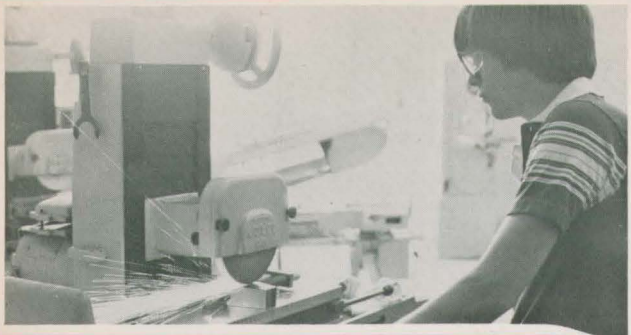






SURRY COMMUNITY COLLEGE
TO EACH HIS FARTHEST STAR
1964
SURRY COUNTY
NORTH CAROLINA

# Surry Community College Catalog 1980-81





## CORRESPONDENCE DIRECTORY

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

Academic Information ..... James H. Templeton
Vice President

Administrative Matters ..... Dr. Swanson Richards
President

Admissions, Catalogs, Records,
and Transcripts ..... Dr. James M. Reeves
Dean of Student Personnel

Business Matters ..... H. Clyde Johnson
Dean of Administrative Services

Evening Classes ..... Carlos P. Surratt
Dean of Evening and College Parallel

Extension and Continuing Education
Classes ..... Claude V. Ayers
Dean of Continuing Education

Financial Aid ..... C. Wayne Motsinger
Counselor, Financial Aid Director

High School Completion ..... Claude V. Ayers
Dean of Continuing Education

Placement ..... Michael McHone
Counselor, Placement Director

Public Relations ..... Dr. Swanson Richards
President

Veterans Information ..... Michael McHone
Counselor, Veterans Affairs Coordinator

Vocational and Technical Program Information ..... John K. Collins
Dean of Vocational Technical

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 PROVIDES EDUCATIONAL OPPORTUNITIES
TO BOTH MEN AND WOMEN WITHOUT REGARD TO RACE,
CREED, NATIONAL ORIGIN, OR HANDICAP.

# SURRY COMMUNITY COLLEGE
# 1980-1981 CATALOG

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

SURRY COMMUNITY COLLEGE BULLETIN VOL. XII

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# ACADEMIC CALENDAR 1980-81

## SUMMER QUARTER

June 9, Monday-August 22, Friday

First Session—June 9-July 16
Second Session—July 16-August 22

## FALL QUARTER

September 2, Tuesday ..... Faculty Report
September 3, Wednesday ..... Registration
September 4 & 5, Thursday & Friday ..... Faculty Workdays
September 8, Monday ..... Classes Begin
November 24, Monday ..... Last Day of Fall Quarter

## WINTER QUARTER

November 25, Tuesday ..... Registration
November 26, Wednesday ..... Workday
November 27 & 28, Thursday & Friday ..... Thanksgiving Holidays
December 1, Monday ..... Classes Begin
December 22, Monday ..... First Day of Winter Holiday
January 5, Monday ..... Classes Resume
March 4, Wednesday ..... Last Day of Winter Quarter

## SPRING QUARTER

March 5, Thursday ..... Registration
March 6, Friday ..... Workday
March 9, Monday ..... Classes Begin
April 20, Monday ..... First Day of Spring Holidays
April 27, Monday ..... Classes Resume
May 14, Thursday ..... Awards and Appreciation Day
May 29, Friday ..... Last Day of Spring Quarter

## SUMMER QUARTER 1981-82

June 8, Monday-August 21, Friday

Summer dates subject to change.





## HISTORY

Surry County citizens became interested in establishing a community college as early as 1960. In that year, the Mount Airy Lions Club appointed a committee to study the possibility of creating such an institution. By 1962, interest had grown throughout the county and the committee was expanded to include representatives from all major civic organizations in the county.

Meanwhile, a movement toward a statewide system of community colleges had begun in 1961. A Governor's Commission on Education Beyond the High School, popularly known as the Carlyle Commission, had been appointed and charged with the task of developing a plan of growth and expansion of higher education for the next twenty years. One of the recommendations of the commission was the establishment of a comprehensive community college system.

By May, 1963, enough interest had developed that a county wide meeting was held in Dobson to discuss procedural steps. Following that meeting, the project was endorsed by the Surry County Board of Commissioners and the Boards of Education of the Elkin City Schools, the Mount Airy City Schools, and the Surry County Schools. The Surry County Board of Commissioners appointed a Community College Steering Committee on August 5, 1963. The committee authorized the necessary county survey to submit to the County Commissioners. Local officials prepared the application requesting a comprehensive community college for Surry County and presented it to the State Board of Education at its December, 1963, meeting. The application was approved by the State Board in January, 1964.

County citizens approved a $500,000 bond issue and a four-cent tax authorization in March, 1964. This bond issue provided funds for the purchase of the site and the construction of the first buildings.

On November 2, 1964, I. John Krepick was elected first president of the college. Under his leadership, construction began on the learning resources building, the science-technical building, and the vocational shop building. The first classes were held in 1965, in borrowed and rented facilities. Continuing education classes were held in various locations throughout the county.

The first programs offered were college parallel, business, secretarial, drafting, agriculture, electronics, adult basic education, high school completion, and various non-credit classes. Other vocational programs were postponed until facilities were completed in 1967.

The first campus facilities were occupied in the spring and summer of 1967, and the first class graduated in May, 1968.

The college was initially accredited by the Southern Association of Colleges and Schools in December, 1969.

A physical education building was completed and occupied in 1970.

James H. Templeton served as Interim President from August, 1971, until July, 1972. Dr. Swanson Richards assumed the presidency on July 1, 1972.

In September, 1972, Surry voters approved a $1 million bond issue which provided a classroom building and a vocational-technical building.

A Learning Resources Center, the seventh campus building, was completed and occupied during the 1979-80 academic year. This facility houses the library, audio-visual center, learning laboratory, and several classrooms.

The college faculty, staff, students, and the Board of Trustees have constantly studied the various program offerings, attempting to provide as many educational opportunities to the citizens of the county as possible and desirable. Nineteen technical options and five vocational options are now available as well as preparation for a variety of concentrations in the college parallel program.



## STATEMENT OF PURPOSE

The fundamental purpose of Surry Community College is to enable citizens of our area to increase their skills and knowledge. "To Each His Farthest Star" is the appropriate motto.

Our responsibility is:

— To provide, within the statutory and fiscal limits of the college, programs and instruction which will give each student the opportunity to start where he is and progress as far as he can.

— To provide, through open door admissions, placement in programs adapted to the student's preparation and leading to his educational and occupational objectives.

— To assure that when each student has completed a program, he will have the skill and knowledge to meet the demands of the job for which he has prepared or to transfer successfully to another institution.

— To offer educational programs appropriate to the continuing needs of the people of Surry County and the surrounding area.

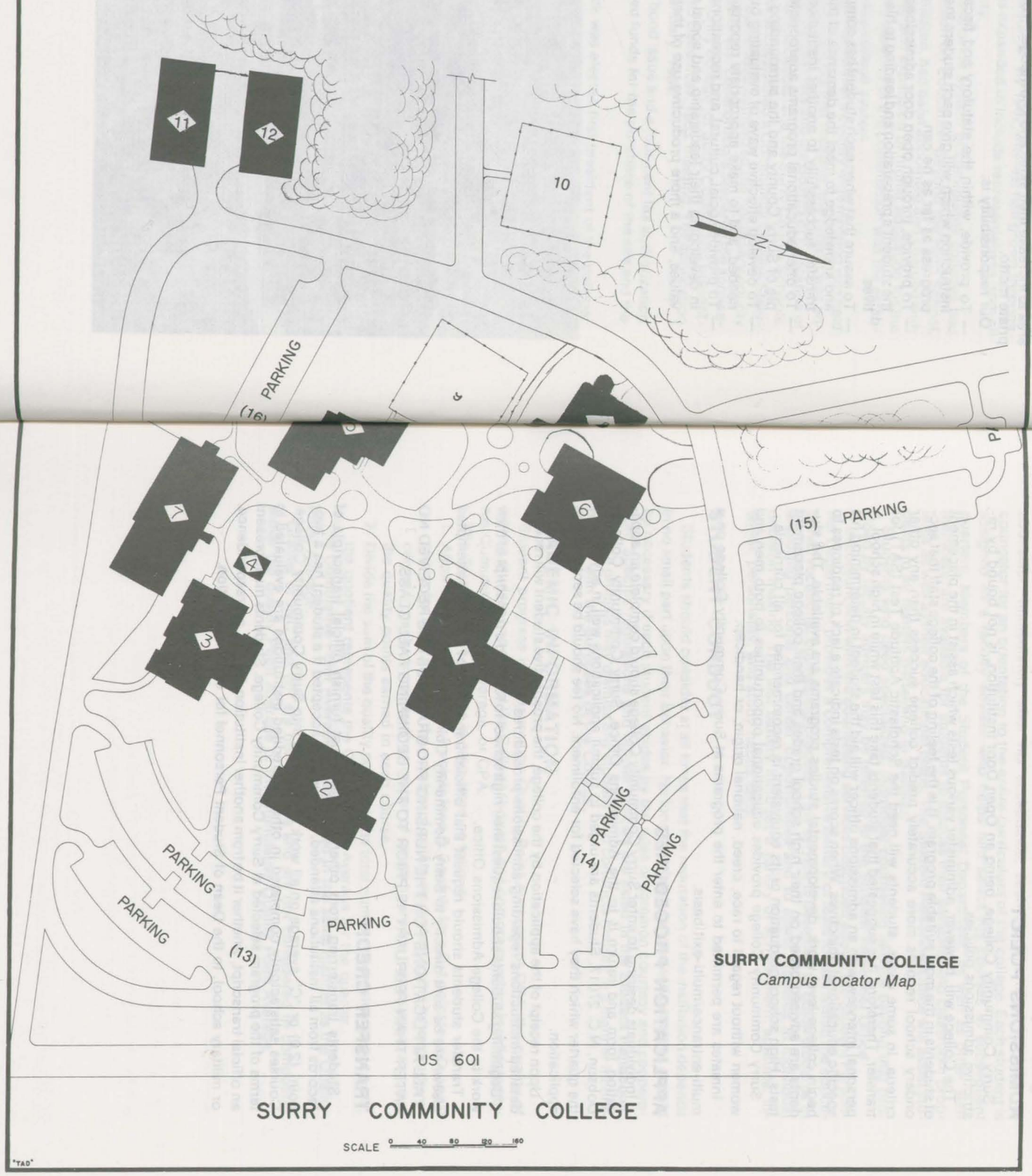
— To develop effective ways of evaluating our programs, to make adjustments as needed, and to make appropriate reports to the public.

— To provide social, cultural, and recreational activities in order to assist students in developing their leadership and social skills, their appreciation of aesthetic values, and a more productive use of their leisure time.



## LEGEND

( 1) Administration Building
( 2) Technical Building
( 3) Shop
( 4) Greenhouse
( 5) Gymnasium
( 6) Classroom Building
( 7) Vocational Building
( 8) Learning Resources Center
( 9) Tennis Courts
(10) Tennis Courts
(11) Maintenance Building
(12) Automotive Body Shop
(13, 14, 15, 16) Parking




**SURRY COMMUNITY COLLEGE**
*Campus Locator Map*

SURRY COMMUNITY COLLEGE

SCALE 0 40 80 120 160

"TAD"

# GENERAL INFORMATION

## ADMISSIONS POLICY

Surry Community College, being an Open Door institution, is not bound by restrictive admissions policies.

The College will, however, administer various tests which assist in the placement of students in the most suitable program. It is the feeling of the college staff that secondary school records more accurately predict college success than any other criteria. In some cases, students 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.

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

Inmates are permitted to enter the programs at Surry Community College on a multi-entrance/multi-exit basis.

## 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. 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

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.

Grades of INC and WP are non-punitive and are not considered in computing either the quality Point Average or the Cumulative Quality Point Average.

## 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 |

## DIRECTED STUDY

Students wishing to take courses by directed 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 the appropriate dean.

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 the appropriate dean. 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."

## FULL-TIME STUDENTS

Twelve credit hours is considered a full-time load. A maximum credit hour load without special approval is 21 credit hours.



## 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.

## 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.

## 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 on page 15.

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:

The tuition fee for in-state students is $3.25 per credit hour with a maximum tuition charge of $39 per quarter.

For out-of-state students, tuition is $16.50 per credit hour with a maximum charge of $198 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.

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

Adults age 65 and older may register for college classes free of charge.

### Auditing Classes

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

### Directed Study Classes

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

## TUITION FEE SUMMARY (Subject to change by State Legislature)

### ALL CURRICULUM PROGRAMS

Full-time Student:
In-state tuition per quarter—$39
Out-of-state tuition per quarter—$198

Part-time Student:
In-state tuition per quarter hour—$3.25
Out-of-state tuition per quarter hour—$16.50

#### 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 $4.50 per year (cost 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.

#### Transportation to Off-Campus Laboratory Experiences

Transportation to regularly scheduled off-campus laboratory experiences are the responsibility of the student. Division Chairpersons or counselors can furnish information relative to the amount of travel involved.

## 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 $60 to $125 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 Credit for 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 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. Financial assistance includes several types of aid: Grants, Scholarships, Loans, and Student Employment. Financial Aid Awards may include one or more of these. Only students who have been accepted for admission will be offered financial assistance. An enrolled student must reapply in order to receive aid during the second year of attendance.

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

#### Application Procedure

1. Complete the *Financial Aid Form* (FAF) by College Scholarship Service and mail it to College Scholarship Service, Box 2700, Princeton, NJ 08540. It is important to list Surry Community College and code number *5656* in Item #44. All applicants should apply for the Basic Educational Opportunity Grant (BEOG) by marking yes in item #43. North Carolina residents should also apply for the North Carolina Student Incentive Grant by coding 0742 in item #44. The FAF may be obtained from the office of a high school counselor or from the SCC Financial Aid Office.
2. Complete a Surry Community College Application for Financial Aid and return it to the Financial Aid Office, Surry Community College, Dobson, NC 27017.

3. Submit all three copies of the Student Eligibility Report (which the BEOG Program will provide) to the Financial Aid Office, Surry Community College, Dobson, NC 27017. The report should be mailed to the Financial Aid Office immediately after receiving it from the Basic Grant Office. The report will be developed from the FAF mailed by the student to CSS, or if the student wishes, he or she may obtain a Basic Grant Application from the Financial Aid Office. One is reminded, however, that it is not necessary to complete the Basic Grant Application if the student lists the Basic Grant Program on the FAF.

**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.

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.

**North Carolina Student Incentive Grant (NCSIG)**

Full time students who are legal residents of North Carolina may apply for the NCSIG. These grants are awarded by College Foundation, Inc., Raleigh, NC. Students must demonstrate substantial financial need as calculated by College Scholarship Service. Students must complete the *Financial Aid Form* by following the procedures described above.

**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 nonprofit agency. The amount of work varies and is determined solely on need as determined by the Financial 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.

## STANDARDS OF PROGRESS POLICY FOR ALL AID RECIPIENTS AT SURRY COMMUNITY COLLEGE

This policy outlines the regulations for satisfactory progress required of all students receiving financial assistance. This includes any student receiving G.I. Bill, grants, scholarships, college work-study, or any other type of financial assistance through Surry Community College.

Transcripts of all aid recipients will be reviewed quarterly by the Veterans Officer and/or Financial Aid Officer. From this review a determination will be made as to the satisfactory progress of each financial aid recipient. Below are the conditions relative to satisfactory progress. It is necessary to meet these conditions in order to continue receiving financial assistance; however, these academic conditions do not affect a student's eligibility to attend this institution.

I. Financial aid recipients must maintain the following grade point status to be classified as making satisfactory progress:
   A. During any one quarter a recipient who fails to maintain a 1.0 QPA for that quarter will be placed on probation for the next quarter enrolled.
   B. 0 to 50 credit hours—1.0 QPA.
   C. 51 to 75 credit hours—1.5 QPA.
   D. At the end of the required program—2.0 QPA.
   E. Courses which require less than 75 quarter hours for graduation will be prorated as follows:
      0-25 credit hours—1.0 QPA.
      26-50 credit hours—1.5 QPA.
      End of required program—2.0 QPA.
   F. No veteran will be certified beyond the regular length of his/her program.

II. At the end of each level (50 hours, 75 hours, etc.) an aid recipient has one full quarter in which to bring his QPA up to minimum. Failure to do so will cause him to be ineligible for further financial assistance.

III. Recipients registered for six or more credit hours who withdraw or fail these courses may be immediately terminated from the aid program.

IV. Students receiving certain types of aid who withdraw from any or all courses during any quarter or pay period may be subject to repay a prorated amount of the assistance.

V. A recipient on probation must meet conditions of satisfactory progress by the end of the probationary quarter. These conditions are outlined under Number I above.

Students who are terminated from an aid program must receive counseling from the proper veterans personnel or the Financial Aid Officer before being eligible for future financial assistance.

