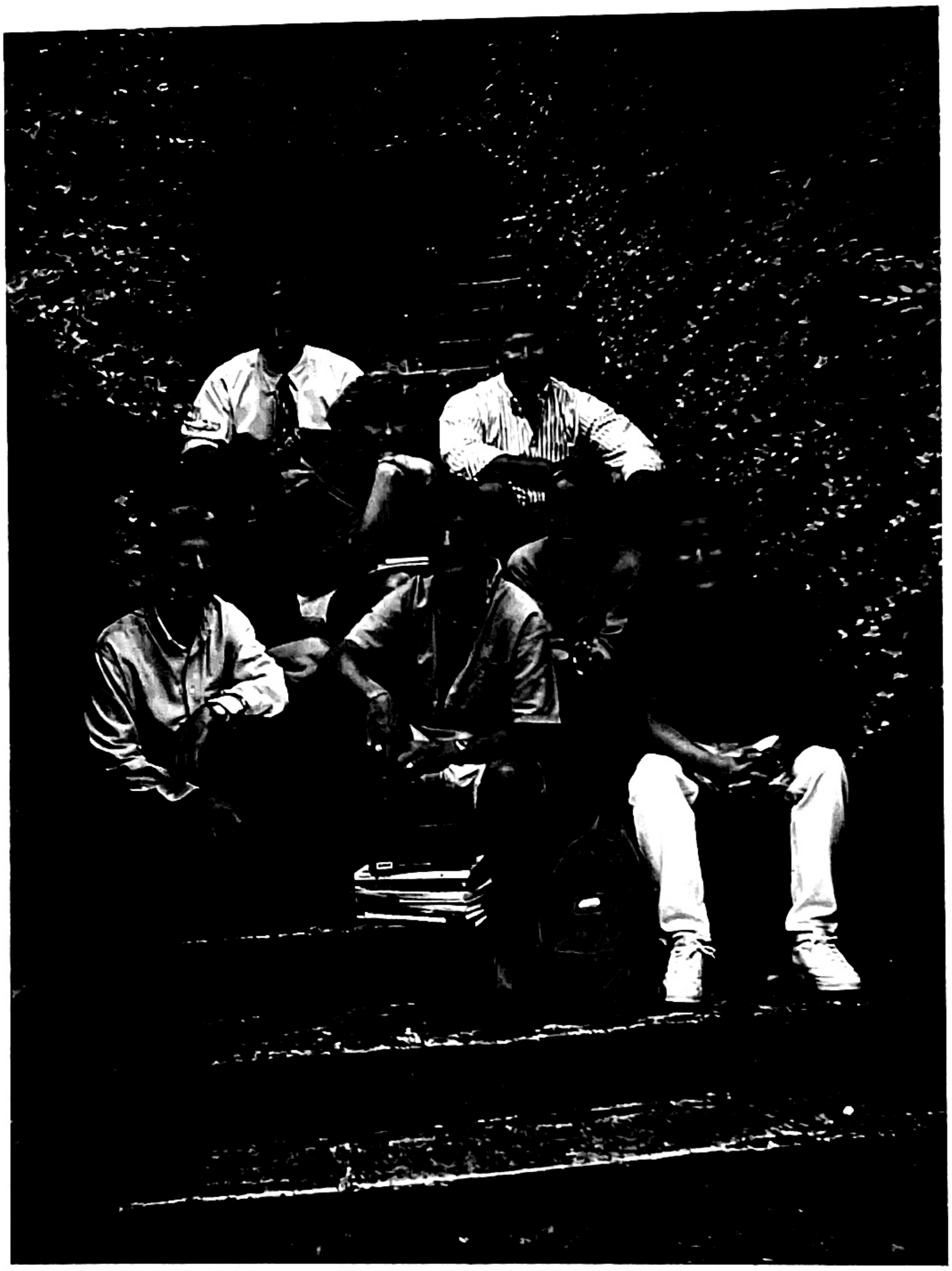
Academic Catalog 1995 - 96



SOUTHWESTERN
COMMUNITY COLLEGE

1995-96
Academic Catalog
Volume XXVII

SOUTHWESTERN COMMUNITY COLLEGE

275 Webster Road
Sylva, North Carolina 28779
704-586-4091
FAX 704-586-3129

Cherokee Center
Acquoni Road
Cherokee, North Carolina 28719
704-497-7233

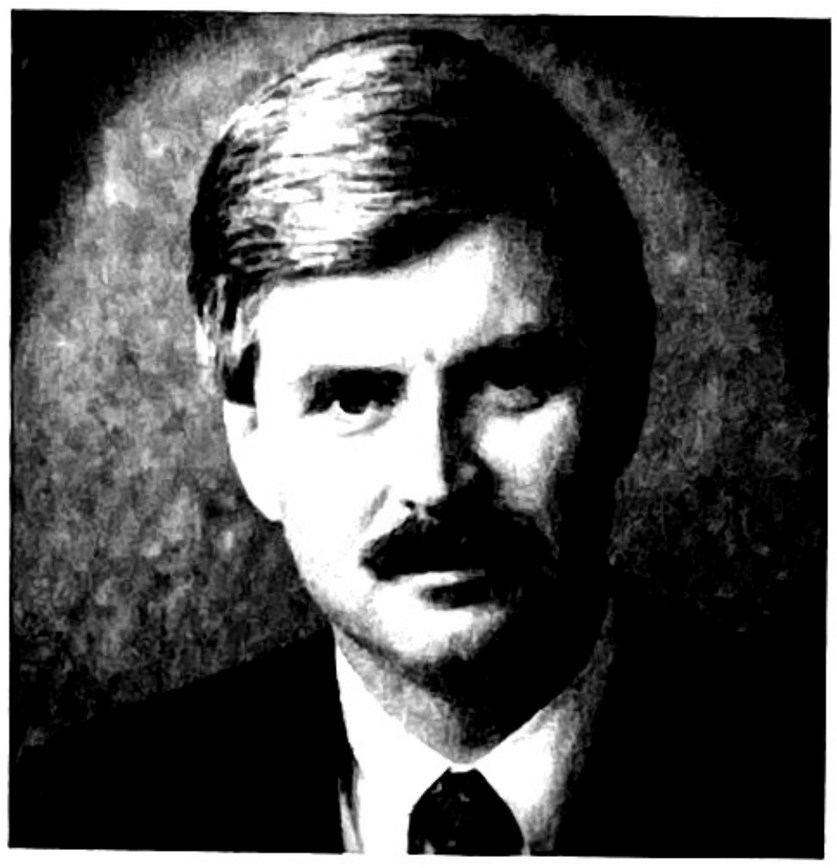
Macon County Center
18 Armory Road
Franklin, North Carolina
28734
704-369-7331

Swain County Center
10 Almond School Road
Bryson City, North Carolina
28713
704-488-6413

An Affirmative Action/Equal Opportunity Institution



PRESIDENT'S MESSAGE



If you keep up with current job trends, you know that more than three out of four of today's jobs require education beyond the high school level. In fact, most of the jobs that are projected to have the fastest growth will require more than a high school diploma but less than a four-year degree. Southwestern Community College is in the business of teaching students the skills they need to compete in the complex world of today's changing job market by offering two-year technical and general education associate degree programs; one-year diploma or certificate programs; or special credit and continuing education courses.

At Southwestern, we take a lot of pride in helping our students meet their educational goals with programs and services that are relevant, high quality, convenient, and affordable. In addition to the Sylva campus, Southwestern has centers in Bryson City, Cherokee and Franklin to provide close-to-home convenience and a wide selection of day, evening and weekend classes.

Southwestern Community College also realizes that the last thing you need to worry about when you're going to school is money, so we have many forms of financial aid including loans, grants, scholarships, and referral to other agencies for assistance. We also have counseling and aid for veterans, and we provide many other support services for all students throughout their educational experience and beyond.

We pledge to provide you with quality programs, instructors, and services, so the educational foundation you build at Southwestern can provide a solid framework for your future. We welcome the opportunity to show you how at Southwestern, we're focused on quality. Best wishes in your educational pursuits.

Barry W. Russell

Barry W. Russell, President
Southwestern Community College

TABLE OF CONTENTS

PRESIDENT'S MESSAGE 3

TABLE OF CONTENTS 4

MISSION OF THE COLLEGE 6

GENERAL INFORMATION 7

COLLEGE CURRICULUM CALENDAR 11

ADMISSION INFORMATION 12
- Admission Policy 12
- Admission Requirements 12
- Admission Procedures 12
- Readmission Policy 13
- International Student Admission 13
- Testing 14
- Change of Curriculum 16
- Transfer of Earned Credit Between Institutions 16
- Transfer Agreements 17
- Licensing of Graduates 17
- False Information 17

ACADEMIC POLICIES 18
- Attendance Requirements 18
- Probation 18
- Suspension 18
- Early Registration 19
- Registration 19
- Late Registration 19
- Official Withdrawal 19
- Administrative Drop 19
- Change of Schedule 20
- Degree Programs 20
- Diploma Programs 20
- Certificate Programs 20
- Cooperative Education 20
- Course Substitution 20
- Grading System 21
- Waiver for Keyboarding and Shorthand 23
- Repeating Courses 23
- President's List 23
- Dean's List 23
- Honors 23
- Academic Awards Ceremony 24
- Phi Theta Kappa 24
- Faculty Advisors 25
- Credit by Examination 25
- Minimum Credits in Residence 25
- Application for Commencement 25
- Student Record Policy 26
- Change of Name/Address 26
- Student Grade Appeal 26

STUDENT SERVICES AND STUDENT LIFE 27
- Standards of Student Conduct 27
- Orientation 27
- Career Planning and Placement 27
- Student Support Services 28
- Services for Students with Disabilities 28
- Student Right-to-Know 29
- Student Government 29
- Student Ambassadors 30
- Student Clubs and Organizations 30
- Learning Resources Center 30

FINANCIAL INFORMATION 32
- Tuition and Fees 32
- Textbooks 33
- Residency Classification 33
- Tuition Refunds 34
- Payment of Tuition and Fees 34

FINANCIAL AID 36
- Requirements for Receiving Financial Aid 36
- Satisfactory Progress 36
- Application for Financial Aid 37
- Policy for Awarding Financial Aid 37
- Repayment Policy 38
- Financial Aid Transcript 38
- Financial Aid Programs 38
- Scholarships 40
- Veterans Educational Assistance Benefits 43

CONTINUING EDUCATION 45
- Cost 45
- Enrollment 45
- Course Repetition 46

TABLE OF CONTENTS

Literacy Education 46
General Education Development 47
Compensatory Education 47
Occupational Extension 48
Arts and Crafts 48
Fire and Rescue/Emergency Medical Service 49
Law Enforcement Training 50
Hospitality 50
New and Expanding Industry Training ... 51
Human Resource Development 51
Small Business Center 51
Telecommunications 52
Jackson County Continuing Ed. 52
Macon County Continuing Ed. 52
Cherokee Continuing Ed. 52
Swain County Continuing Ed. 53
Preregistration 53

ACADEMIC PROGRAMS 54
Accounting (T-016) 54
Administrative Office Technology (T-030) 56
Air Conditioning, Heating, and Refrigeration (V-024) 58
Automotive Technology (T-176) 60
Basic Law Enforcement Training (T-189) 62
Business Administration (T-018) 63
Carpentry-Residential (V-007) 66
College Transfer Associate in Arts Degree (C-011) 67
Commercial Art and Advertising Design (T-070) 71
Computer Engineering Technology (T-040) 73
Cosmetology (Day) (V-009) 76
Cosmetology (Evening) (V-009) 78
Criminal Justice Protective Services Technology (T-129) 79
Developmental Studies (T-099) 82
Drug and Alcohol Technology (T-140) 84
Early Childhood Associate (T-073) 86
Electrical Installation (V-018) 89
Electroneurodiagnostics Technology (T-203) 90
Electronics Engineering Technology (T-045) 93
Fashion Merchandising and Marketing (T-143) 95
Food Service Management (T-074) 97
General Education (G-020) 100
General Technology Curriculum Core (T-201) 101
Hospitality Tourism Speciality (T-213) 103
Masonry (V-070) 104
Medical Laboratory Technology (T-110) 106
Medical Coding 110
Medical Transcription 111
Microcomputer Systems Technology (T-192) 112
Nursing Education Options:
Associate Degree with Practical Nursing Region A Nursing Consortium (T-116) 114
Occupational Therapy Assistant (T-142) 123
Paralegal Technology (T-120) 127
Phlebotomy (V-168) 129
Physical Therapist Assistant (T-062) 131
Plumbing and Pipefitting (V-037) 135
Radio and TV Broadcasting Technology (T-179) 137
Radiography (T-061) 139
Real Estate (T-127) 144
Respiratory Care Technology (T-091) 146
Associate Degree for Vocational Instr. (T-109) 150
Welding (V-050) 153
COURSE DESCRIPTIONS 156

PERSONNEL 225
Board of Trustees 225
Administration 225
Faculty and Staff 226
CAMPUS MAP 236

MISSION OF THE COLLEGE

Purpose

Southwestern Community College is a comprehensive, public, two-year college serving the people of western North Carolina with programs and services that are academically, financially and geographically accessible. Southwestern's quality educational programs prepare students to enter the job market, transfer to senior colleges and universities, and achieve their professional and personal goals. The college seeks to set the stage for students to experience success as they are educated to meet the needs of a constantly changing society. Southwestern Community College contributes to the social, cultural and economic development of the area.

Vision

Southwestern Community College recognizes that to meet the constantly changing needs of the region, the college must be a community of learners committed to an ongoing pursuit of excellence. This quest for quality includes the following components:

1. Achieve Excellence in Student Learning and Support.
2. Achieve Excellence in Service to the Community.
3. Create an Excellent Work Environment.
4. Achieve Excellence in the Utilization of Resources.

Goals

To guide the college in its pursuit of excellence, the following goals have been developed for each component of the Vision:

Excellent Student Learning and Support

- Provide Comprehensive and Effective Learning Resources
- Provide Effective Instruction
- Offer Relevant Instructional Programs
- Maintain a Caring, Supportive Environment
- Provide Effective Advising and Counseling Services
- Offer Affordable, Convenient, Accessible Programs and Services

Excellent Place to Work

- Provide Opportunities for Professional Growth and Development
- Maintain Fair and Equitable Policies and Procedures
- Maintain a Caring, Supportive Work Environment
- Provide Effective Leadership and Communication

Excellent Community Service

- Provide Educational Opportunities to Meet Employment Needs
- Provide Opportunities for Personal and Community Enrichment
- Provide Organizational Training and Consulting in the Service Area
- Serve as a Catalyst for Community and Economic Development

Excellent Utilization of Resources

- Maintain Fiscal Accountability
- Utilize Human Resources Effectively
- Maintain Mission Accountability
- Utilize Physical Resources Effectively

GENERAL INFORMATION

Governance

Southwestern Community College (SCC) is one of 58 colleges operating in the North Carolina Community College System, a statewide organization of public two-year postsecondary educational institutions with an open-door admission policy and a mission to provide adults in North Carolina with quality, convenient learning opportunities consistent with identified student and community needs. Educational and training programs offered within the system are designed to enhance the personal, social and economic potential of the individual and to produce measurable benefits to the state.

Accreditation

Southwestern Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas and certificates.

Specialized Programmatic Accrediting and Approving Agencies

North Carolina Board of Cosmetic Arts
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
North Carolina Board of Nursing
Accreditation Council for Occupational Therapy Education (ACOTE)
Commission on Accreditation in Physical Therapy Education (CAPTE)
Joint Review Committee on Education in Radiologic Technology (JRCERT)
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
North Carolina Standards and Training Commission
North Carolina Sheriff's Standards and Training Commission
United States Department of Interior National Park Service
North Carolina Real Estate Commission
North Carolina Department of Insurance

Compliance

In compliance with Title VI of the Civil Rights Act of 1964, no qualified person shall, on the grounds of race, color, national origin, sex, age, or disability be excluded from participation in, be declined the benefits of, or be subjected to discrimination under any program or activity.

GENERAL INFORMATION

Southwestern Community College complies with Section 504 of the Rehabilitation Act of 1973, and makes every effort to ensure that disabled persons are recruited and admitted and have equal access to all services and facilities.

Additionally, it is the policy of Southwestern Community College to comply with the Americans with Disabilities Act of 1990.

Institutional Profile

Southwestern Community College was established in Sylva on December 1, 1964, as the Jackson County Industrial Education Center, a satellite unit of Asheville-Buncombe Technical Institute. Since achieving independent status in the Fall of 1967, the college (then known as Southwestern Technical Institute) has greatly expanded its educational and training services to the residents of Jackson, Macon, and Swain counties.

Initially, the Jackson County Industrial Education Center was approved to offer four programs of study: automotive mechanics; carpentry and cabinetmaking; block and brick masonry; and radio, television and small appliance repair. When the center opened its doors in 1964, a total of 133 students were enrolled in short-term courses and an additional 60 enrolled in full-day classes.

Currently, instruction is provided in 37 academic areas on the campus in Sylva and at three centers located in Bryson City, Cherokee and Franklin. Over 2,500 students enroll annually in credit courses and over 7,000 participate in a wide variety of courses, workshops and seminars offered through Continuing Education.

Located on a 57-acre tract of land on North Carolina Highway 116 between Webster and Sylva, the Southwestern Community College campus consists of seven buildings, totaling 194,728 square feet and a Learning Resources Center containing over 25,000 volumes. Centrally located to serve southwestern North Carolina, the college is 50 miles southwest of Asheville, North Carolina, and 90 miles southeast of Knoxville, Tennessee.

Southwestern Community College's three-county service area totals 1,534 square miles (30 percent larger than the state of Rhode Island) and has a population of just over 63,000. The area is noted for the beautiful Smoky Mountains and the variety of recreational opportunities available.

Academic Catalog

Southwestern Community College issues this catalog to furnish prospective students and other interested persons with information about the college and its programs. Announcements contained herein are subject to

change without notice and may not be regarded in the nature of binding obligations to the college or the State of North Carolina.

Class offerings are subject to sufficient enrollment and not all courses listed in this catalog are offered each quarter. Quarterly course schedules are published in a tabloid format and distributed by mail to residents throughout the service area of Jackson, Macon and Swain counties.

This catalog should not be considered a contract between Southwestern Community College and any prospective student. All charges for tuition and fees are subject to change, as required by the North Carolina General Assembly and the Southwestern Community College Board of Trustees.

Course listings within specific academic programs may be altered to meet the needs of the individual program or academic division. Policy and procedural changes approved by the Board of Trustees during the inclusive dates of the catalog will be considered as official addendum to the publication.

Community Link

Community Link is an interactive television network that links 11 educational sites in western North Carolina through fiber-optic cable. Community Link provides a vehicle for fully interactive audio and video communication in real time. The benefits of Community Link include increased course offerings, reduction in drive-time for teachers and students, and intercommunity communication. The system can be used for teaching curriculum or continuing education courses and can also be used by community groups. Community Link sites include: Southwestern Community College main campus, Cherokee, Swain and Macon county centers. Smoky Mountain High School, Cherokee High School, Swain County High School, Franklin High School, Blue Ridge School, Highlands School and Western Carolina University.

Western Connection of Community Colleges (WC^3)

Southwestern Community College participates in a consortium of community colleges whose purpose is to promote regionalism in community college education. WC^3 is comprised of Southwestern, Haywood and Tri-County Community Colleges. The formation of WC^3 follows ever-increasing mandates for program and outcome accountability, more efficient fiscal stewardship, and more trained workers for business and industry. Most importantly, the formation of the consortium will help to better serve the needs of the residents of western North Carolina by giving them a broader range of programs and services. The three colleges are

GENERAL INFORMATION

rotating vocational programs, combining continuing education resources to provide comprehensive offerings, and sharing other services and equipment. Ultimately, WC³ will allow the colleges to be more comprehensive by offering students the same wide range of programs and services that are available in a much larger metropolitan area.



College Curriculum Calendar/1995-96

1995 - Summer Quarter

Registration Day	Monday, June 5, 1995
First Day of Classes	Tuesday, June 6, 1995
Independence Day Break	Monday, July 3-Friday, July 7, 1995
Quarter Ends	Monday, August 21, 1995
Commencement	Monday, August 21, 1995

1995 - Fall Quarter

Professional Development Day	Wednesday, August 30, 1995
Registration Day	Thursday, August 31, 1995
Labor Day Holiday	Monday, September 4, 1995
First Day of Classes	Tuesday, September 5, 1995
Last Day of Classes	Monday, November 20, 1995

1995 - 1996 Winter Quarter

Registration Day	Wednesday, November 29, 1995
First Day of Classes	Thursday, November 30, 1995
Last Class Day Before Holiday Recess	Tuesday, December 19, 1995
Holiday Recess	Wednesday, December 20, 1995-Tuesday, January 2, 1996
Classes Resume	Wednesday, January 3, 1996
Martin Luther King Day	Monday, January 15, 1996
Last Day of Classes	Friday, March 1, 1996

1996 - Spring Quarter

Registration Day	Friday, March 8, 1996
First Day of Classes	Monday, March 11, 1996
Last Class Day Before Easter Break	Thursday, April 4, 1996
Easter Break	Friday, April 5, 1996 - Monday, April 8, 1996
Classes Resume	Tuesday, April 9, 1996
Memorial Day Holiday	Monday, May 27, 1996
Last Day of Classes	Wednesday, May 29, 1996
Commencement	Wednesday, May 29, 1996

1996 - Summer Quarter

Registration Day	Friday, June 7, 1996
First Day of Classes	Monday, June 10, 1996
Last Day Before Ind. Day Break	Friday, June 28, 1996
Independence Day Break	Monday, July 1, 1996-Friday, July 5, 1996
Classes Resume	Monday, July 8, 1996
Last Day of Classes	Friday, August 23, 1996
Commencement	Friday, August 23, 1996

ADMISSION

Admission Policy

Southwestern Community College operates under the Open-Door Policy of the North Carolina Department of Community Colleges. Students are accepted without regard to race, religion, sex, color, creed, national origin, age, or disability. Any person who is at least 18 years of age or a high school graduate or the equivalent may be accepted by the college. High school students 16 years of age or older may be admitted into credit and continuing education courses in accordance with the dual enrollment policies adopted by the State of North Carolina.

Admission Requirements

Admission to a degree program requires a high school diploma or the equivalent. Admission to the college does not, however, imply immediate admission to the curriculum desired by the applicant. Admission to certain programs may have additional specific entrance requirements. Admission to diploma and/or certificate programs normally requires a high school diploma or the equivalent; however, applicants who demonstrate the ability and motivation to enter a diploma or certificate program may be admitted in some cases. Students who interrupt their course of study must reapply. The Director of Admissions coordinates and administers all admission requirements, policies, and procedures.

Admission Procedures

Applicants to full-time curriculum programs of at least four quarters in length:

1. Submit a completed Application for Admission to the Admissions Office.
2. Have official transcripts of all previous education, including GED, mailed directly to Admissions. Although hand-carried copies of transcripts will be temporarily accepted, official copies must be mailed to Admissions from the school providing the transcript. A copy of the high school transcript may, in some cases, be waived for a student who can provide an official transcript from another college indicating that the basis of admission to that college was graduation from a specifically named high school and specifying the student's graduation date.
3. Take the college placement test at SCC, submit acceptable minimum SAT (400 Verbal and 400 Math) or minimum ACT (18 composite) scores, or submit evidence of successful completion of previous

college level English and Math courses. Students with academic deficiencies or low scores on the college placement test are required to enroll in developmental education courses to improve their basic skills.

4. Complete all additional admissions requirements for Nursing and other Health Science curriculums as outlined in the individual program sections in this catalog.

Applicants for part-time credit, audit, or to academic programs of less than four quarters:

1. Submit a completed Application for Admission to the Admissions Office.
2. Take the college placement test, submit acceptable minimum SAT (400 Verbal and 400 Math) or minimum ACT (18 composite) scores, or show evidence of successful completion of college level English or math courses before registration in an SCC English or math course.

Readmission Policy

A student who withdrew from the college for one or more quarters must complete a new Application for Admission and update his or her residency classification prior to registration.

Students applying for readmission will be required to meet the curriculum requirements in effect at the time of readmission, unless waived by the Dean of Academic Services. The college reserves the right to refuse readmission to a former student who has unsettled financial obligations at the college or who has not complied with previous disciplinary requirements.

International Student Admission

Southwestern Community College is authorized under Federal law to enroll nonimmigrant alien students. Proficiency in the English language and satisfactory academic records are important factors in the admission decision for all applicants from outside the United States. International students must have graduated from a secondary school that is equivalent to secondary schools in the United States.

Nonimmigrant students are subject to the same considerations as United States citizens in the determination of residency status for tuition purposes except that holders of B, C, D, F, H, J and M visas may not be considered residents for tuition purposes and their dependent relatives may not be eligible for a tuition rate less than the out-of-state rate. The college cannot

provide federal financial aid to most international students; therefore, students must have sufficient funds to cover all living expenses, tuition and fees for the duration of the student's course of study. A notarized financial resource statement is required of all international applicants. Student housing is not available on campus and international students are expected to make their own arrangements for housing.

An official Test of English as a Foreign Language (TOEFL) score report is required of all international applicants, except those from countries where English is the native language or if the applicant is a transfer student from another accredited United States institution with English transfer credit. The minimum acceptable TOEFL score is 500.

A certified copy of the international student's original educational record, to include all previous academic experiences, is required of all degree, diploma, or certificate seeking students. If the original record is written in a language other than English, then a certified copy of an English translation is required.

Applications for international student enrollment are available from the Director of Admissions.

Testing

Degree-seeking students at SCC are required to demonstrate competence in reading, grammar, and mathematics.

Competence can be demonstrated in three ways:

1. Students can have successfully completed math and English courses at the college level.
2. Students can have SAT scores of at least 400 Verbal and 400 Math or an ACT composite score of at least 18.
3. Students can take the Southwestern Community College placement test.

The college placement test is administered free of charge. Test schedules are available from Admissions or Student Support Services. Applicants should select the test date of their choice and call Student Support Services at (704) 586-4091, extension 231 to make an appointment.

Currently, the college administers the Computerized Placement Test (CPT). The test is untimed and the average completion time is one-and-one-half hours. Sentence skills, reading, algebra, and arithmetic are the subject areas included on the test.

Applicants scoring below minimum cutoff levels for curriculum programs will be required to take developmental education courses to improve their basic skills.

Retests will be considered only in certain situations at the discretion of the test administrator.

International applicants, from countries where the native language is not English, must pass the Test of English as a Foreign Language (TOEFL) with a minimum score of 500.

Testing for Nursing Applicants

Applicants for the Nursing Education Options program must take and pass the Nursing Admission Test. The test currently used is the Assessment and Placement Services for Community Colleges (APSCC) which includes reading, grammar, and arithmetic.

Applicants who do not pass the test or are dissatisfied with their scores may retest up to a maximum of three times in a five-year period. There is a mandatory 90-day waiting period between tests.

Nursing applicants would be required to take the college placement test only if they wish to take SCC math or English courses before they are formally accepted into the Nursing program.

All Nursing applicants should consult with a Nursing program advisor prior to taking the Nursing Admission Test or the college placement test.

Health Occupations Aptitude Test (HOAT)

Applicants seeking admission into the following Health Science programs must take the Health Occupations Aptitude Test: Medical Laboratory Technology, Occupational Therapy Assistant, Physical Therapist Assistant, Radiologic Technology and Respiratory Care Technology.

Students may qualify to take the HOAT in one of the following ways:

1. Take and pass the Southwestern Community College placement test.
2. Have minimum SAT scores of 400 Verbal and 400 Math or ACT composite score of 18.
3. Have successfully completed college level math and English courses.
4. Completed developmental coursework at Southwestern Community College.

The HOAT consists of five parts: academic aptitude, spelling, reading comprehension, natural science, and vocational adjustment. Sample questions and test-taking tips will be mailed to applicants after they register to take the test.

A five dollar ($5.00) fee is charged for the HOAT. To receive a copy of a test schedule or to request more specific information, contact Admissions, Student Support Services, or your academic advisor.

ADMISSION

Change of Curriculum

Students who wish to change to a different academic program should discuss the proposed change with their academic advisor and submit a Change of Curriculum form or a new Application for Admission. Both forms are available in Admissions.

Transfer of Earned Credit Between Institutions

Applicants to degree, diploma, or certificate programs who have attended other postsecondary institutions are responsible for having an official transcript from each institution submitted directly to Admissions. Courses with a grade of "C" or higher may be accepted if they are applicable to the program selected at Southwestern Community College and were earned at an accredited college, university, community college, technical institute or at an institution approved by the Dean of Academic Services.

Credits transferred to Southwestern from another institution will be recognized as hours toward the appropriate degree, diploma, or certificate, but will not be calculated toward the cumulative quality point ratio (QPR) for that program. Vocational and technical coursework completed more than six (6) years prior to the awarding of a degree, diploma, or certificate may be counted only with the approval of the Dean of Academic Services.

All official transcripts submitted to the Admissions Office prior to a student's enrollment will be evaluated for transfer credit before registration if possible and in no case later than the end of the first academic quarter in which the student is enrolled.

Curriculum heads are responsible for determining applicable transfer credit within the major. These transfer credits will be documented by way of a transfer credit form generated by the Registrar's Office and completed by the curriculum head.

Credits from other institutions pertaining to related and general education coursework will be evaluated and determined by the Registrar's Office. In the case of course number and name changes, certain general education transfer credits may require the approval of the Chairman of the General Education Division.

Credit may be granted for training received under any of the Armed Forces College Training Programs, for specialized and technical training done under the auspices of the Armed Forces and courses taken through USAFI. Credit earned through CLEP is accepted where applicable.

Recipients of veterans benefits must submit official transcripts of all postsecondary coursework attempted before they can receive V.A.

benefits. They are also urged to submit official transcripts of any educational work completed through the armed services. Veterans will not be eligible to receive V.A. benefits if all postsecondary transcripts are not submitted.

Transfer Agreements

Parallel coursework completed at Southwestern Community College will transfer into other institutions in the North Carolina Community College System and to most senior institutions in the region. The college has formal transfer agreements and specific curriculum articulation agreements with many senior institutions in and beyond western North Carolina. Coursework in the College Transfer Associate of Arts curriculum will satisfy general education and liberal arts requirements at most four-year colleges and universities.

Licensing of Graduates

Southwestern Community College is an educational institution and assumes no responsibility for the licensing of its graduates. Students convicted of a felony or any other crime involving moral turpitude may not be recognized by the desired licensing agency.

False Information

Applicants are expected to demonstrate honesty in the completion of all necessary forms. False information will be grounds for rejection or dismissal.

ACADEMIC POLICIES

Attendance Requirements

All students are expected to be present and regular in attendance for scheduled classes and open labs. Absences will be considered justified and excusable only in cases of emergencies, serious illness, or death in the immediate family. Students may make up work missed at the discretion of instructors. When a student must be absent, it is vital that he remain in contact with his instructors. A student will be dropped by an instructor after (2) two consecutive weeks of unexcused absence.

Probation

The Academic Probation and Suspension Policy applies only to students in curriculum programs.

A requirement of a 2.00 QPR is necessary for graduation. Degree, diploma, and certificate seeking students performing below the minimum satisfactory level, as determined by the schedule detailed below, will automatically be placed on academic probation until they attain the minimum satisfactory level QPR. Probationary students are expected to work closely with their instructors, advisors and counselors in order to improve their academic performances.

Probationary students will be required to limit their quarterly course load to less than 12 hours or as determined by the advisor and approved by the appropriate division chairman or dean. Students may also be required, as appropriate, to enroll in developmental coursework.

The Cumulative Quality Point Ratio Schedule:

Cumulative Hours Attempted	QPR Satisfactory Level
6 - 25	1.50
26 - 40	1.75
41 - more	2.00

Suspension

Probationary students who have not attained satisfactory progress levels will be suspended for one quarter at the end of three consecutive probationary quarters. (Veteran students, two quarters). They may, however, enroll the following quarter (or quarters) as a "Special Credit" student. During this suspension period they may take only developmental courses or retake courses in which they received "D" or "F" grades.

(Exception to this policy on courses which may be taken while on suspension will be made with the approval of the appropriate dean or division chairman.) Students may be readmitted to curriculum programs when their

QPR's reach the satisfactory progress level or they may be readmitted on probation after one quarter's suspension.

EXCEPTION: A student who acquires a quarterly QPR of 2.5 or higher during a probationary quarter and still has a cumulative quality point ratio below the minimum satisfactory level as shown in the schedule above may not be suspended but will remain on academic probation.

Early Registration

Early registration is generally held the last full week of the quarter. Early registration dates and procedures are prepared and distributed quarterly by the Registrar.

