, 1975. The Board of Trustees, the faculty, and the staff wish to provide additional information to you, the taxpayers of Surry County, about the operation of the college during this decade. The people of this area have been most generous and supportive of the college since its inception. Without your support, this institution would not have been possible. The majority of you will be reflected in the statistics and discussions included in the following pages of the report.

In all probability, you have participated in several different ways: as a student, as a participant in a meeting or seminar, by voting in the bond referendum, and/or through the use of taxes to support this institution.

Following are some of the highlights of the decade.

Open Door Philosophy

Surry Community College is committed to the belief that any adult interested in additional educational opportunities may enroll in the college to develop his talents to the highest degree possible. To ensure this philosophy, activities range from skills in basic reading and writing through two years of college transfer and/or technical courses.

Growth and Service

Considerable growth in numbers of students, courses, and programs has occured. In the fall of 1965, approximately 181 students were enrolled in the first class. Ten years later, in the fall of 1974, 1159 students were taking credit courses. In 1975, an increase of over 20½ occurred over the previous year's enrollment. This growth in numbers is a direct result of your interest in education and self-improvement.

Facilities

Of the 57 community colleges and technical institutes in North Carolina, Surry Community College is among the leaders in providing the best in plant and equipment. It is evident when you visit the campus that the citizens of the area are vitally interested in providing for students opportunities which cannot be surpassed in North Carolina.

Educational Atmosphere

The atmosphere on campus is conductive to learning. Teachers are free to use different methods of instruction to provide opportunities for development of students who have diverse abilities, different ages, and different aspirations. Another important ingredient in creating a favorable atmosphere for learning is the students themselves. Surry Community College is blessed with many of the finest students who can be found on any campus.

Your trustees have given freely of their time and talents to make our college a success. They are to be commended for their leadership and foresight in developing this institution.

As we progress into the next decade, it seems appropriate to hope for more of the same good fortune that has been ours during the past decade.



Dr. Swanson Richards, President

The Many Faces of S.C.C.



Surry Community College
P.O. Box 304
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