## 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 for keeping 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 for two consecutive weeks 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.

### Schedules

A separate evening class bulletin and schedule is published each quarter and evening classes are listed in the regular schedule.

The evening office maintains waiting lists for classes, and requests for classes should be directed to that office.

Classes usually meet one or two evenings per week. For example, ENG 101 Freshman English I, a three-hour class, will be scheduled from 7 to 10 p.m., one evening per week; BUS 131 Principles of Accounting I, a five-contact-hour class, will meet two evenings from 7 to 9:30 p.m. Some lengthy vocational or technical classes may be scheduled over two quarters and given an A or B designation (i.e., ELN 101 Fundamentals of Electronics I will be divided into two courses — ELN 101A and ELN 101B; the credit and contact hours will be divided between the two quarters). The College follows this practice so that a student is not required to attend class more than two evenings per week.



### Application

Application is made through the admissions office or the evening division office. New students should consult a representative of one of these offices before the registration period.

### Admission

The College operates under an "Open Door" admissions policy. In general, the requirement is that the applicant have a desire to learn. High school graduation or its equivalent is required for admission to certain programs. The Continuing Education Division of the College offers a high school completion program for those who need it. For answers to specific admissions questions, the applicant should consult the evening director or a counselor and he should carefully read the admissions section of the general College catalog.

### Credits

Courses offered in the evening parallel those in the day program and carry the same college credit. Day and evening classes are frequently taught by the same instructors.

### Withdrawal

Should a student find it necessary to withdraw from the College or to withdraw from a course, he must withdraw officially at the College office. Failure to attend class or merely giving notice to an instructor will not be considered an official withdrawal and may result in a failing grade for the course.

### Academic Regulations

Evening students are governed by the same regulations as day students.

## CO-CURRICULAR ACTIVITIES

The College recognizes that a well-balanced education program provides some time for social, cultural, and recreational activities. The Office of the Dean of Student Personnel coordinates this aspect of college life.

The Student Government Association is composed of students elected by the student body. The purpose of the Student Government Association is to provide means for responsible student participation in the program of student affairs. Money to operate student activities is obtained from student activity fees.

## INTERCOLLEGIATE ATHLETICS

Surry Community College competes in basketball, tennis, and golf on an intercollegiate elvel. The college is a member of the Western Tarheel Conference and Region X of the National Junior College Athletic Association.

## INTRAMURALS

Activities including basketball, softball, tennis, golf, and table tennis are a part of the intramural program. All students are invited to participate in the intramural program.

## CLUBS AND ORGANIZATIONS

There exists a large selection of clubs and organizations on campus in which students are urged to participate. Both service clubs and academic clubs are well represented by organizations such as Circle K, Drama Club, Mu Alpha Theta (Math Club), Phi Beta Lambda (Business Club), newspaper, yearbook, and many others.

## JOB PLACEMENT SERVICE

Surry Community College offers a job placement service to graduates from the various programs. The office will offer job placement assistance for students interested in full- or part-time employment. Students interested in this service should contact the Placement Director in the Student Personnel Department.

Job vacancies from local and state businesses and industries are listed with the Placement Director. These vacancies are made known to students through periodic bulletins.

## LEARNING RESOURCES CENTER

The Learning Resources Center includes library services, instructional media services, and in cooperation with the learning lab services, provides a central location for study and research. The library services provide all the printed and book materials, circulation, and reference services while the instructional media services include audio and video services and programming of instructional materials.

The Learning Resources Center services are available to all the people of Surry County and the surrounding areas as well as to the students, faculty, and staff of Surry Community College.

## VISITING ARTIST PROGRAM

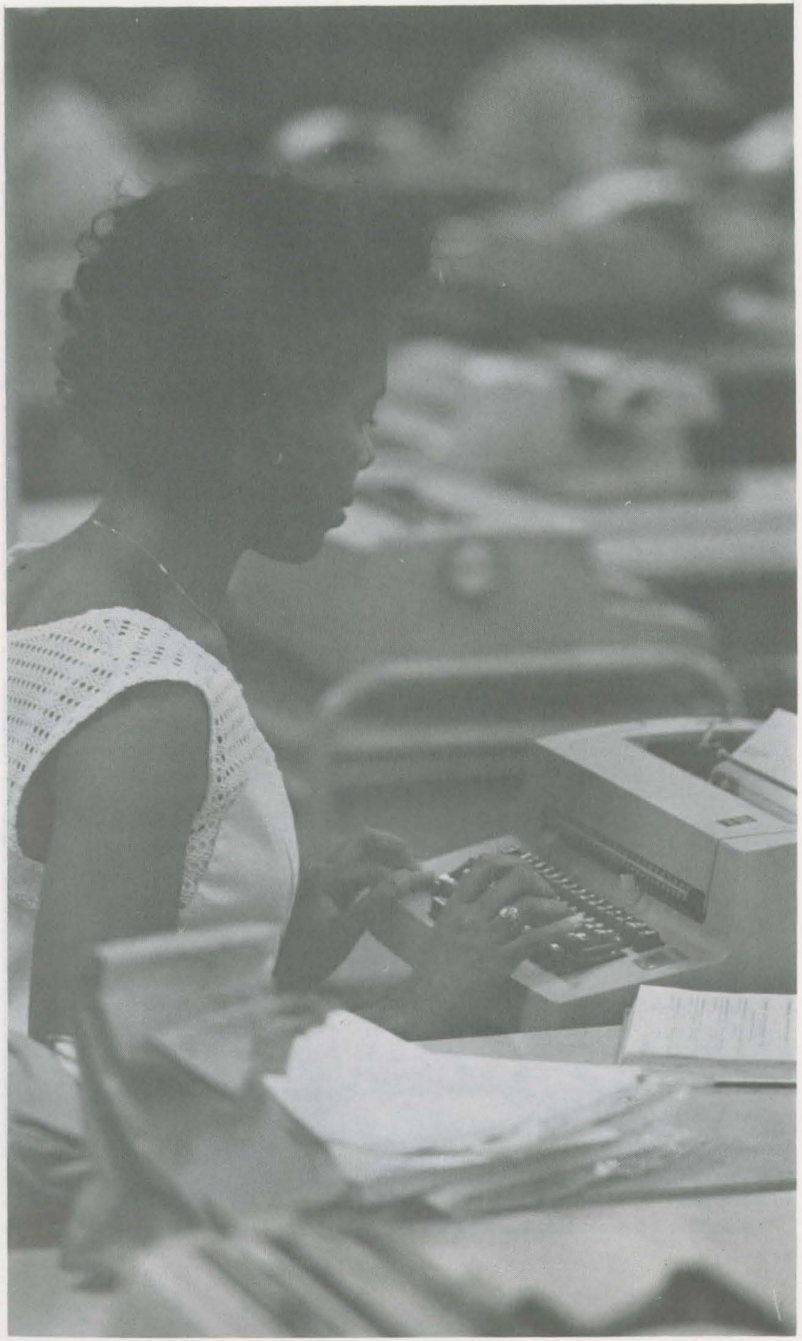
The Visiting Artist program was started by the North Carolina Arts Council in 1971 in cooperation with the Department of Community Colleges. Funds for the program are being provided by the Arts Council and the participating institutions.

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.

Course 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. 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.

Adults age 65 and older may register for classes in the Continuing Education Division free of charge.

**Certificates**

North Carolina High School Completion Certificates are awarded to students who successfully complete the Adult High School Program. For the succesful completion of other adult education programs, the student is awarded an Achievement Certificate. A minimum of 80 per cent student attendance and successful completion of other course requirements entitles one to receive the Achievement Certificate.

**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 in designated courses. 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
- Professional In-service Programs:
  - Library Administration
  - Nurse Improvement
- Family Life
  - Knitting
  - Creative Arts
  - Sewing
- Academic Extension:
  - Art
  - Crafts
- Law Enforcement
- Firemanship Education
- Adult Basic Education
- Business and Industrial Programs
- Vocational In-service Education
- Teacher Renewal
- Furniture Refinishing
- Personal Care
- Photography
- Income Taxes

**Adult High School Program (Individualized Instructional Learning Lab)**

The Individualized Instructional Learning Laboratory provides an opportunity for any interested adult to study a variety of courses ranging from the elementary school level to the college level. Emphasis is placed on providing instruction on an individual basis through the use of programmed materials, film strips, tapes and other learning/teaching strategies by professional instructors. Individuals are free to set their own study hours and pace at the beginning of each quarter. 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 courses of instruction.

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

**Level Two:** Grade five through grade eight: reading improvment, 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
- Health and Safety
- Social Sciences
- Mathematics
- Psychology
- Reading
- Science and Technology

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

Any person interested in the Individualized Instruction Laboratory should contact the Dean of Continuing Education, Surry Community College, PO Box 304, Dobson, NC 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 fo 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**

The adult high school ring can be ordered 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 240 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 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 Programs**

| 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

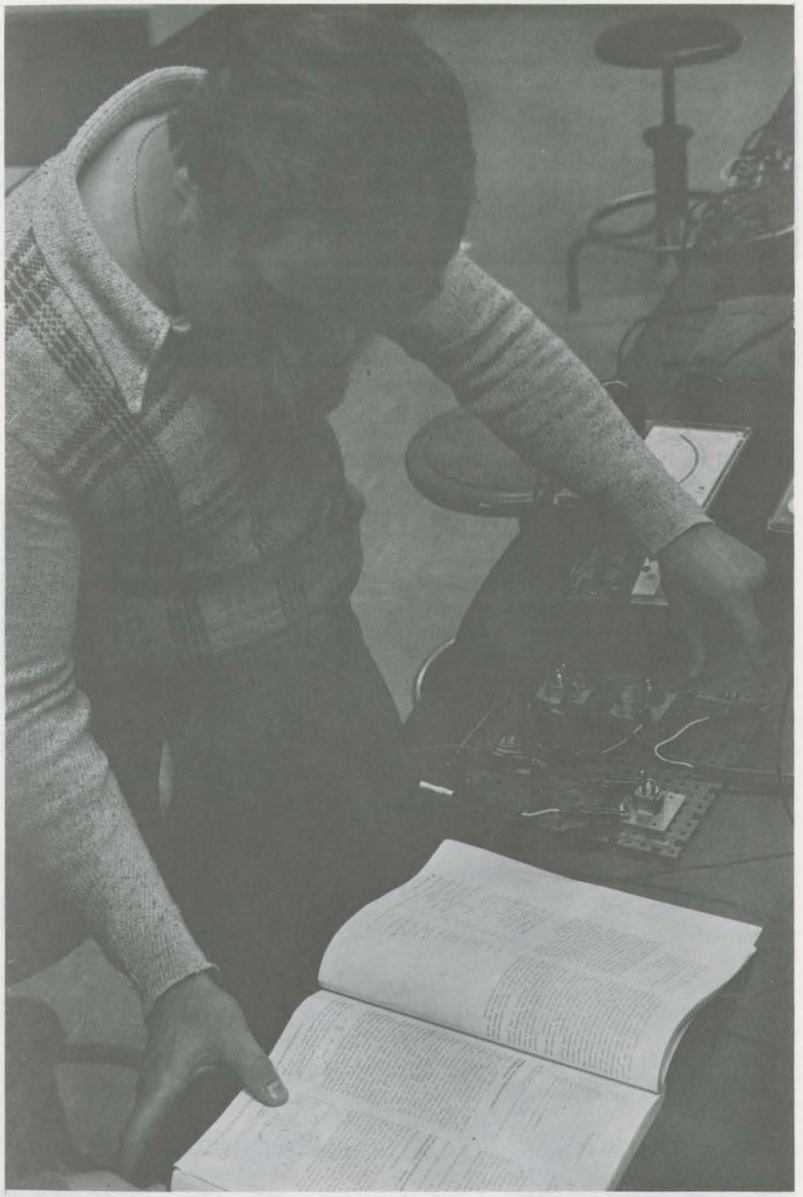
The Job Employment Training Program, known as JET, is a human resource development program designed especially to assist unemployed persons in getting and keeping a job.

The JET Program consists of a class five weeks in length, meeting six hours per day, five days per week. Three hours per day are devoted to learning the basic skills of obtaining and holding a job. During this time, the student studies employer/employee relations, communication skills, and positive attitude techniques. Also, the student is assisted in gaining the confidence needed to succeed in the work environment. The remaining three hours of the class are spent in adult education to allow the student to upgrade his educational level.

Special attention is given to the needs of each student, and a special effort is made to assist the student in obtaining employment at the end of the program. Also, follow-up counseling is offered to each student after he completes the class.







The outlines for curricula shown in this catalog are suggested only. The institution reserves the right to arrange teaching and student schedules so as to maximize the use of personnel, plant, equipment, and time. Courses will always be taken in logical or sequential order where appropriate, but not necessarily in the same sequence or order as shown in the catalog. Course substitutions may be made with approval by the Dean of Student Personnel Services.

# THE COLLEGE TRANSFER PROGRAM

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 (Grammar/Composition) | 9 hours |
| Humanities/Fine Arts | 14 hours |
| Mathematics | 9 hours |
| Science | 9 hours |
| Social Science | 12 hours |
| Physical Education | 3 hours |
| Electives | 40 hours |
| | 96 hours |

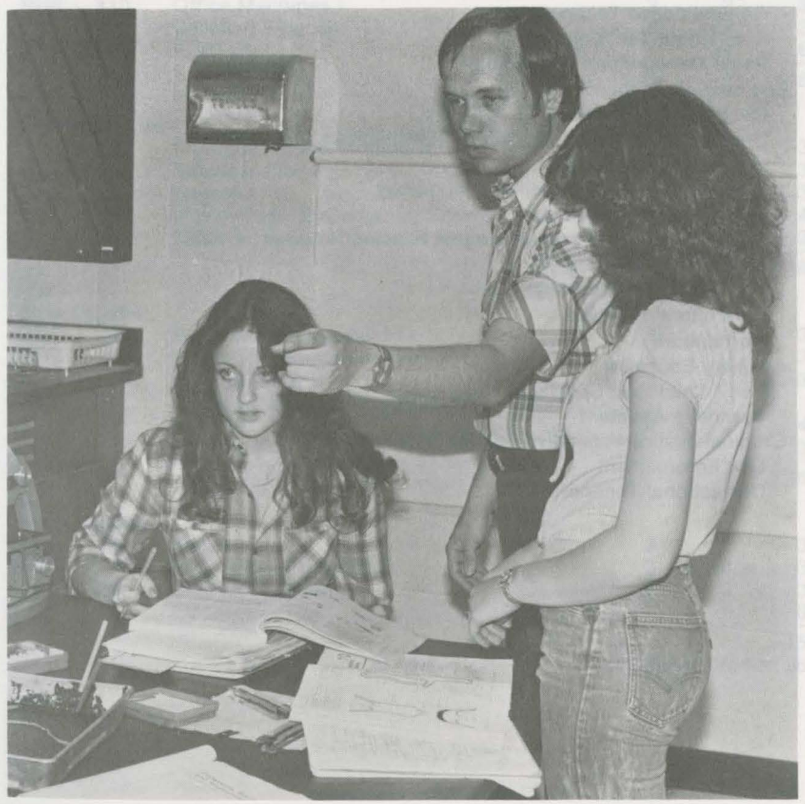
## REQUIREMENTS FOR AN ASSOCIATE IN SCIENCE DEGREE

| | |
|---|---|
| English (Grammar/Composition) | 9 hours |
| Humanities/Fine Arts | 6 hours |
| Mathematics | 18 hours |
| Science | 24 hours |
| Social Science | 9 hours |
| Physical Education | 3 hours |
| Electives | 27 hours |
| | 96 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 PROGRAMS

**(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
- Accounting Technology
- Retail Management Technology

Engineering Technologies
- Electronics Technology
- Drafting and Design Technology (Mechanical) (Industrial)
- Machinist Technology
- Transportation Maintenance Technology

Health Careers Technology
- Martin Memorial Associate Degree Nursing Program

Agricultural Technologies
- Agricultural Technology
- Agricultural Business
- Horticulture

Auxiliary Education
- Early Childhood Specialist
- Teacher's Assistant

Criminal Justice-Protective Service Technology
- Law Enforcement
- Correctional Technology