Registration

Registration is held each quarter on the day published in the academic calendar. Registration procedures are prepared and distributed quarterly by the Registrar.

Late Registration

A $5.00 late registration fee will be charged to returning students enrolled in a full-time curriculum program who register after registration day, except those students who are enrolled in open laboratory programs. Registrations after the drop/add period must be approved by the appropriate division chairman or director. Registration after the class 30% point must be approved by the Dean of Academic Services.

Official Withdrawal Procedure

With the assistance of the advisor, a Trial Registration Change Notice must be completed indicating "withdrawal" and submitted to the Registrar's office. Submission of the completed form entitles the student to a W, WP or WF grade.

Administrative Drop

If a student fails to maintain contact with his instructor for any two consecutive weeks, the instructor must complete a Trial Registration Change Notice marked "Administrative Drop" for the student and forward the form to the student's advisor, who then routes it to the Registrar. An Administrative Drop results in a WF grade.

ACADEMIC POLICIES

Change of Schedule

The drop/add period is the first five (5) class days of each quarter. Schedule changes are permitted during this time without grade penalty. Schedule changes are made on the Trial Registration Change Notice.

Degree Programs

Southwestern Community College confers an Associate of Applied Science, an Associate in General Education and an Associate in Arts/College Transfer in the name of the State Board of Community Colleges upon successful completion of a technical or general education curriculum.

Diploma Programs

Southwestern Community College confers diplomas in the name of the Southwestern Community College Board of Trustees upon successful completion of any vocational level curriculum four quarters or more in length (or the part-time equivalency).

Certificate Programs

Certificates will be issued in the name of Southwestern Community College to students who successfully complete an approved curriculum of less than four full quarters.

Cooperative Education

In keeping with its policy of offering new, and enriching opportunities for students, the college awards academic credit for cooperative work experience in many of its curricula. Cooperative Education (Co-op) is an educational program that combines classroom instruction with paid, practical, supervised work experience that is directly related to the student's curriculum. This combination classroom instruction with on-the-job training is a meaningful way for students to learn, to gain valuable work experience, to make educated career choices, and to earn money while going to college. Interested students should contact the Career Planning and Placement Office.

Course Substitution Policy

When it is determined to be in the best interest of the student's declared educational objective, appropriate courses may be substituted for other courses for graduation purposes. Necessary course substitutions within

the major field (courses reflecting the prefix of the student's major curriculum) require the approval of the student's curriculum head or advisor.

Course substitutions from curriculums outside the student's major area, which have been made for the purpose of addressing the general education or related course requirements, must also be approved by the chairman of the General Education Division. The advisor must notify the Registrar in writing of all applicable course substitutions on an individual student basis.

Grading System

Official grades are issued for each student at the end of each quarter. Students enrolled in curriculum courses will be graded by the letter grade system and assigned a quality point ratio (QPR) for each quarter.

The QPR is determined by dividing the total number of quality points by the number of credit hours attempted.

The QPR of 2.00 is required for graduation. Transfer credits are not included in the QPR computation.

Grade	Definition	Quality Points per Quarter Hour
A (93-100)	The student has, in a superior way met the objectives established for the course.	4
B (85-92)	The student has more than adequately met the objectives established for the course.	3
C (77-84)	The student has adequately met the objectives established for the course.	2
D (70-76)	The student has minimally met the objectives established for the course.	1
F (Below 70)	The student failed to meet the objectives.	0
I	An "I," or Incomplete, indicates that a student has been doing acceptable work in the course but has not completed all required work. A minimum of 80 percent of course requirements must have been completed for the student to be eligible for an "I" contract. It is the student's responsibility to have this deficiency removed during the first two weeks of the following quarter or the grade will be automatically changed to an "F." An "I" does not count as hours attempted or as hours earned.	0

ACADEMIC POLICIES

Grade	Definition	Quality Points per Quarter Hour
R	An "R" grade indicates that a student must repeat Developmental Education coursework. This symbol does not count as hours attempted or as hours earned.	0
NA	The student registered but never attended the class. This symbol does not count as hours attempted or as hours earned.	0
AU	Audit. This symbol does not count as hours attempted or as hours earned. Students will be permitted to change their registration from credit to audit only during the drop/add period.	0
W	The student withdrew during the first four weeks of the quarter. This symbol does not count as hours attempted or as hours earned. (Given at any time for extenuating circumstances as determined by the Dean of Academic Services.)	0
WP	The student withdrew after the fourth week or its equivalent while doing satisfactory work. This symbol does not count as hours attempted or as hours earned.	0
WF	The student withdrew after the fourth week or its equivalent while doing unsatisfactory work. Also to be used for students who fail to withdraw but stop attending class. This symbol counts as hours attempted but not as hours earned.	0
S	Credit by Exam. The student receives credit for the course through proficiency examination. This symbol counts as hours earned but not as hours attempted. No more than one-half of the required credit for a degree or a diploma may be earned through "Credit by Exam" unless otherwise approved by the Dean of Academic Services.	0
P	Passing. Awarded upon successful completion of certain curriculum or continuing education courses. Eighty percent attendance is required.	0

Waiver for Basic Keyboarding and Shorthand Courses

If a student successfully challenges or passes an advanced keyboarding or shorthand course, the advisor, with the instructor's approval may initiate the necessary documentation indicating exemption and credit for the appropriate lower-level course.

Repeating Courses

Curriculum courses with earned grades of "D" or "F" may be repeated. Courses with earned grades of "C" or higher may be repeated only by special permission from the Dean of Academic Services. When courses are repeated, the grade and hours of the last course will be computed in the cumulative grade point average. The first course (grade and hours) will be shown on the transcript but will not be included in the cumulative grade point calculations.

President's List

1. Only full-time students are considered. (A full-time student is defined as a student in a curriculum program and enrolled in a minimum of 12 quarter hours at the end of the quarter).
2. The student is to have a minimum 3.85 quality point ratio (QPR) to qualify for the quarter under consideration.
3. "I", "F", and "WF" grades will automatically eliminate a student from this list for that particular quarter. Credit for a course by examination or transfer does not affect eligibility.

Dean's List

1. Only full-time students are considered. (A full-time student is defined as a student enrolled in a curriculum program and enrolled in a minimum of 12 quarter hours at the end of the quarter.)
2. The student is to have a 3.50 - 3.85 quality point ratio to qualify for the quarter under consideration.
3. "I", "F", and "WF" grades will automatically eliminate a student from this list for that particular quarter. Credit for a course by examination or transfer does not affect eligibility.

Honors

1. During the final week of the quarter, the Registrar will rank the candidates for Associate Degrees or Diplomas according to their program cumulative quality point ratio for the previous quarters of work. Each cumulative QPR shall be rounded to two decimal places.

2. Each candidate with a cumulative QPR from 3.95 to 4.00 shall graduate summa cum laude.
3. Each candidate with a cumulative QPR from 3.90 to 3.94 shall graduate magna cum laude.
4. Each candidate with a cumulative QPR from 3.85 to 3.89 shall graduate cum laude.
5. When the selections have been determined by the Registrar, the instructors of those selected are to be contacted to determine if the candidate is maintaining the same quality of work during the final quarter as during the previous quarters.
6. Candidates who are failing or doing poor work in the final quarter will be excluded from the list when the Registrar receives written notice from the instructors.

Academic Awards Ceremony

Students enrolled in a degree, diploma, or certificate program will be eligible to participate in the Academic Awards Ceremony to be held during the spring quarter if they meet the following criteria.

1. The student must have earned a total of 30 hours credit within the last three (3) years by the end of winter quarter during the year in which the Academic Awards Ceremony is held. (Example: 30 hours for Spring '95 ceremony must be earned from Fall Quarter '91 to Winter Quarter '94- 95.)
2. The student must have been enrolled during fall and winter quarters prior to the ceremony.
3. The student must maintain a minimum cumulative total QPR of 3.5 or above. If at any time the student's cumulative QPR drops below 3.5, the student is disqualified. Second-year nursing students who have been enrolled during summer and winter quarters shall be invited if they have earned 30 hours credit and maintained a cumulative QPR of 3.5.
4. All eligible students will be honored at the Awards Ceremony during the spring quarter. Students who maintain a perfect 4.0 cumulative QPR shall receive "high honors" recognition.

Phi Theta Kappa

Phi Theta Kappa is the National Honorary Scholastic Fraternity of Community/Junior Colleges.

The purpose of Phi Theta Kappa is the recognition and encouragement of scholarship and leadership among Community/Junior College students.

To achieve this purpose, Phi Theta Kappa provides opportunities for the development of leadership and service, an intellectual climate for exchange of ideas and ideals, lively fellowship of scholars, and stimulation of interest in continuing academic excellence.

To be considered for membership, a student must: (1) be enrolled in a two-year college; (2) be a full-time student; (3) have achieved a quality point ratio of 3.5; (4) have established academic excellence as judged by the faculty; and (5) be of good moral character and possess recognized qualities of citizenship.

Academic Advisors

Each student will be assigned an academic advisor. The purpose of the advisory program is to provide each student with personal assistance in orientation and with guidance as the student progresses in his course of study.

Credit by Examination

Credit by examination is offered to those students who because of their demonstrated abilities, are qualified to accelerate their studies. To obtain credit, a student may take a proficiency examination in certain subjects when the student believes he already has mastery of the course material. Permission for such an examination must be obtained from the appropriate division chairman. The examination may be written, oral, performance, or all of these. Students failing such an examination may not request a second examination until evidence of further study in the subject is presented. The decision of the examining instructor is final.

Minimum Credits in Residence

In order for an associate degree to be awarded, a minimum of 25 percent of coursework must be completed in residence at Southwestern Community College. Certain diploma and certificate programs require less credit to meet residency requirements.

Application for Commencement

Commencement exercises are held at the end of the spring and summer quarters for all students who have completed degree, diploma, or certificate requirements. Between the first and the 30th class day of the quarter in which a student expects to participate in commencement, the student should make application. Applications will not be accepted after the

announced deadline. Application steps are as follows:

(1) Obtain an Application for Commencement at the Registrar's Office.
(2) Complete the Candidate's Section of the application.
(3) Take the application to advisor.
(4) Pay commencement fee at the College Bookstore and all debts owed to the college at the Cashier's Office.

A student at the Cherokee Center, Macon County Center, or Swain County Center, may obtain an Application for Commencement at each center.

A student must maintain an overall average of C (2.00 QPR) in order to graduate. Some Health Sciences programs have additional graduation requirements as explained by the program advisor. Candidates for commencement are expected to participate in the commencement exercises.

Student Records Policy

Student records are maintained in accordance with the Family Educational Rights of Privacy Act of 1974, which is available for inspection in the Learning Resources Center and in Student Services.

All questions concerning student records and all requests for record inspection should be directed to the Registrar. A current or former student may secure a transcript of his grades by completing a Transcript Release Form and submitting it to the Registrar's Office. In compliance with the Privacy Act, student transcripts will not be released to a third party without the signature of the student.

Information identified as public or directory information may be released without the student's consent. Directory information is defined in the college Student Records Policy. The policy is published in the Student Handbook and should be reviewed by all students.

Change of Name/Address Forms

If a student's name or address changes while he is enrolled, the student should complete a Change of Name/Address form, available from the Admissions Office or the Registrar's Office.

Student Grade Appeal

1. Student must appeal the grade to the instructor of record within the following quarter. If not resolved;
2. Student may then appeal the grade to the appropriate division chairman. If not resolved;
3. (Final Step) Student may then appeal the grade to the dean of Academic Services. The decision of the dean is final.

STUDENT SERVICES & STUDENT LIFE

Standards of Student Conduct

Southwestern Community College reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of these standards is not to restrict student rights but to protect the rights of individuals in their academic pursuits.

Students shall be responsible for knowledge of the college rules and regulations, the Standards of Student Conduct. These are published in the Southwestern Community College Student Handbook.

Orientation

Prior to the start of the fall quarter, an orientation session is conducted for all new students. During this session, students are introduced to Southwestern Community College through a general information session, a campus tour, and a meeting with an academic advisor who will assist them with the registration process.

Students will be notified by mail regarding the date, time, and place for orientation and all new students are expected to attend.

In addition, degree and diploma track students are required to enroll in a one-credit hour College Orientation course (ORI 101). This course is designed to acquaint the student with basic skills to facilitate academic success, college policies and procedures, administrative personnel, academic programs and college services. The main purposes of ORI 101 are to integrate the student to college life and provide the assistance needed to make an easy transition into new surroundings.

Career Planning and Placement

Career Planning. The office provides opportunities for self-exploration and for individuals to explore career fields using personality inventories, aptitude tests, the DISCOVER system (a computerized career exploration tool), and by providing books and video tapes on career fields.

Placement. Among the services provided are films and workshops on resume writing, letter writing, and job interviewing; a current list of job openings; a resume service; and employer listings and directories to assist students and graduates in their job seeking activities.

STUDENT SERVICES & STUDENT LIFE

Student Support Services

The college is currently funded for a Title IV educational grant for students in need of support services.

The Student Support Services Program helps low-income, first generation, or physically disabled students meet their educational goals through academic advising, tutoring, counseling, referral services, and cultural enrichment activities. The program also includes a two-year/four-year initiative to assist students who want to transfer to a four-year institution.

A variety of assistive technology for physically disabled individuals is available through Student Support Services, including: screen enlargers, the Kurzweil personal reader, FM amplification systems, tape recorders, electronic spellers and dictionaries, and a Telephone Digital Display (TDD) to assist the hearing impaired. Personnel are available to serve as recorders, readers, notetakers, or scribes, depending upon student needs.

Students wanting to participate in the Student Support Services program must complete an application and have an interview. Qualifying students must agree to participate in the program for at least a one-year period.

For additional information, contact the Student Support Services office at (704) 586-4091, extension 226.

Services for Students with Disabilities

Southwestern Community College provides equal access to education for persons with disabilities. It is the responsibility of the student to make his or her disability known and to request academic adjustments. Requests should be made in a timely manner and submitted to the Director of Student Support Services. Every reasonable effort will be made to provide services; however, not requesting services prior to registration may delay implementation.

In order to establish the student's eligibility for services, documentation of disability is required of all students who request academic adjustments or auxiliary aids. Documentation should be submitted to the Director of Student Support Services and may include results of medical, psychological, or emotional diagnostic tests, or other professional evaluations that verify the existence of a disability and prescribe appropriate adjustments or aids. Students with learning disabilities should provide a current psychological evaluation (testing completed within the last three years) that states the specific learning disability. All documentation and records provided shall be maintained in a confidential manner as outlined in the Family Rights and Privacy Act of 1974.

STUDENT SERVICES & STUDENT LIFE

On campus facility modifications designed to accommodate individuals with disabilities include a sound enhancement system for the hearing impaired and a designated seating section for wheelchair-users in Myers Auditorium.

Student Right-To-Know Information

Southwestern Community College is committed to informing enrolled and prospective students about the probabilities of success in our programs as well as current job market information. The United States Department of Education requires that each institution of higher education publish completion rates for individuals who entered as full-time students and who completed their curriculum program within one-and-one-half times the time allowed for the program in the academic catalog. The average rate of persistence toward degree completion of students in each curriculum at Southwestern is available from the Registrar. The Career Planning and Placement Office can provide current job market information and job placement data for each academic program.

Student Government

Through payment of the student activity fee, all students become members of the Student Government Association (SGA). Elections for the Executive Council (President, Vice President, Secretary, Treasurer, Activity Coordinator, and Public Relations Officer) are held in the spring of each year. Elections for curriculum senators are conducted each fall quarter.

The Student Government Association promotes the general welfare of the college and facilitates communication between the student body, the faculty and the administration. Members of the SGA serve on the college's standing committees, quality teams, and task forces to provide the student's perspective. The SGA President is an ex-officio member of the Southwestern Community College Board of Trustees. In addition, the SGA serves as a strong advocate for the students and administers the student activities program. Activities include a Spring Fling, holiday celebrations, Ski Day, food and toy drives and other special projects.

All students are encouraged to participate in the student-sponsored activities and to receive the benefits financed by student activity fees.

STUDENT SERVICES & STUDENT LIFE

Student Ambassadors

Southwestern Community College sponsors a Student Ambassador program for select individuals who demonstrate scholarship, leadership, and exceptional communication skills. These students are selected through an application process each spring and assist with student orientation, conduct campus tours, aid academic advisors in student retention efforts, and serve as hosts for special events and community functions held at the college.

Student Clubs and Organizations

Students are encouraged to form clubs and organizations focusing on special interests or curriculum programs. Although some clubs have membership requirements, no organization at SCC discriminates on the basis of race, color, sex, age, disability, religion, nationality, or political preference. Requirements for establishing student clubs and organizations are detailed in the SGA Constitution.

Active clubs include the Association of Radio and Television Students, Commercial Art Club, Teachers of Youth, Occupational Therapy Assistant Club, Electronics Club, Latent Image Club, National United Law Enforcement Officers Association, Drug and Alcohol Technology Club, Medical Laboratory Technology Association, and Physical Therapist Assistant Club.

Learning Resources Center

The Learning Resources Center (LRC) is located on the south end of the campus in an attractive, energy efficient building of approximately 11,000 square feet. The facility includes capacity shelving for 40,000 volumes and seating space for 120 people. The building houses not only the book collection, periodicals, and audiovisuals, but also a conference room, projection and screening room, typing room, media production, printing, and a darkroom.

The LRC provides various types of print and non-print media for students, faculty, and staff. The library has a continuously growing collection of approximately 25,000 volumes that relate directly to academic offerings. The reference collection contains encyclopedias and many specialized dictionaries and handbooks. An encyclopedia as well as other references are available on CD-ROM. Also, a varied collection of fiction and books of general interest are provided for recreational reading and personal enrichment. Easy access to materials is provided by an open shelf concept, as well as through the use of an on-line catalog and circulation

system. CD-ROM indexes on computer are also available to search for journal articles. The library receives more than 240 magazines and newspapers.

Also provided in the LRC are other materials such as pamphlets and newspaper clippings. Included in the collection are bound volumes of magazines and microfilm of approximately 200 periodical titles. Microfiche of several document titles and newspaper titles is also included.

Many types of audiovisual materials and equipment are available through the LRC. The audiovisual media includes films, tapes, slides, transparencies, and video tapes. These materials may be used in the center at the study carrels or in a classroom.

All library materials must be returned by the end of each quarter and accounts cleared before students will be allowed to register, graduate or receive a transcript.

The Learning Resources Center is open from 8 a.m. until 9 p.m. Monday through Thursday and from 8 a.m. until 5 p.m. on Friday. The facility provides services to community residents as well as the staff, faculty, and students at SCC.

Services provided by Media Services include the production of desk-top publishing, in addition to the printing, collating, and binding of college publications. Other services include the scheduling and setup of AV equipment, as well as audio, and video taping. Operating hours for Media Services are from 8 a.m. until 5 p.m. Monday through Friday.

FINANCIAL INFORMATION

EXPENSES

(SUBJECT TO CHANGE)

Tuition and Fees Per Quarter

Full-Time Student Tuition $185.50
Non-Resident Full-Time Student Tuition 1,505.00
Part-Time Student Tuition (per credit hour) 13.25
Non-Resident Part-Time Student Tuition
(per quarter credit hour) 107.50
Occupational Extension Student (per class) 35.00
Avocational Extension Student (per class) 35.00
Practical Skills Extension Student (per class) 35.00
Activity Fee (per quarter) - 12 credit hours 6.00
- 10-11 credit hours 5.50
- 7-9 credit hours 4.50
- 4-6 credit hours 3.00
- 0-3 credit hours 1.5

Exception: Curriculum students at Job Corps sites and those enrolled in the High School Cooperative (Huskins Bill) classes shall not be assessed Student Activity Fees.

Automobile Registration (per year) ..... N/C
Student Identification Card (per year - required for full-time,
optional for part-time) 1.00
Accident Insurance (per year - optional) 9.00
Malpractice Insurance (required only for the following
programs) 15.00

Drug and Alcohol Technology
Emergency Medical Services
Cosmetology
Electroneurodiagnostics Technology
Nursing Education Options
Medical Laboratory Technology
Nursing Assistant
Occupational Therapy Assistant
Physical Therapist Assistant
Phlebotomy
Radiologic Technology
Respiratory Care Technology

Late Registration Fee 5.00
Graduation Fee 30.00

FINANCIAL INFORMATION

In addition to the above fees, students enrolled in certain programs are required to purchase additional supplies and materials.

The college does not provide for installment payments of fees and tuition.

Textbooks

Both new and used textbooks and a variety of school supplies are available in the College Bookstores of America located on the third floor of the WNC Regional Allied Health and Geriatric Training Center.

Currently, SCC maintains a contract with College Bookstores of America to operate the bookstore. Hours of operation are 8 a.m. until 2 p.m. Monday through Friday and 5:30 until 6:30 p.m. Monday through Thursday.

Residency Classification for Tuition Purposes

To qualify for instate tuition, students must have maintained domicile in North Carolina for at least 12 months immediately prior to enrollment. Individuals must establish that their presence in the state during the designated 12 month period was for the purpose of maintaining a bona fide domicile and not to simply establish temporary residence. Special situations involving marriage to a NC resident or out-of-state military assignment should be brought to the attention of the Director of Admissions.

Regulations concerning classification for tuition purposes are set forth in *A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes.* A copy of the manual is available for review in Admissions.

If a student's residency classification changes, it is his obligation to apply for reclassification with the Director of Admissions. A student who provides false residency information or knowingly withholds residency information shall be deemed to have submitted a fraudulent application. A student making a fraudulent application is subject to reclassification and, if appropriate, payment of the difference between nonresident and resident tuition for the enrolled quarter(s) intervening between the fraudulent application and its discovery.

If a student is not satisfied with his initial residency classification or reclassification, he may appeal to the Dean of Student Services. After review by the Dean of Student Services, if the student remains dissatisfied, the student may file notice of appeal to the State Residence Committee.

FINANCIAL INFORMATION

Tuition Refunds

Curriculum Tuition Refunds

1. A refund shall not be made except under the following circumstances:
   A. A 75 percent refund may be made upon request of the student if the student officially withdraws from the class or classes prior to or on the 20 percent point of the class or classes or the 20 percent point of the quarter if the student officially withdraws from the college. At the time the student officially withdraws under this policy, the college shall notify the student of the right to receive the refund. Requests for refunds will not be considered after the 20 percent point.
   B. For classes beginning at times other than at the beginning of the quarter, the same provisions set forth in Part (1)(A) of this paragraph apply. For contact hour classes, ten calendar days from the first day of the class(es) is the determination date.
2. To comply with applicable federal regulations regarding refunds to individuals or groups, federal regulations will supersede the state refund regulations stated in this rule.
3. Where a student, having paid the required tuition for a quarter, dies during that quarter (prior to or on the last day of examinations of the college the student was attending,) all tuition and fees for that quarter may be refunded to the estate of the deceased.

History Note: Authority G.S. 115D-5; 115D-54; 116-143.1;
P.L. 93-508
Effective February 1, 1976;
Amended Effective September 1, 1993; August 1, 1988;
December 1, 1984; August 17, 1981.

Payment of Tuition and Fees

Tuition and fees are due and payable at the time of the student's registration. To complete the registration process, tuition and fees must be paid during the registration period.

Students receiving third-party funding (Pell Grants, BIA, Vocational Rehabilitation scholarships, etc.) must provide written authorization to the Business Services office for payment of tuition and fees during the registration period to complete the registration process.

Students unable to pay tuition and fees in full at registration can make a request to the Business Services office for a ten calendar day deferment.

FINANCIAL INFORMATION

Students who fail to pay in full by the end of the deferment period will be refused further admission to college classes.

No student will be permitted to register for a new quarter or graduate if he or she has an unpaid balance due or account from any previous quarter, unless payment of the outstanding balance has been guaranteed in writing by a financially responsible organization.



FINANCIAL AID

The purpose of the Financial Aid program is to provide assistance to students who without such assistance would be unable to attend college.

Information and applications for all Student Financial Aid programs are available from:

Office of Student Financial Aid
Southwestern Community College
275 Webster Road
Sylva, NC 28779

Office hours are 8:00 a.m. to 5:00 p.m. Monday, Wednesday, Thursday, Friday and from 12:00 p.m. to 8:00 p.m. on Tuesdays. The telephone number is (704) 586-4091, extension 224.

Requirements for Receiving Financial Aid

A student must meet the following criteria in order to receive financial aid:

1. Be currently accepted for enrollment in an approved curriculum program at Southwestern Community College.
2. Be either a citizen or a permanent resident of the United States.
3. Demonstrate financial need.
4. Be making satisfactory progress in the program he is pursuing.
5. Not be in default on any loans under the Title IV Program.
6. Not owe a refund on any grant or loan under the Title IV Program.
7. Sign a statement of updated information certifying that specific items on the Student Aid Report (SAR) are correct.
8. Sign a statement of educational purpose saying that federal student aid funds will be used only for expenses related to attending SCC.
9. Sign a statement of Selective Service registration status indicating that registration has been completed, if required to do so. The U.S. Department of Education will verify the registration status of a student with the Selective Service. The names of any students who claim to have registered, but have not, will be referred to the U.S. Department of Justice.

Satisfactory Progress

For the purposes of continuing financial aid, a curriculum student is making satisfactory progress if the cumulative quality point ratio meets the standards of the Southwestern Community College Academic Probation/Sus-

pension Policy and the student is successfully completing 70% of the courses attempted. A student performing below this minimum satisfactory level will automatically be placed on financial assistance probation for the following quarter. If, at the end of the probationary quarter, the cumulative QPR is still below the minimum satisfactory level or less than 70% of the cumulative courses attempted have been successfully completed, all financial aid will be terminated. Financial aid will be reinstated once the necessary QPR is achieved and a minimum of 70% of the cumulative courses attempted are successfully completed. Students may not exceed the maximum time frame for their curriculum program (150% of the stated length in quarters) and continue to receive Title IV financial assistance. For example, a student in a seven quarter program will have ten full-time quarters to complete the program and receive financial aid.

Application for Financial Aid

Students desiring financial aid are encouraged to apply as early as possible (January-March) prior to fall quarter to be given top priority for the funds available. A student who wishes to be considered for the Supplemental Educational Opportunity Grant (SEOG) must have his Student Aid Report (SAR) on file in the Financial Aid office by June 1. Applications will be processed until all available funds are awarded.

In order to be considered for grants, loans, scholarships, and work- study jobs, applicants must complete and submit a Free Application for Federal Student Aid (FAFSA) to the processing agency listed on the form. The results of the FAFSA will be mailed directly to the student in the form of a Student Aid Report (SAR) which the student must submit to the Financial Aid Office without delay.

Policy for Awarding Financial Aid

Upon receipt of the Student Aid Report, Financial Aid personnel review the data and determine if supplemental information is needed. Once all supplemental information is received and the file is complete, the Financial Aid Officer makes the applicant's financial aid award. An official award letter explaining the award decision and giving information about all the aid available is sent to the applicant. In order to accept the financial aid award, the applicant must sign the award letter and return it to the Financial Aid Office.

It is necessary to reapply for financial aid each year.

FINANCIAL AID

Repayment Policy

Students receiving financial aid who withdraw from school are responsible for repaying any overpayment which may result. Overpayment letters will be written to students indicating the amount of the overpayment.

Financial Aid Transcript

A Financial Aid Transcript *must* be on file for all financial aid applicants who previously attended other postsecondary colleges, regardless of whether or not aid was received.

Financial Aid Programs

Pell Grant

The Pell Grant is a federally funded program established to help undergraduates pay for their postsecondary education. The grant provides a foundation of financial aid to which aid from other federal and non-federal sources may be added. Unlike loans, grants do not have to be paid back.

Awards are made, depending upon eligibility, in accordance with a standard formula approved by Congress. Students attending less than full-time will receive a prorated amount of the total award. Students with a bachelor's degree and special credit students are ineligible to receive a Pell Grant.

N. C. Student Incentive Grant Program (NCSIG)

Legal residents of North Carolina, accepted for enrollment full-time and in good standing, may apply for Student Incentive Grants to help pay their education expenses. Students must demonstrate "substantial financial need" as determined through the need analysis system of either the Free Application for Federal Student Aid (FAFSA), American College Testing (ACT), or the College Scholarship Service (FAF). The amount of each grant will be based on the individual student's demonstrated financial need in relation to resources and cost of education but may not exceed $1,500 per academic year. The deadline to apply for a NCSIG is March 15. Students apply by completing the FAFSA, ACT, or FAF and checking the appropriate box to release the information to the state. North Carolina Student Incentive Grants do not have to be repaid.

FINANCIAL AID

Supplemental Educational Opportunity Grants (SEOG)

This program provides grants to students with exceptional financial need, who, for the lack of financial means of their own or of their families, would be unable to enter or to remain at the college. Grants, ranging from $100 to $400 are available to a limited number of students. Students who wish to be considered for the SEOG must submit all required financial aid paperwork including a valid Student Aid Report (SAR) by June 1 prior to fall quarter enrollment. SEOG's do not have to be repaid.

College Work-Study Program (CWS)

This program provides students with employment opportunities both on and off campus. Students who are employed in this program may work up to 20 hours per week while attending classes. During vacation periods, when students are not in school, they may work up to 40 hours per week. On campus jobs may include work in offices, shops, the library, and maintenance. There are also several jobs available which provide "community service" such as day care and literacy training. Students hired for this program must complete the required employment documentation in addition to an award letter.

Job Training Partnership Act (JTPA)

This act provides federal money for tuition, books, and transportation to income-eligible persons enrolled in an approved curriculum. This program is administered through the local office of the Employment Security Commission.

College Foundation Incorporated Loan Fund

Students who are enrolled, or have been accepted for enrollment in an eligible college, university, technical or vocational school in an undergraduate program for at least half-time are eligible to apply. Students must have their SAR and all appropriate documents on file and also submit a loan application to be considered. Students in good standing may reapply each year additional funds are needed. Students are required to attend a borrowers' conference before additional loans will be approved. Loans must be repaid. Applications for the program are available from the Financial Aid Office or upon request by writing: College Foundation, Inc., Post Office Box 12100, Raleigh, NC 27605-2100.

FINANCIAL AID

Scholarships

In order to apply for the following scholarships students must request applications from the Financial Aid Office. Additional scholarship information can be obtained through research at local libraries.

The James G. K. McClure Educational and Development Fund

The objective of this fund is to aid students who can demonstrate academic promise and financial need. These students must reside in western North Carolina and rural residents will be given preference in the selections. Most commonly, these scholarships are awarded to high school graduates matriculating to college for the first time, but in exceptional cases (usually financial distress), a scholarship may be awarded to a student who has been attending college. Two health career and two community college scholarships are open to all students.

Fred B. Holcombe Scholarship

The Fred B. Holcombe Scholarship Endowment Fund was established in honor of Fred B. Holcombe, retired sheriff of Jackson County. This scholarship is awarded to a student who is enrolled in the Criminal Justice program at SCC. First priority is given to students from Jackson County.

Plato A. Cox Memorial Scholarship

The Plato A. Cox Memorial Scholarship is a one-year scholarship established by the Cox family to be awarded to a graduate of Blue Ridge School in Glenville, NC. The scholarship is awarded on the basis of financial need, academic promise and personal initiative.

GTE Scholarship

Established by GTE Telephone for area high school graduates, the scholarship is valued at $500 per year and is renewable. It is awarded by the SCC Scholarship Committee to students demonstrating academic potential who plan to transfer to a four-year institution to earn a bachelor's degree.

William B. Dillard Memorial Scholarship

Mr. Dillard was instrumental in the establishment and success of Southwestern Community College. Established by family and friends, the scholarship is awarded to eligible students who reside in western North Carolina.

Harold's Supermarket Scholarship

This program provides a scholarship each year for employees of Harold's Supermarket or their children. If there are no applications in the above category, then the scholarship is open to anyone from Jackson County who demonstrates a financial need.

Patricia and Joseph Johnson Scholarship

Based on academic achievement at Swain High School and service to the Swain County community, this scholarship is open to residents of Swain County enrolled in a degree or diploma program. The recipient must maintain a minimum QPR of 2.5 and be enrolled at least half-time. Applications are available from Swain High School and the Financial Aid Office. Applications must be submitted to Swain High School by April 15 prior to the SCC fall quarter.

Macon County Retired Teachers Association Nursing Scholarship

This scholarship pays tuition for one year for a Macon County student entering the Nursing Education Options program at SCC.

Southwestern Community College Foundation Scholarship

The Southwestern Community College Foundation Scholarship Program is designed to complement the current Financial Aid program operated by the college. Scholarship applications may be obtained from the Financial Aid Office.

Southwestern Community College Alumni Association Scholarship

This scholarship is given annually from the Southwestern Community College Alumni Association Endowment. Priority is given to applicants from the service area whose parent or spouse is an SCC alumnus. Applications are available through the Financial Aid Office.