## GENERAL BUSINESS MANAGEMENT
## T-018

| | | | Lec. | Lab. | Credit |
|---|---|---|---|---|---|
| **First Quarter** | | | | | |
| ENG | 101 | Freshman English I | 3 | 0 | 3 |
| BUS | 105 | Business Math | 3 | 2 | 3 |
| BUS | 125 | Elements of Economics I | 3 | 0 | 3 |
| | | Electives | — | — | 7 |
| | | | | | 16 |
| **Second Quarter** | | | | | |
| ENG | 102 | Freshman English II | 3 | 0 | 3 |
| BUS | 101 | Introduction to Business | 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 |
| BUS | 124 | Personal Finance | 3 | 0 | 3 |
| | | Electives | — | — | 6 |
| | | | | | 18 |
| **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 |
| EDP | 101 | Introduction to Computer Science | 3 | 2 | 4 |
| | | Elective | — | — | 3 |
| | | | | | 16 |
| **Fifth Quarter** | | | | | |
| BUS | 235 | Business Management | 3 | 0 | 3 |
| BUS | 220 | Business Communications | 3 | 0 | 3 |
| BUS | 116 | Business Law II | 3 | 0 | 3 |
| EDP | 102 | Computer Science Programming with BASIC | 3 | 2 | 4 |
| | | Elective | — | — | 3 |
| | | | | | 16 |
| **Sixth Quarter** | | | | | |
| BUS | 229 | Taxes | 3 | 0 | 3 |
| BUS | 275 | Principles of Insurance | 3 | 0 | 3 |
| BUS | 251 | Cost Accounting I | 2 | 3 | 3 |
| | | Electives | — | — | 6 |
| | | | | | 15 |

Total Credits: 96

## EXECUTIVE SECRETARIAL TECHNOLOGY
### T-030

| | | | Lec. | Lab. | Credit |
|---|---|---|---|---|---|
| **First Quarter** | | | | | |
| ENG | 101 | Freshman English I | 3 | 0 | 3 |
| BUS | 101 | Introduction to Business | 3 | 0 | 3 |
| BUS | 102 | Typewriting I | 2 | 3 | 3 |
| BUS | 106 | Shorthand I | 3 | 2 | 4 |
| BUS | 105 | Business Math | 3 | 2 | 3 |
| | | Elective | | | 1 |
| | | | — | — | 17 |
| **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 | 125 | Elements of Economics I | 3 | 0 | 3 |
| | | Elective (Social Science) | | | 3 |
| | | | — | — | 16 |
| **Fourth Quarter** | | | | | |
| SPH | 101 | Speech I | 3 | 0 | 3 |
| BUS | 206E | Dictation and Transcription | 3 | 2 | 4 |
| BUS | 205 | Advanced Typewriting | 2 | 3 | 3 |
| BUS | 118 | Machine Transcription I | 2 | 3 | 3 |
| | | Elective | | | 3 |
| | | | — | — | 16 |
| **Fifth Quarter** | | | | | |
| BUS | 220 | Business Communications | 3 | 0 | 3 |
| BUS | 124 | Personal Finance | 3 | 0 | 3 |
| BUS | 214 | Secretarial Procedures | 3 | 2 | 4 |
| BUS | 119 | Machine Transcription II | 2 | 3 | 3 |
| | | Elective | | | 3 |
| | | | — | — | 16 |
| **Sixth Quarter** | | | | | |
| BUS | 110 | Office Machines | 2 | 2 | 3 |
| BUS | 290 | Introduction to Word Processing | 3 | 0 | 3 |
| BUS | 215 | Office Application | 3 | 12 | 6 |
| | | Elective | | | 3 |
| | | | — | — | 15 |

Total Credits: 96



## MEDICAL SECRETARIAL TECHNOLOGY
### T-032

| | | | Lec. | Lab. | Credit |
|---|---|---|---|---|---|
| **First Quarter** | | | | | |
| ENG | 101 | Freshman English I | 3 | 0 | 3 |
| BUS | 101 | Introduction to Business | 3 | 0 | 3 |
| BUS | 102 | Typewriting I | 2 | 3 | 3 |
| BUS | 106 | Shorthand I | 3 | 2 | 4 |
| BUS | 125 | Elements of Economics I | 3 | 0 | 3 |
| | | Elective | | | 1 |
| | | | — | — | 17 |
| **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 and Transcription | 3 | 2 | 4 |
| BUS | 205 | Advanced Typewriting | 2 | 3 | 3 |
| BUS | 105 | Business Math | 3 | 2 | 3 |
| BUS | 118 | Machine Transcription I | 2 | 3 | 3 |
| | | | 13 | 8 | 16 |
| **Fifth Quarter** | | | | | |
| BUS | 220 | Business Communications | 3 | 0 | 3 |
| BUS | 131 | Principles of Accounting I | 3 | 2 | 3 |
| BUS | 214 | Secretarial Procedures | 3 | 2 | 4 |
| BUS | 119 | Machine Transcription II | 2 | 3 | 3 |
| | | Elective (Social Science) | — | — | 3 |
| | | | | | 16 |
| **Sixth Quarter** | | | | | |
| BUS | 110 | Office Machines I | 2 | 2 | 3 |
| BUS | 215 | Office Application | 3 | 12 | 6 |
| | | Electives | — | — | 6 |
| | | | | | 15 |

Total Credits: 96

## LEGAL SECRETARIAL TECHNOLOGY
## T-031

| | | | 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 | 101 | Introduction to Business | 3 | 0 | 3 |
| BUS | 115 | Business Law I | 3 | 0 | 3 |
| | | Elective | | | 1 |
| | | | | | 17 |
| **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 | 116 | Business Law II | 3 | 0 | 3 |
| BUS | 105 | Business Math | 3 | 2 | 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 | 190L | Legal Terminology and Vocabulary | 3 | 0 | 3 |
| BUS | 125 | Elements of Economics I | 3 | 0 | 3 |
| | | | | | 16 |
| **Fourth Quarter** | | | | | |
| SPH | 101 | Speech I | 3 | 0 | 3 |
| BUS | 205 | Advanced Typewriting | 2 | 3 | 3 |
| BUS | 206L | Dictation and Transcription | 3 | 2 | 4 |
| BUS | 118 | Machine Transcription I | 2 | 3 | 3 |
| BUS | 110 | Office Machines I | 2 | 2 | 3 |
| | | | | | 16 |
| **Fifth Quarter** | | | | | |
| BUS | 220 | Business Communications | 3 | 0 | 3 |
| BUS | 124 | Personal Finance | 3 | 0 | 3 |
| BUS | 214 | Secretarial Procedures | 3 | 2 | 4 |
| BUS | 131 | Principals of Accounting I | 3 | 2 | 3 |
| | | Elective (Social Science) | | | 3 |
| | | | | | 16 |
| **Sixth Quarter** | | | | | |
| BUS | 229 | Taxes | 3 | 0 | 3 |
| BUS | 215 | Office Application | 3 | 12 | 6 |
| | | Elective (Social Science) | | | 3 |
| | | Elective | | | 3 |
| | | | | | 15 |

Total Credits: 96



## GENERAL OFFICE TECHNOLOGY
## T-033

| | | | Lec. | Lab. | Credit |
|---|---|---|---|---|---|
| **First Quarter** | | | | | |
| ENG | 101 | Freshman English I | 3 | 0 | 3 |
| BUS | 102 | Typewriting I | 2 | 3 | 3 |
| BUS | 105 | Business Math | 3 | 2 | 3 |
| BUS | 115 | Business Law I | 3 | 0 | 3 |
| | | Elective | | | 4 |
| | | | | | 16 |
| **Second Quarter** | | | | | |
| ENG | 102 | Freshman English II | 3 | 0 | 3 |
| BUS | 103 | Typewriting II | 2 | 3 | 3 |
| BUS | 101 | Introduction to Business | 3 | 0 | 3 |
| BUS | 131 | Principles of Accounting I | 2 | 3 | 3 |
| | | Elective | | | 3 |
| | | | | | 15 |
| **Third Quarter** | | | | | |
| BUS | 120 | Business English | 3 | 0 | 3 |
| BUS | 104 | Typewriting III | 2 | 3 | 3 |
| BUS | 132 | Principles of Accounting II | 2 | 3 | 3 |
| BUS | 125 | Elements of Economics I | 3 | 0 | 3 |
| | | Elective | | | 3 |
| | | | | | 15 |
| **Fourth Quarter** | | | | | |
| SPH | 101 | Speech I | 3 | 0 | 3 |
| EDP | 101 | Introduction to Computer Science | 3 | 2 | 4 |
| BUS | 118 | Machine Transcription I | 2 | 3 | 3 |
| BUS | 205 | Advanced Typewriting | 2 | 3 | 3 |
| | | Elective (Social Science) | | | 3 |
| | | | | | 16 |
| **Fifth Quarter** | | | | | |
| BUS | 119 | Machine Transcription II | 2 | 3 | 3 |
| BUS | 220 | Business Communications | 3 | 0 | 3 |
| BUS | 214 | Secretarial Procedures | 3 | 2 | 4 |
| BUS | 124 | Personal Finance | 3 | 0 | 3 |
| | | Elective | | | 3 |
| | | | | | 16 |
| **Sixth Quarter** | | | | | |
| BUS | 110 | Office Machines I | 2 | 2 | 3 |
| BUS | 218 | Machine Transcription III | 2 | 3 | 3 |
| BUS | 290 | Introduction to Word Processing | 3 | 0 | 3 |
| BUS | 271 | Office Management | 3 | 0 | 3 |
| | | Electives | | | 6 |
| | | | | | 18 |

Total Credits: 96

## ACCOUNTING TECHNOLOGY
### T-016

| | | | Lec. | Lab. | Credit |
|---|---|---|---|---|---|
| **First Quarter** | | | | | |
| ENG | 101 | Freshman English I | 3 | 0 | 3 |
| BUS | 105 | Business Math | 3 | 2 | 3 |
| BUS | 125 | Elements of Economics I | 3 | 0 | 3 |
| BUS | 131 | Principles of Accounting I | 2 | 3 | 3 |
| | | Elective | — | — | 4 |
| | | | | | 16 |
| **Second Quarter** | | | | | |
| ENG | 102 | Freshman English II | 3 | 0 | 3 |
| BUS | 132 | Principles of Accounting II | 2 | 3 | 3 |
| BUS | 101 | Introduction to Business | 3 | 0 | 3 |
| | | Elective (Social Science) | | | 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 (Social Science) | | | 3 |
| | | Elective | — | — | 3 |
| | | | | | 18 |
| **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 |
| EDP | 101 | Introduction to Computer Science | 3 | 2 | 4 |
| | | Elective | — | — | 3 |
| | | | | | 16 |
| **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 | 116 | Business Law II | 3 | 0 | 3 |
| EDP | 102 | Computer Science Programming with BASIC | 3 | 2 | 4 |
| | | | | | 16 |
| **Sixth Quarter** | | | | | |
| BUS | 229 | Taxes | 3 | 0 | 3 |
| BUS | 238 | Auditing | 2 | 3 | 3 |
| BUS | 124 | Personal Finance | 3 | 0 | 3 |
| BUS | 275 | Principles of Insurance | 3 | 0 | 3 |
| | | Elective | — | — | 3 |
| | | | | | 15 |

Total Credits: 96



## RETAIL MANAGEMENT TECHNOLOGY
### T-020

| | | | Lec. | Lab. | Credit |
|---|---|---|---|---|---|
| **First Quarter** | | | | | |
| ENG | 101 | Freshman English I | 3 | 0 | 3 |
| BUS | 101 | Introduction to Business | 3 | 0 | 3 |
| BUS | 105 | Business Math | 3 | 2 | 3 |
| BUS | 125 | Elements of Economics I | 3 | 0 | 3 |
| | | Elective | — | — | 3 |
| | | | | | 15 |
| **Second Quarter** | | | | | |
| ENG | 102 | Freshman English II | 3 | 0 | 3 |
| BUS | 110 | Office Machines I | 2 | 2 | 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 |
| | | | | | 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 |
| | | Electives | — | — | 6 |
| | | | | | 15 |
| **Fourth Quarter** | | | | | |
| BUS | 243 | Advertising | 3 | 0 | 3 |
| BUS | 274 | Personnel Management | 3 | 0 | 3 |
| BUS | 221 | Credit Procedures | 3 | 0 | 3 |
| BUS | 232 | Sales Development | 3 | 0 | 3 |
| | | Elective (Social Science) | — | — | 3 |
| | | | | | 15 |
| **Fifth Quarter** | | | | | |
| BUS | 220 | Business Communications | 3 | 0 | 3 |
| BUS | 249 | Buying and Merchandising I | 3 | 0 | 3 |
| BUS | 230 | Retail Applications II | 1 | 8 | 6 |
| BUS | 241 | Sales Promotion and Management | 3 | 0 | 3 |
| | | Elective | — | — | 3 |
| | | | | | 18 |
| **Sixth Quarter** | | | | | |
| BUS | 124 | Personal Finance | 3 | 0 | 3 |
| BUS | 239 | Marketing | 3 | 0 | 3 |
| BUS | 250 | Buying and Merchandising II | 3 | 0 | 3 |
| BUS | 260 | Commercial Design and Display | 3 | 0 | 3 |
| BUS | 262 | Fashions in Retailing | 3 | 0 | 3 |
| | | Electives | — | — | 3 |
| | | | | | 18 |

Total Credits: 96

## ELECTRONIC TECHNOLOGY
## T-045

| | | | 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 and 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 | | | |
| or | 205 | Report Writing | 3 | 0 | 3 |
| MAT | 112 | Technical Mathematics III | 5 | 0- | 5 |
| ELN | 103 | Solid State Devices | 8 | 8 | 10 |
| | | | 16 | 8 | 18 |
| **Fourth Quarter** | | | | | |
| ELN | 202 | Electronic Communications Systems | 6 | 6 | 9 |
| ELN | 210 | Semiconductor Circuit Analysis | 4 | 8 | 8 |
| | | | 10 | 14 | 17 |

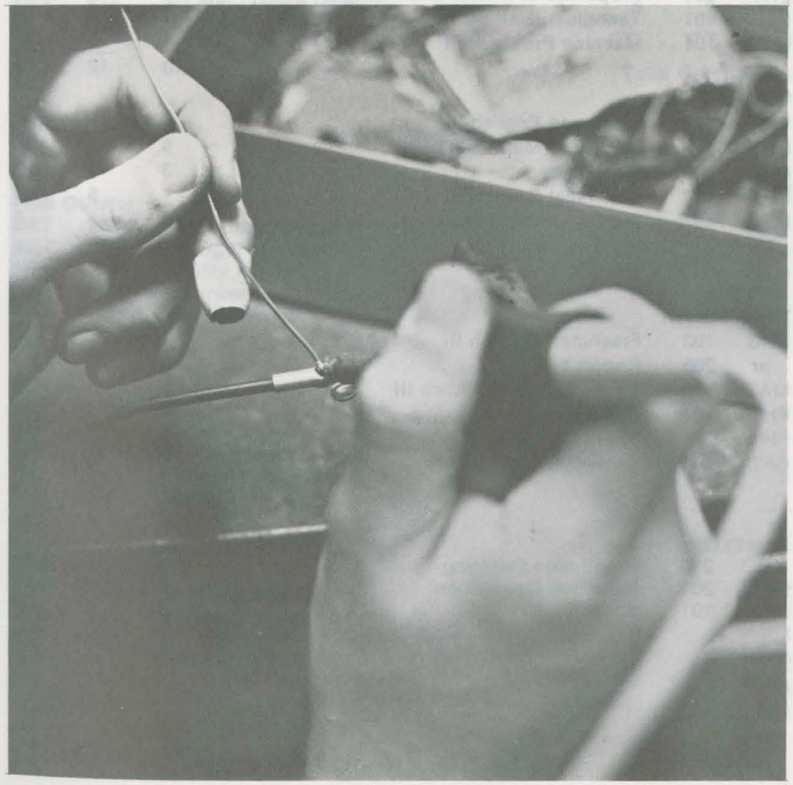
Option:
Students may terminate studies at the end of the fourth quarter and graduate with a vocational diploma.



| | | | | | |
|---|---|---|---|---|---|
| **Fifth 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 |
| **Sixth Quarter** | | | | | |
| DFT | 104 | Electronic Drafting | 2 | 3 | 3 |
| ELN | 218 | Digital Logic Design | 7 | 5 | 9 |
| MAT | 202 | Digital Computer Mathematics | 5 | 0 | 5 |
| | | | 14 | 8 | 17 |
| **Seventh Quarter** | | | | | |
| ELN | 203 | Microprocessors | 7 | 6 | 10 |
| | | Social Science Elective | | | 3 |
| | | Elective | — | — | 3 |
| | | | | | 16 |

Total Credits With Option: 129
Without Option: 112

NOTE: ELN 202 required when transferring to senior institutions.



## DRAFTING AND DESIGN
## MECHANICAL AND INDUSTRIAL

The drafting and design curriculum is designed to enable each student to plan a program tailored to his or her specific job goals. The suggested course listing provides three quarters of basic courses offered to all students endeavoring to be technicians. The fourth quarter is designed to provide an orientation to the industrial world of work through observation and work in various industries. Upon completion of the fourth quarter of work, each student should be able, from previous experiences, to choose one of the three options listed to complete his or her degree requirements. Courses may be taken in one option only or in a mixture of the options, provided prerequisites are adhered to. A minimum of 116 credit hours, 13 of which may be electives, are required for this degree.

## DRAFTING AND DESIGN
## MECHANICAL AND INDUSTRIAL TECHNOLOGIES
## T-043

| | | | 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 and 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** | | | | | |
| MEC | 213 | Production Planning | 3 | 2 | 4 |
| MEC | 201 | Industrial Orientation | 1 | 6 | 3 |
| SPH | 101 | Speech | 3 | 0 | 3 |
| | | | 8 | 17 | 10 |



## OPTIONS
## DRAFTING

| | | | Lec. | Lab | Credit |
|---|---|---|---|---|---|
| **Fifth Quarter** | | | | | |
| DFT | 204 | Descriptive Geometry | 2 | 4 | 4 |
| MEC | 205 | Strength of Materials | 3 | 2 | 4 |
| MEC | 202 | Quality Control | 3 | 0 | 3 |
| MEC | 214 | Engineering Materials I | 3 | 3 | 4 |
| | | Elective | — | — | 3 |
| | | | | | 18 |
| **Sixth Quarter** | | | | | |
| DFT | 211 | Mechanisms | 3 | 2 | 4 |
| MEC | 203 | Time and Motion Study | 3 | 2 | 4 |
| DFT | 205 | Design Drafting | 2 | 6 | 4 |
| MEC | 215 | Engineering Materials II | 3 | 3 | 4 |
| | | Elective | — | — | 3 |
| | | | | | 19 |
| **Seventh Quarter** | | | | | |
| PED | 110 | First Aid and Safety | 2 | 0 | 2 |
| MEC | 235 | Hydraulics and Pneumatics | 3 | 3 | 4 |
| DFT | 212 | Jig and Fixture Design | 2 | 4 | 4 |
| | | Elective | — | — | 3 |
| | | | | | 13 |

Total Credits: 116

## MECHANICAL

| | | | Lec. | Lab | Credit |
|---|---|---|---|---|---|
| **Fifth Quarter** | | | | | |
| DFT | 204 | Descriptive Geometry | 2 | 4 | 4 |
| MEC | 205 | Strength of Materials | 3 | 2 | 4 |
| MEC | 202 | Quality Control | 3 | 0 | 3 |
| MEC | 214 | Engineering Materials I | 3 | 3 | 4 |
| | | Elective | — | — | 3 |
| | | | | | 18 |
| **Sixth Quarter** | | | | | |
| DFT | 211 | Mechanisms | 3 | 2 | 4 |
| MEC | 203 | Time and Motion Study | 3 | 2 | 4 |
| MEC | 215 | Engineering Materials II | 3 | 0 | 3 |
| BUS | 272 | Principles of Supervision | 3 | 0 | 3 |
| | | Elective | — | — | 3 |
| | | | | | 17 |
| **Seventh Quarter** | | | | | |
| PED | 110 | First Aid and Safety | 2 | 0 | 2 |
| MEC | 235 | Hydraulics and Pneumatics | 3 | 3 | 4 |
| EDP | 101 | Introduction to Computer Science | 3 | 2 | 4 |
| | | Elective(s) | — | — | 6 |
| | | | | | 16 |

Total Credits: 117

## INDUSTRIAL

| | | | Lec. | Lab. | Credit |
|---|---|---|---|---|---|
| **Fifth Quarter** | | | | | |
| MEC | 202 | Quality Control | 3 | 0 | 3 |
| MEC | 214 | Engineering Materials I | 3 | 3 | 4 |
| BUS | 102 | Typewriting I | 2 | 3 | 3 |
| BUS | 125 | Elements of Economics I | 3 | 0 | 3 |
| | | Elective | — | — | 3 |
| | | | | | 16 |
| **Sixth Quarter** | | | | | |
| MEC | 203 | Time and Motion Study | 3 | 2 | 4 |
| MEC | 215 | Engineering Materials II | 3 | 0 | 3 |
| BUS | 131 | Principles of Accounting I | 2 | 3 | 3 |
| BUS | 272 | Principles of Supervision | 3 | 0 | 3 |
| BUS | 101 | Introduction to Business | 3 | 0 | 3 |
| | | Elective | — | — | 3 |
| | | | | | 19 |
| **Seventh Quarter** | | | | | |
| PED | 110 | Safety and First Aid | 2 | 0 | 2 |
| EDP | 101 | Introduction to Computer Science | 3 | 2 | 4 |
| BUS | 132 | Principles of Accounting II | 2 | 3 | 3 |
| | | Elective(s) | — | — | 7 |
| | | | | | 16 |

Total Credits: 117





## MACHINIST TECHNOLOGY
### T-121

| | | | Lec. | Lab. | Credit |
|---|---|---|---|---|---|
| **First Quarter** | | | | | |
| MEC | 151 | Machine Shop Theory and Practice I | 3 | 12 | 9 |
| MAT | 1101 | Fundamentals of Math | 5 | 0 | 5 |
| or | | | | | |
| MAT | 110 | Technical Mathematics I | | | |
| ENG | 1101 | Reading Improvement | 2 | 0 | 2 |
| or | | | | | |
| ENG | 101 | Freshman English I | | | |
| DFT | 1104 | Blueprint Reading: Mechanical | 1 | 2 | 2 |
| BUS | 1103 | Small Business Operations | 3 | 0 | 3 |
| | | | 14 | 14 | 21 |
| **Second Quarter** | | | | | |
| MEC | 152 | Machine Shop Theory and Practice II | 3 | 12 | 9 |
| MAT | 1102 | Algebra | 3 | 0 | 3 |
| or | | | | | |
| MAT | 111 | Technical Mathematics II | | | |
| ENG | 1102 | Communications Skills | 3 | 0 | 3 |
| or | | | | | |
| ENG | 101 | Freshman English II | | | |
| DFT | 1105 | Blueprint Reading: Mechanical | 1 | 2 | 2 |
| WLD | 1101 | Basic Gas Welding | 0 | 3 | 1 |
| PSY | 1101 | Human Relations | 3 | 0 | 3 |
| | | | 13 | 17 | 21 |
| **Third Quarter** | | | | | |
| MEC | 153 | Machine Shop Theory and Practice II | 3 | 12 | 9 |
| MEC | 103 | Treatment of Ferrous Metals | 2 | 2 | 3 |
| DFT | 1119 | Applied Mechanical Drawing I | 1 | 2 | 2 |
| MAT | 1103 | Geometry | 3 | 0 | 3 |
| or | | | | | |
| MAT | 112 | Technical Mathematics III | | | |
| PHY | 1101 | Applied Science I | 2 | 1 | 3 |
| | | | 10 | 18 | 20 |
| **Fourth Quarter** | | | | | |
| MEC | 154 | Machine Shop Theory and Practice IV | 3 | 12 | 9 |
| MEC | 104 | Treatment of Non-Ferrous Metals | 2 | 2 | 3 |
| DFT | 1120 | Applied Mechanical Drawing II | 1 | 2 | 2 |
| MAT | 1104 | Trigonometry | 3 | 0 | 3 |
| or | | | | | |
| MAT | 110,111, 112 | Technical Mathematics I, II, III | | | |
| PHY | 1102 | Applied Science II | 2 | 1 | 3 |
| | | | 10 | 18 | 20 |

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 82 |
| | | | | | Degree 135 |





## TRANSPORTATION MAINTENANCE TECHNOLOGY
## T-095

| | | | Lec. | Lab. | Credit |
|---|---|---|---|---|---|
| **First Quarter** | | | | | |
| AUT | 1111 | Internal Combustion Engines | 3 | 12 | 7 |
| MAT | 1101 | Fundamental of Mathematics | 5 | 0 | 5 |
| DFT | 1101 | Schematics and Diagrams: Power Mechanics | 0 | 3 | 1 |
| ENG | 1101 | Reading | 2 | 0 | 2 |
| or | 101 | Freshman English I | | | |
| PSY | 1101 | Human Relations | 3 | 0 | 3 |
| | | | 13 | 15 | 18 |
| **Second Quarter** | | | | | |
| AUT | 1112 | Engine Electrical and Fuel Systems | 3 | 12 | 7 |
| AUT | 1121 | Braking Systems | 3 | 3 | 4 |
| BUS | 1103 | Small Business Operation | 3 | 0 | 3 |
| MAT | 1102 | Algebra | 3 | 0 | 3 |
| ENG | 1102 | Communication Skills | 3 | 0 | 3 |
| or | 102 | Freshman English II | | | |
| | | | 15 | 15 | 20 |
| **Third Quarter** | | | | | |
| AUT | 1123 | Automotive Chassis and Suspension System | 3 | 9 | 6 |
| AUT | 1101 | Automotive Air Conditioning | 2 | 3 | 3 |
| WLD | 1101 | Basic Gas Welding | 0 | 3 | 1 |
| MAT | 1103 | Geometry | 3 | 0 | 3 |
| PHY | 1101 | Applied Science | 2 | 1 | 3 |
| | | | 10 | 16 | 16 |
| **Fourth Quarter** | | | | | |
| AUT | 1124 | Automotive Power Train Systems | 3 | 9 | 6 |
| AUT | 1125 | Automotive Servicing | 3 | 9 | 6 |
| MAT | 1104 | Trigonometry | 3 | 0 | 3 |
| PHY | 1102 | Applied Science II | 2 | 1 | 3 |
| | | | 11 | 19 | 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 or 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 Transmissions | 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 | 103 | 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: 144






## ASSOCIATE DEGREE NURSING PROGRAM
### T-059

| | | | 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 | 11 | 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 | 103 | Freshman English 111 | | | |
| | or 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 |
| | | | 11 | 0 | 15 |
| **Seventh Quarter** | | | | | |
| NUR | 207 | Nursing VII | 5 | 18 | 11 |
| NUR | 208 | Nursing VIII | 4 | 0 | 4 |
| | | Elective | 3 | 0 | 3 |
| | | | 11 | 18 | 18 |

Total Credits: 110

### Academic Regulations

Some nursing (NUR) courses have prerequisites. These prerequisites are listed in the catalog under the description of the courses. A student must make a grade of "C" or better in both theory and clinical practice in the prerequisite nursing (NUR) courses before registering for the next nursing (NUR) course. For related nursing

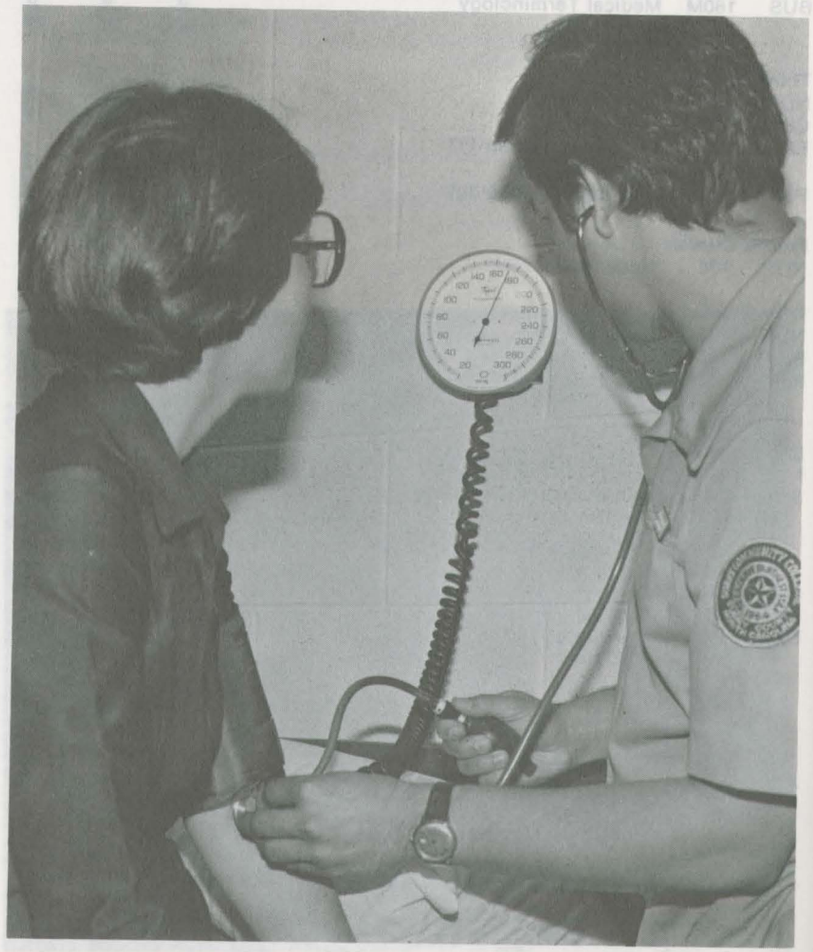
prerequisites a student must make a "D" or above to register for the next nursing course.

In accordance with the State Board of Nursing policy, a student must maintain physical and emotional health conducive to providing safe nursing care.

**Graduation Policy**

The nursing student must meet all college requirements for graduation from a degree program. In addition, the nursing student must meet the following requirements:

1. Make a grade of "C" or better in *all* nursing courses.
2. Make an overall grade point average of 2.0 ("C").
3. Make at least a "D" in *all* courses required in the nursing curriculum.





## AGRICULTURAL TECHNOLOGY
## T-133

| | | | 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 and 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: 112

## AGRICULTURAL BUSINESS
### T-001

| | | | Lec. | Lab. | Credit |
|---|---|---|---|---|---|
| **First Quarter** | | | | | |
| 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:
With Fourth Quarter Option: 109
Without Option: 97



## HORTICULTURE
### T-009

| | | | Lec. | Lab. | Credit |
|---|---|---|---|---|---|
| **First Quarter** | | | | | |
| 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 and Greenhouse Management I | 2 | 4 | 4 |
| | | Elective | — | — | 3 |
| | | | | | 18 |
| **Sixth Quarter** | | | | | |
| AGR | 205 | Marketing | 3 | 0 | 3 |
| AGR | 257 | Nursery and Greenhouse 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: 111

## TEACHER'S ASSISTANT
## T-088

| | | | Lec. | Lab. | Credit |
|---|---|---|---|---|---|
| **First Quarter** | | | | | |
| 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 | Introduction to Audio Visuals | 2 | 2 | 3 |
| ART | 133 | Arts and 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 or ENG 103 | 3 | 0 | 3 |
| PSY | 102 | General Psychology II | 3 | 0 | 3 |
| SOC | 202 | Marriage and the Family | 3 | 0 | 3 |
| EDU | 110 | Practicum/Seminar | 1 | 6 | 3 |
| | | Elective | — | — | 3 |
| | | | | | 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 | 1 | 6 | 3 |
| | | | 13 | 6 | 15 |
| **Fifth Quarter** | | | | | |
| PSY | 202 | Human Development II | 3 | 0 | 3 |
| REA | 104 | Introduction to Teaching of Reading | 3 | 0 | 3 |
| PED | 205 | Personal Health and Community Hygiene | 3 | 0 | 3 |
| BUS | 110 | Office Machines I | 2 | 2 | 3 |
| EDU | 211 | Practicum/Seminar | 1 | 6 | 3 |
| | | | 12 | 8 | 15 |
| **Sixth Quarter** | | | | | |
| PSY | 210 | The Exceptional Child | 3 | 0 | 3 |
| PSY | 104 | Psychology of Personal Adjustment | 3 | 0 | 3 |
| EDU | 212 | Practicum/Seminar | 1 | 12 | 6 |
| | | Elective(s) | — | — | 6 |
| | | | | | 18 |

Total Credits: 97



## EARLY CHILDHOOD SPECIALIST
## T-073

| | | | Lec. | Lab. | Credit |
|---|---|---|---|---|---|
| **First Quarter** | | | | | |
| 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 | Introduction to Audio Visuals | 2 | 2 | 3 |
| ART | 133 | Arts and 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 or ENG 103 | 3 | 0 | 3 |
| PSY | 102 | General Psychology II | 3 | 0 | 3 |
| SOC | 202 | Marriage and the Family | 3 | 0 | 3 |
| REC | 111 | Social Recreation | 3 | 0 | 3 |
| EDU | 110 | Practicum/Seminar | 1 | 6 | 3 |
| | | | 13 | 6 | 15 |
| **Fourth Quarter** | | | | | |
| PSY | 201 | Human Development | 3 | 0 | 3 |
| BUS | 124 | Personal Finance | 3 | 0 | 3 |
| ENG | 225 | Children's Literature | 3 | 0 | 3 |
| REC | 201 | Nature and Outdoor Recreation | 3 | 0 | 3 |
| EDU | 210 | Practicum/Seminar | 1 | 6 | 3 |
| | | | 13 | 6 | 15 |
| **Fifth Quarter** | | | | | |
| SPH | 101 | Speech I | 3 | 0 | 3 |
| PSY | 202 | Human Development II | 3 | 0 | 3 |
| REA | 104 | Introduction to the Teaching of Reading | 3 | 0 | 3 |
| PED | 205 | Personal Health | 3 | 0 | 3 |
| EDU | 211 | Practicum/Seminar | 1 | 6 | 3 |
| | | | 13 | 6 | 15 |
| **Sixth Quarter** | | | | | |
| PSY | 210 | Exceptional Child | 3 | 0 | 3 |
| PSY | 104 | Psychology of Personal Adjustment | 3 | 0 | 3 |
| EDU | 212 | Practicum/Seminar | 1 | 12 | 6 |
| | | Electives | — | — | 6 |
| | | | | | 18 |

Total Credits: 97

## LAW ENFORCEMENT
### T-064

| | | | Lec. | Lab. | Credit |
|---|---|---|---|---|---|
| **First Quarter** | | | | | |
| ENG | 101 | Freshman English I | 3 | 0 | 3 |
| BUS | 105 | Business Mathematics or MAT 101 | 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 | 3 | 0 | 3 |
| or | 205 | Report Writing | 3 | 0 | 3 |
| POL | 202 | State and Local Government | 5 | 0 | 5 |
| CJC | 110 | Juvenile Delinquency | 3 | 0 | 3 |
| CJC | 205 | Evidence | 3 | 0 | 3 |
| CJC | 206 | Community Relations | 17 | 0 | 17 |
| **Fourth Quarter** | | | | | |
| SPH | 101 | Speech I | 3 | 0 | 3 |
| CJC | 216 | Criminal Law II—Criminal Procedure | 5 | 0 | 5 |
| | | *Sociology Elective | 3 | 0 | 3 |
| | | Elective | | | 6 |
| | | | | | 17 |
| **Fifth Quarter** | | | | | |
| CJC | 222 | Criminal Justice Management and Administration | 5 | 0 | 5 |
| CJC | 210 | Criminal Investigation | 4 | 2 | 5 |
| | | *Psychology Elective | 3 | 0 | 3 |
| | | Electives | | | 3 |
| | | | | | 16 |
| **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 |
| PSY | 104 | Psychology of Personal Adjustment | 3 | 0 | 3 |
| | | *Sociology Elective | | | 3 |
| | | Elective | | | 3 |
| | | | | | 17 |

Total Credits: 102

Continuing Education Unit (CEU) credits will be accepted as elective credits for any student taking fire service training or emergency medical treatment courses through the Continuing Education Division. Refer to page 24 for CEU information.