FINANCIAL AID

North Carolina Community College Scholarship Program

The State Board of Community Colleges provides tuition scholarships to SCC each year. Among the factors considered in the selection process are need, scholastic achievement, and participation in institution and community activities.

Wachovia Scholarship

Provided through the Department of Community Colleges, the Wachovia Scholarship is available to full-time students in their second year of a curriculum program. The two $500 scholarships are awarded on the basis of financial need, scholastic promise, and prior performance at the college.

Robert L. and Freda B. Hooper Scholarship

Based on academic achievement and financial worthiness, this scholarship is available to students admitted into the Radiologic Technology program. The recipient is selected by the scholarship subcommittee of the Radiologic Technology Advisory Committee and must remain in good academic standing at SCC.

Toi Walters Charlton Scholarship

Students admitted into Commercial Art and Advertising Design are eligible to apply for this scholarship. Based on the criteria of academic achievement and financial worthiness, special consideration is given to single mothers meeting eligibility requirements. The recipient must maintain a 3.0 QPR.

H. David Sneed Scholarship

This scholarship was established in memory of H. David Sneed by his family. Students from Jackson, Macon and Swain counties and the Qualla Boundary admitted into a degree program are eligible based on the criteria of academic achievement and financial worthiness. The recipient must maintain a minimum QPR of 2.5.

Ron Poor Scholarship

This scholarship is awarded annually to a full-time Electronic Engineering Technology or Computer Engineering Technology student.

SGA Scholarship

The Student Government Association has established a SGA Scholarship Endowment Fund and awards a minimum of one full-time scholarship and one part-time scholarship each academic year. Students must maintain a 2.5 QPR and be pursuing a degree or diploma program. Each recipient of a SGA scholarship will be assigned to a SGA committee. Active SGA participation is required to maintain a scholarship.

Phi Theta Kappa Scholarship

This scholarship is awarded annually by the Phi Theta Kappa National Honorary Fraternity chapter at SCC to a full-time student who has demonstrated outstanding academic achievement. The recipient must maintain a minimum 3.5 QPR.

Programs Administered by Other Agencies

Information and applications are available upon request from the individual agency that administers the program.

North Carolina Division of Rehabilitation

The college is approved to provide training and education for individuals who qualify under the provisions of the North Carolina Division of Vocational Rehabilitation, Department of Public Instruction.

Social Security Administration

Eligible persons may receive educational benefits from the Social Security Administration if the head of the household in their family is over 62 and retired or disabled.

Bureau of Indian Affairs

Educational assistance is provided to the Eastern Band of the Cherokees through the Bureau of Indian Affairs, Cherokee, North Carolina.

Veterans Educational Assistance Benefits

The Department of Veterans Affairs (VA) provides a program of financial assistance for the education and training of veterans and reservists who meet the federal criteria. Curriculum programs are approved for veterans benefits by the State Approval Agency.

FINANCIAL AID

The Veterans Services office at SCC is located in the Student Services office complex. Applications for VA educational benefits should be made through the office at least one month prior to enrollment at SCC. Applicants must submit a registered copy of DD214 (discharge papers), an official high school/GED transcript, and official transcript(s) from previously attended colleges or military educational programs. A veteran's transcript must be on file and evaluated before they can be certified for education benefits.

Veteran students are expected to attend classes regularly. When a veteran enrolls, he must pursue the exact curriculum listed and approved and he must maintain satisfactory academic progress,* attendance, and conduct to maintain eligibility for payments. It is the veteran's responsibility to notify the Veterans Services office in the event of withdrawal from a course(s) or from school. Failure to provide notification regarding withdrawal will result in overpayment for which the veteran will be liable.

***Satisfactory Academic Progress:** Students receiving veterans benefits will have the QPR's computed using only courses that are applicable for commencement in the program of study in which they are currently enrolled. This computation will apply only to probation/suspension and graduation. QPR's for honors will be computed using all courses attempted.



CONTINUING EDUCATION

Continuing Education is committed to the concept of life-long learning. It is the purpose of Southwestern Community College to provide an opportunity for citizens to develop their fullest potential in whatever vocational, intellectual, or cultural areas they desire. It is also the purpose of Southwestern Community College to offer low cost educational opportunities to any adult regardless of their educational background.

Continuing education courses are offered at various locations throughout Jackson, Macon and Swain Counties. Continuing Education welcomes requests for courses and suggestions for providing improved services to the three-county area.

Extension courses offered through Continuing Education are designed to prepare students for entry into an occupation, to upgrade the occupational competency of already employed individuals, or to work toward self-improvement.

These extension courses do not earn academic credits which can be recognized in a degree or diploma program; however, a certificate is sometimes awarded upon successful completion of a course or series of courses. For some courses, Continuing Education Units (C.E.U.'s) are awarded. One C.E.U. may be given for each ten contact hours of participation in an organized Continuing Education class.

Cost

There is no registration fee for Basic Skills, Human Resource Development, GED or New and Expanding Industry Training classes. Senior citizen residents of North Carolina are fee exempt for some classes, as are firefighters, EMS personnel, and law enforcement officers.

The registration fee for most continuing education classes is $35.00; however, some classes are contracted on a self-supporting basis and are not fee exempt for any group of individuals.

Enrollment

To preregister for an extension course, call the Continuing Education office at one of the following locations:

Sylva 704-586-4091, ext. 206
Macon County 704-369-7331
Cherokee 704-497-7233
Swain County 704-488-6413

CONTINUING EDUCATION

Course Repetition

Effective September 1, 1993, the North Carolina Department of Community Colleges established a Course Repetition Policy requiring students, including senior citizens, who take occupational extension courses more than twice within a five-year period to pay the full cost of the course. This provision is waived if course repetition is required by standards governing the certification or licensing program in which the student is enrolled; therefore, fire, law enforcement and rescue personnel are exempt from the repetition policy as long as classes taken are job related and subject to the certification or licensing provisions.

Students may enroll in community service courses as many times as necessary to accomplish their individual educational/training goals, provided they continue to show progress, do not prohibit others from participating, are willing to pay fees and do not violate policies of the North Carolina Department of Community College.

Literacy Education

The purpose of the Basic Skills program at Southwestern Community College is to provide an educational opportunity for those students in the three-county service area who did not complete their high school education. Classes are flexible; they are designed to allow for individual differences in persons who have been out of the public school system from six months to thirty years or more. Due to the varying levels of motivation, ability, available time, work habits, and class commitment among the students, ABE instructors work individually with students to achieve realistic goals.

Basic Skills stresses literacy development from beginning reading to pre-GED study. Conventional basic literacy instruction emphasizes a general competency in basic word identification, reading comprehension, and vocabulary skills, as well as some basic knowledge in the social studies and science area. Functional literacy, math, and English skills are also developed. Instructional methods and materials appropriate for adults are used to help promote more meaningful learning experiences. Pre-GED instruction provides further study in the math, English, social studies, science, and general reading areas. The program provides the student with a basic foundation to enter high school equivalency classes or to take the General Education Development (GED) examination.

Open enrollment is maintained throughout the year in at least one literacy class in each county to ensure the opportunity to permit students to

enter at any time. Specialized classes are established at various locations in the service areas. There is no fee for registration or for instructional materials.

General Education Development (GED)

Southwestern Community College is an official General Education Development Testing Center These tests cover five broad areas: English expression, Literature, Mathematics, Social Studies, and Natural Science.

Individuals receiving a total passing score of 225 points, with no single test score below 35, are awarded a High School Equivalency Certificate by the North Carolina Department of Public Instruction. This certificate is generally accepted on the same basis as a high school diploma when making application for employment, seeking a job promotion, or applying for admission into a college or university.

Preparation: An individual wishing to take the GED examination should come to Southwestern Community College for an initial interview. If it appears that the individual is not academically prepared to take the exam, he or she may select one of three ways to complete his or her preparation. Depending on the level of preparation necessary, he or she may choose to enroll in the Adult Basic Education program, High School Equivalency classes, or Developmental Studies.

Application requirements: In order to take the GED examination, an individual must:

1. Be at least 18 years of age.
2. Be a resident of North Carolina.
3. Submit a completed application. (Applications are available at all Southwestern Community College locations.)

Retesting: In the event that any single test score, or the total score, is unsatisfactory, a retest may be taken after six months of further study.

Test Sites: At the time of application, a testing schedule will be given to the applicant. GED testing sites are located in Bryson City, Cherokee, and Franklin, as well as on the Southwestern Community College campus in Sylva.

Compensatory Education

A specially designed program of study is available for mentally challenged and developmentally disabled adults.

CONTINUING EDUCATION

Occupational Extension

Total Quality Management Training: Seminars, workshops and courses are offered in the area of continuous improvement. A variety of topics are included in the selections, including team training, communications, statistical process control, and problem solving.

Professional Licensure and Certification: Courses offered in this area include Certified Nursing Assistants I and II, general contractors, landscape contractors, notary public, substance abuse counselor, tanning bed operators, and continuing education for the legal profession. Instructional material covered in these courses meet the requirements of the licensing boards.

Personal and Professional Development: A variety of skills training is available to meet the personal needs of the professional. Offerings include communication skills, coping with emotions, and mainstreaming young children.

Health: Courses in prepared childbirth and training designed for the health occupations are offered in this category.

Teacher Certificate Renewal: In addition to effective teacher training, mentor training, and performance evaluation, a number of courses are offered for public education teachers to meet their needs for continuing education.

Computer: A variety of computer courses are offered for various skill levels. In addition to basic literacy training on the computer, courses in spreadsheets, word processing, data base, and other applications are available.

Business and Industry Training: Custom designed courses are available for employees of business, industry, schools, and government agencies. These courses can be designed to meet the specific needs and requirements of the employer. Training topics include Total Quality Management (TQM), team building, communications, computer applications, supervision, first aid, CPR, safety, fork lift driving, math and GED preparation.

Arts and Crafts

A wide variety of non-credit courses are offered in such subject areas as languages, dance and exercise, nature, painting, weaving, politics, home repair and maintenance, picture framing, and senior leadership. All requests for courses are considered.

To the extent of available funding, these courses are offered to North

Carolina senior citizen residents on a fee exempt basis. However, there are no fee exemptions for classes offered through self-supporting contracts. During the summer months, courses are offered to children on a self-supporting basis.

Fire and Rescue and Emergency Medical Service

Various courses are offered in cooperation with individual fire departments in the service area. Specific courses are designed to increase the firefighter's technical knowledge and improve his skills in fire ground operation. Classes may be offered in any order according to the needs of each fire department.

In addition, SCC offers the nationally recognized firefighter certification program and the rescue certification program. The training curriculum is based on the 1992 edition of NFPA 1001 which was adopted by the North Carolina Fire and Rescue Commission in July 1993 and implemented in January 1994.

The Fire and Rescue Training Facility is located adjacent to the SCC Macon County Center. This 4,100 square foot, three-story live burn building is designated for a variety of training exercises. Both fire and smoke exercises can be conducted in and on the structure, and rescue operations can be simulated throughout the building. SCC will coordinate training for firefighters and rescue personnel in the region and will be responsible for the scheduling of this facility.

Numerous emergency medical courses are offered for both the lay public and those persons who are seeking additional professional certifications. The following courses are recognized by the American Red Cross, the American Heart Association and the North Carolina Office of Emergency Medical Services:

American Red Cross Standard First Aid
American Red Cross Advanced First Aid
Cardiopulmonary Resuscitation
First Responder
Emergency Medical Technician
Emergency Medical Technician - Intermediate
Emergency Medical Technician - Advanced
Basic Trauma Life Support
Paramedic Training

CONTINUING EDUCATION

Law Enforcement Training

Southwestern Community College provides the North Carolina Basic Law Enforcement Training program mandated by the NC Criminal Justice Education and Training Standards Commission and by the NC Sheriff's Education and Training Standards Commission. This program will provide the student with the knowledge and minimum requirements needed for certification by the Criminal Justice Commission and/or the Sheriff's Commission.

The college also offers in-service and advanced speciality training to law enforcement agencies.

SCC is the coordinating college to the Western North Carolina Criminal Justice Regional Planning and Training Program. Through this program the eight westernmost community colleges, serving 17 counties, work together to serve the comprehensive education and training needs of criminal justice personnel in North Carolina, with special emphasis on addressing unmet training needs.

In addition, a 467-hour basic training program designed to prepare Seasonal Park Rangers to perform law enforcement in areas administered by the National Park Service is offered. Classes meet for a ten-week period from 8 a.m. until 6 p.m. Monday through Friday, with some evening and Saturday sessions. Graduates of the program are eligible to receive a commission as a Seasonal Ranger with the National Park Service at one of the more than 300 parks, monuments, and other facilities of the Park Service in the contiguous 48 states, Alaska, Hawaii, Puerto Rico, the Virgin Islands, and Guam.

Various specialized law enforcement courses are conducted in the area served by Southwestern Community College, including: Communications, Courtroom Procedures, Criminal Investigation, Criminal Law and Procedure, Defensive Tactics, Firearms Training, First Aid, Intoxilyzer, Jail and Detention, and Narcotics and Dangerous Drugs.

Hospitality

Southwestern Community College offers hospitality training as one solution to western North Carolina's need for more trained personnel in the areas of food service, lodging, recreation and travel. Some examples of the courses offered are: Food Purchasing, Food Preparation, Housekeeping, Hospitality, Hotel-Motel Management, Human Relations, Menu Planning, Modified Diets, School Food Service, Quantity Food Production, Use and Care of Equipment, and Waiter-Waitress.

New and Expanding Industry Training

Southwestern Community College representatives, along with an industrial training specialist from the Industry Service Division of the North Carolina Department of Community Colleges, will work with industries to design and implement training programs specially designed to fulfill the needs of a particular company.

Human Resource Development (HRD)

Human Resource Development is an instructional program designed to help adults increase their chances for success in education/training or employment. Participants attend a short course to learn and practice a variety of skills in the areas of personal development, human relations and education/training and employability readiness.

Human Resource Development classes meet for approximately 50 hours and are offered in Jackson, Macon and Swain counties each quarter. This course is offered free of charge. This includes registration, books, and supplies.

Successful placement of participants into further education/training or employment following course completion is the goal of the HRD program.

The development of the following skills enables students to formulate and achieve their educational/training, employment and personal goals with more confidence:

Personal Development: Positive thinking, self-esteem, self-responsibility, decision making, goal setting, stress management and motivation.

Human Relations: Communication, assertiveness, win/win problem solving and community resources.

Education/Training and Employability Readiness: Career choice, educational/training opportunities, study skills, job seeking, interviewing, job keeping.

Small Business Center

The Small Business Center is a specially funded program to provide no-fee consulting and training seminars for small business owners and prospective owners.

The center staff provides guidance in developing a business plan to obtain financing as well as assistance in the areas of marketing, accounting, personnel, and management concerns relating to small business.

Seminars of interest to specific trade associations and to the business community at large are also offered. Generally, no fee is charged to attend

the seminars; however, if it is necessary, a nominal fee will be charged which will revert to a co-sponsoring organization. All requests for business seminars are considered.

To request consulting services or a training seminar, contact the Small Business Center located at the Southwestern Community College Cherokee Center: (704) 497-7233.

Telecommunications

Via satellite technology and through various telecommunications network systems, Southwestern Community College offers a wide variety of programs to meet diverse training needs.

Program offerings each quarter include courses, workshops, and seminars on various topics, including education, health, business and industry, government and community services.

Through special arrangements, many delivery systems can be accessed and special teleconferences can be arranged.

A full description of telecommunication and teleconferencing program services can be secured through the Continuing Education Division.

Jackson County Continuing Education

Literacy education classes and occupational extension courses for the three-county service area are coordinated through this office which is located on the Sylva campus in the Vocational Building. For more information about course offerings and class schedules, call (704) 586-4091, extension 206.

Macon County Continuing Education

Continuing education classes offered in Macon County and the public safety training offered throughout the college's three-county service area are coordinated through the Southwestern Community College Macon County Center located in Franklin on Armory Road in the Macon County Industrial Park. For more information about classes or public safety training, call (704) 369-7331.

Cherokee Continuing Education

Continuing education classes offered in Cherokee are coordinated through the Southwestern Community College Cherokee Center located in the Cherokee Boys Club complex on Acquoni Road in Cherokee. In addition, this office houses the SCC Small Business Center and coordinates busi-

ness/industry training and new and expanding industry training, as well as the arts, crafts and personal enrichment courses offered throughout the three-county service area. For more information about classes or specialized training, call (704) 497-7233.

Swain County Continuing Education

Continuing education classes offered in Swain County are coordinated through the Swain County Center located 5 miles west of Bryson City on Highway 74. For more information, call (704) 488-6413.

Preregistration

Preregistration is essential on or before the date designated on course announcements or quarterly schedules. You may preregister by mail or by calling the continuing education office nearest you: Sylva, 586-4091, ext. 206; Bryson City, 488-6413; Cherokee, 497-7233; or Franklin, 369- 7331.



ACCOUNTING
T-016

The Accounting curriculum is designed to provide students with knowledge and skills necessary for employment and growth in the accounting profession. Often referred to as the "language of business," accounting serves as an informational system for organizations. Accountants assemble, analyze, and communicate essential information about financial operations.

The course of study places emphasis on accounting principles, theories, and practices and includes study in business law, finance, management, and economics. Skills related to the applications of accounting principles are developed through study of communications, computer applications, interpersonal skills development, decision making principles, and ethics.

The curriculum is designed to prepare individuals for entry-level accounting positions in all types of organizations, including CPA firms, small businesses, manufacturing firms, insurance companies, banks, and non-profit organizations such as hospitals, colleges, school systems, and governmental agencies. With work experience and additional education, an individual may advance to positions such as accountant, controller, and auditor.

CURRICULUM BY QUARTERS

			HOURS			
			Class	Lab	Shop	Credit
FIRST QUARTER (Fall)						
ACC	121	Accounting I	4	2	0	5
BUS	112	Business Systems and Concepts	5	0	0	5
ENG	151	Composition I	5	0	0	5
MST	103	Introduction to MS-DOS Computer Systems	1	2	0	2
ORI	101	College Orientation	1	0	0	1
			16	4	0	18
SECOND QUARTER (Winter)						
ACC	122	Accounting II	4	2	0	5
ECO	110	Contemporary Economic Institutions	5	0	0	5
or						
BUS	248	Business Economics				
ENG	152	Written Communication	5	0	0	5
or						

ENG	153	Composition II (transfer option)				
MAT	110	Contemporary Math	5	0	0	5
			19	2	0	20
THIRD QUARTER (Spring)						
ACC	123	Accounting III	4	2	0	5
ENG	204	Oral Communications	3	0	0	3
MST	131	Spreadsheets I Using Lotus 1-2-3	3	2	0	4
OSC	110	Office Machines	0	2	0	1
OSC	101	Keyboarding I	1	2	0	2
PSY	109	Human Relations	3	0	0	3
			14	8	0	18
FOURTH QUARTER (Summer)						
ACC	133	Governmental Accounting	3	2	0	4
ACC	141	Current Trends - Financial	3	0	0	3
ACC	204	Computerized Accounting Procedures	3	2	0	4
***	***	Humanities Requirement	5	0	0	5
			14	4	0	16
FIFTH QUARTER (Fall)						
ACC	222	Intermediate Accounting I	3	2	0	4
ACC	225	Cost Accounting	3	2	0	4
BUS	215	Legal Applications for Business	5	0	0	5
OSC	231	Business Communications	3	2	0	4
			14	6	0	17
SIXTH QUARTER (Winter)						
ACC	223	Intermediate Accounting II	3	2	0	4
BUS	127	Financial Management	3	2	0	4
BUS	229	Income Taxes I	3	2	0	4
***	***	Elective	3	0	0	3
			12	6	0	15
SEVENTH QUARTER (Spring)						
ACC	226	Introduction to Auditing	3	0	0	3
BUS	231	Income Taxes II	3	2	0	4
BUS	257	Business Ethics	3	0	0	3
BUS	259	Managerial Planning	3	2	0	4
			12	4	0	14

TOTAL QUARTER HOUR CREDITS: 118
AWARD: Associate of Applied Science Degree

ADMINISTRATIVE OFFICE TECHNOLOGY
T-030

This curriculum prepares individuals to perform secretarial and administrative support duties in a variety of offices including those offices with computerized, automated functions.

Students in this curriculum study keyboarding and word/information processing to develop skills in the preparation of business correspondence, reports, statistical copy, manuscripts and business forms. Administrative support courses emphasize typical office tasks such as scheduling appointments, composing correspondence and performing reprographic duties. Training is also provided in analyzing and coordinating office duties and systems. Skills and knowledge are taught in the areas of electronic document storage and retrieval and computer software utilization.

Graduates of the program may be employed in offices in private business establishments involved in retailing, marketing, advertising, and manufacturing as well as offices in local, state, and federal government.

CURRICULUM BY QUARTERS

			HOURS			
			Class	Lab	Shop	Credit
FIRST QUARTER (Fall)						
BUS	112	Business Systems and Concepts	5	0	0	5
ENG	151	Composition I	5	0	0	5
MAT	110	Contemporary Math	5	0	0	5
ORI	101	College Orientation	1	0	0	1
OSC	101	Keyboarding I	1	2	0	2
OSC	110	Office Machines	0	2	0	1
			17	4	0	19
SECOND QUARTER (Winter)						
ACC	121	Accounting I	4	2	0	5
ENG	152	Written Communication	5	0	0	5
	or					
ENG	153	Composition II (transfer option)				
*MST	103	Introduction to MS-DOS Computer Systems	1	2	0	2

OSC	102	Keyboarding and Formatting II	1	4	0	3
*OSC	105	Word Processing I	1	4	0	3
			12	12	0	18

THIRD QUARTER (Spring)

ACC	122	Accounting II	4	2	0	5
ENG	204	Oral Communications	3	0	0	3
MST	131	Spreadsheets I Using Lotus 1-2-3	3	2	0	4
OSC	103	Keyboarding and Formatting III	1	4	0	3
OSC	106	Word Processing II	1	4	0	3
			12	12	0	18

FOURTH QUARTER (Summer)

ACC	204	Computerized Accounting Procedures	3	2	0	4
COE	102	Cooperative Work Experience	0	0	20	2
or						
OSC	205	Alphabetic Shorthand I	3	2	0	4
OSC	204	Document Production	1	4	0	3
OSC	209	Machine Transcription	2	0	0	2
			6	6	20	11
		or	9	8	0	13

FIFTH QUARTER (Fall)

BUS	215	Legal Applications for Business	5	0	0	5
or						
OSC	206	Alphabetic Shorthand II	3	2	0	4
MST	240	Business Graphics for Microcomputers	3	2	0	4
*OSC	231	Business Communications	3	2	0	4
***	***	Free Elective	2	0	0	2
			13	4	0	15
		or	11	6	0	14

SIXTH QUARTER (Winter)						
BUS	229	Income Taxes I	3	2	0	4
ECO	110	Contemporary Economic Institutions	5	0	0	5
		or				
BUS	248	Business Economics				
*MST	271	Desktop Publishing Using Aldus Pagemaker	3	2	0	4
OSC	250	Professional Development	3	2	0	4
			14	6	0	17
SEVENTH QUARTER (Spring)						
BUS	257	Business Ethics	3	0	0	3
BUS	272	Principles of Supervision	5	0	0	5
OSC	214	Secretarial Procedures	3	2	0	4
*PSY	109	Human Relations	3	0	0	3
***	***	Humanities Requirement	3	0	0	3
			17	2	0	18

TOTAL QUARTER HOUR CREDITS: 115 - 118
AWARD:Associate of Applied Science Degree
* = SCC Secretarial Certificate

AIR CONDITIONING, HEATING, AND REFRIGERATION (V-024) EVENING COLLEGE

The Air Conditioning, Heating and Refrigeration curriculum is designed to teach knowledge and skills necessary for servicing and installing residential and light commercial climate control equipment. Instruction will include heating and cooling theory, applied electricity and electronics, and the operating principles for a wide-range of heating and cooling equipment. The diploma program will emphasize start-up and service skills for oil, gas and electric furnaces, air-cooled air conditioning and air-to-air heat pumps.

ACADEMIC PROGRAMS

CURRICULUM BY QUARTERS

			HOURS			
			Classs	Lab	Shop	Credit
FIRST QUARTER (Fall)						
AHR	1104	Fundamentals of Forced Air Heating Systems	2	0	6	4
DFT	1110	Blueprint Reading: Building Trades	1	0	3	2
ELC	1110	Basic Electricity	1	0	3	2
			4	0	12	8
SECOND QUARTER (Winter)						
AHR	1105	Fundamentals of Hydronic Heating Systems	2	0	6	4
MAT	1101	Fundamentals of Math	5	0	0	5
ORI	101	College Orientation	1	0	0	1
			8	0	6	10
THIRD QUARTER (Spring)						
AHR	1121	Principles of Refrigeration	3	0	6	5
BUS	237	Small Business Management	3	2	0	4
			6	2	6	9
FOURTH QUARTER (Summer)						
AHR	1120	Air Conditioning Systems	3	0	6	5
DFT	1122	Blueprint Reading and Sketching: Mechanical	1	0	3	2
			4	0	9	7
FIFTH QUARTER (Fall)						
AHR	1118	Distribution Systems: Fabrication and Installation	2	0	6	4
ENG	1106	Fundamentals of English	3	0	0	3
PHY	1101	Applied Science I	3	2	0	4
			8	2	6	11
SIXTH QUARTER (Winter)						
AHR	1119	Heating and Air Conditioning Servicing	4	0	9	7
WLD	1101	Basic Welding	1	0	3	2
			5	0	12	9

SEVENTH QUARTER (Spring)						
AHR	1126	All Year Comfort Systems I: Conventional	4	0	9	7
PSY	109	Human Relations	3	0	0	3
			7	0	9	10
EIGHTH QUARTER (Summer)						
AHR	1127	All Year Comfort Systems II: Heat Pumps	4	0	9	7

TOTAL QUARTER HOUR CREDITS: 71
AWARD: Diploma

AUTOMOTIVE TECHNOLOGY
T-176

Automotive Technology is designed to meet the need for preparing highly trained technicians to service and repair automobiles and light trucks equipped with highly technical electrical, electronics, and emission control systems. Emphasis is placed on the operation and servicing of the power train components, electrical systems, fuel systems, chassis and suspension and emission controls of gasoline and diesel engine vehicles. Upon completion of this curriculum, the person should have the theoretical knowledge and background to understand the systems of the newer model automobiles and should be prepared to work as a technician servicing automobiles and light duty trucks.

CURRICULUM BY QUARTERS

			HOURS			
			Class	Lab	Shop	Credit
FIRST QUARTER (Fall)						
AUT	101	Braking Systems	2	0	6	4
AUT	113	Wheel Alignment	1	0	3	2
AUT	162	Engine Systems Operation	1	2	0	2
ELC	109	Fundamentals of AC and DC	3	2	0	4
MAT	105	Introduction to Algebra	5	0	0	5
ORI	101	College Orientation	1	0	0	1
			13	4	9	18

SECOND QUARTER (Winter)						
AUT	102	Antilock Braking Systems	2	0	3	3
AUT	121	Electrical Fundamentals and Engine Electrical Systems	3	0	6	5
AUT	131	Engine Performance I	3	0	9	6
PHY	103	Physics: Electricity and Magnetism	3	2	0	4
			11	2	18	18
THIRD QUARTER (Spring)						
AUT	122	Chassis Electrical Systems	3	0	9	6
AUT	132	Engine Performance II	4	0	6	6
PHY	101	Physics: Mechanics	3	2	0	4
			10	2	15	16
FOURTH QUARTER (Summer)						
AUT	111	Suspension and Steering Systems	3	0	9	6
AUT	171	Heating and Air Conditioning Diagnosis and Repair	2	0	6	4
ENG	151	Composition I	5	0	0	5
			10	0	15	15
Diploma awarded upon completion of first four quarters						
FIFTH QUARTER (Fall)						
AUT	124	Engine and Chassis Electrical Systems Application	2	0	9	5
AUT	141	Manual Drive Trains and Axles	4	0	9	7
MST	103	Introduction to MS-DOS Computer Systems	1	2	0	2
PSY	109	Human Relations or other Social/Behavioral Science	3	0	0	3
			10	2	18	17
SIXTH QUARTER (Winter)						
AUT	151	Automatic Transmissions and Transaxles	4	0	6	6
AUT	161	Engine Diagnosis, Repair, and Rebuilding	4	0	6	6

ENG 152	Written Communication	5	0	0	5
or					
ENG 153	Composition II	13	0	12	17

SEVENTH QUARTER (Spring)

AUT 133	Advanced Engine Performance Applications	3	0	6	5
AUT 172	Automotive Climate Control Systems Diagnosis and Repair	2	0	6	4
ENG 204	Oral Communications	3	0	0	3
***	*** Elective	2	0	0	2
***	*** Humanities / Fine Arts	3	0	0	3
		13	0	12	17

TOTAL QUARTER HOUR CREDITS: 118
AWARD: Associate of Applied Science Degree

BASIC LAW ENFORCEMENT TRAINING
T-189

The Basic Law Enforcement Training curriculum certificate program prepares individuals to take the Basic Training Law Enforcement Officers certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or it prepares individuals to take the Justice Officers Basic Training certification examination mandated by the North Carolina Sheriffs' Education and Training Standards Commission. Successful completion of this curriculum certificate program requires that the student satisfy the minimum requirements for certification by the Criminal Justice Commission and/or the Sheriff's Commission. The student satisfactorily completing this program should have at least the minimum degree of general attributes, knowledge and skills to function as an inexperienced law enforcement officer.

Job opportunities are available with state, county, and municipal governments in North Carolina. In addition, knowledge, skills, and abilities acquired in this course of study qualify one for job opportunities with private enterprise in such areas as industrial, retail, and private security.

COURSE AND HOUR REQUIREMENTS

			HOURS			
			Class	Lab	Shop	Credit
MAJOR COURSES:						
PSC	105	N.C. Basic Law Enforcement	16	0	30	26
RELATED COURSES:			0	0	0	0
GENERAL EDUCATION:			0	0	0	0
ELECTIVES:	0		0	0	0	

AWARD:Certificate

BUSINESS ADMINISTRATION
T-018

The Business Administration curriculum provides a broad education in business principles and practices. This curriculum is designed to prepare individuals for entry-level business positions.

In this program of study, the student will gain knowledge of basic business principles and concepts through a study of management functions, marketing, accounting and finance, economics, human resources development, and legal and ethical aspects of business. Skills related to the applications of these business principles are developed through study of communications, mathematics, computer applications, and decision-making principles.

Additional training through practice in classroom activities which develop team-building skills will prepare graduates to function as contributing members of management teams. Graduates may find employment in large and small businesses, not-for-profit service organizations, government agencies, and financial institutions.

CURRICULUM BY QUARTERS

			HOURS			
			Class	Lab	Shop	Credit
FIRST QUARTER (Fall)						
BUS	112	Business Systems and Concepts	5	0	0	5
ENG	151	Composition I	5	0	0	5
MAT	110	Contemporary Math	5	0	0	5

ORI	101	College Orientation	1	0	0	1
OSC	101	Keyboarding I	1	2	0	2
OSC	110	Office Machines	0	2	0	1
			17	4	0	19

SECOND QUARTER (Winter)

ACC	121	Accounting I	4	2	0	5
ECO	110	Contemporary Economic Institutions	5	0	0	5
	or					
BUS	248	Business Economics	5	0	0	5
ENG	152	Written Communication				
	or					
ENG	153	Composition II (transfer option)	1	2	0	2
MST	103	Introduction to MS-DOS Computer Systems				
			15	4	0	17

THIRD QUARTER (Spring)

ACC	122	Accounting II	4	2	0	5
ENG	204	Oral Communications	3	0	0	3
MST	131	Spreadsheets I Using Lotus 1-2-3	3	2	0	4
PSY	109	Human Relations	3	0	0	3
			13	4	0	15

FOURTH QUARTER (Summer)

ACC	123	Accounting III	4	2	0	5
BUS	272	Principles of Supervision	5	0	0	5
MST	132	Spreadsheets II Using Lotus 1-2-3	3	2	0	4
***	***	Humanities Requirement	3	0	0	3
			15	4	0	17

FIFTH QUARTER (Fall)

ACC	204	Computerized Accounting Procedures	3	2	0	4
BUS	215	Legal Applications for Business	5	0	0	5

MST	240	Business Graphics for Microcomputers	3	2	0	4
OSC	231	Business Communications	3	2	0	4
			14	6	0	17

SIXTH QUARTER (Winter)

BUS	127	Financial Management	3	2	0	4
BUS	229	Income Taxes I	3	2	0	4
BUS	240	Principles of Marketing and Sales	5	0	0	5
***	***	Elective	2	0	0	2
			13	4	0	15

SEVENTH QUARTER (Spring)

BUS	231	Income Taxes II	3	2	0	4
BUS	233	Current Trends in Business Management	3	2	0	4
BUS	257	Business Ethics	3	0	0	3
BUS	259	Managerial Planning	3	2	0	4
BUS	237	Small Business Management	3	2	0	4
	or					
COE	103	Cooperative Work Experience	0	0	30	3
	or					
COE	101	Cooperative Work Experience (0-0-10-1)				
COE	102	Cooperative Work Experience (0-0-20-2)				
			15	8	0	19
		or	12	6	30	18

TOTAL QUARTER HOUR CREDITS: 118 or 119
AWARD: Associate of Applied Science Degree

CARPENTRY- RESIDENTIAL
V-007

The Residential Carpentry curriculum trains students to construct and make repairs to residential structures using standard building materials and hand and power tools. This curriculum is designed to teach carpentry skills and a general knowledge of residential construction. Instruction also includes the study of mathematics, blueprint reading, building codes and energy efficient construction.