*Recommended courses. Nine hours of sociology and nine hours of psychology are minimum requirements for graduation. Other sociology and psychology courses may be substituted for those listed as student schedules and desires dictate.



## CORRECTIONAL TECHNOLOGY
### T-102

| | | | Lec. | Lab. | Credit |
|---|---|---|---|---|---|
| **First Quarter** | | | | | |
| ENG | 101 | Freshman English I | 3 | 0 | 3 |
| BUS | 105 | Business Mathematics or MAT 101 | 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 |
| CJ | 115 | Criminal Law I—Substantive Criminal Law | 5 | 0 | 5 |
| | | | 17 | 0 | 17 |
| **Third Quarter** | | | | | |
| ENG | 103 | Freshman English III | 3 | 0 | 3 |
| or | 205 | Report Writing | 3 | 0 | 3 |
| POL | 202 | State and Local Government | 5 | 0 | 5 |
| CJC | 110 | Juvenile Delinquency | 3 | 0 | 3 |
| CJC | 206 | Community Relations | | | 3 |
| | | Elective | | | 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 |
| | | Elective | | | 6 |
| | | | | | 17 |
| **Fifth Quarter** | | | | | |
| CJC | 209 | Legal Aspects of Correction | 3 | 0 | 3 |
| PSY | 208 | *Abnormal Psychology | 3 | 0 | 3 |
| CJC | 222 | Criminal Justice Management and Administration | 5 | 0 | 5 |
| | | *Sociology Elective | | | 3 |
| | | Elective | | | 3 |
| | | | | | 17 |
| **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 | 204 | Probations, Pardons, and Parole | 3 | 0 | 3 |
| PSY | 104 | Psychology of Personal Adjustment | 3 | 0 | 3 |
| | | *Sociology Elective | | | 3 |
| | | | | | 17 |

Total Credits: 103

Continuing Education Unit (CEU) credits will be accepted as elective credits for any student taking fire service training or emergency medical treatment courses through the Continuing Education Division. Refer to page 24 for CEU information.

*Recommended courses. Nine hours of sociology and nine hours of psychology are minimum requirements for graduation. Other sociology and psychology courses may be substituted for those listed as student schedules and desires dictate.

# 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 society.

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.

Vocational programs require one full year of participation for students on a full-time basis. Students desiring additional training in the automotive or light construction fields may enroll in the advanced vocational options. After completion of the advanced year of participation, the advanced vocational diploma will be awarded. 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 programs:

Automotive Mechanics
Automotive Body Repair
Welding
Light Construction—Cooperative
Light Construction
Electrical Installation and 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 47.

**AUTOMOTIVE MECHANICS**
**V-003**

| | | | Lec. | Lab. | Shop | Credit |
|---|---|---|---|---|---|---|
| **First Quarter** | | | | | | |
| AUT | 1111 | Internal Combustion Engines | 3 | 0 | 12 | 7 |
| DFT | 1101 | Schematics and Diagrams Power Mechanics | 0 | 3 | 0 | 1 |
| ENG | 1101 | Reading | 2 | 0 | 0 | 2 |
| MAT | 1101 | Fundamentals of Mathematics | 5 | 0 | 0 | 5 |
| PSY | 1101 | Human Relations | 3 | 0 | 0 | 3 |
| | | | 13 | 3 | 12 | 18 |
| **Second Quarter** | | | | | | |
| AUT | 1112 | Engine Electrical & Fuel Systems | 3 | 0 | 12 | 7 |
| AUT | 1121 | Braking Systems | 3 | 0 | 3 | 4 |
| BUS | 1103 | Small Business Operations | 3 | 0 | 0 | 3 |
| ENG | 1102 | Communications | 3 | 0 | 0 | 3 |
| MAT | 1102 | Algebra | 3 | 0 | 0 | 3 |
| | | | 15 | 0 | 15 | 20 |
| **Third Quarter** | | | | | | |
| AUT | 1123 | Auto Chassis and Suspension System | 3 | 0 | 9 | 6 |
| AUT | 1101 | Auto Air Conditioning | 2 | 0 | 3 | 3 |
| MAT | 1103 | Geometry | 3 | 0 | 0 | 3 |
| PHY | 1101 | Applied Science I | 2 | 1 | 0 | 3 |
| WLD | 1101 | Basic Gas Welding | 0 | 0 | 3 | 1 |
| | | | 10 | 1 | 15 | 16 |
| **Fourth Quarter** | | | | | | |
| AUT | 1124 | Automotive Power Train System | 3 | 0 | 9 | 6 |
| AUT | 1125 | Automotive Servicing | 3 | 0 | 9 | 6 |
| MAT | 1104 | Trigonometry | 3 | 0 | 0 | 3 |
| PHY | 1102 | Applied Science II | 2 | 1 | 0 | 3 |
| | | | 11 | 1 | 18 | 18 |

Total Credits: 72

## ADVANCED VOCATIONAL AUTOMOTIVE MECHANICS
V-003

| | | | Lec. | Lab. | Shop | Credit |
|---|---|---|---|---|---|---|
| **First Quarter** | | | | | | |
| AUT | 1111 | Internal Combustion Engines | 3 | 0 | 12 | 7 |
| DFT | 1101 | Schematics and Diagrams Power Mechanics | 0 | 3 | 0 | 1 |
| ENG | 1101 | Reading | 2 | 0 | 0 | 2 |
| MAT | 1101 | Fundamentals of Mathematics | 5 | 0 | 0 | 5 |
| PSY | 1101 | Human Relations | 3 | 0 | 0 | 3 |
| | | | 13 | 3 | 12 | 18 |
| **Second Quarter** | | | | | | |
| AUT | 1112 | Engine Electrical and Fuel Systems | 3 | 0 | 12 | 7 |
| AUT | 1121 | Braking Systems | 3 | 0 | 3 | 4 |
| BUS | 1103 | Small Business Operations | 3 | 0 | 0 | 3 |
| ENG | 1102 | Communication Skills | 3 | 0 | 0 | 3 |
| MAT | 1102 | Algebra | 3 | 0 | 0 | 3 |
| | | | 15 | 0 | 15 | 20 |
| **Third Quarter** | | | | | | |
| AUT | 1123 | Auto Chassis and Suspension System | 3 | 0 | 9 | 6 |
| AUT | 1101 | Auto Air Conditioning | 2 | 0 | 3 | 3 |
| MAT | 1103 | Geometry | 3 | 0 | 0 | 3 |
| PHY | 1101 | Applied Science I | 2 | 1 | 0 | 3 |
| WLD | 1101 | Basic Gas Welding | 0 | 0 | 3 | 1 |
| | | | 10 | 1 | 15 | 16 |
| **Fourth Quarter** | | | | | | |
| AUT | 1124 | Automotive Power Train System | 3 | 0 | 9 | 6 |
| AUT | 1125 | Automotive Servicing | 3 | 0 | 9 | 6 |
| MAT | 1104 | Trigonometry | 3 | 0 | 0 | 3 |
| PHY | 1102 | Applied Science II | 2 | 1 | 0 | 3 |
| | | | 11 | 1 | 18 | 18 |
| **Fifth Quarter** | | | | | | |
| AUT | 251 | Auto Electronic/Electrical System | 4 | 6 | 0 | 7 |
| WLD | 1102 | Basic Arc Welding | 0 | 0 | 3 | 1 |
| SAF | 1101 | Safety and First Aid | 2 | 0 | 0 | 2 |
| DFT | 1104 | Blueprint Reading | 1 | 2 | 0 | 2 |
| | | Elective(s) | | | | 4 |
| | | | | | | 16 |
| **Sixth Quarter** | | | | | | |
| AUT | 252 | Front Suspension, Alignment and Power Steering | 2 | 2 | 0 | 3 |
| AUT | 253 | Auto Servicing II | 2 | 6 | 0 | 5 |
| DFT | 1105 | Blueprint Reading | 1 | 2 | 0 | 2 |
| | | Elective(s) | | | | 7 |
| | | | | | | 17 |



| | | | | | | |
|---|---|---|---|---|---|---|
| **Seventh Quarter** | | | | | | |
| AUT | 254 | Advanced Automotive Power Train System | 2 | 6 | 0 | 5 |
| AUT | 255 | Diesel Engines | 2 | 2 | 0 | 3 |
| MEC | 103 | Treatment of Ferrous Metals | 2 | 2 | 0 | 3 |
| SPH | 101 | Speech I | 3 | 0 | 0 | 3 |
| | | Elective(s) | | | | 3 |
| | | | | | | 17 |
| **Eighth Quarter** | | | | | | |
| AUT | 256 | Automotive Body Repair | 3 | 12 | 0 | 9 |
| MEC | 104 | Treatment of Non-Ferrous Metals | 2 | 2 | 0 | 3 |
| | | Elective(s) | | | | 3 |
| | | | | | | 16 |

Total Credits: 137



## AUTOMOTIVE BODY REPAIR
### V-001

| | | | Lec. | Lab. | Shop | Credit |
|---|---|---|---|---|---|---|
| **First Quarter** | | | | | | |
| AUT | 1130 | Auto Body Repair | 3 | 0 | 12 | 7 |
| AUT | 1131 | Trim and Glass | 1 | 0 | 5 | 3 |
| ENG | 1101 | Reading Improvement | 2 | 0 | 0 | 2 |
| MAT | 1101 | Fundamentals of Mathematics | 5 | 0 | 0 | 5 |
| WLD | 1101 | Basic Gas Welding | 0 | 0 | 3 | 1 |
| | | | 11 | 0 | 20 | 18 |
| **Second Quarter** | | | | | | |
| AUT | 1132 | Chassis and Suspension | 3 | 0 | 9 | 6 |
| ENG | 1102 | Communication Skills | 3 | 0 | 0 | 3 |
| MAT | 1102 | Algebra | 3 | 0 | 0 | 3 |
| SAF | 1101 | Safety and First Aid | 2 | 0 | 0 | 2 |
| PSY | 1101 | Human Relations | 3 | 0 | 0 | 3 |
| | | | 14 | 0 | 9 | 17 |
| **Third Quarter** | | | | | | |
| AUT | 1133 | Metal Finishing and Painting | 3 | 0 | 12 | 7 |
| AUT | 1134 | Auto Accessories | 2 | 2 | 0 | 3 |
| PHY | 1101 | Applied Science I | 2 | 1 | 0 | 3 |
| WLD | 1102 | Basic Arc Welding | 0 | 0 | 3 | 1 |
| | | | 7 | 3 | 15 | 14 |
| **Fourth Quarter** | | | | | | |
| AUT | 1135 | Body Shop Application | 3 | 0 | 9 | 6 |
| BUS | 1103 | Small Business Operations | 3 | 0 | 0 | 3 |
| PHY | 1102 | Applied Science II | 2 | 1 | 0 | 3 |
| WLD | 101 | Welding Processes | 1 | 2 | 2 | 3 |
| | | | 9 | 3 | 11 | 15 |

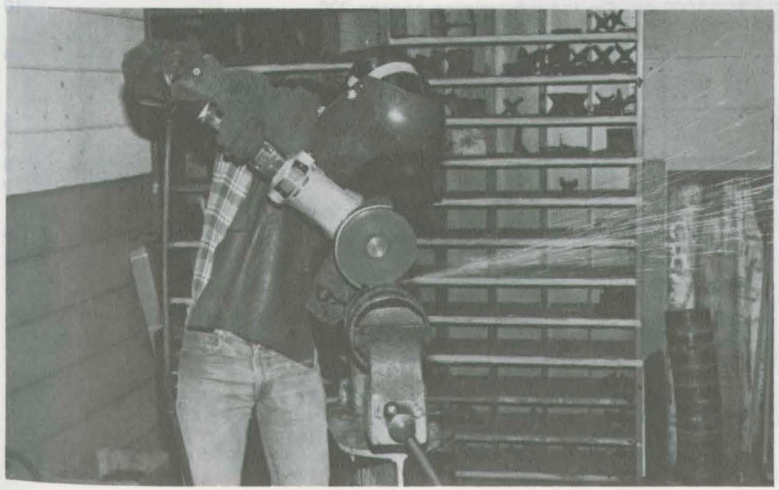
Total Credits: 64



## WELDING
### V-050

| | | | Lec. | Lab. | Shop | Credit |
|---|---|---|---|---|---|---|
| **First Quarter** | | | | | | |
| WLD | 1120 | Oxyacetylene Welding & Cutting | 3 | 0 | 12 | 7 |
| MAT | 1101 | Fundamentals of Mathematics | 5 | 0 | 0 | 5 |
| DFT | 1104 | Blueprint Reading: Mechanical | 1 | 2 | 0 | 2 |
| ENG | 1101 | Reading | 2 | 0 | 0 | 2 |
| PSY | 1101 | Human Relations | 3 | 0 | 0 | 3 |
| | | | 14 | 2 | 12 | 19 |
| **Second Quarter** | | | | | | |
| WLD | 1121 | Arc Welding | 3 | 0 | 12 | 7 |
| MAT | 1102 | Algebra | 3 | 0 | 0 | 3 |
| DFT | 1117 | Blueprint Reading: Welding | 1 | 2 | 0 | 2 |
| ENG | 1102 | Communication Skills | 3 | 0 | 0 | 3 |
| WLD | 1123 | Inert Gas Welding | 1 | 0 | 3 | 2 |
| BUS | 1103 | Small Business Operations | 3 | 0 | 0 | 3 |
| | | | 14 | 2 | 15 | 20 |
| **Third Quarter** | | | | | | |
| WLD | 1124 | Pipe Welding | 3 | 0 | 12 | 7 |
| WLD | 1112 | Mechanical Testing and Inspection | 1 | 0 | 3 | 2 |
| DFT | 1119 | Applied Mechanical Drawing I | 1 | 0 | 2 | 2 |
| MAT | 1103 | Geometry | 3 | 0 | 0 | 3 |
| PHY | 1101 | Applied Science I | 2 | 1 | 0 | 3 |
| | | | 10 | 1 | 17 | 17 |
| **Fourth Quarter** | | | | | | |
| WLD | 1122 | Commercial and Industrial Practices | 3 | 0 | 9 | 6 |
| WLD | 1125 | Certification Practices | 3 | 0 | 6 | 5 |
| MEC | 1112 | Machine Shop Processes | 1 | 0 | 5 | 3 |
| PHY | 1102 | Applied Science II | 2 | 1 | 0 | 3 |
| | | | 9 | 1 | 20 | 17 |

Total Credits: 73



## 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
**V-029**

| | | | Lec. | Lab. | Shop | Credit |
|---|---|---|---|---|---|---|
| **Summer** | | | | | | |
| CAR | 1101-co | Carpentry Fundamentals | 4 | 0 | 16 | 6 |
| SAF | 1101-co | Safety and First Aid | 2 | 0 | 0 | 2 |
| DFT | 1110-co | Blueprint Reading (Building Trades) | 0 | 0 | 3 | 1 |
| CAR | 1000-co | On-the-job training approx 200 hours per quarter | | | | 10 |
| | | | 6 | 0 | 19 | 19 |
| **Fall** | | | | | | |
| MAS | 1101-co | Masonry Fundamentals | 3 | 0 | 12 | 5 |
| ENG | 1101-co | Reading | 2 | 0 | 0 | 2 |
| CAR | 1114-co | Building Codes | 3 | 0 | 0 | 3 |
| CAR | 1102-co | Framing | 1 | 0 | 4 | 2 |
| MAS | 1000-co | On-the-job training approx. 200 hours per quarter | | | | 10 |
| | | | 9 | 0 | 16 | 22 |



| | | | | | | |
|---|---|---|---|---|---|---|
| **Winter** | | | | | | |
| CAB | 1101-co | Cabinetmaking I | 4 | 0 | 16 | 6 |
| MAT | 1112-co | Building Trades Mathematics | 3 | 0 | 0 | 3 |
| PSY | 1101-co | Human Relations | 3 | 0 | 0 | 3 |
| CAB | 1000-co | On-the-job training approx. 200 hours per quarter | | | | 10 |
| | | | 10 | 0 | 16 | 22 |
| **Spring** | | | | | | |
| PLU | 1101-co | Plumbing Fundamentals | 3 | 0 | 12 | 5 |
| BUS | 1103-co | Small Business Operations | 3 | 0 | 0 | 3 |
| MAT | 1113-co | Construction Estimating I | 3 | 0 | 0 | 3 |
| CAR | 1103-co | Trim and Finishing | 1 | 0 | 4 | 2 |
| PLU | 1000-co | On-the-job training approx. 200 hours per quarter | | | | 10 |
| | | | 10 | 0 | 16 | 23 |

Total Credits: 86



## ADVANCED VOCATIONAL OPTION
### V-029

| | | | Lec. | Lab. | Shop | Credit |
|---|---|---|---|---|---|---|
| **Summer** | | | | | | |
| CAR | 1104-co | Carpentry II | 4 | 0 | 16 | 6 |
| BUS | 1106-co | Contracts and Specifications | 1 | 0 | 3 | 1 |
| SAF | 1102-co | Safety and First Aid II | 2 | 0 | 0 | 2 |
| CAR | 2000-co | On-the-job training approx. 200 hours per quarter | | | | 10 |
| | | | 7 | 0 | 19 | 19 |
| **Fall** | | | | | | |
| MAS | 1102-co | Masonry II | 3 | 0 | 12 | 5 |
| DFT | 1112-co | Blueprint Reading & Sketching | 0 | 0 | 3 | 1 |
| MAT | 1114-co | Construction Estimating II | 3 | 0 | 0 | 3 |
| WLD | 1101-co | Basic Gas Welding | 0 | 0 | 3 | 1 |
| MAS | 2000-co | On-the-job training approx. 200 hours per quarter | | | | 10 |
| | | | 6 | 0 | 18 | 20 |
| **Winter** | | | | | | |
| CAB | 1102-co | Cabinetmaking II | 4 | 0 | 16 | 6 |
| WLD | 1102-co | Basic Arc Welding | 0 | 0 | 3 | 1 |
| CAB | 1105-co | Cabinet Finishing | 1 | 0 | 3 | 1 |
| CAB | 2000-co | On-the-job training approx. 200 hours per quarter | | | | 10 |
| | | | 8 | 0 | 22 | 18 |
| **Spring** | | | | | | |
| ELC | 1124-co | Residential Wiring | 5 | 0 | 9 | 5 |
| DFT | 1113-co | Blueprint Reading (Electrical) | 0 | 0 | 3 | 1 |
| MAT | 1115-co | Electrical Mathematics | 5 | 0 | 0 | 5 |
| ELC | 1102-co | Applied Electricity | 2 | 0 | 3 | 2 |
| ELC | 2000-co | On-the-job training approx. 200 hours per quarter | | | | 10 |
| | | | 12 | 0 | 15 | 23 |

Total Credits: 166



## LIGHT CONSTRUCTION
### Correctional Institute
### V-029

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.

PROGRAM OPTIONS:

Each student has the following options.

1. Entry into 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.

| | | | Lec. | Lab. | Shop | Credit |
|---|---|---|---|---|---|---|
| **First Quarter** | | | | | | |
| CAR | P1101 | Carpentry Fundamentals | 3 | 0 | 12 | 7 |
| MAT | P1101 | Fundamentals of Mathematics | 5 | 0 | 0 | 5 |
| PHY | P1101 | Applied Science I | 2 | 1 | 0 | 3 |
| ENG | P1101 | Reading Improvement | 2 | 0 | 0 | 2 |
| | | | 12 | 1 | 12 | 17 |
| **Second Quarter** | | | | | | |
| MAS | P1101 | Masonry Fundamentals | 3 | 0 | 12 | 7 |
| MAT | P1102 | Algebra | 3 | 0 | 0 | 3 |
| PHY | P1102 | Applied Science II | 2 | 1 | 0 | 3 |
| ENG | P1102 | Communications Skills | 3 | 0 | 0 | 3 |
| SAF | P1101 | Safety and First Aid | 2 | 0 | 0 | 2 |
| | | | 13 | 1 | 12 | 18 |
| **Third Quarter** | | | | | | |
| CAB | P1101 | Cabinetmaking I | 3 | 0 | 12 | 7 |
| MAT | P1103 | Geometry | 3 | 0 | 0 | 3 |
| PSY | P1101 | Human Relations | 3 | 0 | 0 | 3 |
| | | | 9 | 0 | 12 | 13 |
| **Fourth Quarter** | | | | | | |
| PLU | P1101 | Plumbing Fundamentals | 3 | 0 | 12 | 7 |
| BUS | P1103 | Small Business Operations | 3 | 0 | 0 | 3 |
| | | Elective | | | | 5 |
| | | | 6 | 0 | 12 | 15 |

Total Credits: 63

## AUTOMOTIVE MECHANICS
**Correctional Institute**
**V-003**

| | | | Lec. | Lab. | Shop | Credit |
|---|---|---|---|---|---|---|
| **First Quarter** | | | | | | |
| AUT | P1111 | Internal Combustion Engines | 3 | 0 | 12 | 7 |
| MAT | P1101 | Mathematics | 5 | 0 | 0 | 5 |
| PHY | P1101 | Applied Science I | 2 | 1 | 0 | 3 |
| | | | 10 | 1 | 12 | 15 |
| **Second Quarter** | | | | | | |
| AUT | P1124 | Automotive Power Train Systems | 3 | 0 | 9 | 6 |
| DFT | P1101 | Schematics & Diagrams | 0 | 0 | 3 | 1 |
| MAT | P1102 | Algebra | 3 | 0 | 0 | 3 |
| PHY | P1102 | Applied Science II | 2 | 1 | 0 | 3 |
| SAF | P1101 | Safety & First Aid | 2 | 0 | 0 | 2 |
| | | | 10 | 1 | 12 | 15 |
| **Third Quarter** | | | | | | |
| AUT | P1112 | Electrical & Fuel | 3 | 0 | 12 | 7 |
| MAT | P1103 | Geometry | 3 | 0 | 0 | 3 |
| ENG | P1101 | Reading | 2 | 0 | 0 | 2 |
| BUS | P1103 | Small Business Operation | 3 | 0 | 0 | 3 |
| | | | 11 | 0 | 12 | 15 |
| **Fourth Quarter** | | | | | | |
| AUT | P1121 | Braking Systems | 3 | 0 | 3 | 4 |
| AUT | P1125A | Automotive Servicing | 3 | 0 | 6 | 4 |
| ENG | P1102 | Communications | 3 | 0 | 0 | 3 |
| PSY | P1101 | Human Relations | 3 | 0 | 0 | 3 |
| | | | 12 | 0 | 10 | 14 |
| **Fifth Quarter** | | | | | | |
| AUT | P1101 | Air Conditioning | 2 | 0 | 3 | 3 |
| AUT | P1123 | Chasis & Suspension | 3 | 0 | 7 | 5 |
| | | | 5 | 0 | 10 | 8 |

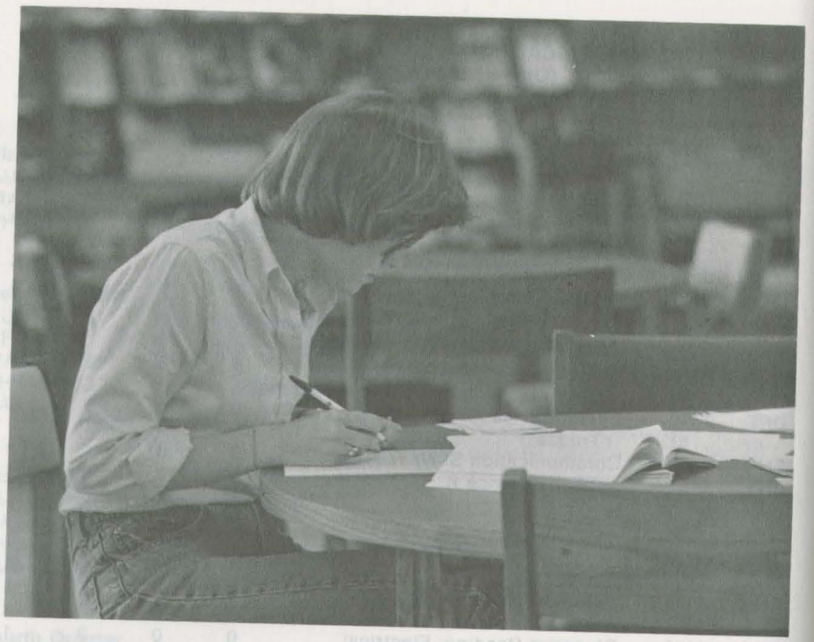
Total Credits: 67

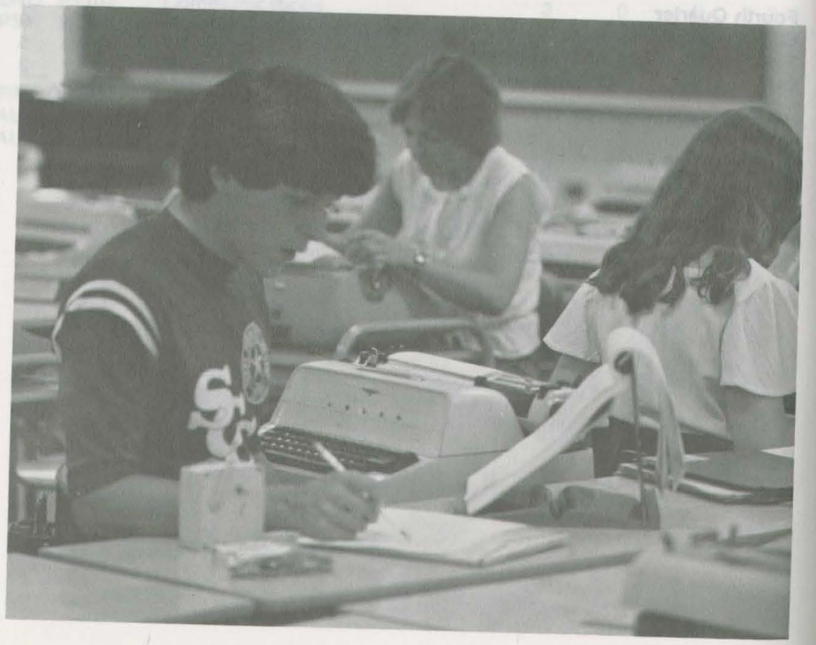


## ELECTRICAL INSTALLATION & MAINTENANCE
**(Offered Evening Classes Only)**
**Suggested Sequence of Courses**
**4 Quarters**
**V-018**

| | | | Lec. | Lab. | Shop | Credit |
|---|---|---|---|---|---|---|
| **First Quarter** | | | | | | |
| ELC | 1112 | Direct and Alternating Current | 5 | 0 | 12 | 9 |
| ENG | 1101 | Reading | 2 | 0 | 0 | 2 |
| MAT | 1115 | Electrical Math | 5 | 0 | 0 | 5 |
| PHY | 1101 | Applied Science I | 2 | 1 | 0 | 3 |
| | | | 14 | 1 | 12 | 19 |
| **Second Quarter** | | | | | | |
| ELC | 1113 | Alternating Current and Direct Current Machines and Controls | 5 | 0 | 12 | 9 |
| DFT | 1110 | Blueprint Reading: Building Trades | 0 | 0 | 0 | 3 |
| ENG | 1102 | Communication Skills | 3 | 0 | 0 | 3 |
| PHY | 1102 | Applied Science II | 2 | 1 | 0 | 3 |
| | | | 10 | 1 | 12 | 18 |
| **Third Quarter** | | | | | | |
| ELC | 1124 | Residential Wiring | 5 | 0 | 9 | 8 |
| ELN | 1118 | Industrial Electronics | 3 | 0 | 6 | 5 |
| PSY | 110 | Human Relations | 3 | 0 | 0 | 3 |
| DFT | 1113 | Blueprint Reading: Electrical | 0 | 0 | 3 | 1 |
| | | | 11 | 0 | 18 | 17 |
| **Fourth Quarter** | | | | | | |
| ELC | 1125 | Commercial and Industrial Wiring | 5 | 0 | 12 | 9 |
| ELN | 1119 | Industrial Electronics | 3 | 0 | 6 | 5 |
| BUS | 1103 | Small Business Operations | 3 | 0 | 0 | 3 |
| | | | 11 | 0 | 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 for 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—Internship** 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 safety.

**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 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 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.

## 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, 121, 122—Commercial Art** 3 0 3

This course includes the basic elements of design, such as line, direction, shape, size, texture, value, and color; how to create and produce a finished layout or design for painting, drawing skills as applied to commercial art.

**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 140, 141, 142—Sculpture** 3 0 3

A course covering the basics of building sculpture with wood, plaster, and assorted found objects.

**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 153—Ceramic Sculpture** 3 0 3

A course concentrating on carved, hand built, and assembled wheel thrown sculpture.

**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.

**ART 202—Painting II** 3 0 3

A continuation of ART 201.

**ART 203—Painting III** 3 0 3

A continuation of ART 202.

**ART 204—Painting: Water Color** 3 0 3

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.

**ART 134—Ceramics** 0 2 1
**ART 135—Decoupagel** 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** 0 2 1

## AUDIO VISUAL

**AUD 101—Introduction to Audio Visuals** 2 2 3

An introduction to non-print media, equipment operation, and effect of A-V materials on the learning process.

**AUD 201—Media Production** 2 3 3

Slides, transparencies, tapes, dry mount materials, and video tapes will be studied and produced.

## AUTOMOTIVE

**AUT 101—The Automobile** 2 2 3

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.

**AUT 251—Automotive Electronic/Electrical Systems** 4 6 7

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.

**AUT 252—Front Suspension, Alignment and Power Steering** 2 2 3

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.

**AUT 253—Automobile Servicing II** 2 6 5

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.

**AUT 254—Advanced Automobile Power Transmissions** **2 6 5**

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.

**AUT 255—Diesel Engines** **2 2 3**

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.

**AUT 256—Automobile Body Repair** **3 12 9**

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—Automobile 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. Trouble-shooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing, and replacing.

Prerequisite: AUT 1123, 1121, 1101.



**AUT 1130—Auto Body Repair** **3 12 7**

Basic principles of automobile construction, design, and manufacturing. A thorough study of angles, crown, and forming of steel into the complex contour of the present day vehicles. The student applies the basic principles of straightening, aligning, and painting of damaged areas.

**AUT 1131—Glass and Trim** **1 5 3**

Methods of removing, installing, cutting, and fitting glass windshields and mirrors; removing and installing seat covers and dor trim panels; painting trim and accessories.

**AUT 1132—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, front end alignment, and installation and repair of frame components.

**AUT 1133—Metal Finishing and Painting** **3 12 7**

Development of the skills of shrinking stretched metal; soldering, leading, and filling; preparing the metal for painting; straightening, fitting, and aligning of doors, hoods, and deck lids; painting fenders, panels, spot repairs, and the complete vehicle. The use and application of power tools will also be taught.

**AUT 1134—Auto Accessories** **2 2 3**

This course includes a study of the basic automotive accessories; power steering, power seats, power headlights and other components. Basic installation and performance checks will be covered.

**AUT 1135—Body Shop Applications** **3 9 6**

A thorough study of the requirements for metal working and painting including the use of essential tools, forming fender flanges and beads, and straightening typical auto body damage. The student will begin acquiring skills such as shaping angles, crowns, and contours of the metal of the body and fenders. The student applies all phases of training including estimating damage, writing repair orders, purchasing parts, and transacting the final settlement with the adjuster.

## BIOLOGY

**BIO 101—General Biology I** **3 3 4**

An introduction to the fundamental concepts of biology: evolution; chemical and cellular basis of life; and genetics.

**BIO 102—General Biology II** **3 3 4**

A study at the organismic level in which the following topics are covered: reproduction; development; homeostasis; system functions; and regulations.

Prerequisite: BIO 101

**BIO 103—General Biology III** **3 3 4**

A study at the population and community level which involves behavior, ecology, and energy.

Prerequisite: BIO 101.