Graduates will have a working knowledge of building materials, concrete form construction, rough framing, roofing, stair construction, insulation and the application of interior and exterior trim.

Graduates should qualify for employment in the residential building construction field as rough carpenters, framing carpenters, roofers, maintenance carpenters and other related job titles.

CURRICULUM BY QUARTERS

		HOURS			
		Class	Lab	Shop	Credit
FIRST QUARTER (Fall)					
CAR 1101	Principles of Carpentry	5	0	15	10
or					
CAR 1101A	*Methods of Construction*	*2*	*0*	*6*	*4*
CAR 1101B	*Site Preparation and Layout*	*2*	*0*	*6*	*4*
CAR 1101C	*Form Construction*	*1*	*0*	*3*	*2*
DFT 1110	Blueprint Reading: Building Trades	1	0	3	2
MAT 1101	Fundamentals of Math	5	0	0	5
ORI 101	College Orientation	1	0	0	1
		12	0	18	18
SECOND QUARTER (Winter)					
CAR 1103	Carpentry: Framing	5	0	15	10
or					
CAR 1103A	*Floor Systems*	*1*	*0*	*3*	*2*
CAR 1103B	*Wall and Ceiling Framing*	*2*	*0*	*6*	*4*
CAR 1103C	*Roof Framing*	*2*	*0*	*6*	*4*
CAR 1109	Estimating: Building Trades	4	0	0	4

DFT	1131	Drafting: Building Trades	1	0	3	2
PHY	1101	Applied Science I	3	2	0	4
			13	2	18	20

THIRD QUARTER (Spring)

CAR	1104	Carpentry: Finishing	5	0	15	10
	or					
CAR	*1104A*	*Stairways*	*1*	*0*	*3*	*2*
CAR	*1104B*	*Exterior Finishing*	*2*	*0*	*6*	*4*
CAR	*1104C*	*Interior Finishing*	*2*	*0*	*6*	*4*
DFT	1135	Design Techniques	3	2	0	4
ENG	1106	Fundamentals of English	3	0	0	3
			11	2	15	17

FOURTH QUARTER (Summer)

BUS	237	Small Business Management	3	2	0	4
CAR	1106	Millwork and Cabinetmaking	5	0	15	10
	or					
CAR	*1106A*	*Millwork*	*1*	*0*	*3*	*2*
CAR	*1106B*	*Base and Wall Cabinets*	*2*	*0*	*6*	*4*
CAR	*1106C*	*Vanities, Built-Ins and Arches*	*2*	*0*	*6*	*4*
***	***	Free Elective	1	2	0	2
			9	4	15	16

TOTAL QUARTER HOUR CREDITS: 71
AWARD: Diploma

COLLEGE TRANSFER
ASSOCIATE IN ARTS DEGREE
(C-011)

AREA AND REQUIRED COURSES	HOURS CREDIT
Communications (ENG 151 and 153)	10
Mathematics (MAT 151 and 108 OR MAT 108 and 111)	10
Natural Sciences (BIO 151,152,153)	12
Social and Behavioral Sciences (PSY 103, SOC 102, history)	15

Humanities (ENG 210 required, art, music, literature, foreign language, philosophy, religion)	15
Physical Education	4
Electives (30 hours selected from the above areas excluding physical education)	30
Total Required	96

AREA: COMMUNICATION (10 CREDITS REQUIRED)

			Credits
REQUIRED COURSES			
ENG	151	Composition I	5-0-0-5
ENG	153	Composition II	5-0-0-5
ELECTIVES IN AREA			
ENG	204	Oral Communications	3-0-0-3
ENG	216	Journalism: Newswriting	5-0-0-5
ENG	217	Creative Writing	5-0-0-5

AREA: MATHEMATICS (10 CREDITS REQUIRED)

REQUIRED COURSES			
MAT	151	Mathematical Concepts	5-0-0-5
MAT	108	College Algebra	5-0-0-5
	OR		
MAT	108	College Algebra	5-0-0-5
MAT	111	Trigonometry	5-0-0-5
ELECTIVES IN AREA			
MAT	113	Geometry	5-0-0-5
MAT	130	Pre-Calculus	5-0-0-5

AREA: NATURAL SCIENCES (12 CREDITS REQUIRED)

REQUIRED COURSES			
BIO	151	Biology I: Principles of Life	3-2-0-4
BIO	152	Biology II: Zoology	3-2-0-4
BIO	153	Biology III: Botany	3-2-0-4
COURSES IN AREA			
BIO	121	Anatomy and Physiology I	4-2-0-5

BIO	122	Anatomy and Physiology II	4-2-0-5
CHM	101	Chemistry I	3-4-0-5
CHM	102	Chemistry II	3-4-0-5
PHY	101	Physics: Mechanics	3-2-0-4
PHY	102	Physics: Heat, Sound, and Light	3-2-0-4
PHY	103	Physics: Electricity and Magnetism	3-2-0-4
SCI	101	General Science	3-2-0-4

AREA: SOCIAL AND BEHAVIORAL SCIENCES (15 CREDITS REQUIRED)

REQUIRED COURSES

HIS 101, 102, 103, 211, or 212			5-0-0-5
PSY	103	General Psychology	5-0-0-5
SOC	102	Principles of Sociology	5-0-0-5

COURSES IN AREA

ANT	120	Comparative Cultures	5-0-0-5
ECO	110	Contemporary Economic Institutions	5-0-0-5
EDU	135	The Family and the Community	4-0-0-4
GEO	102	Cultural Geography	5-0-0-5
HIS	101	World Civilization I	5-0-0-5
HIS	102	World Civilization II	5-0-0-5
HIS	103	World Civilization III	5-0-0-5
HIS	104	Cherokee History I	5-0-0-5
HIS	105	Cherokee History II	5-0-0-5
HIS	211	United States History I	5-0-0-5
HIS	212	United States History II	5-0-0-5
HIS	215	Modern American Institutions	5-0-0-5
POL	103	National, State, and Local Government	5-0-0-5
PSY	203	Human Growth and Development	5-0-0-5
PSY	229	Abnormal Psychology	5-0-0-5
SOC	133	The Family-A Cross Cultural Survey	5-0-0-5

AREA: HUMANITIES (15 CREDITS REQUIRED)

SELECT FROM THE COURSES BELOW

ART	101	Art Appreciation	5-0-0-5
ENG	210	Introduction to Literature	5-0-0-5
ENG	211	American Literature I	5-0-0-5

ENG	212	American Literature II	5-0-0-5
ENG	220	English Literature I	5-0-0-5
ENG	221	English Literature II	5-0-0-5
ENG	222	Theater Activities I	0-0-6-2
ENG	223	Theater Activities II	0-0-6-2
ENG	224	Theater Activities III	0-0-6-2
ENG	230	World Literature	5-0-0-5
FRE	101	Beginning French	5-0-0-5
FRE	110	Elementary French I	5-0-0-5
FRE	120	Elementary French II	5-0-0-5
HUM	201	Critical Thinking and Problem Solving	5-0-0-5
HUM	203	Appreciating Cultural Diversity	3-0-0-3
MUS	101	Music Appreciation	5-0-0-5
PHI	101	Introduction to Philosophy	5-0-0-5
REL	201	Comparative Religions	5-0-0-5
SPA	101	Beginning Spanish	5-0-0-5
SPA	102	Elementary Spanish I	5-0-0-5
SPA	103	Elementary Spanish II	5-0-0-5

AREA: PHYSICAL EDUCATION (4 CREDITS REQUIRED)

SELECT FROM THE COURSES BELOW

HEA	112	Health and Wellness	1-4-0-3
PED	101	Weight Training I	0-2-0-1
PED	102	Physical Fitness	0-2-0-1
PED	105	Adult Fitness	0-2-0-1
PED	113	Whitewater Canoeing	0-2-0-1
PED	201	Weight Training II	0-2-0-1
PED	204	Badminton	0-2-0-1
PED	207	Golf	0-2-0-1
PED	209	Tennis	0-2-0-1
PED	210	Basketball	0-2-0-1
PED	211	Bowling	0-2-0-1
PED	212	Volleyball	0-2-0-1

ADDITIONAL POSSIBLE ELECTIVE OPTIONS

ACC	121	Accounting I	4-2-0-5
ACC	122	Accounting II	4-2-0-5
ACC	123	Accounting III	4-2-0-5
ALH	110	Medical Terminology	3-0-0-3

BUS	112	Business Systems and Concepts	5-0-0-5
BUS	272	Principles of Supervision	5-0-0-5
ELC	109	Fundamentals of AC and DC	3-2-0-4
ELN	102	Introduction to Electronics	5-4-0-7
LEX	110	Civil Procedure	3-4-0-5
MST	103	Introduction to MS-DOS Computer Systems	1-2-0-2
MST	240	Business Graphics for Microcomputers	3-2-0-4
MST	271	Desktop Publishing Using Aldus Pagemaker	3-2-0-4
OSC	101	Keyboarding I	1-2-0-2
RTV	201	Introduction to Telecommunications	5-0-0-5
RTV	203	Expression in the Media	5-0-0-5

COMMERCIAL ART AND ADVERTISING DESIGN
T-070

Students in the Commercial Art and Advertising Design curriculum study advertising, illustration, layout, typography, design, photography, graphic communications, and production.

Commercial artists and advertising designers create and design layouts and art work for print and audiovisual media. They may design and prepare letterheads, brochures, illustrations, and art for publication; produce package design; and prepare lettering, type, and art for print and audiovisual media.

Job opportunities for graduates of this program may be in art and design studios, advertising agencies, department stores, industrial advertising departments, government agencies, television and film studios, and the printing and publishing industry.

CURRICULUM BY QUARTERS

			HOURS			
			Class	Lab	Shop	Credit
FIRST QUARTER (Fall)						
CAT	102	Art and Design	1	0	6	3
CAT	105	Basic Drawing	1	4	0	3
DFT	101	Technical Drafting I	0	0	6	2

ENG	151	Composition I	5	0	0	5
ORI	101	College Orientation	1	0	0	1
OSC	101	Keyboarding I	1	2	0	2
			9	6	12	16

SECOND QUARTER (Winter)

CAT	121	Commercial Art Fundamentals	3	0	6	5
CAT	122	Typographic Design	3	0	6	5
DFT	102	Technical Illustration	0	0	6	2
ENG	152	Written Communication	5	0	0	5
	or					
ENG	153	Composition II (transfer option)				
			11	0	18	17

THIRD QUARTER (Spring)

CAT	106	Life Study	0	6	0	3
CAT	116	Photography I	2	6	0	5
CAT	123	Layout and Design	4	0	6	6
ENG	204	Oral Communications	3	0	0	3
MAT	110	Contemporary Math	5	0	0	5
			14	12	6	22

FOURTH QUARTER (Summer)

ART	101	Art Appreciation	5	0	0	5
CAT	101	Advertising Principles	3	0	0	3
CAT	117	Photography II	2	0	3	3
CAT	212	Industrial Art and Design	1	4	0	3
CAT	236	Advertising Concepts and Campaigns	3	2	0	4
			14	6	3	18

FIFTH QUARTER (Fall)

BUS	240	Principles of Marketing and Sales	5	0	0	5
CAT	110	General Illustration	2	0	6	4
CAT	206	Project Seminar I	2	0	3	3
CAT	224	Art Production	3	6	0	6
			12	6	9	18

SIXTH QUARTER (Winter)

CAT	217	Silk Screen Techniques	2	6	0	5
CAT	225	Commercial Art and Advertising Design	4	0	6	6
CAT	231	Project Seminar II	2	0	3	3
	or					
COE	101	Cooperative Work Experience		(0-0-10-1)		
COE	102	Cooperative Work Experience		(0-0-20-2)		
	or					
COE	103	Cooperative Work Experience		(0-0-30-3)		
MST	272	Special Topics in Applications Software II	1	4	0	3
			9	10	9	17
		or	7	10	36	17

SEVENTH QUARTER (Spring)

CAT	226	Advanced Advertising Design	4	0	6	6
CAT	232	Project Seminar III	1	0	6	3
CAT	234	Portfolio and Resume Development	4	0	0	4
PSY	109	Human Relations	3	0	0	3
***	***	Free Elective	1	0	0	1
			13	0	12	17

TOTAL QUARTER HOUR CREDITS: 125
AWARD: Associate of Applied Science Degree

COMPUTER ENGINEERING TECHNOLOGY
T-040

This program is intended to provide the skills required to install, service and maintain computers, microprocessor and computer controlled equipment and computer peripheral devices.

The curriculum provides training in both the hardware and software areas of the computer field.

ACADEMIC PROGRAMS

A sequence of introductory hardware courses provides the student with a strong background in physics, technical mathematics, electricity, electronics and digital logic circuits and concepts. Advanced course work provides a detailed study of: the logic of the central processing unit, the operation of integrated circuits in the central processing unit, the operation and use of integrated circuit memory devices and the interfacing of the central processing unit to memory devices. Additional studies cover interfacing the central processing unit to external devices using both serial and parallel data transfer, the operation of large scale integration programmable interface units and their interfacing with the central processing unit, and the operation of computer peripheral devices such as video displays, printers, disk drives, keyboards and the techniques of A to D conversion.

The programming course work provides program design techniques, structured programming and program documentation. Rather than being familiar with a large number of programming languages, the student is expected to learn a high level language and become proficient at an assembly language.

CURRICULUM BY QUARTERS

			HOURS			
			Class	Lab	Shop	Credit
FIRST QUARTER (Fall)						
DFT	101	Technical Drafting I	0	0	6	2
ELN	102	Introduction to Electronics	5	4	0	7
ENG	151	Composition I	5	0	0	5
MAT	115	Electrical Math I	5	0	0	5
ORI	101	College Orientation	1	0	0	1
			16	4	6	20
SECOND QUARTER (Winter)						
ELN	104	Circuit Analysis	5	4	0	7
ENG	152	Written Communication	5	0	0	5
	or					
ENG	153	Composition II (transfer option)				
MAT	116	Electrical Math II	5	0	0	5
			15	4	0	17
THIRD QUARTER (Spring)						
ELN	106	Solid State Devices	5	4	0	7
ELN	110	Basic Troubleshooting	3	2	0	4
ENG	204	Oral Communications	3	0	0	3
MAT	117	Electrical Math III	5	0	0	5
			16	6	0	19

FOURTH QUARTER (Summer)						
ELN	109	Digital Logic Circuits I	3	2	0	4
ELN	201	Electronic Circuits	5	4	0	7
MAT	119	Mathematics of Computer Systems	3	0	0	3
			11	6	0	14
FIFTH QUARTER (Fall)						
ELN	202	Linear Circuits	1	4	0	3
ELN	224	Electronic Layout and Design	0	0	3	1
ELN	236	Microprocessor Analysis	3	0	3	4
PHY	102	Physics: Heat, Sound, and Light	3	2	0	4
***	***	Social Science Requirement	3	0	0	3
***	***	Free Elective	1	0	0	1
			11	6	6	16
SIXTH QUARTER (Winter)						
ELN	209	Digital Logic Circuits II	3	2	0	4
ELN	235	Instrumentation and Testing	3	0	3	4
ELN	237	Microprocessor Interfacing	3	0	3	4
ELN	240	Advanced Microprocessor Design	3	0	3	4
PHY	103	Physics: Electricity and Magnetism	3	2	0	4
			15	4	9	20
SEVENTH QUARTER (Spring)						
ELN	205	Computer Repair	2	4	0	4
ELN	234	Electronic Fabrication	0	0	3	1
ELN	238	Microcontroller Design	3	0	3	4
ELN	239	Digital Communications	3	2	0	4
MEC	160	Introduction to Robotics	1	0	6	3
***	***	Humanities Requirement	3	0	0	3
			12	6	12	19

TOTAL QUARTER HOUR CREDITS: 125
AWARD: Associate of Applied Science Degree

COSMETOLOGY DAY PROGRAM V-009

The field of Cosmetology is based on scientific principles. The Cosmetology curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling, and wig service.

Upon completion of this program and successful passing of a comprehensive examination administered by the North Carolina State Board of Cosmetic Arts, a license is given. The cosmetologist is called upon to advise men and women on problems of makeup and care of the hair, skin and hands including the nails. Employment opportunities are available in beauty salons, private clubs, department stores, women's specialty shops, as well as setting up one's own business.

CURRICULUM BY QUARTERS

		HOURS			
		Class	Lab	Shop	Credit
FIRST QUARTER (Fall)					
COS 1001	Scientific Study	5	0	0	5
COS 1011	Clinical Applications	0	0	24	8
ENG 1106	Fundamentals of English	3	0	0	3
ORI 101	College Orientation	1	0	0	1
		9	0	24	17
SECOND QUARTER (Winter)					
COS 1002	Scientific Study	5	0	0	5
COS 1022	Clinical Applications	0	0	24	8
PSY 109	Human Relations	3	0	0	3
		8	0	24	16
THIRD QUARTER (Spring)					
COS 1003	Scientific Study	5	0	0	5
COS 1033	Clinical Applications	0	0	24	8
MAT 110	Contemporary Math	5	0	0	5
		10	0	24	18

FOURTH QUARTER (Summer)

COS 1004	Scientific Study	5	0	0	5
COS 1044	Clinical Applications	0	0	24	8
		5	0	24	13

FIFTH QUARTER (ADVANCED DIPLOMA) (Fall)

BUS 237	Small Business Management	3	2	0	4
COS 1005	Theory Review	3	0	0	3
COS 1055	Clinical Applications	0	0	24	8
		6	2	24	15

AWARD: Diploma at the end of four quarters.
Certificate if the student elects not to take the general education courses.

COURSES FOR COSMETOLOGY INSTRUCTOR CERTIFICATION

COS 3004	Cosmetology Instructor Training	7	0	0	7
COS 3005	Cosmetology Instructor Training Practicum I	0	0	30	10
COS 3005A	*Cosmetology Instructor Training Practicum I*	*0*	*0*	*18*	*6*
COS 3005B	*Cosmetology Instructor Training Practicum I*	*0*	*0*	*12*	*4*
COS 3022	Cosmetology Instructor Training	7	0	0	7
COS 3023	Cosmetology Instructor Training	0	0	30	10
COS 3023A	*Cosmetology Instructor Training Practicum II*	*0*	*0*	*18*	*6*
COS 3023B	*Cosmetology Instructor Training Practicum II*	*0*	*0*	*12*	*4*

COSMETOLOGY
EVENING PROGRAM
V-009

CURRICULUM BY QUARTERS

		HOURS			
		Class	Lab	Shop	Credit
FIRST QUARTER (Fall)					
COS 1001	Scientific Study	5	0	0	5
COS 1511	Clinical Applications	0	0	15	5
		5	0	15	10
SECOND QUARTER (Winter)					
COS 1002	Scientific Study	5	0	0	5
COS 1512	Clinical Applications	0	0	15	5
		5	0	15	10
THIRD QUARTER (Spring)					
COS 1003	Scientific Study	5	0	0	5
COS 1513	Clinical Applications	0	0	15	5
		5	0	15	10
FOURTH QUARTER (Summer)					
COS 1004	Scientific Study	5	0	0	5
COS 1514	Clinical Applications	0	0	15	5
		5	0	15	10
FIFTH QUARTER (Fall)					
COS 1515	Clinical Applications	0	0	15	5
ENG 1106	Fundamentals of English	3	0	0	3
		3	0	15	8
SIXTH QUARTER (Winter)					
COS 1005	Theory Review	3	0	0	3
COS 1516	Clinical Applications	0	0	15	5
PSY 109	Human Relations	3	0	0	3
		6	0	15	11

SEVENTH QUARTER (Spring)

COS 1517	Clinical Applications	0	0	15	5
MAT 110	Contemporary Math	5	0	0	5
		5	0	15	10

EIGHTH QUARTER (Summer)

BUS 237	Small Business Management	3	2	0	4
COS 1518	Clinical Applications	0	0	12	4
		3	2	12	8

AWARD: Diploma at the end of eight quarters.
Certificate at the end of six quarters if the student elects not to take the general education courses.

CRIMINAL JUSTICE
PROTECTIVE SERVICES TECHNOLOGY
T-129

The Criminal Justice Technology curriculum is designed so that it may be a multi-faceted program of study. It may consist of study options in corrections, law enforcement and security services.

The curriculum is designed with a core of courses to afford one the opportunity to acquire basic knowledge, skills and attitudes in the generally accepted subject areas associated with a two-year study of correctional services, law enforcement services and security services. It includes subjects such as interpersonal communications, law, psychology and sociology.

In addition to core subjects, the correctional services option provides an opportunity to study other generally accepted subjects indigenous to a two-year correctional services program such as confinement facility administration, correctional law, counseling, probation-parole services and rehabilitation options. Similarly, the law enforcement option provides an opportunity to study other generally accepted subjects included in a two-year law enforcement services program such as criminal behavior, criminal investigation, patrol operation, traffic management, and other aspects of law enforcement administration and operations. The security services option provides an opportunity to study other generally accepted subjects related to a two-year security services program such as accident prevention and safety management, common carrier protection, fire prevention,

private security, industrial security, retail security, security systems and surveillance.

Job opportunities are available with federal, state, county and municipal governments. In addition, knowledge, skills and attitudes acquired in this course of study qualify one for job opportunities with private enterprise in such areas as industrial, retail and private security.

The applicant must:

1. Complete an application for admission to the College
2. Be a high school graduate or have earned a high school equivalency diploma (GED)
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institutions.
4. Take the College Placement Test (SAT or ACT scores or prior college credits in math and English may be used in lieu of placement testing.)

CURRICULUM BY QUARTERS

			HOURS			
			Class	Lab	Shop	Credit
FIRST QUARTER (Fall)						
CJC	101	Introduction to Criminal Justice	5	0	0	5
CJC	105	Criminology	5	0	0	5
ENG	151	Composition I	5	0	0	5
ORI	101	College Orientation	1	0	0	1
OSC	101	Keyboarding I	1	2	0	2
			17	2	0	18
SECOND QUARTER (Winter)						
CJC	103	Constitutional Law	5	0	0	5
ENG	152	Written Communication	5	0	0	5
	or					
ENG	153	Composition II (transfer option)				
MAT	110	Contemporary Math	5	0	0	5
	or					
MAT	151	Math Concepts (transfer option)				
***	***	Technical Elective	1	4	0	3
			16	4	0	18

THIRD QUARTER (Spring)

CJC	102	Criminal Justice Communications	5	0	0	5
CJC	106	Criminal Law	5	0	0	5
LEX	107	Criminal Evidence and Procedure	4	2	0	5
***	***	Free Elective	3	0	0	3
			17	2	0	18

FOURTH QUARTER (Summer)

CJC	108	Criminal Justice Field Training	1	0	20	2
or						
COE	102	Cooperative Work Experience	0	0	20	2
CJC	202	Criminal Investigation	1	4	0	3
CJC	214	Criminal Justice Planning	4	0	0	4
***	***	Technical Elective	3	0	0	3
			9	4	20	12
		or	8	4	20	12

FIFTH QUARTER (Fall)

CJC	201	Ethics and Community Relations	5	0	0	5
MST	103	Introduction to MS-DOS Computer Systems	1	2	0	2
PSY	103	General Psychology	5	0	0	5
SOC	102	Principles of Sociology	5	0	0	5
			16	2	0	17

SIXTH QUARTER (Winter)

CJC	206	Substance Abuse	5	0	0	5
POL	103	National, State, and Local Government	5	0	0	5
PSY	109	Human Relations	3	0	0	3
***	***	Technical Elective	1	4	0	3
			14	4	0	16

SEVENTH QUARTER (Spring)

CJC	208	Judicial Process	5	0	0	5
CJC	207	Juvenile Delinquency	5	0	0	5

CJC	210	Organizational Theory and Behavior	5	0	0	5
***	***	Humanities/Fine Arts Requirement	5	0	0	5
			20	0	0	20

TOTAL QUARTER HOUR CREDITS: 119
AWARD: Associate of Applied Science Degree

TECHNICAL ELECTIVES:

CJC	104	Investigative Photography	1	4	0	3
CJC	109	Introduction to Corrections	3	0	0	3
CJC	110	Community Based Corrections	3	0	0	3
CJC	111	Counseling Techniques	1	4	0	3
CJC	203	Interviewing	1	4	0	3
CJC	204	Criminalistics	1	4	0	3
CJC	205	Special Topics Seminar	1	4	0	3
CJC	211	Vehicle Accident Investigation	1	4	0	3
CJC	212	Confinement Facility Administration	3	0	0	3
CJC	213	Law Enforcement Operations	1	4	0	3
HEA	112	Health and Wellness	1	4	0	3

DEVELOPMENTAL STUDIES

The purpose of the Developmental Studies program is to provide an educational opportunity for students to increase their academic learning skills in preparation for regular curriculum courses. Pre-curriculum courses are designed to provide individualized and group instruction in the areas of reading, standard written English, and mathematics. These courses are required of students (with exception of certain Allied Health curriculum candidates) who did not achieve minimum scores on one or more college placement test areas, recommended to students seeking admission into certain Allied Health curriculums, and recommended to students on probation or suspension. Also, curriculum students who made a sufficient score on the college placement test but who desire to sharpen their skills for regular curriculum composition or math courses may choose to take appropriate level, pre-curriculum coursework. The college placement test results determine the pre-curriculum course areas and levels appropriate for

students. Preferably, coursework should be taken prior to, or concurrently with, first-year curriculum studies to avoid extending the total time for graduation.

The Developmental Studies program is open to students on a year-round, quarterly basis.

Upon course completion, students will have learned to:

1. build academic skills in the content areas of reading, standard written English, and/or mathematics.
2. expand vocabulary and higher-level thinking skills.
3. develop responsibility for effective time management, learning styles, and study strategies.
4. enhance personal attributes of self-confidence, positive attitude, motivation, and commitment to learning.

DEVELOPMENTAL SUBJECTS

			HOURS			
			Class	Lab	Shop	Credit
READING						
RDG	007	Basic Reading	1	4	0	3
RDG	010	Reading	1	4	0	3
ENGLISH						
ENG	008	Basic Grammar	1	4	0	3
ENG	011	Grammar	1	4	0	3
ENG	098	Spelling Improvement	0	2	0	1
ENG	099	Writing Skills	0	2	0	1
MATHEMATICS						
MAT	009	Basic Math	1	4	0	3
MAT	012	Math	1	4	0	3
MAT	097	Math Skills	0	2	0	1
STUDENT SUCCESS COURSES						
EDU	010	College Transition	2	0	0	2
EDU	102	Study Skills	2	0	0	2

DRUG AND ALCOHOL TECHNOLOGY
T-140

The Drug and Alcohol Technology curriculum prepares graduates to assist in the areas of alcohol and drug education, counseling, and rehabilitation in rehabilitation centers or units, mental health facilities or in community-based programs.

Graduates work with individuals who are disabled physically and emotionally by drug and alcohol abuse to help them regain useful places in their home and community and find gainful employment and engage in community activities; to interest employers to help and hire disabled individuals; to help the community to be aware of the problems of the disabled; and to assist in patient and office records maintenance and perform basic health care skills.

Individuals desiring a career in assisting individuals with drug and alcohol abuse disabilities should, if possible, take biology, sociology and psychology courses prior to entering the program.

The curriculum incorporates the 12 core functions of substance abuse counseling. The program is directed toward individuals seeking the substance abuse counselor certification. It is also directed toward students who want to advance to a four year degree program in counseling, social work or a related field.

CURRICULUM BY QUARTERS

			HOURS			
			Class	Lab	Clinic	Credit
FIRST QUARTER (Fall)						
DAT	111	Introduction to Substance Abuse I	3	2	0	4
ENG	151	Composition I	5	0	0	5
MST	103	Introduction to MS-DOS Computer Systems	1	2	0	2
ORI	101	College Orientation	1	0	0	1
PSY	103	General Psychology	5	0	0	5
			15	4	0	17
SECOND QUARTER (Winter)						
DAT	112	Introduction to Substance Abuse II	3	2	0	4

ENG	152	Written Communication	5	0	0	5
	or					
ENG	153	Composition II (transfer option)				
PSY	203	Human Growth and Development	5	0	0	5
***	***	Humanities/Fine Arts Requirement	5	0	0	5
			18	2	0	19

THIRD QUARTER (Spring)

DAT	120	Interviewing and Counseling I	3	2	0	4
DAT	130	Human and Social Services	2	2	0	3
DAT	208	Support Groups	3	2	0	4
PSY	229	Abnormal Psychology	5	0	0	5
			13	6	0	16

FOURTH QUARTER (Fall)

DAT	121	Interviewing and Counseling II	3	2	0	4
DAT	205	Children, Adolescents and Substance Abuse	3	0	0	3
DAT	210	Family Therapy of Substance Abuse	3	2	0	4
MAT	112	College Mathematics	5	0	0	5
			14	4	0	16

FIFTH QUARTER (Winter)

DAT	122	Interviewing and Counseling III	3	2	0	4
DAT	201	Techniques of Substance Abuse Education	3	2	0	4
DAT	207	Adult Children and Co-Dependency	3	2	0	4
DAT	214	Ethics and Law	3	0	0	3
			12	6	0	15

SIXTH QUARTER (Spring)

DAT	126	Crisis Intervention	3	2	0	4
DAT	206	Recovery and Relapse Prevention	3	2	0	4
DAT	212	Group Therapy	3	2	0	4

***	***	Elective	5	0	0	5
			14	6	0	17

SEVENTH QUARTER (Summer)

DAT	225	Substance Abuse Review	2	0	0	2
DAT	230	Substance Abuse Clinical Education	0	0	30	10
			2	0	30	12

TOTAL QUARTER HOUR CREDITS: 112
AWARD: Associate of Applied Science Degree

EARLY CHILDHOOD ASSOCIATE

T-073

1995

The Early Childhood Associate curriculum is designed to prepare individuals to work with children in learning environments from infancy through middle childhood. The program of study includes the subjects of child growth and development, physical and nutritional needs of children, care and guidance of children and communication with children and their parents. Students learn to foster the cognitive/language, physical/motor, and social/emotional development of children. The program of study combines theories and principles with opportunities for supervised practice.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities are available in child development and child care programs, pre-school, public and private schools, recreational centers, hospitals, kindergartens, some Head Start programs, and programs for children with special needs.

CURRICULUM BY QUARTERS

			HOURS			
			Class	Lab	Shop	Credit
FIRST QUARTER (Fall)						
EDU	101	Child Growth and Development I	5	0	0	5
EDU	222	Media Resources and Library Skills	2	0	0	2

ENG	151	Composition I	5	0	0	5
MAT	110	Contemporary Math	5	0	0	5
ORI	101	College Orientation	1	0	0	1
***	***	Technical Elective	3	0	0	3
			21	0	0	21

SECOND QUARTER (Winter)

EDU	131	Child Growth and Development II	5	0	0	5
EDU	213	Curriculum Development for Young Children	3	2	0	4
ENG	152	Written Communication	5	0	0	5
	or					
ENG	153	Composition II (transfer option)				
***	***	Technical Elective	3	0	0	3
***	***	Free Elective	3	0	0	3
			19	2	0	20

THIRD QUARTER (Spring)

EDU	103	Working with Young Children	4	6	0	7
EDU	209	Child Management	3	0	0	3
EDU	214	Art For the Young Child	1	2	0	2
ENG	204	Oral Communications	3	0	0	3
SCI	101	General Science	3	2	0	4
***	***	Humanities/Fine Arts Requirement	3	0	0	3
			17	10	0	22

FOURTH QUARTER (Fall)

ALH	150	CPR/First Aid	3	0	0	3
EDU	105	Language Arts for the Young Child	3	0	0	3
EDU	108	Activities I - Infant and Toddler	3	2	0	4
EDU	135	The Family and the Community	4	0	0	4
EDU	212	Day Care Administration	4	0	0	4
MST	103	Introduction to MS-DOS Computer Systems	1	2	0	2
			18	4	0	20

FIFTH QUARTER (Winter)						
BUS	237	Small Business Management	3	2	0	4
EDU	109	Activities II - Pre-School	3	2	0	4
EDU	203	The Exceptional Child	3	0	0	3
EDU	211	Children's Literature	3	2	0	4
NUT	102	Nutrition and Health for Young Children	3	0	0	3
PSY	109	Human Relations	3	0	0	3
			18	6	0	21
SIXTH QUARTER (Spring)						
COE	102	Cooperative Work Experience	0	0	20	2
	or					
EDU	202	Practicum (0-0-20-2)	2	0	0	2
EDU	206	Current Issues in Childcare Seminar	2	0	20	4
TECHNICAL ELECTIVES						
EDU	104	Introducing Reading	3	0	0	3
EDU	106	Reading Assistant	3	0	0	3
EDU	143	Child Care Credential I	3	0	0	3
EDU	144	Child Care Credential II	3	0	0	3
EDU	204	Parent Involvement	3	0	0	3
EDU	207	Special Problems in Early Childhood	3	0	0	3
EDU	215	Positive Parenting	5	0	0	5
SOC	133	The Family - A Cross Cultural Survey	5	0	0	5
SOC	136	Marriage and Family Relations	5	0	0	5

TOTAL QUARTER HOUR CREDITS: 108
AWARD: Associate of Applied Science Degree

ELECTRICAL INSTALLATION
V-018

The Electrical Installation curriculum is designed to provide a training program in the basic knowledge, fundamentals and practices involved in the electrical trades. A large segment of the program is laboratory and shop instruction designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of this curriculum is qualified to enter an electrical trade as an on-the-job trainee or apprentice, assisting in the layout, installation, check out and maintenance of systems in residential, commercial or industrial settings.

CURRICULUM BY QUARTERS

		HOURS			
		Class	Lab	Shop	Credit
FIRST QUARTER (Fall)					
DFT 1110	Blueprint Reading: Building Trades	1	0	3	2
*ELC 1112	AC and DC Circuits (Theory and Practice)	7	0	6	9
ORI 101	College Orientation	1	0	0	1
		9	0	9	12
SECOND QUARTER (Winter)					
*ELC 1108	Residential Wiring	7	0	6	9
MAT 1101	Fundamentals of Math	5	0	0	5
		12	0	6	14
THIRD QUARTER (Spring)					
*ELC 1113	AC-DC Machines	7	0	6	9
ISC 1101	Industrial Safety	3	2	0	4
		10	2	6	13
FOURTH QUARTER (Summer)					
*ELC 1116	Industrial Electronics	7	0	6	9
FIFTH QUARTER (Fall)					
*ELC 1118	Commercial/Industrial Controls	4	0	6	6
PHY 1101	Applied Science I	3	2	0	4
		7	2	6	10

SIXTH QUARTER (Winter)					
*ELC 1119	Programmable Controllers	4	0	6	6
ELC 1124	Estimating: Electrical	2	0	0	2
MST 103	Introduction to MS-DOS Computer Systems	1	2	0	2
		7	2	6	10
SEVENTH QUARTER (Spring)					
ENG 1106	Fundamentals of English	3	0	0	3
PSY 109	Human Relations	3	0	0	3
*** ***	Technical Elective	3	0	0	3
		9	0	0	9
TECHNICAL ELECTIVES:					
COE 101	Cooperative Work Experience	0	0	10	1
ELC 1123	Electrical and Control Systems	1	2	0	2
or					
COE 103	Cooperative Work Experience	0	0	30	3
or					
ELC 1125	Electrical Troubleshooting	2	0	3	3

* SCC Certificate
AWARD: Diploma

ELECTRONEURODIAGNOSTICS TECHNOLOGY
T-203

The Electroneurodiagnostic Technology curriculum is designed to provide students with the knowledge and skills to obtain recordings of patients' brain functions through the use of electroencephalographic equipment and other electrophysiological devices.

The student will become skilled in communicating with patients, and other healthcare personnel; taking and abstracting histories; applying recording electrodes; documenting the clinical condition of patients; recognizing electrical activity displayed; managing medical emergencies in the laboratory; and preparing descriptive reports of recorded electrical activity for the physician.

ACADEMIC PROGRAMS

The Electroneurodiagnostic Technologist performs under the supervision of a qualified physician. Graduates of the program may be employed by neurology departments of hospitals and private offices of neurologists and neurosurgeons.

Individuals desiring a career as an Electroneurodiagnostics Technician should, if possible, take courses in biology and algebra prior to entering the curriculum.

The program has a limited enrollment and only admits a class in the fall of each year. Applications must be completed and submitted by May 15 of the year in which the student wishes to enroll in the program. Supporting documents must be received no later than June 15 of the same year. If all slots have not been filled after the above deadline, there may be extensions. Please check with the Admissions Office about the status of the program.

The applicant must:

1. Complete an application for admission to the College
2. Be a high school graduate or have earned a high school equivalency diploma (GED)
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institutions.
4. Have a grade point average of 2.0 or higher on a 4.0 scale of the most recent academic coursework.
5. Meet the Southwestern Community College's Placement Test requirement. This requirement may be met by one of the following methods.
   A. Take and pass all three components of the College's Placement Test. This test consists of a math, reading comprehension, and grammar section. The test is given at SCC and is free. For testing dates and times, consult the Admissions Office. If you do not pass the placement test, you will have the option of retesting one time only. If you are unsuccessful on the second attempt, you will be required to enroll in and successfully complete the appropriate remedial coursework.

Or

   B. Having SAT scores of 400 or higher on each section.

Or

   C. Composite score of 18 or better on the ACT test.

Or

   D. Successful completion of a College level math and English.

6. Those individuals who are notified of provisional acceptance status, will be provided with SCC physical, dental and immunization forms to be completed by the appropriate medical personnel. The completed

medical forms must indicate that the student is capable of meeting the physical requirements for the program. The deadline for submitting the completed forms to the program director is August 25.

7. Following the June 15 deadline, the student will be required to attend a meeting with the Program Director for a complete explanation of the program. You will be notified in writing of the date and time.

NOTE: The screening process for applicants is in the process of being revised. Any new requirements will be listed in the 1996-97 Academic Catalog. Please contact the Admissions Office for clarification.

CURRICULUM BY QUARTERS

			HOURS			
			Class	Lab	Clinic	Credit
FIRST QUARTER (Fall)						
ALH	110	Medical Terminology	3	0	0	3
BIO	121	Anatomy and Physiology I	4	2	0	5
EDT	101	Orientation to Electroneurodiagnostics	1	0	0	1
EDT	113	Neuroscience	3	0	0	3
ELC	109	Fundamentals of AC and DC	3	2	0	4
ENG	151	Composition I	5	0	0	5
ORI	101	College Orientation	1	0	0	1
			20	4	0	22
SECOND QUARTER (Winter)						
BIO	122	Anatomy and Physiology II	4	2	0	5
EDT	114	Instrumentation and Recording Methods	4	2	0	5
EDT	115	Clinical Medicine	3	0	0	3
ENG	152	Written Communication	5	0	0	5
	or					
ENG	153	Composition II (transfer option)				
MAT	112	College Mathematics	5	0	0	5
			21	4	0	23
THIRD QUARTER (Spring)						
EDT	102	Management of Medical Emergencies	2	2	0	3
EDT	107	Laboratory Management	1	0	0	1
EDT	116	Clinical Correlations	3	2	0	4
EDT	117	Special Procedures	2	0	0	2
EDT	118	Laboratory Practice	2	12	0	8
			10	16	0	18

FOURTH QUARTER (Summer)						
EDT	120	Clinical Experience	0	0	27	9

AWARD: Diploma

ELECTRONICS ENGINEERING TECHNOLOGY
T-045

The Electronics Engineering Technology curriculum provides a basic background in electronic related theory, with practical applications of electronics for business and industry. Courses are designed to develop competent electronics technicians who may work as assistants to engineers or as liaisons between engineers and skilled craftsmen.

The electronics technician may start in one or more of the following areas: research, design, development, production, maintenance or sales. The graduate may begin as an electronics technician, an engineering aide, laboratory technician, supervisor or equipment specialist.

CURRICULUM BY QUARTERS

			HOURS			
			Class	Lab	Shop	Credit
FIRST QUARTER (Fall)						
DFT	101	Technical Drafting I	0	0	6	2
ELN	102	Introduction to Electronics	5	4	0	7
ENG	151	Composition I	5	0	0	5
MAT	115	Electrical Math I	5	0	0	5
ORI	101	College Orientation	1	0	0	1
			16	4	6	20
SECOND QUARTER (Winter)						
ELN	104	Circuit Analysis	5	4	0	7
ENG	152	Written Communication	5	0	0	5
	or					
ENG	153	Composition II (transfer option)				
MAT	116	Electrical Math II	5	0	0	5
			15	4	0	17
THIRD QUARTER (Spring)						
ELN	106	Solid State Devices	5	4	0	7
ELN	110	Basic Troubleshooting	3	2	0	4

ENG	204	Oral Communications	3	0	0	3
MAT	117	Electrical Math III	5	0	0	5
			16	6	0	19

FOURTH QUARTER (Summer)

ELN	109	Digital Logic Circuits I	3	2	0	4
ELN	201	Electronic Circuits	5	4	0	7
ELN	217	Industrial Electronics and Controls	5	4	0	7
MAT	119	Mathematics of Computer Systems	3	0	0	3
			16	10	0	21

FIFTH QUARTER (Fall)

ELN	204	Electronic Communications	5	4	0	7
ELN	224	Electronic Layout and Design	0	0	3	1
PHY	102	Physics: Heat, Sound, and Light	3	2	0	4
***	***	Social Science Requirement	3	0	0	3
			11	6	3	15

SIXTH QUARTER (Winter)

ELN	209	Digital Logic Circuits II	3	2	0	4
ELN	221	Two-Way Radio Systems	3	2	0	4
PHY	103	Physics: Electricity and Magnetism	3	2	0	4
***	***	Free Elective	1	0	0	1
***	***	Related Elective	3	0	0	3
			13	6	0	16

SEVENTH QUARTER (Spring)

ELN	207	Advanced Electronics	5	4	0	7
ELN	225	Advanced Troubleshooting Procedures	2	0	6	4
***	***	Humanities Requirement	3	0	0	3
***	***	Technical Elective	4	0	0	4
			14	4	6	18

TECHNICAL ELECTIVES:

COE	101	Cooperative Work Experience*	0	0	10	1

COE	102	Cooperative Work Experience*	0	0	20	2
COE	103	Cooperative Work Experience*	0	0	30	3
ELN	205	Computer Repair	2	4	0	4
ELN	220	Antenna Design	3	2	0	4
ELN	222	Special Project Building I	0	4	0	2
ELN	223	Special Project Building II	0	4	0	2
ELN	234	Electronic Fabrication	0	0	3	1
ELN	238	Microcontroller Design	3	0	3	4
ELN	239	Digital Communications	3	2	0	4
ELN	240	Advanced Microprocessor Design	3	0	3	4

RELATED ELECTIVES:

ELN	210	TV Systems Analysis	5	4	0	7
MEC	160	Introduction to Robotics	1	0	6	3

* Co-op Option: Qualified students may elect to take up to four credit hours of Cooperative Education. These four hours of Cooperative education may be substituted any technical or related elective.

TOTAL QUARTER HOUR CREDITS: 126
AWARD: Associate of Applied Science Degree

FASHION MERCHANDISING AND MARKETING T-143

The Fashion Merchandising and Marketing curriculum is designed to provide individuals with fundamental skills in fashion and merchandising activities. The individual will become familiar with the properties, characteristics and construction of fabrics, leather, fur, millinery, wigs, jewelry, and cosmetics. Emphasis will be placed on selling techniques, buying, merchandising, and displaying, pricing, stock planning and control.

Employment opportunities as assistant buyers, buyers, fashion coordinators, fashion stylists, indoor display specialists, merchandise clerks and store managers or owners will be available in department store and specialty stores, wholesale and manufacturing firms, buying offices, and

advertising agencies. **NOTE:** Continuance of the Fashion Merchandising program will be determined in August 1995. Please contact the Admissions Office for program status.

			HOURS			
			Class	Lab	Shop	Credit
MAJOR COURSES:						
BUS	240	Principles of Marketing and Sales	5	0	0	5
FAS	101	Introduction to Fashion Merchandising/Marketing	4	0	0	4
FAS	103	Elements of Fashion	4	0	0	4
FAS	104	Fashion Accessories	4	0	0	4
FAS	110	Fabric Science I	4	0	0	4
FAS	116	Fashion Sketching	2	2	0	3
FAS	117	Commercial Display Design	3	2	0	4
FAS	210	Fabric Science II	4	0	0	4
FAS	212	Professional Wardrobe Analysis	1	0	0	1
FAS	216	Fashion Sales Promotion I	4	0	0	4
FAS	217	Fashion Sales Promotion II	4	0	0	4
FAS	218	Computer Applications/ Merchandising	3	2	0	4
FAS	219	Current Trends	4	0	0	4
or						
COE	101	Cooperative Work Experience	0	0	10	1
COE	103	Cooperative Work Experience	0	0	30	3
FAS	222	History and Psychology of Dress	3	0	0	3
FAS	224	Fashion Buying and Merchandising	3	0	0	3
			52	6	0	55
		or	48	6	40	55
RELATED COURSES:						
ACC	121	Accounting I	4	2	0	5
BUS	237	Small Business Management	3	2	0	4
BUS	257	Business Ethics	3	0	0	3
BUS	272	Principles of Supervision	5	0	0	5
CAT	105	Basic Drawing	1	4	0	3

CAT	116	Photography I	2	6	0	5
MAT	110	Contemporary Math	5	0	0	5
MST	103	Introduction to MS-DOS Computer Systems	1	2	0	2
MST	131	Spreadsheets I Using Lotus 1-2-3	3	2	0	4
ORI	101	College Orientation	1	0	0	1
OSC	101	Keyboarding I	1	2	0	2
OSC	110	Office Machines	0	2	0	1
			29	22	0	40

GENERAL EDUCATION:

ENG	151	Composition I	5	0	0	5
ENG	152	Written Communication	5	0	0	5
	or					
ENG	153	Composition I (transfer option)				
ENG	204	Oral Communications	3	0	0	3
PSY	109	Human Relations	3	0	0	3
***	***	Humanities Requirement	3	0	0	3
			19	0	0	19
ELECTIVES:			2	0	0	2

TOTAL QUARTER HOUR CREDITS: 116
AWARD: Associate of Applied Science Degree

FOOD SERVICE MANAGEMENT
T-074

The Food Service Management curriculum trains students at the supervisory or "middle management" level in foodservice with particular emphasis on institutional foodservice. Students completing the first year of this curriculum and desiring additional study in supervision and management may continue for the second year or exit after the fourth quarter with a diploma as a Food Service Specialist.

In addition to having a sound foundation in the science of food preparation and service, students will develop an understanding of the basic science and principles of quantity food preparation, an appreciation of

accuracy and the use of standards in production, an increased knowledge of the space and equipment requirements for quantity food production and service operations of various types, and some ability to evaluate the effectiveness of the operation of a food service department. Also, students will understand pricing and cost controls, principles of nutrition as applied to institutional menu planning, safe methods of work performance and appreciation of sanitation and hygiene in a food service operation.

The career opportunities available to a graduate of the Food Service Management curriculum are dietetic assistant, food science supervisor, food service manager, dietary technician, unit manager and chef-manager. Employment opportunities are available in hospitals, nursing homes, child care centers, college and university food services, school food services, industrial cafeterias, private clubs, airline food services, food processing manufacturers, food service contract companies and commercial restaurants. Please contact the Admissions office for program status.

CURRICULUM BY QUARTERS

			HOURS			
			Class	Lab	Shop	Credit
FIRST QUARTER (Fall)						
ENG	151	Composition I	5	0	0	5
FSO	101	Orientation to Food Service	3	0	0	3
FSO	102	Introduction to Food Preparation	3	6	0	6
FSO	103	Foodservice Equipment Use and Care	3	0	0	3
FSO	104	Sanitation and Safety	3	0	0	3
ORI	101	College Orientation	1	0	0	1
			18	6	0	21
SECOND QUARTER (Winter)						
ENG	152	Written Communication	5	0	0	5
	or					
ENG	153	Composition II (transfer option)				
FSO	106	Dining Room Procedures	2	0	3	3
FSO	109	Kitchen Production Management	3	0	0	3
FSO	112	Food Preparation II	3	6	0	6
MST	103	Introduction to MS-DOS Computer Systems	1	2	0	2
			14	8	3	19

THIRD QUARTER (Spring)

ENG	204	Oral Communications	3	0	0	3
FSO	114	Nutrition and Menu Planning	5	0	0	5
FSO	122	Principles of Baking	3	6	0	6
FSO	132	Nutrition and Health	5	0	0	5
OSC	110	Office Machines	0	2	0	1
			16	8	0	20

FOURTH QUARTER (Summer)

COE	102	Cooperative Education	0	0	20	2
MAT	110	Contemporary Math	5	0	0	5
	or					
MAT	151	Math Concepts	–	–	–	–
			5	0	20	7

FIFTH QUARTER (Fall)

BUS	112	Business Systems and Concepts	5	0	0	5
FSO	204	Food Purchasing and Cost Control	5	0	0	5
PSY	103	General Psychology	5	0	0	5
***	***	Technical Elective	5	0	0	5
			20	0	0	20

SIXTH QUARTER (Winter)

ACC	121	Accounting I	4	2	0	5
FSO	207	Food Merchandising	5	0	0	5
***	***	Elective	5	0	0	5
			14	2	0	15

SEVENTH QUARTER (Spring)

FSO	201	Foodservice Equipment and Design	3	0	0	3
FSO	202	International Cuisine	3	6	0	6
***	***	Humanities Requirement	5	0	0	5
			11	6	0	14

TECHNICAL ELECTIVES:

FSO	105	Introduction to Garde Manger	1	0	3	2
FSO	141	Hospitality Management	3	0	0	3
FSO	203	Organization and Management	5	0	0	5

TOTAL QUARTER HOUR CREDITS: 116

AWARD: Associate of Applied Science Degree

GENERAL EDUCATION
G-020

The General Education program is designed principally for students who wish to broaden their educations or who are not ready to select a specific program of study. This curriculum provides the student with an introduction to liberal arts in a program that can be tailored to personal interests rather than to specific technical or professional requirements.

The student must complete the minimum course requirements in English, social science, humanities, mathematics/science and computers as stated below. To meet the elective course requirement, the student may apply toward the degree any other English, social science, humanities, mathematics, natural science or technical courses approved by his advisor.

Upon successful completion of 96 credit hours, the student is awarded an associate degree. Students who have completed another curriculum at Southwestern Community College may apply 36 of that program's credit hours toward the 46-48 elective credit hours required for a degree in General Education.

Students may enroll in the program any quarter and can complete requirements through day or evening classes.

English -13 Credit Hours
ENG 151, 153, 204

Humanities -10 Credit Hours selected from: ART, HUM, MUS, PHI, ENG numbered above 200, REL, FRE, SPA

Social Sciences -10 Credits Hours selected from: ANT, ECO, GEO, HIS, POL, PSY, SOC

Mathematics and Science - 13-15 Credit Hours: MAT 108 or 151 and 10 credit hours selected from MAT 111, MAT 130, BIO, CHM or PHY numbered above 100

Computers - 2 hours numbered above 100.

Electives - 46-48 Credit Hours selected, (with advisor approval,) from ANT, ART, BIO, CHM, ENG, ECO, GEO, HIS, HUM, MAT, MUS, PHI, PHY, POL, PSY, REL, SOC, or any other college level technical courses.

GENERAL TECHNOLOGY CURRICULUM CORE
T-201

General Technology Curriculum Core is designed as a career mobility program for technical students to acquire the general education and related courses in subject areas such as humanities; communications; social sciences; general computer studies; general graphics (drafting); and theoretical and applied sciences such as biology, chemistry, physics, and mathematics that are foundation courses to specific curriculums in the technical field. After completion of this certificate curriculum, the student has job skills for occupations requiring communications skills and/or science and mathematics. The student may take this program as the first level in a specific technical curriculum as an intended objective component of that technical curriculum. Students may also take this program for transfer to a technical curriculum at another community college system institution either prior to or concurrently with enrollment at the institution at which they intend to pursue or are pursuing a technical curriculum degree.

COURSE AND HOUR REQUIREMENTS:

			HOURS			
			Class	Lab	Shop	Credit
The student may take 18 QHC from the following courses						
GENERAL EDUCATION COURSES:						
ENG	151	Composition I	5	0	0	5
ENG	152	Written Communication	5	0	0	5
or						
ENG	153	Composition II (transfer option)	5	0	0	5
ENG	204	Oral Communications	3	0	0	3
POL	103	National, State, and Local Government	5	0	0	5
PSY	103	General Psychology	5	0	0	5
PSY	203	Human Growth and Development	5	0	0	5
PSY	229	Abnormal Psychology	5	0	0	5
SOC	101	Introduction to Sociology	3	0	0	3
SOC	102	Principles of Sociology	5	0	0	5
***	***	Humanities Requirement	3-5	0	0	3-5

The student may take 21 QHC from following courses:

RELATED COURSES:

ALH	102	Introduction to Health Care	3	0	0	3
ALH	110	Medical Terminology	3	0	0	3
ALH	120	Machine Transcription / Medical	1	4	0	3
ALH	150	CPR/First Aid	3	0	0	3
ALH	202	TQM in Health Care	3	0	0	3
BIO	104	Microbiology	3	2	0	4
BIO	120	Basic Anatomy and Physiology	1	4	0	3
BIO	121	Anatomy and Physiology I	4	2	0	5
BIO	122	Anatomy and Physiology II	4	2	0	5
BIO	151	Biology I: Principles of Life	3	2	0	4
BIO	152	Biology II: Zoology	3	2	0	4
BIO	153	Biology III: Botany	3	2	0	4
BIO	206	Advanced Physiology	4	2	0	5
CHM	101	Chemistry I	3	4	0	5
CHM	102	Chemistry II	3	4	0	5
MAT	105	Introduction to Algebra	5	0	0	5
MAT	108	College Algebra	5	0	0	5
MAT	110	Contemporary Math	5	0	0	5
MAT	112	College Mathematics	5	0	0	5
MAT	151	Math Concepts	5	0	0	5
MST	103	Introduction to MS-DOS Computer Systems	1	2	0	2
MST	270	Special Topics in Applications Software I	3	2	0	4
ORI	101	College Orientation	1	0	0	1
OSC	101	Keyboarding I	1	2	0	2
OSC	105	Word Processing I	1	4	0	3
***	***	Free Elective	6	0	0	6

The student may take 45 Quarter Hour Credits from related courses list.
AWARD: Certificate

HOSPITALITY/TOURISM SPECIALTY
T-213

The Hospitality/Tourism curriculum is designed to familiarize the student with all components of the hospitality industry: (1) Foodservice, (2) Lodging, (3) Travel and (4) Recreation. Hospitality will be emphasized as a top priority for promoting tourism and operating tourism-related business. Economics, law and management practices are also components of the communications and human relations. Work experience in the field is offered to give the student first hand experience in the industry.

Employment opportunities are available in hotels, motels, bed-and-breakfast establishments, recreational facilities, restaurants and tourist information centers.

Specific jobs include: sales clerk, desk clerk, waiter/waitress, welcome center attendant, restaurant hostess and campground attendant. With further training, a student may seek a higher level as a management trainee in related fields.

CURRICULUM BY QUARTERS

			HOURS			
			Class	Lab	Shop	Credit
MAJOR COURSES						
FSO	102	Introduction to Food Preparation	3	6	0	6
HPT	101	Introduction to Hospitality	3	0	0	3
HPT	102	Guest and Customer Relations	3	0	0	3
HPT	103	Tourism and the Local Community	5	0	0	5
HPT	104	Lodging Operations	3	0	0	3
HPT	105	Economics of Travel and Tourism	5	0	0	5
HPT	106	Hospitality Marketing and Promotion	3	0	0	3
HPT	107	Park and Campground Management	3	0	0	3
HPT	108	Hospitality Law	5	0	0	5
HPT	109	Travel Management	2	6	0	5
REC	108	Introduction to Recreation	3	0	0	3
			38	12	0	44

RELATED COURSES:						
GEO	102	Cultural Geography	5	0	0	5
MST	270	Special Topics in Applications Software I	3	2	0	4
ORI	101	College Orientation	1	0	0	1
OSC	110	Office Machines	0	2	0	1
			9	4	0	11
GENERAL EDUCATION:						
ENG	151	Composition I	5	0	0	5
ENG	152	Written Communication	5	0	0	5
	or					
ENG	153	Composition II (transfer option)				
ENG	204	Oral Communications	3	0	0	3
PSY	109	Human Relations	3	0	0	3
			16	0	0	16
WORK EXPERIENCE:						
COE	102	Cooperative Work Experience	0	0	20	2
ELECTIVES:			3	0	0	3

TOTAL QUARTER HOUR CREDITS: 76
AWARD: Diploma

MASONRY
V-070

The Masonry curriculum prepares individuals to work in the construction industry as bricklayers and masons. The mason must have a knowledge of basic mathematics, blueprint reading, and must also know the methods used in laying out a masonry job for residential, commercial and industrial construction.

Masons are employed by contractors in the building construction field to lay brick and blocks made of tile, concrete, glass, gypsum or terra cotta. The mason is also capable of constructing or repairing walls, partitions, arches, sewers, furnaces and other masonry structures.

COURSE AND HOUR REQUIREMENTS:

		HOURS			
		Class	Lab	Shop	Credit
MAJOR COURSES:					
MAS 1000	Masonry Shop I	5	0	15	10
or					
MAS 1000A	*Masonry - Mortar Mixing Techniques*	*1*	*0*	*3*	*2*
MAS 1000B	*General Masonry Procedures*	*2*	*0*	*6*	*4*
MAS 1000C	*Masonry - Laying to Line*	*2*	*0*	*6*	*4*
MAS 1001	Masonry Shop II	5	0	15	10
or					
MAS 1001A	*Masonry - Fundamental Skill Development*	*1*	*0*	*3*	*2*
MAS 1001B	*Fireplace Construction*	*2*	*0*	*6*	*4*
MAS 1001C	*Ornamental Masonry Techniques*	*2*	*0*	*6*	*4*
MAS 1005	Rock Construction	5	0	15	10
or					
MAS 1005A	*Stick-On Stone Construction*	*1*	*0*	*3*	*2*
MAS 1005B	*Field Stone Construction*	*2*	*0*	*6*	*4*
MAS 1005C	*Sized Stone Construction*	*2*	*0*	*6*	*4*
MAS 1020	Related Trowel Trades	5	0	15	10
or					
MAS 1020A	*Fundamentals of Stucco*	*1*	*0*	*3*	*2*
MAS 1020B	*Assimilated Brickwork*	*2*	*0*	*6*	*4*
MAS 1020C	*Assimilated Rockwork*	*2*	*0*	*6*	*4*
		20	0	60	40
RELATED COURSES:					
BUS 237	Small Business Management	3	2	0	4
DFT 1110	Blueprint Reading: Building Trades	1	0	3	2
DFT 1131	Drafting: Building Trades	1	0	3	2
DFT 1135	Design Techniques	3	2	0	4
ELC 1110	Basic Electricity	1	0	3	2
MAT 1101	Fundamentals of Math	5	0	0	5
MST 103	Introduction to MS-DOS Computer Systems	1	2	0	2

ORI	101	College Orientation	1	0	0	1
			16	6	9	22

GENERAL EDUCATION:

ENG	1106	Fundamentals of English	3	0	0	3
PSY	109	Human Relations	3	0	0	3
			6	0	0	6

AWARD: Diploma

MEDICAL LABORATORY TECHNOLOGY
T-110

The Medical Laboratory Technology curriculum prepares graduates to perform clinical laboratory procedures in chemistry, hematology, bacteriology, parasitology, serology, blood banking and body fluid analysis to develop data that my be used in the diagnosis of diseases and in evaluating the effectiveness of treatments.

The medical laboratory technician works under the supervision of a medical technologist and may be employed as a staff technician or assistant supervisor in a medical laboratory, or as a clinical instructor in an educational institution.

The graduate is eligible to take the registry examination given by the Board of Registry of Medical Technologists of the American Society of Medical Technologists of the American Society of Clinical Pathologists for certification as a medical laboratory technician or the examination given by the National Certifying Agency as a clinical laboratory technician.

Individuals desiring a career in Medical Laboratory Technology should if possible, take algebra, biology and chemistry courses prior to entering the program.

The program has a limited enrollment and only admits a class in the fall of each year. Applications must be completed and submitted by February 15 of the year in which the student wishes to enroll in the program. Supporting documents must be received no later than 30 days after February 15 of the same year. If all slots have not been filled after the above deadline, there may be extensions to the deadline. Please check with the Admissions Office about the status of the program.

Phase I

The applicant must:

1. Complete an application for admission to the College
2. Be a high school graduate or have earned a high school equivalency diploma (GED)
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institutions.
4. Have a grade point average of 2.0 or higher on a 4.0 scale of the most recent academic coursework.
5. Meet the Southwestern Community College's Placement Test requirement. This requirement may be met by one of the following methods.
   A. Take and pass all three components of the College's Placement Test. This test consists of a math, reading comprehension, and grammar section. The test is given at SCC and is free. For testing dates and times, consult the Admissions Office. If you do not pass the placement test you will have the option of retesting one time only. If you are unsuccessful on the second attempt, you will be required to enroll in and successfully complete the appropriate re medial coursework.

   or

   B. Having SAT scores of 400 or higher on each section.

   or

   C. Composite score of 18 or better on the ACT test

   or

   D. Successful completion of a College level math and English.

Phase II

Take the Health Occupations Aptitude Test. The cost of this test is $5.00. The applicant will be required to pay this fee when registering for the-test. Details for testing dates and times can be secured from the Admissions Office. This is not a pass or fail test. It is used to measure your potential to be successful in the program. You may only take the test one time per annual application period.

Phase III

Those individuals who have completed all parts of Phase I & II by the appropriate deadlines will be scheduled for a personal interview. Applicants will be notified of the date and time.

Phase IV

Those individuals who are notified of provisional acceptance status, will be provided with SCC physical, dental and immunization forms to be com-

pleted by the appropriate medical personnel. The completed medical forms must indicate that you are capable of meeting the physical requirements for the program. Also, the MLT Technical/Academic Standards Self-Appraisal form must be completed. The deadline for submitting the completed forms to the program director is August 25.

Notes:

1. It is recommended that all components of Phase I be completed before moving to the Phase II requirement (Health Occupations Aptitude Test).
2. Applicants are responsible for submitting all the necessary records to the College's Admissions Office.
3. Applications must be updated annually by applicants who were not accepted the previous year.
4. Applicants may take non-Medical Laboratory, general education and related coursework prior to being accepted into the program.

Clinical Education

The clinical education will be provided at cooperating hospitals or other healthcare facilities. The final three quarters of the MLT program are spent in one of several hospitals for practical experience in the clinical laboratory, under supervision. During clinical education, the student will rotate through all departments of the laboratory including: Hematology, Urinalysis, Chemistry, Phlebotomy, Microbiology, Serology, and Blood Bank. Emphasis is placed on attaining competency and proficiency in the performance of laboratory procedures, correlating theory and practice and demonstrating prescribed professional behavior. Clinical experience may be integrated with seminars on campus.

Academic Standards

The program requires that students maintain a high level of academic and clinical performance. Failure to meet these standards will prevent normal progression through the program.

Student Policy Manual

When the student enters the program, they will receive a Student Policy Manual. This manual outlines the policies and procedures to be followed over the course of the program. Upon request, this document is available to interested persons. These requests should be made directly to program officials.