**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, virues, 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 si 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** 3 2 3

This course stressed the fundamental operations and their application to business problems. Topics covered include a review of fractions, decimals, and percentages and basic math calculations as well as price marking, interest and discounts, commissions, taxes, and pertinent use 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, and various electronic display and/or printing calculators.

**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.

Prerequisite: BUS 104 or equivalent.

**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. Recommended that student has completed BUS 132.

**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 on 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 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 effective operation, and managerial problems resulting from current economic and social trends.



**BUS 180M—Medical Terminology and 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 and 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.

**BUS 205—Advanced Typewriting** 2 3 3

Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts, and legal documents.

Speed requirement—40 words per minute for 5 minutes.

**BUS 211—Stenoprint** 2 2 4

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

**BUS 214—Secretarial Procedures** 3 2 4

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

Prerequisite: BUS 205.

**BUS 215—Office Application** 3 12 6

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.

**BUS 218—Machine Transcription III** 2 3 3

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.

**BUS 220—Business Communications** 3 0 3

Develops skills in written and oral communications. Emphasis is placed on writing sales letters, business reports, credit and collection letters, complaints, orders, refusal and routine letters, employment application letters and resumes. Oral communication is directed toward correct machine dictation techniques and personal interviews.

**BUS 221—Credit Procedures** 3 0 3

The principles and practices in the extension of credit, collection procedures; laws pertaining to credit extension; and collection are included.

**BUS 229—Taxes** 3 0 3

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.

**BUS 230—Retail Applications II** 1 8 6

During the sixth quarter, students are assigned to work 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.

**BUS 232—Sales Development** 3 0 3

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.

**BUS 235—Business Management** 3 0 3

Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function. Role of management in business-qualification and requirements.

**BUS 236—Intermediate Accounting I** 2 3 3

Concepts and principles of 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.

**BUS 237—Intermediate Accounting III** 2 3 3

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.

**BUS 238—Auditing** 2 3 3

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.



**BUS 239—Marketing** 3 0 3

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

**BUS 240—Court Reporting I** 0 10 5

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.)

**BUS 241—Sales Promotion and Management** 3 0 3

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.

**BUS 242—Court Reporting II** 0 10 5

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).

**BUS 243—Advertising** 3 0 3

The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals; product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media.

**BUS 249—Buying and Merchandising I** 3 0 3

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

**BUS 250—Buying and Merchandising II** 3 0 3

Principles of effective inventory and stock control to include storage control, merchandise rotation, accountability, and pricing.

Prerequisite: BUS 249.

**BUS 251, 252, 253—Cost Accounting I, II, III** 2 3 3

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, and direct costing, and break-even analysis.

Prerequisite: BUS 133.

**BUS 260—Commercial Design and Display I** 3 0 3

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.

**BUS 262—Fashion in Retailing** 3 0 3

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.

**BUS 271—Office Management** 3 0 3

An introduction to the principles of administrative office management by examining management functions and leadership principles. Emphasis is on system analysis, the office environment, office layout, word processing and data processing as major areas of administrative services.

**BUS 272—Principles of Supervision** 3 0 3

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.

**BUS 273—Retailing II** 3 0 3

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.

**BUS 274—Personnel Management** 3 0 3

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.

**BUS 275—Principles of Insurance** 3 0 3

Types of provisions of life, property, and casualty insurance from the point of view of an individual and business enterprise.

**BUS 280M—Medical Terminology and Vocabulary** 3 0 3

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.

**BUS 218M—Anatomy for the Medical Secretary** 3 0 3

A continuation of BUS 181M.

Prerequisite: BUS 181M.

**BUS 282—Governmental Accounting** 2 3 3

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.

**BUS 290—Introduction to Word Processing** 3 0 3

An introduction to concepts, terminology, and skills involved in word processing. Emphasis will be placed on vocabulary, word processing structures, planning and organizing tasks, proofreading and editing, and operating an editing typewriter.

Prerequisites: BUS 205 and BUS 118.

**BUS 1103—Small Business Operations** 3 0 3

**BUS 1103—co** 3 0 3

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

**BUS 1105—Industrial Organizations** 3 0 3

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.

**BUS 1106-co—Contracts and Specifications** 1 3 1

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

**CAB 1000-co—On-the-job Training** 0 200 10

Cooperative work-study on alternate week basis.

**CAB 1101—Cabinetmaking I** 3 12 7

An introductory course designed to acquaint the student with cabinetmaking and millwork used in building construction. A study of hand tools, machine tools, and materials used in cabinetmaking. Emphasis is placed on safe work habits.

**CAB 1101-co—Cabinetmaking I** 4 16 6

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

**CAB 1102—Cabinetmaking II** 3 12 7

Continuation of Cabinetmaking 1101, a study on layout, measuring, selection, and installation of materials and hardware used in cabinetmaking. Work on projects to accomplish knowledge and skill in the trade.

**CAB 1102-co—Cabinetmaking II** 4 16 6

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

**CAB 1103, 1104—Cabinetmaking III, IV** 3 12 7

Continuation of CAB 1102 with emphasis placed on safe work habits, skill, and precision as the student builds projects.

**CAB 1105-co—Cabinet Finishing** 1 3 1

Topics of study will include methods and practices of modern cabinet and furniture finishing.

**CAB 2000-co—On-the-job Training** 0 200 10

Cooperative work-study on alternate week basis.

**CAR 101—Introduction to Woodworking I** 1 4 3

An introductory course in the care and use of woodworking tools, machinery, and basic woodworking.

**CAR 1000-co—On-the-job Training** 0 200 10

Cooperative work-study on alternate week basis.

**CAR 1101—Carpentry Fundamentals** 3 12 7

**CAR 1101-co** 4 16 6

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: basic terminology, physical states, fundamental concepts for atoms and molecules, nomenclature and stoichiometry.

**CHM 102—General Chemistry II** 3 3 4

A continuation of CHM 101 to include periodic table, chemical bonding, energy changes in reaction, solution concepts, redox reactions, and electrochemistry.

Prerequisite: CHM 101.

**CHM 103—General Chemistry III** 3 3 4

A continuation of CHM 102 to include: chemical and ionic equilibria, acids and bases, chemical kinetics and carbon compounds.

Prerequisites: CHM 101, 102.

**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.

## COMPUTER SCIENCE—SEE ELECTRONIC DATA PROCESSING

## 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.

**CJC 110—Juvenile Delinquency** 5 0 5

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.

**CJC 115—Criminal Law I—Substantive Criminal Law** 5 0 5

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.

**CJC 201—Motor Vehicle Law** 3 0 3

A study of the traffic enforcement codes with primary emphasis placed on North Carolina law as it relates to motor vehicles.

**CJC 203—Introduction to Correction** 3 0 3

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.

**CJC 204—Probation, Pardons and Parole** 3 0 3

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.

**CJC 205—Evidence** 3 0 3

Instruction covers the kinds and degrees of evidence and the rules governing the admissibility of evidence in court.

**CJC 206—Community Relations** 3 0 3

This course will provide the student with an undestanding 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.

**CJC 209—Legal Aspects of Corrections** 3 0 3

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

**CJC 210—Criminal Investigation** 5 0 5

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.

**CJC 216—Criminal Law II—Criminal Procedure** 5 0 5

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.

**CJC 217—Patrol Procedures** 3 0 3

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.

**CJC 222—Criminal Justice Management and Administration** 5 0 5

Introduction to theory, principles, concepts, practices, techniques, and problems involved in the management and administration of a criminal justice organization. The course includes a range of management/administration topics including policy formulation, management/supervision functions, communications, budgeting as a management tool, employee selection, retention and promotion, and decision making. Emphasis is placed upon an understanding of the social, psychological, and cultural aspects and the work situation as it relates to the topics discussed.

**CJC 230—Correctional Counseling** 3 0 3

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.

**CJC 234—Community-Based Treatment** 3 0 3

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.

**CJC 240—Security Systems** 5 0 5

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.

**CJC 241—Property Control** 3 0 3

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.

**CJC 247—Retail Security** 3 0 3

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.

**CJC 249—Surveillance Techniques** 3 0 3

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.

## DANCE

**DAN 101—Dance History I** 3 0 3

Study of primitive dances through the Renaissance.

**DAN 102—Dance History II** 3 0 3

Study of dance through modern day. Study of great ballets and choreographers.
Prerequisite: DAN 101.

**DAN 105—Musical Comedy Theatre I** 0 2 1

Designed to give any performing students a chance to learn the various techniques of various styles of dance required to perform on Broadway.

**DAN 106—Musical Comedy Theatre II** 0 2 1

Continuation of Musical Comedy Theatre I.
Prerequisite: DAN 105.

**DAN 107—Musical Comedy Theatre III** 0 2 1

Continuation of Musical Comedy Theatre II with emphasis on performing. One concert in dance required.
Prerequisite: DAN 106.



**DAN 109—Modern Dance I** 0 2 1

Introduction of basic dance technique involving basic movement, combinations, and exercise.

**DAN 110—Modern Dance II** 0 2 1

Continuation of Modern Dance I, but with special emphasis on style and continuity; more developed combination and exercise.
Prerequisite: DAN 109.

**DAN 111—Modern Dance III** 0 2 1

Continuation of Modern Dance I and II. Greater emphasis placed on performance technique.
Prerequisite: DAN 110.

**DAN 120—Ballet I** 0 2 1

Introduction to ballet in the classical sense. Barre and basic center work.

**DAN 121—Ballet II** 1 3 2

Continuation of Ballet I with emphasis on building the dancer's body through correct technique.
Prerequisite: DAN 120.

**DAN 122—Ballet III** 1 3 2

Continuation of Ballet II with more emphasis on center floor combinations. Includes films on ballets and lectures.
Prerequisite: DAN 121.

**DAN 210—Ballet IV** 1 3 2

Ballet training on the most professional level using the Russian technique.
Prerequisite: DAN 122.

**DAN 211—Ballet V** 1 3 2

Beginning pointe work at the barre for girls. Beginning adagio work for boys.
Prerequisite: DAN 210.

**DAN 212—Ballet VI** 1 3 2

Performance medium using technique learned from previous ballet classes. Quarter is used for choreography and performing workshops within schools.
Prerequisite: DAN 211.

## DATA PROCESSING—SEE ELECTRONIC DATA PROCESSING

## DRAFTING

**DFT 101—Technical Drafting I** 1 5 3

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

**DFT 102—Technical Drafting II** 1 5 3

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.

**DFT 103—Technical Drafting III** 1 5 3

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.

**DFT 104—Electronics Drafting** 2 3 3

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

**DFT 105—Introduction to Drafting: Architectural** 3 0 3

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.

**DFT 106—Architectural Drafting I** 2 4 4

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.

**DFT 107—Architectural Drafting II** 2 4 4

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.

**DFT 201—Technical Drafting IV** 2 6 4

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.

**DFT 204—Descriptive Geometry** 2 4 4

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.

**DFT 205—Design Drafting I** 2 6 4

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.

**DFT 206—Design Drafting II** 2 6 4

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.

**DFT 211—Mechanisms** 3 2 4

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 204, MAT 103, PHY 106.



**DFT 212—Jig and Fixture Design** 2 4 4

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.

**DFT 1101—Schematics and Diagrams: Power Mechanics** 0 3 1

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.

**DFT 1104—Blueprint Reading: Mechanical** 1 2 2

Interpretation and reading of blueprints. Information on the basic principles of blueprint; lines, views, dimensioning procedures and notes.

**DFT 1105—Blueprint Reading: Mechanical** 1 2 2

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.

**DFT 1110—Blueprint Reading: Building Trades** 0 3 1

**DFT 1110-co** 0 3 1

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

**DFT 1112-co—Blueprint Reading and Sketching** 0 3 1

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.

**DFT 1113—Blueprint Reading: Electrical** 0 3 1

**DFT 1113-co** 0 3 1

Interpretation of schematics, diagrams and blueprints applicable to electrical installations with emphasis on electrical plans for domestic and commerical 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.

**DFT 1117—Blueprint Reading: Welding** 1 2 2

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.

**DFT 1119—Applied Mechanical Drawing I** 1 2 2

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 2 2

Continuation of study and practice in mechanical drawing. Basic studies will include detail dimensions, tolerancing, auxiliary views, working drawings, and the reproduction of drawings.

## ECONOMICS

**ECO 201, 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.)

## EDUCATION

**EDU 110—Practicum/Seminar** 1 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** 1 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** 1 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/Seminary** 1 12 6

Students are placed in field of interest. Work is supervised by coordinator. Some of this may be used in campus seminars with faculty and specialists in various educational fields.

## ELECTRICITY

**ELC 1102-co—Applied Electricity** 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

**ELC 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.

## ELECTRONIC DATA PROCESSING

**EDP 101—Introduction to Computer Science** 3 2 4

Introduction to the computer and general problem-solving techniques. Emphasis is on the logical processes involved in analyzing and planning computer solutions to a variety of problems. The BASIC programming language is introduced as a tool to implement the concepts developed in class. Computer hardware components are examined.

**EDP 102—Computer Science Programming with BASIC** 3 2 4

Continuation of EDP 101. Computer programming concepts are examined in detail. Many of the advanced attributes of the BASIC programming language are emphasized. Topics include: loops, arrays, tables, sequential files, program structures, and searching and sorting.

Prerequisite: EDP 101 or consent of instructor.

**EDP 103—Computer Science—Advanced BASIC** 3 0 3

The advanced capabilities of the BASIC programming language are examined. Emphasis on how to implement complex applications using BASIC. Topics include: lists, sequential and random data files, mathematical applications, searching and sorting, and elementary data structures.

Prerequisites: EDP 102 and MAT 104 or consent of instructor.

**EDP 104—Computer Science—PASCAL** 3 2 4

Basic concepts of PASCAL programming language are examined. Emphasis on development of correct program structure in order to minimize program development time and maintenance.

Prerequisites: EDP 102 and MAT 104 or consent of instructor.

## 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 magnetism 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—Solid State Devices** **8 8 10**

A study in depth of the theory and electrical characteristics of semiconductor devices which include: transistor physics, diodes, bi-polar junction transistor basics, small and large signal amplifier deisgn, biasing techniques and high frequency characteristics of typical devices. Planned laboratory experiments correlate with the lectures which enable the student to learn the instruments and measurements required to become familiar with these devices. Laboratory experiments are conducted on all topical subjects.

**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 201—Pulse and Digital Circuits** **5 5 7**

A study of special pulse circuitry, multivibrators, differential amplifiers, operational amplifiers, 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.

Prerequisite: ELN 103 or consent.

**ELN 202—Electronic Communications Systems** **6 6 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 theiry 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—Microprocessors** **7 6 10**

This course covers the theory and applications of microprocessors. Special emphasis is placed on microprocessor interfacing techniques with peripheral circuitry to utilize this device in logical applications. Actual laboratory experiments in interfacing are performed by the student to further his knowledge in typical industrial applications.

**ELN 210—Semiconductor Circuit Analysis** **4 8 8**

Theoretical analysis of field effective transistors and FET circuit design parameters are an integral part of this course. Differential and operational amplifiers with their associated feedback network design are also covered. The final part of the course is a study of power sources and each student must completely design a regulated power supply within given parameters.



**ELN 218—Digital Logic Design** **7 5 9**

Analysis and design of digitals logic and switching circuitry as used in control systems and digital electronic computers is covered in this course. Included are such aspects as memory and storage devices, analog-to-digital and digital-to-analog conversion techniques. Digital laboratory experiments are performed by the student to verify analysis procedures.

Prerequisites: ELN 201 or consent.

**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 in 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, auxilliary 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 110, 111, 112—Practical Journalism** 1 2 2

Practical work in producing student newspaper and yearbook. Students will write and edit these publications.

**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.

**ENG 225—Children's Literature** 3 0 3

Survey of literature for children. Kindergarten through Junior High levels.

**ENG 230—Classic Theatre** 3 0 3

A study of drama and literature by European authors of the 17th, 18th, and 19th centuries to be developed around a selection of 13 televised plays augmented by textual materials and readings.



**ENG 1101—Reading Improvement** 2 0 2

**ENG 1101-co** 2 0 2

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.

**ENG 1102—Communication Skills** 3 0 3

Designed to promote effective communication through correct language usage in speaking and writing.

Prerequisite: ENG 1101.

## FRENCH

**FRE 101, 102, 103—Elementary French I, II, III** 2 3 3

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.

**FRE 151, 152, 153—Intermediate French, I, II, III** 3 0 3

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.

**FRE 201, 202, 203—Survey of French Civilization I, II, III** 2 3 3

A study of French culture and civilization. Selected readings in French literature from the Middle Ages to the present. Parallel reading and reports.

## GEOGRAPHY

**GEO 201—Physical Geography** 3 0 3

The earth's astronomical relations, factors of weather and climate, physical features and changes of landforms.

**GEO 202—Economic Geography** 3 0 3

Geographic and economic factors involved in production, distribution, consumption, and conservation of the major resources of the world.

## GERMAN

**GER 101, 102, 103—Elementary German I, II, III** 3 0 3

Essentials of grammar, graded reading, vocabulary building Laboratory.