CURRICULUM BY QUARTERS

			HOURS			
			Class	Lab	Clinic	Credit
FIRST QUARTER (Fall)						
ALH	110	Medical Terminology	3	0	0	3
BIO	121	Anatomy and Physiology I	4	2	0	5
MLT	101	Introduction to Medical Laboratory Technology and Phlebotomy	3	2	3	5
ORI	101	College Orientation	1	0	0	1
CHM	101	Chemistry I	3	4	0	5
***	***	Free Elective	3	0	0	3
			17	8	3	22
SECOND QUARTER (Winter)						
BIO	122	Anatomy and Physiology II	4	2	0	5
MAT	112	College Mathematics	5	0	0	5
MLT	102	Hematology I	3	2	0	4
MLT	106	Immunohematology I	4	2	0	5
MLT	108	Clinical Chemistry I and Body Fluids	2	2	0	3
			18	8	0	22
THIRD QUARTER (Spring)						
ENG	151	Composition I	5	0	0	5
MLT	103	Hematology II/Urinalysis II	2	2	0	3
MLT	104	Medical Microbiology	3	2	0	4
MLT	107	Immunohematology II	1	4	0	3
MLT	109	Clinical Chemistry II	2	2	0	3
MST	103	Introduction to MS-DOS Computer Systems	1	2	0	2
			14	12	0	20
FOURTH QUARTER (Summer)						
ENG	152	Written Communication	5	0	0	5
		or				
ENG	153	Composition II (transfer option)				
MLT	105	Medical Microbiology II	2	2	0	3
MLT	113	Clinical Applications	0	4	0	2
PSY	109	Human Relations	3	0	0	3
***	***	Humanities/Fine Arts Requirement	5	0	0	5
			15	6	0	18

FIFTH QUARTER (Fall)						
MLT	201	Clinical Experience I	0	0	39	13
SIXTH QUARTER (Winter)						
MLT	202	Clinical Experience II	0	0	39	13
SEVENTH QUARTER (Spring)						
MLT	203	Clinical Experience III	0	0	30	10
MLT	204	MLT Review	2	0	0	2
			2	0	30	12

TOTAL QUARTER HOUR CREDITS: 120
AWARD: Associate of Applied Science Degree

MEDICAL CODING

This course of study is designed to provide students with the knowledge and skills necessary for employment as a medical coder. This objective is fulfilled through study and application by coding medical records using a variety of nomenclatures and classification systems.

It is recommended that the courses be taken in the sequence listed below:

			HOURS			
			Class	**Lab**	**Clinic**	**Credit**
FIRST QUARTER (Fall)						
ALH	110	Medical Terminology	3	0	0	3
BIO	121	Anatomy and Physiology I	4	2	0	5
BIO	122	Anatomy and Physiology II	4	2	0	5
*BUS 3201-A		Basic ICD-9-CM Coding	40 Contact Hours			
*BUS 3201-B		Basic CPT-4 Coding	16 Contact Hours			

A certificate will be awarded upon successful completion of the above course work. A final grade of "C" or better is required for ALH 110, BIO 121 and BIO 122. A final grade of "P" is required for BUS 3201-A and BUS 3201-B.

* Offered through the Department of Continuing Education.

MEDICAL TRANSCRIPTION

Medical transcriptionists are in demand throughout the country due to their vital role in preparing health care records. Medical transcription is among the most fascinating of the allied health careers and requires a variety of skills.

These specialized transcriptionists translate dictaphone tapes which have been recorded by medical professionals into comprehensive typed records of patient care and treatment. The dictation may involve medical histories, physical, operative reports, discharges, and insurance claims in over thirty medical specialties such as radiology or surgery.

Medical transcriptionists will take courses to become familiar with medical terminology as well as Greek and Latin prefixes, suffixes, and roots. They also need courses in anatomy and physiology to learn the body systems and various disease processes. An understanding of the basics of medical and surgical processes and the hundreds of instruments used in surgery will also be developed.

It is recommended that the courses be taken in the sequence listed below:

CURRICULUM BY QUARTERS

			HOURS			
			Class	Lab	Clinic	Credit
ALH	110	Medical Terminology	3	0	0	3
ALH	120	Machine Transcription/ Medical	1	4	0	3
BIO	121	Anatomy and Physiology I	4	2	0	5
BIO	122	Anatomy and Physiology II	4	2	0	5
OSC	105	Word Processing I	1	4	0	3

For successful completion of the above coursework, a final grade of "C" or better is required. Upon successful completion of the coursework a certificate will be awarded.

MICROCOMPUTER SYSTEMS TECHNOLOGY
T-192

The purpose of Microcomputer Systems Technology curriculum is to prepare graduates for employment with business, industry, and government organizations that use or are planning to use computers in the process to manage information.

Using microcomputers or other small computer systems, students will learn to apply a variety of commonly used business applications and systems software; set up microcomputer hardware and install software; develop user training programs and user documentation; evaluate and recommend hardware and software; assist users in resolving hardware and software problems; and develop control and security procedures. Students will also learn the fundamentals of microcomputer networking.

CURRICULUM BY QUARTERS

			HOURS			
			Class	Lab	Shop	Credit
FIRST QUARTER (Fall)						
ENG	151	Composition I	5	0	0	5
MAT	151	Math Concepts	5	0	0	5
MST	101	Introduction to Information Processing	3	0	0	3
ORI	101	College Orientation	1	0	0	1
OSC	101	Keyboarding I	1	2	0	2
			15	2	0	16
SECOND QUARTER (Winter)						
ACC	121	Accounting I	4	2	0	5
ENG	152	Written Communication	5	0	0	5
	or					
ENG	153	Composition II (transfer option)				
MST	103	Introduction to MS-DOS Computer Systems	1	2	0	2
OSC	105	Word Processing I	1	4	0	3
			11	8	0	15
THIRD QUARTER (Spring)						
ACC	122	Accounting II	4	2	0	5
ENG	204	Oral Communications	3	0	0	3
MST	107	Introduction to Computer Programming Using Visual Basic	3	2	0	4

MST	121	Operating Systems	3	2	0	4
MST	131	Spreadsheets I Using Lotus 1-2-3	3	2	0	4
			16	8	0	20

FOURTH QUARTER (Summer)

MST	109	Structured Programming Using C++	3	2	0	4
MST	132	Spreadsheets II Using Lotus 1-2-3	3	2	0	4
MST	151	Microcomputer Acquisition and Implementation	3	0	0	3
***	***	Humanities Requirement	5	0	0	5
			14	4	0	16

FIFTH QUARTER (Fall)

BUS	112	Business Systems and Concepts	5	0	0	5
MST	213	Advanced Programming Using C++	3	2	0	4
MST	222	Local Area Networks for Microcomputers	3	2	0	4
MST	240	Business Graphics for Microcomputers	3	2	0	4
			14	6	0	17

SIXTH QUARTER (Winter)

MST	231	Database Management	3	2	0	4
MST	260	Information Systems Trends and Issues	3	0	0	3
MST	270	Special Topics in Applications Software	3	2	0	4
	or					
MST	272	Special Topics in Applications Software II	(1-4-0-3)			
	or					
COE	102	Cooperative Work Experience	(0-0-20-2)			
MST	271	Desktop Publishing Using Aldus Pagemaker	3	2	0	4

***	***	Social Science Requirement	3	0	0	3
			15	6	0	18
		or	13	8	0	17
		or	12	4	20	16

SEVENTH QUARTER (Spring)

BUS	257	Business Ethics	3	0	0	3
MST	252	Microcomputer Management Tools	3	2	0	4
MST	280	Information Systems Analysis and Design	3	2	0	4
***	***	Free Elective	5	0	0	5
			14	4	0	16

TOTAL QUARTER HOUR CREDITS: 116 - 118
AWARD: Associate of Applied Science Degree

NURSING EDUCATION OPTIONS: ASSOCIATE DEGREE WITH PRACTICAL NURSING (T-116) Region A Nursing Consortium

The Nursing Education Options: Associate Degree with Practical Nursing is a unique nursing curriculum designed to prepare graduates to practice as a practical nurse (LPN) or a registered nurse (RN). Students who choose to exit after the first four quarters have received fundamental preparation in nursing enabling them to be eligible to take the National Council Licensure Examination for Licensed Practical Nurses (NCLEX-PN) required for practice as a Licensed Practical Nurse. Graduates of the second year have developed the knowledge and skills which will enable them to be eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) required to practice as a Registered Nurse. Licensed Practical Nurses who meet specific criteria may also enter this program with advanced credits toward the Associate of Applied Science Degree (MS).

The first year graduate possesses a sound basic knowledge of nursing theory and proficiency in fundamental nursing skills. The graduate may

provide care and treatment to selected patients under the supervision of a registered nurse or physician. The practical nurse graduate is prepared specifically to participate in assessing the patient's physical and mental health; to record and report the results of the nursing assessment; to participate in implementing the health care plan; to reinforce the teaching and counseling of a registered nurse, physician, or dentist; and to record and report the nursing care rendered and the patient's response to that care.

The graduate of the second year is prepared to carry out nursing measures as well as medical delegated procedures utilizing the principles and theories of nursing and the sciences. The associate degree graduate is prepared to assess the patient's physical and mental health; to record and report the results of the nursing assessment; to plan, initiate and deliver, and evaluate appropriate nursing acts; to teach, delegate to, or supervise other personnel in implementing the treatment regiment; to collaborate with other health care providers in determining the appropriate health care for a patient; to implement the treatment and pharmaceutical regimen prescribed by a person authorized by State law to prescribe such a regimen; to provide teaching and counseling about the patents health care; to report and record the plan of care, nursing care given, and the patent's response to care; and to supervise, teach and evaluate those who perform or are preparing to perform nursing functions.

ADDITIONAL INFORMATION:

Region A Nursing Consortium offers quarters one through four (NEO I) at each of the three consortium-member colleges: Haywood Community College, Southwestern Community College, and Tri-County Community College. The nursing courses in quarters five through eight (NEO II) are conducted at the Administrative Unit, Haywood Community College, with clinical rotations scheduled primarily in the Asheville area. Nonnursing courses are taken at the school of enrollment unless otherwise arranged. All students completing the eighth quarter are awarded an Associate Degree in Nursing from the home school are are eligible to take the NCLEX-RN for Registered Nurse Licensure.

While students who complete NEO I may choose to transfer to other NEO programs throughout the state on a space-available basis to complete NEO II, such transfer will be at the discretion of the receiving institution. Students from other NEO programs may transfer into the Region A Nursing Consortium program also on a space available basis, provided they can satisfy all other admission requirements.

It should be noted that many of the courses are sequential; therefore, it is not advisable for the student to omit any quarter and re-enter the program that year. Re-entry under such circumstances is by permission of the program director.

ENTRANCE REQUIREMENTS

1. Must be a high school graduate or equivalent.
2. Must submit transcripts of high school, equivalency, and post high school education.
3. Must have completed all prerequisite courses with an average of "C" or better on each within six (6) years of enrollment in the nursing program.
4. Must complete the college admission test with appropriate scores.
5. Must submit complete dental, physical, and immuniation records as well as any other physical or mental health requirements deemed necessary.
6. Must have a personal interview with department representative.

ADMISSION TO THE NURSING (NEO) PROGRAM

Admissions Requirements for **First Year Applicants**

Phase I

1. Complete the application for admission to the desired college.
2. Submit official copies of transcripts or records of high school and/or acceptable GED scores and all post secondary schools.
3. Achieve satisfactory scores on the APSCC, also known as the Nursing Admission Test or NAT.
   a. Applicants may attempt the Nursing Admission Test three (3) times within a five-year period at any consortium-member college; the highest score on each section will be used for point determination.
   b. A 90-day waiting period is required before retesting at any consortium member college.
   c. Admission test scores are valid for five (5) years prior to enrollment in the nursing curriculum.
4. Submit evidence of completion of prerequisite courses within six years of enrollment and with a letter grade of "C" or better.

a. **FRESHMAN**: High school or college Algebra, Biology, and Chemistry; applicants currently attending high school and enrolled in these courses will be given conditional credit.

b. **ADVANCED PLACEMENT**: High school or college level Algebra Bi-

ology and Chemistry; college-level English 151 or equivalent, General Psychology, Microbiology, Anatomy and Physiology I and II. Advanced Placement applicants must also complete NUR 199 Nursing Transition within the year of or the year prior to enrollment in the nursing program.

5. **ADVANCED PLACEMENT** applicants are also required to:
   a. Submit evidence of graduation from an approved practical Nurse Education program with a GPA of 2.0 or better, **and**
   b. Submit evidence of a current and unencumbered Practical Nurse license.
6. Deadline for completion of Phase I criteria:
   a. **FRESHMEN**: All criteria must be completed by **January 31.**
   b. **ADVANCED PLACEMENT:** All criteria must be completed by **July 31.**
7. Upon completion of all criteria by the applicable deadline, the Selection Criteria will be implemented and applicants will be placed on a list from which candidates for interview will be determined.
   a. **FRESHMEN:** The top-scoring 25 applicants will be interviewed; at the completion of the interviews, the top-scoring 15 applicants will receive letters of provisional acceptance and be advised to proceed with Phase II of the admission process.
   b. **ADVANCED PLACEMENT:** The top-scoring 6 applicants will be interviewed; at the completion of the interviews, existing spaces will be filled from highest-ranking scores downward until all slots have been assigned. Applicants chosen to fill a space will receive letters of provisional acceptance and be advised to proceed with Phase II of the admission process.

NOTE: The selection of applicants for the nursing program is based on a competitive point system. Details of the point system are available from the Admissions Department of any consortium-member col lege. Additional information about the admissions process or selec tion system may be obtained from the Admissions Department or Nursing Department of each member college.

Region A Nursing Consortium is a single nursing program offered by the three member colleges. To receive maximum consideration for acceptance into the nursing program, applicants are encouraged to apply to the member college which serves the individual's residency area. Applicants from outside the consortium service area should apply to the member-college closest to their area of residency. Applicants are requested

to apply to the nursing program at only one of the consortium-member colleges and upon qualifying, will be considered for interview on only one campus.

Phase II

1. All requirements for Phase II must be completed and submitted to the Nursing Department within 30 days of notification of provisional acceptance.
   a. Submit Region A Nursing Consortium Physical Examination form completed and signed and dated by the applicant and a Physician, Physician Assistant, or Nurse Practitioner.
   b. Submit the Region A Nursing Consortium Dental Examination form completed and signed by a Dentist.
   c. Submit the Region A Nursing Consortium Immunization form completed and signed by Physician or health clinic personnel.
2. Resolution of any noted problems must be completed and submitted to the Nursing Department within 30 days of problem identification.
3. Applicants are responsible for submitting all necessary and records to the college of application within the appropriate time frames.
4. Failure to complete all steps in Phase II may result in forfeiture of placement in the nursing program.
5. Following satisfactory completion of Phase II, qualified applicants will receive letters of full acceptance into the nursing program. These letters must be presented to the nursing faculty advisor upon registration for the first nursing course.

Note: Following admission, evaluation of health and overall behavior of the student continues through the program Dismissal from the program will result if a student (1) presents problems in physical or emotional health which do not respond to appropriate treatment and/or counseling within a reasonable period of time, or (2) demonstrates behavior which conflicts with safety essential to nursing practice and/or the Nurse Practice Act.

Applicants who are not accepted during one admission cycle may continue the admission process by renewing the application through the Admissions Office.

ADMISSION/RE-ENTRY PRIORITIES

Priority for Admission to NEO I or NEO II will be given as follows:

1. New entering students.

2. Re-entering students in good standing.
3. Students with a grade of less than "C" in any NUR prefix course(s) but with a GPA greater than 2.0.
4. Students with a GPA of less than 2.0.

Persons re-applying will be considered by the above criteria. Information regarding the process for re-entry may be obtained from the Admission Office or Nursing Department. Students shall have three (3) opportunities to complete the Nursing Education Options Program.

INTRA-CONSORTIUM TRANSFER POLICY

1. All requests for transfer from one consortium-member college to another must be approved by the NEO Steering Committee prior to implementation.
2. No student will be allowed to transfer between NEO Consortium Colleges in order to improve grade standing.
3. Requests for intra-consortium transfer must be made in writing at least 30 days prior to the quarter in which the transfer is desired and addressed to the Program Director.

PROGRESSION POLICIES

These Progression Policies will apply to all students in Region A Nursing Consortium, first and second year (NEO I and NEO II).

1. The grading scale for Region A Nursing Consortium is as follows:

   A = 93 - 100
   B = 86 - 92
   C = 78 - 85
   D = 70 - 77
   F = below 70

   Decimals, up to three places, will be carried until the final grade is calculated. At the end, decimals will be dropped and there will be no rounding up of the final grade.
2. To remain in good standing, all students in the program are required to maintain a cumulative grade point average of "C" (2.0 quality points).
3. A student receiving a grade below "C" or Unsatisfactory (U) in any NUR prefix course will not be permitted to progress in the nursing core until the course has been successfully completed with a grade of "C" or better or "S".
   a. The student may continue to take non-nursing courses in the NEO curriculum according to established eligibility.

4. In order to successfully complete any nursing course with a clinical component, the student must:
   a. Earn a grade of "C" or better in the theoretical (classroom) component, AND
   b. Make Satisfactory ("S") progress in all clinical and lab components. Unsatisfactory ("U") will equate to a grade of "D".
   c. In nursing courses with more than one component (NUR 104, NUR 204), an "S" must be earned in the first clinical component and a "C" or better must be earned in the first theoretical (classroom) component before a student may progress to the second half of the course. When both components of these courses have been successfully completed, the theory (classroom) grades of each component will be averaged equally to determine the final grade of record.
   d. Student earning a grade below "C" or Unsatisfactory ("U") in either/any component of the course, including those with more than two components, will have the lower grade reported as the final grade of record. There will be no averaging of the grades. The student will be required to repeat the entire course, all components.

NOTE: Due to limited class size and clinical availability, students who must repeat will be enrolled in the courses needed on a space-available basis at the first opportunity. In the event that more students must repeat than space is available, priority will be given in accordance with the Admission/Re-Entry Policy. If those seeking entry are all repeating students, first consideration will be given to the student achieving the highest numerical grade below "C" in the course under consideration.

5. Students shall have (3) opportunities to complete the Nursing Education Options Program.
6. First year students who do not wish to progress into the second year are to notify their nursing faculty advisor in writing by the middle of the fourth quarter.

NOTE: Following admission, evaluation of health and overall behavior of the student continues through the program. Dismissal from the program will result if a student: (1) presents problems in physical or emotional health which do not respond to appropriate treatment and/or counseling within a reasonable period of time, or (2) demonstrates behavior which conflicts with safety essential to nursing practice.

ACADEMIC PROGRAMS

NURSING EDUCATION OPTIONS

The central objective of this curriculum is to prepare practitioners of nursing who will be competent to assume the functions of their level of practice and to provide in their educational program a career choice comensurate with their individual needs and abilities, and mobility that will facilitate continued education for personal growth and development, as well as professional proficiency.

NUR prefix courses are open only to persons accepted into the T116 Nursing Education Options Curriculum and must be taken in the sequence as listed. Non-nursing courses may be taken prior to or during the quarter listed.

CURRICULUM BY QUARTERS

			HOURS			
			Class	Lab	Clinic	Credit
FIRST QUARTER (Fall)						
BIO	121	Anatomy and Physiology I	4	2	0	5
ENG	151	Composition I	5	0	0	5
NUR	101	Fundamentals of Nursing	6	4	3	9
			15	6	3	19
SECOND QUARTER (Winter)						
BIO	122	Anatomy and Physiology II	4	2	0	5
MAT	112	College Mathematics	5	0	0	5
NUR	102	Medical-Surgical Nursing I	6	0	12	10
			15	2	12	20
THIRD QUARTER (Spring)						
NUR	104	Maternal-Child Health Nursing	6	0	15	11
NUR	107	Pharmacology	3	0	0	3
PSY	103	General Psychology	5	0	0	5
			14	0	15	19
FOURTH QUARTER (Summer)						
NUR	103	Medical-Surgical Nursing II	6	0	12	10
BIO	104	Microbiology	3	2	0	4
MST	103	Introduction to MS-DOS Computer Systems	1	2	0	2
			10	4	12	16

SECOND YEAR

***FIFTH QUARTER (Winter)**						
BIO	206	Advanced Physiology	4	2	0	5
NUR	204	Adv Maternal-Child Health Nursing	6	0	15	11
or						
NUR	205	Psychiatric Nursing	5	0	12	9
AND						
SOC	101	Introduction to Sociology	3	0	0	3
			13	2	15	19
			or 12	2	12	17
SIXTH QUARTER (Spring)						
ENG	152	Written Communication	5	0	0	5
or						
ENG	153	Composition II (transfer option)				
NUR	202	Medical-Surgical Nursing III	5	0	15	10
			10	0	15	15
***SEVENTH QUARTER (Summer)**						
ENG	204	Oral Communications	3	0	0	3
NUR	204	Adv Maternal-Child Health Nursing	6	0	15	11
or						
NUR	205	Psychiatric Nursing	5	0	12	9
			9	0	15	14
			or 8	0	12	12
EIGHTH QUARTER (Fall)						
NUR	203	Medical-Surgical Nursing IV	5	0	15	10
NUR	206	Nursing Seminar	2	0	0	2
***	***	Free Elective	3	0	0	3
			10	0	15	15

* Course assignments will be made by the Program Director or his/her designee.

TOTAL QUARTER HOUR CREDITS: 133 or 137
AWARD: Associate of Applied Science Degree

OCCUPATIONAL THERAPY ASSISTANT
T-142

The Occupational Therapy Assistant curriculum prepares graduates to work under the supervision or consultation of a Registered Occupational Therapist in developing, maintaining or restoring adaptive skills in individuals whose abilities to perform tasks of daily living are impaired by developmental deficits, aging, and physical or psychosocial disabilities. The program includes instruction on providing activities to encourage the client to work on his own recovery, instructions on interpersonal skills, group interaction skills, concepts of health and illness, and the use of activity techniques in teaching developmental needs. Supervised field experiences include working with clients from these groups.

Upon completing all required course work and field work, the student will be awarded an Associate in Applied Science Degree in Occupational Therapy Assistant. To work as a Certified Occupational Therapy Assistant, the individual must then pass a national certification examination given by the American Occupational Therapy Certification Board and be licensed with the state. These credentialing procedures are separate from the Community College program and the graduation process.

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education. Graduates are able to sit for the national certification exam.

Graduates may be employed in hospitals, rehabilitation facilities, long-term and extended care facilities, sheltered workshops, schools, homebound programs, and community centers.

Individuals desiring a career as an occupational therapy assistant should, if possible, take biology, algebra, sociology and psychology courses prior to entering the program.

The program has a limited enrollment and only admits a class in the fall of each year. Applications must be completed and submitted by February 15 of the year in which the student wishes to enroll in the program. Supporting documents must be received no later than 30 days after February 15 of the same year. If all slots have not been filled after the above deadline, there may be extensions to the deadline. Please check with the Admissions Office about the status of the program.

Phase I

The applicant must:

1. Complete an application for admission to the College
2. Be a high school graduate or have earned a high school equivalency diploma (GED)
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institutions.
4. Have a grade point average of 2.0 or higher on a 4.0 scale of the most recent academic coursework.
5. Meet the Southwestern Community College's Placement Test requirement. This requirement may be met by one of the following methods.
   A. Take and pass all three components of the College's Placement Test. This test consists of a math, reading comprehension and grammar section. The test is given at SCC and is free. For testing dates and times, consult the Admissions Office. If you do not pass the placement test, you will have the option of retesting one time only. If you are unsuccessful on the second attempt, you will be required to enroll in and successfully complete the appropriate remedial coursework.

   Or

   B. Having SAT scores of 400 or higher on each section.

   Or

   C. Composite score of 18 or better on the ACT test.

   Or

   D. Successful completion of a College level math and English.
6. It is highly recommended that the applicant spend time observing in an Occupational Therapy Department. A list of possible observation sites is available in the Admissions Office.

Phase II

Take the Health Occupations Aptitude Test. The cost of this test is $5.00. The applicant will be required to pay this fee when registering for the test. Details for testing dates and times can be secured from the Admissions Office. This is not a pass or fail test. It is used to measure your potential to be successful in the program. You may only take the test one time per annual application period.

Phase III

Those individuals who have completed all parts of phase I & II by the appropriate deadlines will be scheduled for a personal interview. Applicants will be notified of date and time.

Phase IV

Those individuals who are notified of provisional acceptance status, will be provided with SCC physical, dental and immunization forms to be completed by the appropriate medical personnel. The completed medical forms must indicate that you are capable of meeting the physical requirements for the program. The deadline for submitting the completed forms to the program director is August 25.

Notes:

1. It is recommended that all components of Phase I be completed before moving to the Phase II requirement (Health Occupations Aptitude Test).
2. Applicants are responsible for submitting all the necessary records to the College's Admissions Office.
3. Applications must be updated annually by applicants who were not accepted the previous year.
4. Applicants may take non-Occupational Therapy, general education and related coursework prior to being accepted into the program.

CURRICULUM BY QUARTERS

			HOURS			
			Class	Lab	Clinic	Credit
FIRST QUARTER (Fall)						
ALH	110	Medical Terminology	3	0	0	3
BIO	121	Anatomy and Physiology I	4	2	0	5
ENG	151	Composition I	5	0	0	5
MST	103	Introduction to MS-DOS Computer Systems	1	2	0	2
ORI	101	College Orientation	1	0	0	1
OTA	101	Occupational Therapy I	3	0	0	3
PSY	103	General Psychology	5	0	0	5
			22	4	0	24
SECOND QUARTER (Winter)						
BIO	122	Anatomy and Physiology II	4	2	0	5
ENG	152	Written Communication	5	0	0	5
	or					
ENG	153	Composition II (transfer option)				
OTA	102	Occupational Therapy II	3	2	0	4

OTA	104	Kinesiology for OTA's	3	2	0	4
PSY	203	Human Growth and Development	5	0	0	5
			20	6	0	23

THIRD QUARTER (Spring)

MAT	112	College Mathematics	5	0	0	5
OTA	103	Occupational Therapy III	3	4	3	6
OTA	106	Occupational Therapy Media I	2	2	0	3
OTA	107	Medical Conditions	3	0	0	3
PSY	229	Abnormal Psychology	5	0	0	5
			18	6	3	22

FOURTH QUARTER (Summer)

OTA	105	Occupational Therapy IV	3	4	3	6
OTA	108	Major Crafts and Their Applications	2	2	0	3
OTA	201	Occupational Therapy Media II	2	2	0	3
***	***	Free Elective	3	0	0	3
			10	8	3	15

FIFTH QUARTER (Fall)

OTA	202	Pediatrics for the OTA	3	2	0	4
OTA	203	Occupational Therapy V	3	4	0	5
OTA	204	The Mature Years - Gerontology	3	2	0	4
OTA	205	Occupational Therapy in the Community	3	0	3	4
***	***	Humanities/Fine Arts Requirement	3	0	0	3
			15	8	3	20

SIXTH QUARTER (Winter)

OTA	206	Facility Management	3	0	0	3
OTA	207	Occupational Therapy Fieldwork II	0	0	24	8
			3	0	24	11

SEVENTH QUARTER (Spring)						
OTA	208	Occupational Therapy Fieldwork II	1	0	24	9

TOTAL QUARTER HOUR CREDITS: 124
AWARD: Associate of Applied Science Degree

PARALEGAL TECHNOLOGY
T-120

The Paralegal Technology curriculum trains individuals in basic knowledge and applications of the law to work under the supervision of attorneys. The paralegal/legal assistant can support attorneys by performing routine legal tasks, and assisting with more complicated and difficult legal work. Training will include legal specialty courses such as legal research, real estate, litigation preparation, as well as general subjects such as English, oral communications, mathematics, and computer skills.

Graduates of the Paralegal Technology curriculum are trained to assist an attorney or group of attorneys in many areas of the law. A paralegal/legal assistant is not able to practice law, give legal advice or represent clients in a court of law. However, paralegals/legal assistants can represent clients in some administrative hearings. Paralegal graduates will be able to assist in work on probate matters, conduct investigations, search public records, serve and file legal documents, perform library research, and provide office management. Employment opportunities and job descriptions vary greatly depending on whether a paralegal/legal assistant is hired by a private law firm, or a government agency, or a corporation such as a bank or insurance company.

CURRICULUM BY QUARTERS

			HOURS			
			Class	**Lab**	**Shop**	**Credit**
FIRST QUARTER (Fall)						
BUS	215	Legal Applications for Business	5	0	0	5
ENG	151	Composition I	5	0	0	5
LEX	100	Paralegal Orientation	3	0	0	3

MAT	110	Contemporary Math	5	0	0	5
ORI	101	College Orientation	1	0	0	1
			19	0	0	19

SECOND QUARTER (Winter)

ACC	121	Accounting I	4	2	0	5
ENG	152	Written Communication	5	0	0	5
	or					
ENG	153	Composition II (transfer option)				
LEX	103	Legal Research I	3	2	0	4
LEX	106	Constitutional Law	5	0	0	5
OSC	101	Keyboarding I	1	2	0	2
			18	6	0	21

THIRD QUARTER (Spring)

ENG	204	Oral Communications	3	0	0	3
LEX	211	Title Abstracting	3	2	0	4
LEX	212	Real Property	5	0	0	5
LEX	220	Legal Research II	3	2	0	4
***	***	Social Science Requirement	5	0	0	5
			19	4	0	21

FOURTH QUARTER (Summer)

LEX	201	N.C. Legal Systems	3	2	0	4
LEX	210	Mechanics of Property Transactions	3	2	0	4
LEX	232	Estate Administration	3	2	0	4
***	***	Humanities Requirement	3	0	0	3
***	***	Free Elective	3	0	0	3
			15	6	0	18

FIFTH QUARTER (Fall)

LEX	111	Torts	5	0	0	5
LEX	113	Family Law	4	2	0	5
LEX	208	Criminal Law	5	0	0	5
MST	103	Introduction to MS-DOS Computer Systems	1	2	0	2
OSC	105	Word Processing I	1	4	0	3
			16	8	0	20

SIXTH QUARTER (Winter)						
LEX	107	Criminal Evidence and Procedure	4	2	0	5
LEX	110	Civil Procedure	3	4	0	5
LEX	203	Administrative Law	3	0	0	3
LEX	215	The Law Office	3	0	0	3
OSC	106	Word Processing II	1	4	0	3
			14	10	0	19
SEVENTH QUARTER (Spring)						
COE	102	Cooperative Work Experience	0	0	20	2
	or					
LEX	112	Supervised Work Experience				

Co-op Option: Qualified students may elect to take up to six credit hours of cooperative education, two of which are required. The optional four credit hours may be substituted for any free elective.

TOTAL QUARTER HOUR CREDITS: 120
AWARD: Associate of Applied Science Degree

PHLEBOTOMY
V-168

A Phlebotomy technician curriculum prepares the graduate to draw blood specimens from patients for the purpose of testing and analyzing blood. The job involves duties related to the preparation and maintenance of equipment used in obtaining blood specimens; the use of appropriate communication skills when working with patients; the selection of venipuncture sites; the care of blood specimen; and the entry of the testing process into the computer, as well as clerical duties associated with record keeping of the blood tests.

The program has a limited enrollment and only admits one class each year. Applications must be completed and submitted by August 1 of the year in which the student wishes to enroll in the program. Supporting documents must be received no later than 30 days after August 1 of the same year. If all slots have not been filled after the above deadline, there may be extensions to the deadline. Please check with the Admissions Office about the status of the program.

Phase I

The applicant must:

1. Complete an application for admission to the College.
2. Be a high school graduate or have earned a high school equivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institutions.
4. Have a grade point average of 2.0 or higher on a 4.0 scale of the most recent academic coursework.
5. Meet the Southwestern Community College's Placement Test requirement. This requirement may be met by one of the following methods.
   A. Take and pass all three components of the College's Placement Test. This test consists of a math, reading comprehension, and grammar section. The test is given at SCC and is free. For testing dates and times, consult the Admissions Office. If you do not pass the Placement Test, you will have the option of retesting **one** time only. If you are unsuccessful on the second attempt, you will be required to enroll in and successfully complete the appropriate remedial coursework.

   or

   B. Having SAT scores of 400 or higher on each section.

   or

   C. Composite score of 18 or better on the ACT test.

   or

   D. Successful completion of a college level math and English.

Phase II

Those individuals who are notified of provisional acceptance status will be provided with SCC physical, dental and immunization forms to be completed by the appropriate medical personnel. The completed medical forms must indicate that you are capable of meeting the physical requirements of the program. Also, the Phlebotomy Technical/Academic Standards self-appraisal form must be completed. The deadline for submitting the completed forms to the program director is October 31.

Notes:

1. It is recommended that all components of Phase I be completed before moving to the Phase II requirement.
2. Applicants are responsible for submitting all the necessary records to the College's Admissions Office.

3. Applications must be updated annually by applicants who were not accepted the previous year.
4. Applicants may take non-phlebotomy, general education and related coursework prior to being accepted into the program.

CURRICULUM BY QUARTERS

			HOURS			
			Class	Lab	Clinic	Credit
FIRST QUARTER (Winter)						
ALH	110	Medical Terminology	3	0	0	3
PBT	101	Basic Concepts in Phlebotomy	5	2	0	6
PBT	110	Clinical Experience	0	0	12	4
PSY	109	Human Relations	3	0	0	3
			11	2	12	16

TOTAL QUARTER HOUR CREDITS: 16
AWARD: Certificate

PHYSICAL THERAPIST ASSISTANT
T-062

The Physical Therapist Assistant curriculum prepares the graduate to assist the professional physical therapist in a variety of direct patient care services, delegated by the supervising therapist, to restore function by alleviation or prevention of physical impairment and other activities essential to the operation of a physical therapy service. The graduate is eligible to take the licensing examination given by the North Carolina Board of Physical Therapy Examiners.