**GER 151, 152, 153—Intermediate German I, II, III** 3 0 3

Review of grammar, reading lyrics, short stories, and selections from plays.

## HISTORY

**HIS 101, 102, 103—History of Western Civilization I, II, III** 3 0 3

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 I and its aftermath, and the ideologies of the twentieth century. Three quarters.

**HIS 104—Modern History** 3 0 3

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.

**HIS 201, 202, 203—American History** 3 0 3

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.

**HIS 204—Current World Problems** 3 0 3

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 newspapers readings, each student will be expected to present a comprehensive oral or written report.

**HIS 205—Black History** 3 0 3

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 fo the group studied.

**HIS 210—Local History and Genealogy** 3 0 3

A study of research methods and sources for the writing of family, church, school and community history.

## LATIN

**LAT 101, 102, 103—Elementary Latin I, II, III** 3 0 3

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.

**LAT 151, 152, 153—Intermediate Latin I, II, III** 3 0 3

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

**LIB 101—Introduction to Library Services** 3 0 3

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.

## MASONRY

**MAS 1000-co—On-the-job Training** 0 200 10

Cooperative work-study on alternate week basis.

**MAS 1101—Masonry Fundamentals I** 3 12 7

**MAS 1101-co** 3 12 5

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

**MAS 1102, 1103, 1104** 3 12 7

**MAS 1102-co—Masonry Fundamentals** 3 12 5

Basically skill development courses. Various patterns of brick bonds as well as block, tile and roof laying will be studied.

**MAS 2000-co—On-the-job Training** 0 200 10

Cooperative work-study on alternate week basis.



## MATHEMATICS

**MAT 080, 081, 082, 083—Remedial Mathematics** 1-5 0 0

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.

**MAT 100—The Metric System** 1 0 1

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 comprise a major portion of class time.

**MAT 101—College Mathematics I** 3 0 3

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 of 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 104—Pre-College Algebra** 5 0 3

The course is designed for those students who need MAT 105, 106 College Algebra and Trigonometry but who come to Surry Community College without an adequate background in mathematics to succeed in this course. The emphasis is on properties of the rational numbers. Operations with polynomials and algebraic fractions will be covered. The course will include solving first and second degree equations and solving systems of equations in two variables. Irrational numbers, radicals, and the quadratic formula will also be covered.

**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—Analytical Geometry and Calculus I** 5 0 5

This is the first of a four-quarter sequence in analytic geometry and differential and integral calculus. Topics covered in this quarter are functions, limits, differentiation, applications of the derivative and antiderivatives.

Prerequisite: MAT 105, 106 or 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 as 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 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 fundamental concepts of programming digital devices. Topics include: binary, octal, and hexidecimal number base systems; architecture of programmable digital systems; programming of programmable calculators; and introduction to microprocessors and microcomputers.

**MAT 203—Introduction to Microcomputers** 3 0 3

A continuation of MAT 202. Fundamental concepts of programming microcomputers will be examined further. Topics include: number representations; microcomputer architecture; machine language programming; assembly language programming; and higher-level language programming using BASIC.

Prerequisite: Consent of instructor.

**MAT 205—Analytic Geometry and Calculus II** 5 0 5

A continuation of MAT 107. Topics include the definition of integral, definite integrals, application to areas, volume, arc length and work, exponential and trigonometric functions, and 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, centroids, indeterminate forms, improper integrals, Taylor's formula and infinite series.

Prerequisite: MAT 205 or consent.

**MAT 207—Analytic Geometry and Calculus IV** 5 0 5

A continuation of MAT 206. Topics include plane curves, vectors, polar coordinates, three dimensional analytic geometry, differential calculus of functions of several variables, multiple integration, line integrals, Green's Theorem.

Prerequisite: MAT 206 or consent.

**MAT 208—Differential Equations** 5 0 5

Methods of solution and some applications of ordinary differential equations. Included are solutions of linear and special non-linear differential equations, solutions of higher order equations, simultaneous solutions, solutions by series, and Laplace transforms.

Prerequisite: MAT 207 or consent.



**MAT 210—Introduction to Linear Algebra** 5 0 5

A study of vectors, matrics, 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: additional, 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, logarithms, 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 II** 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

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.

**MEC 104—Treatment of Non-Ferrous Metals** 2 2 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.

Prerequisite: MEC 103.

**MEC 151—Machine Shop Theory and Practice** 3 12 9

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 152—Machine Shop Theory and Practice** 3 12 9

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 151

**MEC 153—Machine Shop Theory and Practice** 3 12 9

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 152

**MEC 154—Machine Shop Theory and Practice** 3 12 9

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 153



**MEC 201—Industrial Orientation** 1 6 3

A study of various manufacturing industries including textiles, plastics, furniture, appliance, stone, and others as facilities develop. The major emphasis of this course is the in-plant observation and study of the various industries from management through the finished product.

**MEC 202—Quality Control** 3 0 3

The Application of industrial statistics to the control of manufacturing processes. Sampling procedures and analysis of variance are studied. Industrial quality control methods are analyzed.

**MEC 203—Time and Motion Study** 3 2 4

The study of measuring human and machine performance, time utilization, with problems dealing with increasing productivity while decreasing cost.

**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. Solid (Crystalline) structures, methods of designning 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 213—Production Planning** 3 2 4

This course is designed to provide an in-depth study of the manufacture of various products in the industrial setting. Course activities will include studies in production organization, pre-production planning, tooling and plant set up, materials handling, and routing of materials and operations.

**MEC 214—Engineering Materials I** 3 3 4

A study of common engineering materials used in the industrial setting. Main emphasis is on ferrous metals, including topics on structure, physical and mechanical properties, testing, and heat treatment. Lectures, demonstrations, and student laboratory work will be utilized.

**MEC 215—Engineering Materials II** 3 3 4

A continuation of MEC 214. A study of engineering materials such as non-ferrous metals, plastics, woods, etc., will be made. Emphasis is placed on structure, physical and mechanical properties, types and classification of materials, testing, and the selection of materials for specific engineering applications.

Prerequisite: MEC 214.

**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 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 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 106—Basic Music Theory** **3 0 3**

A comprehensive study of intervals, scales, key signatures, chords, and part writing involved in the elementary aspects of music. Major musical works are employed and examined.

**MUS 110, 111, 112—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 instrument 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.

Prerequisite: Admission to Nursing Program

**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, medical and surgical aseptic technique, nutrition, 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.

Corequisites: BIO 104, NUR 100

**NUR 102—Nursing II** **5 12 9**

This course is designed to assist the student in the study of nursing problems and interventions related to selected disease conditions. Opportunities will be provided to broaden the students' knowledge of nursing principles and skills begun in NUR 101. Concepts of medical and surgical asepsis are related to more advanced procedures and treatments. 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.

Prerequisites: NUR 101, BIO 104

Corequisite: BIO 105

**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 120—Energy: Principles and Fundamentals** 2 2 3

This is the first in a series of three courses dealing with energy. PHY 120 is designed to give a basis in the fundamental physics of energy, especially in relation to alternate energy sources in general and solar energy in particular. Topics covered include work, kinetic and potential energy, heat energy, electric energy, nuclear energy, and conservation of energy.

**PHY 121—Energy Sources** 2 2 3

This is the second in a series of three courses dealing with energy. PHY 121 is designed to give the students an overview of current power production techniques, alternative energy production schemes and energy conservation. Topics covered include: nuclear reactors, geothermal energy, fossil fuels, heat loss in homes, heating methods, home cooling, transportation, recycling, and wind energy.

Prerequisite: PHY 120.

**PHY 122—Solar Energy** 2 2 3

This is the third in a series of three courses dealing with energy. PHY 122 is designed to give the students a background in solar energy systems. Topics covered include: solar radiation, flat plate solar collectors, focusing collectors, heat storage, solar cooling, solar cells, architectural considerations, and economic analysis.

Prerequisite: PHY 121.

**PHY 201—General Physics I** 3 3 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.

Prerequisite: Trigonometry or consent of instructor.

**PHY 202—General Physics II** 3 3 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 3 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 3 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 3 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 3 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 I** 2 1 3

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 1102—Applied Science II** 2 1 3

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.

## 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.

## 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.

## PSYCHOLOGY

**PSY 100-Study Skills** 2 0 2

A review of effective study and learning techniques with the purpose of developing practical skills which can be used in the classroom and in individual study. Topics include notetaking, textbook reading, time management, principles of learning, and test-taking strategies.

**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 system 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

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 105—Career Development** 3 0 3

This course is designed to assist students in making career decisions and other decisions involved in life planning. Through classroom exercises and discussions, interest inventories and surveys, out-of-class projects, and readings, students will obtain information about their interests, skills, and values, and use this information in working toward career decisions. Attention will also be given to understanding the job market and strategies for job hunting.

**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. Child observation is included in the coursework.
Prerequisite: PSY 101, 102.

**PSY 202—Human Development II** 3 0 3

A survey of adulthood from adolescence to old age including the study of death and dying. The course explores the psychological, social, and physical aspects of adult development.
Prerequisites: 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.
Prerequisites: PSY 101 and 102.

**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.
Prerequisites: PSY 101 and 102.

**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 speed reading.

**REA 104—Introduction to the Teaching of Reading** 3 0 3

The major approaches to the teaching of reading will be taught. The study and utilization of materials used in teaching will also be emphasized. Additional stress will be placed on small groups and individualized instruction.

## 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 118—Beginning Bridge** 1 2 2

Basic concepts of the game of bridge—point count, bidding, playing of hands and scoring—with preference given to the Goren system.

**PEC 119—Intermediate Bridge** 1 2 2

Intermediate concepts of the game of bridge—point count, bidding, playing of hands and scoring—with an introduction to duplicate bridge.

**REC 120—Advanced Bridge** 1 2 2

Advanced concepts of bridge, including more advanced bidding systems, more sophisticated playing techniques, and tournament play.

**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 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 introduce 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 fo 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 internation 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** 3 0 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 201, 202, 203—Survey of Spanish and Spanish American Literature I, II, III** 3 0 3

Selected readings of Spanish writers from the Middle Ages to the present and of Spanish American writers from the Exploration to the parsent. Three quarters.

Prerequisite: Spanish 151, 152, 153 or 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 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—Basic Arc Welding** 0 3 1

**WLD 1102-co** 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**

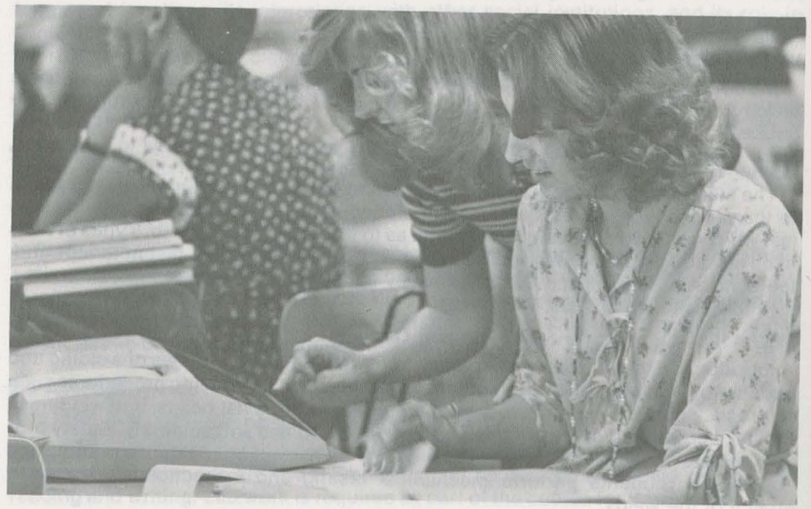
Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME code.

Prerequisite: WLD 1121.

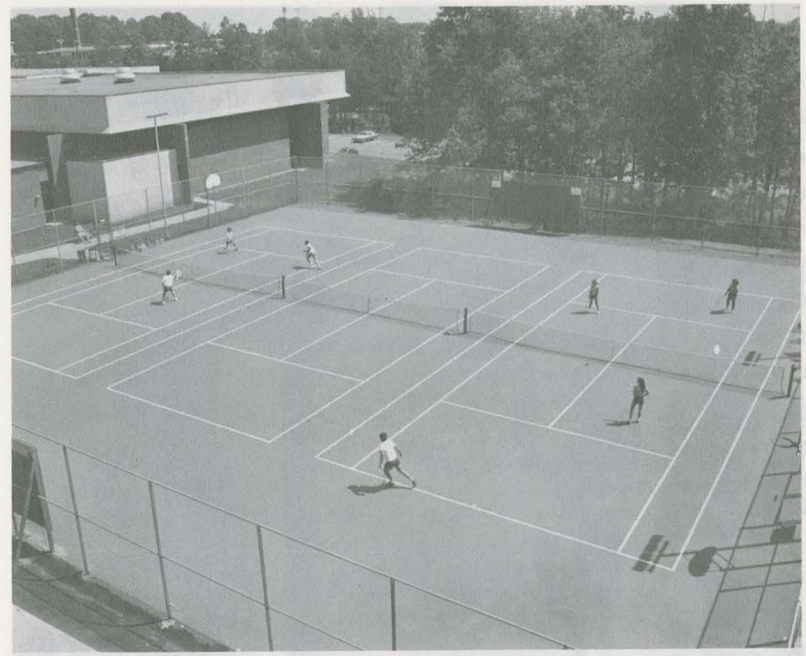
**WLD 1125—Certification Practices** **3 6 5**

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.

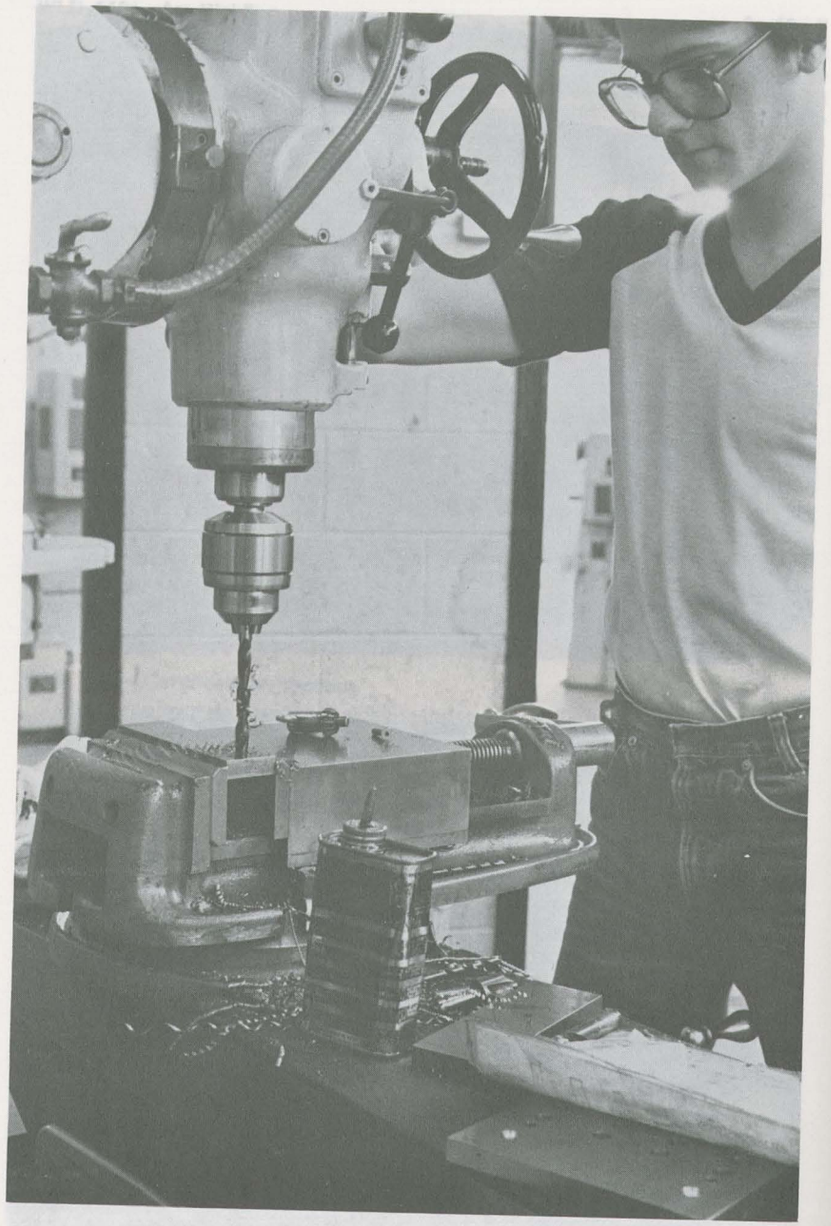
Prerequisites: WLD 1120, WLD 1121, WLD 1123, WLD 1124.













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Th.M.—Southeastern Baptist Theological Seminary

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A.B.—Western Carolina University

FOSTER, RICK ..... Extension Coordinator for
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**Photography By James A. Webb**

## *NOTES*

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