Employment opportunities are available in general hospitals, rehabilitation centers, extended care facilities, specialty hospitals, home health agencies, private clinics and public school systems.

Suggested preparatory courses for individuals desiring a career in physical therapist assisting would include biology, algebra and possible chemistry.

The program has a limited enrollment and only admits a class in the fall of each year. Applications must be completed and submitted by February 15 of the year in which the student wishes to enroll in the program. Support-

ing documents must be received no later than 30 days after February 15 of the same year. If all slots have not been filled after the above deadline, there may be extensions to the deadline. Please check with the Admissions Office about the status of the program.

Phase I

The applicant must:

1. Complete an application for admission to the College
2. Be a high school graduate or have earned a high school equivalency diploma (GED)
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institutions.
4. Have a grade point average of 2.0 or higher on a 4.0 scale of the most recent academic coursework.
5. Meet the Southwestern Community College's Placement Test requirement. This requirement may be met by one of the following methods.
   A. Take and pass all three components of the College's Placement Test. This test consists of a math, reading comprehension, and grammar section. The test is given at SCC and is free. For testing dates and times, consult the Admissions Office. If you do not pass the placement test, you will have the option of retesting one time only. If you are unsuccessful on the second attempt, you will be required to enroll in and successfully complete the appropriate remedial coursework.

   Or

   B. Having SAT scores of 400 or higher on each section.

   Or

   C. Composite score of 18 or better on the ACT test.

   Or

   D. Successful completion of a College level math and English.
6. Complete a minimum of 16 hours of observation time in Physical Therapy at a health care facility. A form for documenting attendance is available from the Admissions Office. It is the prospective student's responsibility to obtain necessary documentation of attendance and return the form to the Admissions Office. A list of possible observation sites is also available in the Admissions Office; however, it is your responsibility to schedule your visits.

Phase II

Take the Health Occupations Aptitude Test. The cost of this test is $5.00.

The applicant will be required to pay this fee when registering for the test. Details for testing dates and times can be secured from the Admissions Office. This is not a pass or fail test. It is used to measure your potential to be successful in the program. You may only take the test one time per annual application period.

Phase III

Those individuals who have completed all parts of Phase I & II by the appropriate deadlines will be scheduled for a personal interview. Applicants will be notified of date and time.

Phase IV

Those individuals who are notified of provisional acceptance status, will be provided with SCC physical, dental and immunization forms to be completed by the appropriate medical personnel. The completed medical forms must indicate that you are capable of meeting the physical requirements for the program. The deadline for submitting the completed forms to the program director is August 25.

Notes:

1. It is recommended that all components of Phase I be completed before moving to the Phase II requirement (Health Occupations Aptitude Test).
2. Applicants are responsible for submitting all the necessary records to the College's Admissions Office.
3. Applications must be updated annually by applicants who were not accepted the previous year.
4. Applicants may take non-Physical Therapist Assistant, general education and related coursework prior to being accepted into the program .

CURRICULUM BY QUARTERS

			HOURS			
			Class	Lab	Clinic	Credit
FIRST QUARTER (Fall)						
ALH	150	CPR/First Aid	3	0	0	3
BIO	121	Anatomy and Physiology I	4	2	0	5
ENG	151	Composition I	5	0	0	5
ORI	101	College Orientation	1	0	0	1
PTH	101	Introduction to Physical Therapy	3	4	0	5
			16	6	0	19

SECOND QUARTER (Winter)						
BIO	122	Anatomy and Physiology II	4	2	0	5
ENG	152	Written Communication	5	0	0	5
	or					
ENG	153	Composition II (transfer option)				
MAT	112	College Mathematics	5	0	0	5
	or					
MAT	151	Math Concepts				
MST	103	Introduction to MS-DOS Computer Systems	1	2	0	2
PTH	102	Physical Therapy Procedures I	2	4	0	4
			17	8	0	21
THIRD QUARTER (Spring)						
PSY	103	General Psychology	5	0	0	5
PTH	103	Physical Therapy Procedures II	1	4	0	3
PTH	104	Pathology-Physiology for PT Assistants	5	0	0	5
PTH	109	Human Anatomy for PT Assistants	1	4	0	3
			12	8	0	16
FOURTH QUARTER (Summer)						
PTH	105	Clinical Education I	0	0	9	3
PTH	106	Therapeutic Exercise I	1	4	0	3
PTH	107	Functional Anatomy for PT Assistants	3	2	0	4
PTH	205	Community Health and Welfare	3	0	0	3
			7	6	9	13
FIFTH QUARTER (Fall)						
PTH	108	Clinical Education II	0	0	9	3
PTH	201	Psychology of Adjustment (PT)	3	0	0	3
PTH	202	Physical Therapy Procedures III	2	2	0	3
PTH	203	Therapeutic Exercise II	2	6	0	5
			7	8	9	14

SIXTH QUARTER (Winter)						
PTH	204	Clinical Education III	0	0	15	5
PTH	206	Physical Therapy Procedures IV	2	4	0	4
SOC	102	Principles of Sociology	5	0	0	5
***	***	Humanities Requirement	3	0	0	3
***	***	Free Elective	1	0	0	1
			11	4	15	18
SEVENTH QUARTER (Spring)						
PTH	207	Clinical Education IV	0	0	36	12
PTH	208	Physical Therapist Assistant Review	1	0	0	1
			1	0	36	13

TOTAL QUARTER HOUR CREDITS: 114
Award: Associate of Applied Science Degree

PLUMBING AND PIPEFITTING
Evening Program
V-037

The Plumbing and Pipefitting curriculum is designed to train individuals to repair or install plumbing systems in residences and small commercial buildings. Courses in plumbing practices and pipefitting are included to provide practical experience as well as courses in theory that one must know to advance and keep up to date with new innovations. Other courses in communication skills, physics, human relations and business operations are provided to assist the individual in occupational growth.

Plumbers are employed by contractors in the building construction fields to install pipe systems which carry water, steam, air or other liquids or gases for sanitation, heating, industrial production and various other uses. They also alter and repair existing pipe systems and install plumbing fixtures, appliances, and heating and refrigeration units.

COURSE AND HOUR REQUIREMENTS

		HOURS			
		Class	Lab	Shop	Credit
MAJOR COURSES:					
PLU 1101A	Plumbing Pipework I	2	0	6	4
PLU 1101B	Plumbing Pipework II	3	0	9	6
PLU 1111A	Domestic Hot and Cold Water Systems I	2	0	6	4
PLU 1111B	Domestic Hot and Cold Water Systems II	3	0	9	6
PLU 1112	Installation of Plumbing Fixtures	2	0	6	4
PLU 1115A	Drainage Systems: Residential I	2	0	6	4
PLU 1115B	Drainage Systems: Residential II	2	0	6	4
PLU 1116A	Commercial Systems I	2	0	6	4
PLU 1116B	Commercial Systems II	3	0	9	6
		21	0	63	42
RELATED COURSES:					
DFT 1110	Blueprint Reading: Building Trades	1	0	3	2
MAT 1101	Fundamentals of Math	5	0	0	5
PHY 1101	Applied Science I	3	2	0	4
WLD 1101	Basic Welding	1	0	3	2
		10	0	6	13
GENERAL EDUCATION:					
ENG 1106	Fundamentals of English	3	0	0	3
PSY 109	Human Relations	3	0	0	3
		6	0	0	6

TOTAL QUARTER HOUR CREDITS: 61
AWARD: Certificate

RADIO AND TV BROADCASTING TECHNOLOGY
T-179

Students enrolled in the Radio and TV Broadcasting Technology curriculum have a variety of careers from which to choose. They learn to speak well on microphone and on camera with and without scripts. They learn how to operate the camera, run the audio control board and direct the whole program. Courses in the curriculum also teach students the legal aspects of broadcasting, how to manage a broadcast operation, how to troubleshoot equipment, and how to write and produce both audio and video programming. Technical courses included are designed to give students an understanding of electronics and broadcast equipment.
Upon completion, they are well prepared to write, produce, perform and direct production, and also have an understanding of how their equipment works.

Graduates of the curriculum may find employment in radio or television stations, cable TV companies, public relations and advertising agencies, recording studios, production houses, and industrial or educational media.

CURRICULUM BY QUARTERS

			HOURS			
			Class	**Lab**	**Shop**	**Credit**
FIRST QUARTER (Fall)						
ENG	151	Composition I	5	0	0	5
ORI	101	College Orientation	1	0	0	1
OSC	101	Keyboarding I	1	2	0	2
RTV	201	Introduction to Telecommunications	5	0	0	5
RTV	203	Expression in the Media	5	0	0	5
			17	2	0	18
SECOND QUARTER (Winter)						
ENG	152	Written Communication	5	0	0	5
	or					
ENG	153	Composition II (transfer option)				
MAT	105	Introduction to Algebra	5	0	0	5
MST	103	Introduction to MS-DOS Computer Systems	1	2	0	2
RTV	204	Radio Production	3	4	0	5

RTV	206	Writing for the Media	5	0	0	5
			19	6	0	22

THIRD QUARTER (Spring)

ENG	204	Oral Communications	3	0	0	3
PSY	109	Human Relations	3	0	0	3
RTV	116	Broadcast Announcing	3	4	0	5
RTV	207	Television Production I	5	4	0	7
RTV	213	Station Operations I	0	0	9	3
			14	8	9	21

FOURTH QUARTER (Summer)

ELC	109	Fundamentals of AC and DC	3	2	0	4
RTV	205	Broadcast Programming	5	0	0	5
RTV	209	Television Production II	2	10	0	7
***	***	Humanities/Fine Arts Requirement	5	0	0	5
			15	12	0	21

FIFTH QUARTER (Fall)

MST	270	Special Topics in Applications Software	3	2	0	4
		or				
MST	240	Business Graphics for Microcomputers				
		or				
MST	271	Desktop Publishing Using Aldus Pagemaker				
RTV	211	Broadcast Journalism	3	4	0	5
RTV	212	Broadcast Management	5	0	0	5
RTV	218	Broadcast Law	5	0	0	5
			16	6	0	19

SIXTH QUARTER (Winter)

BUS	237	Small Business Management	3	2	0	4
RTV	202	Sales and Promotion	5	0	0	5
RTV	221	Troubleshooting Broadcast Equipment	3	2	0	4
RTV	243	Public Relations and the Media	5	0	0	5
***	***	Free Elective	3	0	0	3
			19	4	0	21

SEVENTH QUARTER (Spring)

(Choose one)

COE	101	Cooperative Work Experience	0	0	10	1
RTV	227	Broadcast Field Training	1	0	10	2

TOTAL QUARTER HOUR CREDITS: 123
AWARD: Associate of Applied Science Degree

RADIOGRAPHY
(Radiologic Technology)
T-061

The radiography curriculum prepares the graduate to use radiation to provide images of tissues, organs, bones, and vessels that comprise the human body. The curriculum includes instruction in patient care and management, radiation protection, imaging procedures, quality assurance, recording media processing, equipment maintenance, interpersonal communication, and professional responsibility through an integration of classroom, laboratory, and clinical education. The radiographer is a skilled healthcare professional qualified to provide patient services using imaging modalities as directed by qualified physicians.

Graduates may be employed in radiology departments in hospitals, clinics, physicians' offices, research and medical laboratories, federal and state agencies and industry.

Graduates of accredited programs are eligible to apply to take the national examination administered by the American Registry of Radiologic Technologists for certification and registration as medical radiographer.

Individuals desiring a career in radiography should take courses in biology, algebra, and the physical sciences prior to entering the program. The program has a limited enrollment and only admits a class in the fall of each year. Applications must be completed and submitted by February 15 of the year in which the student wishes to enroll in the program. Supporting documents must be received no later than 30 days after February 15 of the same year. If all slots have not been filled after the above deadline, there may be extensions to the deadline. Please check with the Admissions Office about the status of the program.

The applicant must:

1. Complete an application for admission to the College
2. Be a high school graduate or have earned a high school equivalency diploma (GED)
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institutions.
4. Have a grade point average of 2.0 or higher on a 4.0 scale of the most recent academic coursework.
5. Meet the Southwestern Community College's Placement Test requirement. This requirement may be met by one of the following methods.
   A. Take and pass all three components of the College's Placement Test. This test consists of a math, reading comprehension, and grammar section. The test is given at SCC and is free. For testing dates and times, consult the Admissions Office. If you do not pass the placement test, you will have the option of retesting one time only. If you are unsuccessful on the second attempt, you will be required to enroll in and successfully complete the appropriate remedial coursework.
   or
   B. Having SAT scores of 400 or higher on each section.
   or
   C. Composite score of 18 or better on the Act test.
   or
   D. Successful completion of a College level math and English.
6. Be eighteen (18) years of age by the start of the second quarter of the year admitted to the program.
7. It is recommended that the applicant spend time observing in a Radiology Department. A list of possible observation sites is available in the Admissions Office.

Phase II

Take the Health Occupations Aptitude Test. The costs of this test is $5.00. The applicant will be required to pay this fee when registering for the test. Details for testing dates and times can be secured from the Admissions Office. This is not a pass or fail test. It is used to measure your potential to be successful in the program. You may only take the test one time per annual application period.

Phase III

Those individuals who have completed all parts of Phase I & II by the appropriate deadlines will be scheduled for a personal interview. Applicants will be notified of date and time.

Phase IV

Those individuals who are notified of provisional acceptance status, will be provided with SCC physical, dental and immunization forms to be completed by the appropriate medical personnel. The completed medical forms must indicate that you are capable of meeting the physical requirements for the program. The deadline for submitting the completed forms to the program director is August 25.

Notes:

1. It is recommended that all components of Phase I be completed before moving to the Phase II requirement (Health Occupations Aptitude Test).
2. Applicants are responsible for submitting all the necessary records to the College's Admissions Office.
3. Applications must be updated annually by applicants who were not accepted the previous year.
4. Applicants may take non-Radiologic Technology, general education and related coursework prior to being accepted into the program.

Clinical Education

Selected learning experience (clinical education) will be provided at cooperating hospitals or other health care facilities within the area served by the College. During the second year of the program, students will be assigned evening and weekend rotations to make the clinical experience well rounded.

Academic Standards

The program requires that students maintain a high level of academic and clinical performance. Failure to meet these standards will prevent normal progression through the program.

Pregnancy Policy

Purpose

Due to the possibility of a female student becoming pregnant during the two year span of time required to complete the Radiologic Technology program, a pregnancy policy is hereby established.

Rationale

The human embryo-fetus is highly radio-sensitive and must be protected from excessive exposure to ionizing radiation.

1. The student must notify the program director and clinical supervisor immediately.
2. The student shall keep exposure levels to a minimum.
3. Make up all time missed due to pregnancy.
4. Any aspects of clinical education that are not attainable, due to this circumstance, must be completed at a later date to meet competency levels.
5. Each individual situation will be dealt with on an individual basis.
6. The pregnancy policy may require that a student attend the program longer than the stated 24 months. The student is aware of this and agrees to this eventuality.
7. The specifics of each hospitals pregnancy policy will also be observed once a pregnancy is identified (i.e., if a pregnancy is identified while attending clinical education at Swain County Hospital, then during that clinical assignment the specifics of Swain County Hospital pregnancy policy would become in effect).

Student Policy Manual

When the student enters the program, they will receive a Student Policy Manual. This manual outlines the policies and procedures to be followed over the course of the program. Upon request, this document is available to interested persons. These requests should be made directly to program officials.

CURRICULUM BY QUARTERS

			HOURS			
			Class	Lab	Clinic	Credit
FIRST QUARTER (Fall)						
BIO	121	Anatomy and Physiology I	4	2	0	5
ENG	151	Composition I	5	0	0	5
MAT	112	College Mathematics	5	0	0	5
ORI	101	College Orientation	1	0	0	1
RAD	101	Introduction to Radiologic Technology	3	0	0	3
RAD	105	Patient Care/Medical Ethics	3	0	0	3
			21	2	0	22
SECOND QUARTER (Winter)						
BIO	122	Anatomy and Physiology II	4	2	0	5
ENG	152	Written Communication	5	0	0	5
	or					

ENG	153	Composition II (transfer option)				
RAD	110	Positioning I	3	4	0	5
RAD	115	Principles of Exposure I	3	0	0	3
RAD	118	Clinical Education I	0	0	15	5
			15	6	15	23

THIRD QUARTER (Spring)

RAD	120	Positioning II	3	4	0	5
RAD	125	Principles of Exposure II	3	2	0	4
RAD	128	Clinical Education II	0	0	15	5
***	***	Elective	3	0	0	3
***	***	Humanities/Fine Arts Elective	5	0	0	5
			14	6	15	22

FOURTH QUARTER (Summer)

RAD	130	Positioning III	3	4	0	5
RAD	133	Radiation Protection/Biology	3	0	0	3
RAD	135	Principles of Exposure III	2	2	0	3
RAD	138	Clinical Education III	0	0	24	8
			8	6	24	19

FIFTH QUARTER (Fall)

PSY	103	General Psychology	5	0	0	5
RAD	200	Radiologic Physics I	3	0	0	3
RAD	205	Special Procedures I	3	0	0	3
RAD	208	Clinical Education IV	0	0	24	8
			11	0	24	19

SIXTH QUARTER (Winter)

ALH	150	CPR/First Aid	3	0	0	3
RAD	210	Radiologic Physics II	3	0	0	3
RAD	215	Special Procedures II	3	0	0	3
RAD	218	Clinical Education V	0	0	24	8
			9	0	24	17

SEVENTH QUARTER (Spring)

MST	103	Introduction to MS-DOS Computer Systems	1	2	0	2
RAD	220	Radiographic Pathology	3	0	0	3
RAD	225	Film Critique	3	0	0	3
RAD	228	Clinical Education VI	0	0	24	8
			7	2	24	16

EIGHTH QUARTER (Summer)						
RAD	230	Radiologic Technology Seminar	3	0	0	3
RAD	238	Clinical Education VII	0	0	33	11
			3	0	33	14

TOTAL QUARTER HOUR CREDITS: 152
AWARD: Associate of Applied Science Degree

REAL ESTATE
T-127

The purposes of the Real Estate curriculum are to prepare the individual to enter the real estate industry, provide an educational program for persons directly involved in various phases of the real estate industry, and provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through a thorough introduction to real estate principles, practices, industry ethics, finance, law, appraisal techniques and trends.

The curriculum will provide the opportunity for an individual to enter public or private employment in real estate areas such as sales, finance, development, market analysis, valuation and property management. Advanced real estate job opportunities are available in areas such as brokerage, management, appraising or consulting.

COURSE AND HOUR REQUIREMENTS

			HOURS			
			Class	Lab	Shop	Credit
MAJOR COURSES:						
ACC	121	Accounting I	4	2	0	5
ACC	122	Accounting II	4	2	0	5
BUS	124	Construction Methods and Materials	3	0	0	3
BUS	240	Principles of Marketing and Sales	5	0	0	5
BUS	275	Land Use and Development	3	0	0	3
BUS	285	Real Estate Market Valuation	3	0	0	3

BUS	289	Real Estate Law	4	0	0	4
BUS	290	Real Estate Finance	3	0	0	3
BUS	291	Fundamentals of Real Estate	6	0	0	6
BUS	292	Real Estate Brokerage Operations	3	0	0	3
BUS	296	Real Estate Ethics	3	0	0	3
BUS	297	Real Estate Seminar	3	0	0	3
BUS	298	Real Estate Investments and Taxation	4	0	0	4
BUS	299	Property Management	3	0	0	3
***	***	Technical Elective	3	0	0	3
			54	4	0	56

RELATED COURSES:

BUS	112	Business Systems and Concepts	5	0	0	5
BUS	215	Legal Applications for Business	5	0	0	5
BUS	272	Principles of Supervision	5	0	0	5
ECO	110	Contemporary Economic Institutions	5	0	0	5
or						
BUS	248	Business Economics				
MAT	110	Contemporary Math	5	0	0	5
MST	103	Introduction to MS-DOS Computer Systems	1	2	0	2
ORI	101	College Orientation	1	0	0	1
OSC	101	Keyboarding I	1	2	0	2
PSY	109	Human Relations	3	0	0	3
***	***	Related Elective	3	0	0	3
			34	4	0	36

GENERAL EDUCATION:

ENG	151	Composition I	5	0	0	5
ENG	152	Written Communication	5	0	0	5
or						
ENG	153	Composition II (transfer option)				
ENG	204	Oral Communications	3	0	0	3
***	***	Humanities Requirement	3	0	0	3
***	***	Social Science Requirement	3	0	0	3
			19	0	0	19

			2	0	0	2
ELECTIVE:						
RELATED ELECTIVES:						
BUS	259	Managerial Planning	3	2	0	4
MST	131	Spreadsheets I Using Lotus 1-2-3	3	2	0	4
OSC	105	Word Processing I	1	4	0	3
TECHNICAL ELECTIVES:						
MST	240	Business Graphics for Microcomputers	3	2	0	4
ACC	141	Current Trends-Financial	3	0	0	3
COE	102	Cooperative Work Experience	0	0	20	2

TOTAL QUARTER HOUR CREDITS: 113
AWARD: Associate of Applied Science Degree

RESPIRATORY CARE TECHNOLOGY
(Technician and/or Therapist)
T-091

Respiratory Care Technology offers career education for individuals interested in becoming a respiratory therapy technician or respiratory therapist.

The respiratory therapist is qualified to assume primary responsibility for respiratory and cardiac care, including the supervision of technicians. The therapist makes patient care decisions concerning the use of life-support systems, oxygen therapy and other breathing treatments. They also perform heart and lung studies. Graduates of the therapist program receive an associate degree.

The technician performs tasks which include oxygen therapy, breathing treatments and equipment maintenance. Graduates of the technician program receive a diploma.

Graduates of accredited programs are eligible to apply for admission to the entry-level examination. Graduates of an accredited therapist program are also eligible to take the advanced practitioner examinations. These examinations are given by the National Board for Respiratory Care.

Graduates may be employed in hospitals, clinics, nursing homes, education, industry, and home care.

The program has a limited enrollment and only admits a class in the fall of each year. Applications must be completed and submitted by February 15 of the year in which the student wishes to enroll in the program.

Supporting documents must be received no later than 30 days after February 15 of the same year. If all slots have not been filled after the above deadline, there may be extensions to the deadline. Please check with the Admissions Office about the status of the program.

The applicant must:

1. Complete an application for admission to the college
2. Be a High school graduate or have earned a high school equivalency diploma (GED)
3. Submit official copies of all transcripts (high school and college) Transcripts must be sent directly from the institutions
4. Have a grade point average of 2.0 or higher on a 4.0 scale of the most recent academic coursework
5. Meet the Southwestern Community College's Placement Test requirement This requirement may be met by one of the following methods.

A. Take and pass all three components of the College's Placement Test. This test consists of a math, reading comprehension, and grammar section. The test is given at SCC and is free. For testing dates and times, consult the Admissions Office. If you do not pass the placement test you will have the option of retesting one time only. If you are unsuccessful on the second attempt, you will be required to enroll in and successfully complete the appropriate remedial coursework

or

B. Having SAT scores of 400 or higher on each section

or

C. Composite score of 18 or better on the ACT test

or

D. Successful completion of a College level math and English

6. It is highly recommended that the applicant spend time observing in a Respiratory Care Department. A list of possible observation sites is available in the Admissions Office.

Phase II

Take the Health Occupations Aptitude Test. The costs of this test is

$5.00. The applicant will be required to pa this fee when registering for the test. Details for testing dates and times can be secured from the Admissions Office. This is not a pass or fail test. It is used to measure your potential to be successful in the program. You may only take the test one time per annual application period.

Phase III

Those individuals who have completed all parts of Phase I & II by the appropriate deadlines will be scheduled for a personal interview. Applicants will be notified of date and time.

Phase IV

Those individuals who are notified of provisional acceptance status, will be provided with SCC physical, dental and immunization forms to be completed by the appropriate medical personnel. The completed medical forms must indicate that you are capable of meeting the physical requirements for the program. The deadline for submitting the completed forms to the program director is August 25.

Notes:

1. It is recommended that all components of Phase I be completed before moving to the Phase II requirement (Health Occupations Aptitude Test).
2. Applicants are responsible for submitting all the necessary records to the College's Admissions Office.
3. Applications must be updated annually by applicants who were not accepted the previous year.
4. Applicants may take non-Respiratory Care, general education and related coursework prior to being accepted into the program.

CURRICULUM BY QUARTERS

			HOURS			
			Class	Lab	Clinic	Credit
FIRST QUARTER (Fall)						
BIO	121	Anatomy and Physiology I	4	2	0	5
ENG	151	Composition I	5	0	0	5
MAT	112	College Mathematics	5	0	0	5
ORI	101	College Orientation	1	0	0	1
RSP	101	Orientation to Respiratory Care	2	4	0	4
			17	6	0	20

SECOND QUARTER (Winter)

BIO	122	Anatomy and Physiology II	4	2	0	5
CHM	100	Basic Chemistry	5	0	0	5
RSP	102	Cardiopulmonary Anatomy and Physiology	2	2	0	3
RSP	103	Theories and Principles I	4	2	0	5
RSP	111	Clinical Experience I	0	0	9	3
			15	6	9	21

THIRD QUARTER (Spring)

PSY	109	Human Relations	3	0	0	3
RSP	104	Pathophysiology	2	2	0	3
RSP	105	Theories and Principles II	4	2	0	5
RSP	106	Pulmonary Functions	2	2	0	3
RSP	112	Clinical Experience II	0	0	18	6
			11	6	18	20

FOURTH QUARTER (Summer)

BIO	104	Microbiology	3	2	0	4
RSP	107	Pharmacology	3	0	0	3
RSP	108	Pediatric Respiratory Care	1	2	0	2
RSP	113	Clinical Experience III	0	0	24	8
			7	4	24	17

Successful completion of a comprehensive proficiency exam is required for graduation and/or continuation in the program.

RESPIRATORY CARE TECHNICIAN AWARD: Diploma
TOTAL QUARTER HOUR CREDITS: 78

FIFTH QUARTER (Fall)

RSP	201	Intensive Respiratory Care	4	2	0	5
RSP	211	Clinical Experience IV	0	0	21	7
***	***	Free Elective	3	0	0	3
			7	2	21	15

SIXTH QUARTER (Winter)

ENG	152	Written Communication	5	0	0	5
	or					
ENG	153	Composition II (transfer option)				

RSP	202	Neonatal Respiratory Care	2	2	0	3
RSP	212	Clinical Experience V	0	0	21	7
***	***	Humanities/Fine Arts Requirement	5	0	0	5
			12	2	21	20

SEVENTH QUARTER (Spring)

MST	103	Introduction to MS-DOS Computer Systems	1	2	0	2
RSP	203	Respiratory Therapy Department Operations	2	0	0	2
RSP	204	Registry Review Seminar	2	2	0	3
RSP	213	Clinical Experience VI	0	0	24	8
			5	4	24	15

Successful completion of a comprehensive proficiency exam is required for graduation.

RESPIRATORY CARE THERAPIST AWARD
Associate of Applied Science Degree
Total Quarter Hour Credits: 128

ASSOCIATE DEGREE PROGRAM FOR VOCATIONAL INSTRUCTORS T-109

The Associate Degree Program for Vocational Instructors is designed for individuals who are skilled and experienced in a trade or technical specialty and who would like to receive an associate degree in preparation for teaching or for other purposes. Credit toward the associate degree is given for previous education, training and/or experience.

Graduates of this curriculum will be eligible for employment in the vocational or technical instructional programs in the secondary schools, community college, technical colleges or technical institutes.

ACADEMIC PROGRAMS

COURSE AND HOUR REQUIREMENTS

			HOURS			
			Class	Lab	Shop	Credit
MAJOR COURSES:						
Specialty Skills						
(Awarded toward experience in the field)						
21 hours from the following:						
EDU	110	Methods of Teaching Industrial Subjects	3	0	0	3
EDU	111	Use of Media in Instruction I	3	0	0	3
EDU	112	Shop Organization and Planning I	2	2	0	3
EDU	113	Shop Organization and Planning II	2	2	0	3
EDU	114	Safety in the School Shop and Laboratory	3	0	0	3
EDU	115	Introduction to Industrial Education	3	0	0	3
EDU	116	History and Philosophy of Industrial Education	3	0	0	3
EDU	117	Program and Course Development	3	0	0	3
EDU	118	Principles of Cooperative Education	3	0	0	3
EDU	119	Occupational Guidance	3	0	0	3
EDU	121	Drafting for the Vocational Instructor I	3	0	0	3
EDU	123	Environmental Concepts in Education	3	0	0	3
EDU	124	Teaching the Handicapped Student in Occupational Education	3	0	0	3
EDU	125	Drafting for the Vocational Instructor II	3	0	0	3
EDU	140	Use of Media in Instruction II	3	0	0	3
RELATED COURSES:						
MST	270	Special Topics in Applications Software I	3	2	0	4

ORI	101	College Orientation	1	0	0	1
***	***	Math Elective (MAT 110 or MAT 151)	5	0	0	5
***	***	Science Elective	5	0	0	5
***	***	Electives	10	0	0	10
			24	2	0	25

GENERAL EDUCATION:

ENG	151	Composition I	5	0	0	5
ENG	152	Written Communication	5	0	0	5
	or					
ENG	153	Composition II (transfer option)				
ENG	204	Oral Communications	3	0	0	3
***	***	Social Science Requirement	3	0	0	3
***	***	Humanities Requirement	3	0	0	3
			19	0	0	19

WORK EXPERIENCE:	0
ELECTIVES:	3

TOTAL QUARTER HOUR CREDITS: 116
AWARD: Associate of Applied Science Degree

Credit will be awarded to skilled craftsmen based on educational experience and work experience. Credit will be awarded in the following manner:

Twenty-four quarter hours' credit for full-time trade school, twelve months in one special skill as are certified by diploma or letter by trade school officials, maximum twenty-four quarter credit hours.

and/or

One quarter hour credit per sixty hours of full-time trade inspection for programs of less than one year duration. Certified by diploma or letter by trade school officials, maximum eight credit hours.
One quarter hour credit per forty hours of special course instruction-company sponsored school. Certified by diploma, certificate, or letter by company school. Maximum five hours.

Five quarter hours credit for each full year of employment in a teach-

ing situation. Teaching must be the primary responsibility of employment. Maximum ten hours.

Two quarter hours credit for each full year employment in the specialty occupation qualified to teach. Maximum ten hours.

The maximum number of hours awarded for specialty skills toward an Associate in Applied Science Degree is 48 quarter hours.

A minimum of 56 quarter hours credit must be earned through coursework at Southwestern Community College or another recognized college or technical institute program. In order to earn an Associate in Applied Science Degree, the general education requirements must be met either through transfer credit, challenge examination, or formal course work.

A program of study will be prepared for each individual vocational instructor or potential instructor who makes application for the program.

WELDING
V-050

The Welding curriculum gives students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry. Welders join metals by a pplying intense heat, and sometimes pressure to form a permanent bond between intersecting metals.

Welding offers employment in practically any industry: shipbuilding, automotive, aircraft, guided missiles, heavy equipment, railroads, construction, pipefitting, production shops, job shops and many others.

CURRICULUM BY QUARTERS

		HOURS			
		Class	Lab	Shop	Credit
FIRST QUARTER (Fall)					
WLD 1120	Oxy-Fuel and Arc Welding	4	0	15	9
or					
WLD 1120A	*Basic Oxy-Fuel Cutting*	*1*	*0*	*3*	*2*
WLD 1120B	*Oxy-Fuel Welding and Brazing*	*1*	*0*	*3*	*2*
WLD 1120C	*Basic Arc Welding I*	*1*	*0*	*3*	*2*

WLD 1120D	*Basic Arc Welding II*	*1*	*0*	*6*	*3*
WLD 1127	Blueprint Reading for Welders	2	0	3	3
MAT 1101	Fundamentals of Math	5	0	0	5
ORI 101	College Orientation	1	0	0	1
		12	0	18	18

SECOND QUARTER (Winter)

WLD 1121	Shielded Metal Arc Welding	4	0	18	10
or					
WLD 1121A	*Advanced Arc Welding "Fillet Welds"*	*2*	*0*	*6*	*4*
WLD 1121B	*Structural Welding Single Groove With Backing Plate*	*1*	*0*	*6*	*3*
WLD 1121C	*Structural Welding Single Groove "No Backing Plate"*	*1*	*0*	*6*	*3*
PHY 1101	Applied Science I	3	2	0	4
PSY 109	Human Relations	3	0	0	3
		10	2	18	17

THIRD QUARTER (Spring)

WLD 1123	Gas Shielded Arc Welding	5	0	15	10
or					
WLD 1123A	*Basic Gas Tungsten Arc Welding*	*2*	*0*	*6*	*4*
WLD 1123B	*Advanced Gas Tungsten Arc Welding*	*1*	*0*	*3*	*2*
WLD 1123C	*Basic MIG Welding*	*2*	*0*	*6*	*4*
ENG 1106	Fundamentals of English	3	0	0	3
CAR 1109	Estimating: Building Trades	4	0	0	4
		12	0	15	17

FOURTH QUARTER (Summer)

WILD 1125	Pipe Welding	3	0	12	7
or					
WLD 1125A	*Pipe Welding "5G" Position*	*1*	*0*	*3*	*2*

ACADEMIC PROGRAMS

WLD 1125B	*Pipe Welding "2G" Position*	*1*	*0*	*3*	*2*
WLD 1125C	*Pipe Welding "6G" Position*	*1*	*0*	*6*	*3*
WLD 1128	Certification Practices and Mechanical Testing	3	0	12	7
or					
WLD 1128A	SMAW Practice and Guided Bend Test "5G" Position	1	0	3	2
WLD1128B	SMAW Practice and Guided Bend Test "2G" Position	1	0	3	2
WLD1128C	SMAW Practice and Guided Bend Test "6G" Position	1	0	6	3
		6	0	24	14

AWARD: Diploma



COURSE DESCPRIPTIONS

ACC 121 Accounting I (4-2-0-5) A concentration of the characteristics of a sole proprietorship and the accounting for this type of business. Beginning with the accounting equation for a service business and then one which sells merchandise. The student will study and learn how to journalize, post and summarize accounting data.

ACC 122 Accounting II (4-2-0-5) An analysis of recording, summarizing, and interpreting data-with an emphasis on management control rather than on skills. Applications and problems will focus on additional merchandising transactions. Accounting services are shown as they contribute to the recognition and solution of management problems. Accounting principles applied to partnerships will be included. Prerequisite: ACC 121.

ACC 123 Accounting III (4-2-0-5) An emphasis on accounting principles applied to corporations along with the study of long term liabilities, investments, analysis of financial statements, costs, cash flow statements, and budgets. Prerequisite: ACC 122.

ACC 133 Governmental Accounting (3-2-0-4) A study of the accounting principles relating to governments including appropriations and allotments, encumbrances, and fund accounting. Emphasis will be placed on various funds and the operations of these funds including General, Special, Debt Service, Assessment, Trust Agency, Intragovernmental Service, Capital Projects, and Enterprise Funds. Also included are the legal aspects of accounting from the standpoint of the private accountant and governmental accountant. Prerequisite: ACC 121.

ACC 141 Current Trends - Financial (3-0-0-3) An examination and analysis of case studies and lectures centering around financial and business periodicals, which will develop the student's ability to keep up to date in the profession. Prerequisite: all course requirements of the first 3 quarters or advisor approval.

ACC 204 Computerized Accounting Procedures (3-2-0-4) A concentration of the complete accounting cycle for a retailing, sole proprietorship. A practice set will be required with manual and computer applications. In addition, payroll record keeping will be included, which will emphasize computations of wages and salaries, methods of record keeping, and the preparation of government reports. Students will perform manual and computerized applications in payroll record keeping. There will be an opportunity to work with Lotus 1-2-3 and other accounting software packages. Prerequisite: ACC 122 and MST 131.

ACC 222 Intermediate Accounting I (3-2-0-4) A thorough treatment of the field of general accounting, providing the necessary foundation for specialized studies that follow. The course includes among other aspects, the balance sheet, income and retained earnings statements, fundamental processes of recording, cash and temporary investments, and analysis of working capital. Prerequisite: ACC 123.

ACC 223 Intermediate Accounting II (3-2-0-4) Emphasis will be placed on investments, plant and equipment, intangible assets, special analytical processes, and processing accounting data. Prerequisite: ACC 123.

ACC 225 Cost Accounting (3-2-0-4) A study of the nature and purposes of cost accounting, accounting for direct labor, materials, and factory overhead; job cost, process cost, and standard cost principles and procedures; selling and distribution costs, budgets and executive use of cost figures. Cost accounting computer applications will be covered in this course. Prerequisite: ACC 123.

ACC 226 Introduction to Auditing (3-0-0-3) An introductory study of the theories and practices of auditing, the generally accepted auditing standards, and the rules of professional conduct. Auditing techniques, the types of audits, audit opinions, internal auditing concepts, and procedures will be covered from the public accounting viewpoint. Prerequisite: ACC 123.

AHR 1104 Fundamentals of Forced Air Heating Systems (2-0-6-4) An introduction to the fundamentals of heating and heat transfer related to various types of forced air heating systems. Sizes and ratings of different types of furnaces, energy sources, fuels, combustion controls, and components which make up a complete forced air heating system will be covered in detail.

AHR 1105 Fundamentals of Hydronic Heating Systems (2-0-6-4) An introduction to the fundamentals of heating and heat transfer related to various types of hydronic heating systems. Sizes and ratings of different types of boilers, energy sources, fuels, combustion controls, and components which make up a complete hydronic heating system will be covered in detail.

AHR 1118 Distribution Systems: Fabrication and Installation (2-0-6-4) An analysis of heating and cooling system design including heat loss and gain, equipment sizing, balancing and selection. Emphasis will be placed on the fabrication, installation, and maintenance of heating and cooling distribution systems using various materials to achieve correct air and/or fluid flow. This course covers safety, fabrication, threading, soldering, fasteners, fans, and insulation.

AHR 1119 Heating and Air Conditioning Servicing (4-0-9-7) An introduction to the servicing and repair procedures for both warm air heating and air conditioning systems. Emphasis is placed on system diagnosis, start-up and calibration procedures including performance tests. Repair procedures for the electrical and electronic controls for both heating and air conditioning systems will be covered in detail.

AHR 1120 Air Conditioning Systems (3-0-6-5) The history, theory, and factors relating to air conditioning are studied. Instruction will include air conditioning terminology, temperature measurement, air movement, humidity, psychometric properties, comfort zone, effective temperature, air diffusion, filtration, and testing instruments. A complete study of both heat pumps and portable units is included in the course.

COURSE DESCPRIPTIONS

AHR 1121 Principles of Refrigeration (3-0-6-5) An introduction to the essential terminology, laws of refrigeration, heat and the methods of heat transfer, the compression system, use and care of tools and equipment, tubing and fittings used in refrigeration systems. Practice will be given in basic refrigeration jobs such as tube bending, flaring, swaging, identification of fittings, soldering, and use of basic equipment.

AHR 1126 All Year Comfort Systems I: Conventional (4-0-9-7) A study of the components and their function in a complete conventional heating system. Trouble-shooting malfunctions, repair or replacement of components, and complete system adjustment procedures are covered in detail. Prerequisite: AHR 1104, AHR 1105, AHR 1118 or permission of instructor.

AHR 1127 All Year Comfort Systems II: Heat Pumps (4-0-9-7) Heating and cooling equipment is selected, assembled, installed, wired, calibrated, and tested. Emphasis is placed on the maintenance and servicing of equipment used in the cleaning, changing, humidification, and temperature control of air in an air conditioned space. Shop work involves locating and correcting equipment failures, testing and adjusting heating and cooling equipment to maximum energy conservation. Prerequisite: AHR 1105, AHR 1121, AHR 1126, AHR 1117, or permission of instructor.

ALH 102 Introduction to Health Care (3-0-0-3) An introduction to various health care delivery systems, medical ethics, medical-legal issues, and the various health care providers and their roles in health care.

ALH 110 Medical Terminology (3-0-0-3) A study of the structure of medical words and terms with emphasis placed on spelling, pronouncing, defining and understanding commonly used suffixes, prefixes, root words, combining forms, and abbreviations.

ALH 120 Machine Transcription/Medical (1-4-0-3) A practical application in transcription of medical reports. Emphasis will be placed on medical histories, pathology reports, x-ray reports, discharge summaries, and special reports with emphasis on correct spelling and usage of medical terminology, sentence structure, and punctuation of these reports. Proofreading skills will also be covered.

ALH 150 CPR/First Aid (3-0-0-3) The practical application of basic first aid, infant, child, and adult CPR. Emphasis will be paced on providing the knowledge and skills necessary to help keep someone alive, reduce panic and minimize the consequences of injury or sudden illness.

ALH 202 TQM In Health Care (3-0-0-3) An introduction to the concepts of total quality management. The major areas will be (a) history (b) principles (c) management philosophies (d) tools and techniques (e) team dynamics, and their application to health care.

ANT 120 Comparative Cultures (5-0-0-5) A survey of cultural diversity among various societies including examination and comparative study of elements that make up specific cultures, i.e. social institutions, economic systems, religious systems, and language.

ART 101 Art Appreciation (5-0-0-5) A general education course open to all; design principles from the layman's point of view, critical evaluation of selected works of painting, sculpture, and industrial design related to everyone's life.

AUT 101 Braking Systems (2-0-6-4) Course content includes the principles of operation, types, and diagnosis and repair of hydraulic and mechanical braking systems.

AUT 102 Antilock Braking Systems (2-0-3-3) Instruction is provided in the theory of operation, components, and diagnosis and service of power- assisted and computerized antilock braking systems. Use of specialized diagnostic equipment and service information is emphasized.

AUT 111 Suspension and Steering Systems (3-0-9-6) Principles of operation, types, and diagnosis and repair of steering and suspension systems are introduced. Course content is centered on manual and power steering systems, and standard and electronically-controlled suspension systems.

AUT 113 Wheel Alignment (1-0-3-2) Instruction is provided in two- and four-wheel alignment diagnosis, repair and adjustment.

AUT 121 Electrical Fundamentals and Engine Electrical Systems (3-0-6-5) Basic Principles of electricity will be covered in this course in addition to reading wiring diagrams and using test equipment. Course content will also include battery, starter system, and charging system diagnosis and service.

AUT 122 Chassis Electrical Systems (3-0-9-6) Instruction will include advanced diagnostics, service, and repair of the following automotive electrical/electronic systems: lighting; gauges; warning devices; driver information; horn; wiper/washer and other automotive accessory systems.

AUT 124 Engine and Chassis Electrical Systems Application (2-0-9-5) Upon completion of this course, students should be able to perform most tasks required in service and repair of automotive engine and chassis electrical/electronics systems. Tasks will be performed on "live work" vehicles using manufacturers' recommended procedures.

AUT 131 Engine Performance I (3-0-9-6) Students are introduced to the basic principles, systems and procedures required for diagnosing and restoring engine performance through the use of electrical and electronic test equipment.

COURSE DESCPRIPTIONS

AUT 132 Engine Performance II (4-0-6-6) Instruction is provided in the use of scan tools and service manuals used in conjunction with vehicle onboard electronic engine control systems to diagnose engine performance and vehicle emission problems. Students will also learn to apply advanced driveability and diagnostic techniques to locate and repair performance problems. Prior to enrolling in Engine Performance II. students should have successfully completed Engine Performance I.

AUT 133 Advanced Engine Performance Applications (3-0-6-5) Upon completion of this course, students should be able to perform tasks required in the diagnosis, service, and repair of automotive engine performance systems. Tasks will be performed on "live work" vehicles using manufacturers' recommended procedures.

AUT 141 Manual Drive Trains and Axles (4-0-9-7) Students are introduced to principles of power transmission through front, rear, all-wheel and four- wheel-drive automotive and light truck drive trains. Laboratory experience is provided in troubleshooting, disassembly, repair and reassembly of clutches, drive lines, various types of manual transmissions and transaxles, transfer cases and axle assemblies.

AUT 151 Automatic Transmissions/Transaxles (4-0-6-6) Course content includes principles of operation, troubleshooting, disassembly, repair, and reassembly of automatic transmissions, and transaxles.

AUT 161 Engine Diagnosis, Repair and Rebuilding (4-0-6-6) Students are introduced to the techniques and practices used in diagnosing, repairing, and rebuilding engines used in front-wheel drive and rear-wheel drive automobiles and light trucks.

AUT 162 Engine Systems Operation (1-2-0-2) This course introduces the basic concepts of internal combustion engine operation. Content also includes terminology, identification, and location of all systems and parts of the automobile engine.

AUT 171 Heating and Air Conditioning Diagnosis and Repair (2-0-6-4) Course contents include theory of automotive air conditioning, heating and engine cooling system operation, identification and function of system components and methods for performing system test. Students will also learn the appropriate methods for removing and replacing system components and additives.

AUT 172 Automotive Climate Control System Diagnosis and Repair (2-0-6- 4) Study of the operation of automotive heating and air conditioning systems to include electrical and mechanical controls. Students to develop competence in testing, servicing, and repair of the systems and system components in a safe and proper manner. Introduction to the automotive climate control (touch pad).

BIO 100 Basic Biology (5-0-0-5) A generalized approach to the study of the biological organisms, taught at a slow pace for those students with little or no background in biology. Topics include cellular theory, enzyme theory, and principles of classification of organisms.

COURSE DESCRIPTIONS

BIO 104 Microbiology (3-2-0-4) An introduction to the morphology and physiology of important bacteria, fungi and parasites. Emphasis will be placed on safety procedures, sterilization techniques, isolation and identification of microorganisms and preparation and use of culture media.

BIO 120 Basic Anatomy and Physiology (1-4-0-3) An introduction to the basic understanding of the shapes, structures, and functions of the human body and its parts.

BIO 121 Anatomy and Physiology I (4-2-0-5) A detailed study of cell biology will be followed by in-depth coverage of epithelial, connective, muscular and nervous tissues. An understanding of this basic framework of human anatomy and physiology will allow investigation of the skeletal, muscular, and cardiovascular systems with discussion of fluid dynamics. Laboratories will give the student hands-on exercises to facilitate development of the above mentioned topics. Prerequisites: Permission of instructor or advisor.

BIO 122 Anatomy and Physiology II (4-2-0-5) A detailed study of the nervous system and special senses and an in-depth coverage of respiratory, digestive, urinary, endocrine, and reproductive systems. Laboratories on the above mentioned topics will facilitate the student's understanding of the subject matter. Prerequisite: BIO 121.

BIO 151 Biology I: Principles of Life (3-2-0-4) An introduction to the study of living organisms, with emphasis on cell theory. Topics include the scientific method, basic chemical principles, the origin of life, cellular organization and metabolism, and the principles of heredity.

BIO 152 Biology II: Zoology (3-2-0-4) An introduction to the five kingdoms and the classification of organisms. Following a brief overview of bacteria and viruses, the course focuses on the evolutionary relationships and basic aspects of organization in the animal kingdom. Prerequisite: BIO 151.

BIO 153 Biology III: Botany (3-2-0-4) A study of the morphology, physiology, taxonomy, genetics, evolution, and ecology of plants, algae, and fungi. Prerequisite: BIO 151.

BIO 206 Advanced Physiology (4-2-0-5) An in-depth study of the functional physiology of the human body with pathophysiological implications when appropriate. All major human body systems will be covered with laboratory exercises included to allow the student to see cause and effect mechanisms which provide for homeostasis. Prerequisites: BIO 121, 122 or permission of the instructor.

COURSE DESCPRIPTIONS

BUS O99 Business/Accounting Lab (0-2-0-1) A tutorial designed to assist students with course related problems in business and accounting.

BUS 112 Business Systems and Concepts (5-0-0-5) An introduction to the various types of business organizations and business language and terms. Students will develop career goals which will guide them in their education and employment. Business concepts, analytical thinking, and communication skills will be emphasized.

BUS 124 Construction Methods and Materials (3-0-0-3) A study of the fundamentals of construction according to the type and quality of construction in buildings for the real estate student. Adequate consideration in both the classroom and at construction sites. An un- derstanding of materials used, design, and site location are required of each student. Students will demonstrate the use of and understanding of the terminology used in construction, materials and methods.

BUS 127 Financial Management (3-2-0-4) A presentation from the viewpoint of the finance department of a firm dealing with the concepts and techniques used in making correct decisions on obtaining and using funds. Prerequisite: ACC 121.

BUS 215 Legal Applications for Business (5-0-0-5) An introduction to basic legal fundamentals and principles of law. This will include contracts, negotiable instruments, liabilities, warranties, and agencies. The student will be introduced to the changing legal environment as it affects businesses and their transactions with each other and their customers.

BUS 229 Income Taxes I (3-2-0-4) An application of federal and state tax laws to individual tax situations with special emphasis on current tax law changes. Computer applications will be used where they are applicable.

BUS 231 Income Taxes II (3-2-0-4) Application of federal and state tax laws to sole proprietorships, partnerships, S corporations, and corporations with special emphasis on current tax law changes as they apply to these forms of business. Special emphasis on practical experience. Computer applications will be used where they are applicable. Prerequisite: ACC 122 or advisor approval.

BUS 233 Current Trends in Business Management (3-2-0-4) A course designed to develop the student's ability to keep up to date in the profession. An analysis of current trends in business management case studies and lectures centering around financial and business periodicals. Prerequisite: All course requirements of the first three quarters or approval of the curriculum advisor.

BUS 237 Small Business Management (3-2-0-4) An introduction to small business and its environment as a part of the overall business world. A practical application of developing a business plan will be emphasized. Topics include the

following: franchising, obtaining capital, the management process, planning and tools for decision making, organizing, staffing, financial, and administrative control.

BUS 240 Principles of Marketing and Sales (5-0-0-5) An introduction to the field of marketing with emphasis on the functions of marketing as it relates to small business. This course will include applying the fundamentals of selling by requiring students to prepare sales demonstrations.

BUS 248 Business Economics (5-0-0-5) The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.

BUS 257 Business Ethics (3-0-0-3) A focus on ethical considerations involved in conducting business transactions. Particular emphasis will be placed on how to develop a Code of Business Ethics.

BUS 259 Managerial Planning (3-2-0-4) An emphasis on the entire planning process. The functions of management will be covered along with quality control, strategic management, profit planning, and human resource management.

BUS 272 Principles of Supervision (5-0-0-5) An introduction to the basic responsibilities and duties of the supervisor. Emphasis on securing an effective work force and the role of the supervisor. Methods and principles of management are stressed.

BUS 275 Land Use and Development (3-0-0-3) An analysis of property to determine its "best" use. Particular topics include the property survey, maps, plotting, boundary location, right of ways, easement and zoning laws.

BUS 285 Real Estate Market Valuation (3-0-0-3) A study in appraising real estate value. The importance of the appraisal process, terminology, the three approaches to value, the correlation process, and the appraisal report are included. Also, practical in-field appraisal exercises constitute a major portion of this course.

BUS 289 Real Estate Law (4-0-0-4) An examination of the areas of contracts, land use controls, deeds, property ownership, cooperatives, and other legal aspects. In order to satisfactorily complete this course, students must attend a minimum of 80 percent of the class meetings and achieve a passing grade under the college's uniform grading system for college credit courses. Prerequisite: BUS 291 or North Carolina Salesman's License.

BUS 290 Real Estate Finance (3-0-0-3) An examination of the areas of financing arrangements, sources of financing, financing instruments, loans, mortgages, and tax ramifications. In order to satisfactorily complete this course, students must at-

tend a minimum of 80 percent of the class meetings and achieve a passing grade under the college's uniform grading system for college credit courses. Prerequisite: BUS 291 or N.C. Salesman's License.

BUS 291 Fundamentals of Real Estate (6-0-0-6) A study of fundamental real estate principles and practices including real estate law, financing, brokerage, valuation and taxation. Residential building construction, land use, the real estate market and the North Carolina Real Estate Licensing Board is also included. Students must attend a minimum of 80 percent of the class meetings and achieve a passing grade under the College's uniform grading system for college credit courses if this course is to be used to qualify for the NC Real Estate Salesman Exam. This course provides instruction in all the subject areas required for the salesman course and is a prerequisite for BUS 289, BUS 290 and BUS 292 and for qualifying to take the NC Real Estate Brokers Examination.

BUS 292 Real Estate Brokerage Operations (3-0-0-3) An emphasis on the various aspects of real estate brokerage operations. This includes establishing a brokerage firm, management concepts and practices, personnel and training, marketing operations, records and bookkeeping systems (including trust account bookkeeping) and financial operations. In order to satisfactorily complete this course, students must attend a minimum of 80% of the class meetings and achieve a passing grade under the college's uniform grading system for college credit courses. Prerequisite: BUS 291 or N.C. Salesman's License.

BUS 296 Real Estate Ethics (3-0-0-3) A focus on the ethical considerations involved in conducting business transactions. Emphasis on "Realtor" Code of Ethics, agency relationships, and similar sources of materials dealing with the ethics questions.

BUS 297 Real Estate Seminar (3-0-0-3) A seminar on the problems of real estate brokerage operations, basic business law, organizational form, financial problems, employer employee relations, and other relations.

BUS 298 Real Estate Investments and Taxation (4-0-0-4) An introduction designed to take the student from the initial concepts of evaluation of real estate investments to an analysis of positive and negative cash flows that derive from these investments. The study includes investments in general, risk and return, and the acquisition, ownership and disposition of real property.

BUS 299 Property Management (3-0-0-3) A study of real estate as an investment. Included are selected topics such as leasing, maintenance, accounting and budgeting, tenant selection, and the influence of governmental policies on management and investments.

CAR 1101 Principles of Carpentry (5-0-15-10) A study of carpentry and present trends of the construction industry. The course will involve operation, care and safe

use of carpenter's hand tools and power tools in cutting, shaping and joining construction materials. Major topics of study will include theoretical and practical applications involving materials and methods of construction, building layout, preparation of site, footings and foundation wall construction including form construction and erection.

CAR 1101A Methods of Construction (2-0-6-4) An emphasis on various materials and methods of building construction including masonry, concrete and wood.

CAR 1101B Site Preparation and Layout (2-0-6-4) An emphasis on preparation of site. Topics include removal of rubble, trees and grading, layout of building drainage, storm sewers, construction of foundation footings and walls, and waterproofing.

CAR 1101C Form Construction (1-0-3-2) An emphasis on form construction, erection, striping and concrete treatment.

CAR 1103 Carpentry: Framing (5-0-15-10) A thorough introduction to the principles and practices of frame construction. Included in the course are sills, floor joists, sub-floor, wall framing, ceilings, rafters, bridging, sheathing, partitions, and roof construction. Coordination with other skills will be stressed.

CAR 1103A Floor Systems (1-0-3-2) An emphasis on floor systems including wood and metal. Conventional wood and steel trusses, beams and girders, sills and bridging will be included .

CAR 1103B Wall and Ceiling Framing (2-0-6-4) An emphasis on wall and partition construction. Layout and framing for doors and windows and other openings will be included.

CAR 1103C Roof Framing (2-0-6-4) An emphasis on roof types and rafter layout for common, hip and valley rafters. Cornice construction will be discussed.

CAR 1104 Carpentry: Finishing (5-0-15-10) An emphasis on methods and techniques of interior and exterior finishing. The course includes baseboards, door and window trim, stairways, door and window hanging, hardware, exterior trim, built-ins. Emphasis will be on quality work.

CAR 1104A Stairways (1-0-3-2) A study of codes for stairways and layout and construction for varying types of stairs.

CAR 1104B Exterior Finishing (2-0-6-4) An emphasis on sidings, cornice and rakes. Roofing and ventilation are included.

CAR 1104C Interior Finishing (2-0-6-4) An emphasis on interior wall and ceiling and floor finishes. Door and window trim are included.

COURSE DESCPRIPTIONS

CAR 1106 Millwork and Cabinetmaking (5-0-15-10) An emphasis on cabinetmaking and millwork as performed by the general carpenter for building construction. use of shop tools and equipment will be emphasized in learning methods of construction of millwork and cabinetry. Practical applications will include measuring, layout and construction of base and wall cabinets, built-ins, arches and stairs. Materials and finishes are also covered.

CAR 1106A Millwork (1-0-3-2) An emphasis on the use of shop tools and the many methods and designs of millwork used in building construction and cabinetry.

CAR 1106B Base and Wall Cabinets (2-0-6-4) An emphasis on methods of designing base and wall cabinets using available space to determine door and drawer layout.

CAR 1106C Vanities, Built-Ins and Arches (2-0-6-4) Emphasis is placed on the use of millwork in construction of arches and pass throughs. The course covers layout and construction of vanities and built-ins.

CAR 1109 Estimating: Building Trades (4-0-0-4) Estimating quantities of material and labor costs related to the building construction trades. Emphasis is placed on developing a uniform construction index and outline of cost data.

CAT 101 Advertising Principles (3-0-0-3) A comprehensive survey of the history and development of advertising including a discussion of its economic and social values. An introduction to advertising media and current publications in the field.

CAT 102 Art and Design (1-0-6-3) An emphasis on problems in basic design, basic drawing techniques, relationships of materials and techniques to form. Emphasis will be on the creative process.

CAT 105 Basic Drawing (1-4-0-3) A study of the application of basic drawing in various wet and dry media. Emphasis will be on overcoming symbolizing with exercises designed to cause shifting to the right hemisphere of the brain which controls seeing and recording. Contour lines, negative space, proportion and value are stressed. Subject matter includes still lifes, landscapes, portraits, and masters drawings.

CAT 106 LIfe Study (0-6-0-3) The application of basic drawing from live models and film strips. Exercises include blind contours, modified contours, gestures and finished realistic drawings of subjects ranging from pets and unusual animals to individuals for full figure and portrait work. Various drawing techniques using graphite pencil, colored pencils, ink and wash are studied. Prerequisite: CAT 105.

CAT 110 General Illustration (2-0-6-4) A study of creative methods and rendering techniques used in the illustration field. Editorial illustration, advertising spots, cartooning, fashion and retail product will be included. Black and white and color problems will be assigned, using various media and materials. Emphasis on good drawing and research.

COURSE DESCRIPTIONS

CAT 116 Photography I (2-6-0-5) An introduction to the field of photography, photographic equipment and materials. A study of the fundamental techniques of the camera and its expressive possibilities in relation to the field of design and visual communication. Assigned camera projects, darkroom procedures and equipment will be included.

CAT 117 Photography II (2-0-3-3) A study of advanced photographic techniques and materials. The course includes the participation in studio and laboratory procedures illustrating various applications and creative possibilities of photography. Applied problems using the 35mm, view and twin lens reflex cameras will be covered. Prerequisite: CAT 116.

CAT 121 Commercial Art Fundamentals (3-0-6-5) An introduction to the communication design field. The course covers how to solve visual problems with emphasis on creativity and craftsmanship. Emphasis will be on applied color theory and Macintosh computer skills.

CAT 122 Typographic Design (3-0-6-5) A study done through reading, discussion and series of design projects. The student will gain a working knowledge of the basics of typography, type arrangement calligraphy, type specification, and type comprehensive. Prerequisite: CAT 121,102; DFT 101.

CAT 123 Layout and Design (4-0-6-6) A professional approach to advertising and editorial layout. The indicating of finished art concepts, visuals, and ideas will be emphasized. Pencil roughs, colored sketches and comprehensive layouts will be included. Prerequisite: CAT 122, DFT 102.

CAT 206 Project Seminar I (2-0-3-3) The selection and completion of project work in the field of the student' s choice. Maximum individual attention is available.

CAT 212 Industrial Art and Design (1-4-0-3) A study of art and design for industry and business. Forms, charts and graphs, letterheads, trademarks and company publications will be included. Use of the air brush, photo retouching and airbrush art will be covered along with handling of annual reports. Prerequisite: CAT 123.

CAT 217 Silk Screen Techniques (2-6-0-5) The commercial approach to silk screen printing. Applied problems using paper, tusche and glue, lacquer, film, aquafilm, and photographic film methods will be included. Problems in multicolor printing will also be covered

CAT 224 Art Production (3-6-0-6) A thorough background in production methods for various media. Study of printing and engraving processes and color separation process will be included. Assignments in art mechanicals, reproduction methods and printing paper qualities and selection will be given. There will be trips to printing, engraving, and paper plants.

COURSE DESCPRIPTIONS

CAT 225 Commercial Art and Advertising Design (4-0-6-6) A simulation of professional working conditions. The student will utilize all previous instruction job assignments. Work will start the student' s individual portfolio or professional samples. There will be class critique and discussion of assignments and solutions. Prerequisite: CAT 123.

CAT 226 Advanced Advertising Design (4-0-6-6) A simulation of professional working conditions. Advanced job problems will be included. There will be emphasis on self-expression and originality. Students will complete their professional portfolios. Prerequisite: CAT 225.

CAT 231 Project Seminar II (2-0-3-3) An opportunity for student selection and a chance to pursue project work in the field of choice. Maximum individual attention is available.

CAT 232 Project Seminar III (1-0-6-3) An emphasis on project development, individual attention is given each student in the areas of learning which need strengthening. Prerequisite: CAT 225.

CAT 234 Portfolio and Resume Development (4-0-0-4) The production of an individualized resume and portfolio. The course includes a review of the current job market. There will be emphasis on the interview process and the presentation of the portfolio.

CAT 236 Advertising Concepts and Campaigns (3-2-0-4) The research and analysis of visual communication problems. Individualized students and creative teams conceptualize themes and campaigns for print and television. There will be an emphasis on advertising that is innovative not merely imitative. The Total Concept thumbnail sketch through working mechanical will be included. Prerequisite: CAT 123.

CHM 100 Basic Chemistry (5-0-0-5) An introduction to atomic structure, stoichiometry, chemical bonding, and properties of solutions. This course is designed for students with little or no background in chemistry.

CHM 101 Chemistry I (3-4-0-5) A study of the physical and chemical properties of substances; atomic structure, bonding, stoichmetry, gas laws, preparations and properties of solutions will be covered. Laboratory experiences parallel lecture topics. Recommended prerequisite: CHM 100 or high school chemistry courses.

CHM 102 Chemistry II (3-4-0-5) A continuation of Chemistry I. Qualitative analysis, organic chemistry and environmental chemistry will be covered. Laboratory experience will accompany lecture. Prerequisite: CHM 101.

CJC 101 Introduction to Criminal Justice (5-0-0-5) A general study designed to familiarize the student with the philosophy and history of law enforcement, courts, and corrections in a democratic society. This course includes a survey of the primary duties, responsibilities, and limitations of the criminal justice practitioners.

COURSE DESCRIPTIONS

CJC 102 Criminal Justice Communications (5-0-0-5) An emphasis on developing skills in reflective listening, assertion, and conflict management. A course designed to improve interpersonal communication skills of criminal justice personnel as well as specific criminal justice written communications.

CJC 103 Constitutional Law (5-0-0-5) A review of the U.S. Constitution for the historical development of the amendments that apply directly to the criminal justice system. The course includes a review of the landmark cases which have had a direct impact upon the administration of the criminal justice system.

CJC 104 Investigative Photography (1-4-0-3) An introduction to the field of photography. A study of the fundamental techniques of the camera and its role in the investigative process. Assigned photo project within the field of investigation, use of the darkroom and preparation of a complete photo case for court presentation will be included.

CJC 105 Criminology (5-0-0-5) A study of deviant behavior as it relates to the definition of crime, ecology and crime, theories of crime causation, and crime typologies, as well as society's reaction to criminal behavior.

CJC 106 Criminal Law (5-0-0-5) A study of historical development and philosophy of law, including definitions and classifications of crime and their application to the administration of justice. Case law, legal research, methodology, and the concept of law as a social force combined with an overview of criminal statutes will be presented. The rationale for various legal defenses will be included.

CJC 108 Criminal Justice Field Training (1-0-20-2) The student is assigned to work 20 hours per week with a criminal justice agency, which may be a law enforcement agency, clerk of court's office, probation office or similar agency involved in the criminal justice system. The class time will also provide an opportunity to direct the students in the completion of their papers required for this course and for discussion of problems or situations that arise from the job. Enrollment by special permission of the instructor.

CJC 109 Introduction to Corrections (3-0-0-3) A study of the history and philosophy of American corrections. The course includes an introduction and overview of fundamental processes, trends, and practices of probation, institutions, parole, and community-based corrections. The legal rights of prisoners are discussed. Also discussed are current issues and problems in corrections.

CJC 110 Community Based Corrections (3-0-0-3) A study of how community resources can be utilized in the correctional process. The structure, functions and effectiveness of community corrections are examined.

CJC 111 Counseling Techniques (1-4-0-3) An emphasis on theories and techniques of counseling as applied to a correctional setting. Rudimentary skills are practiced in one-to-one role playing, and demonstrations to prepare the student for practice in the field are required .

COURSE DESCPRIPTIONS

CJC 201 Ethics and Community Relations (5-0-0-5) An exposure to ethical considerations of criminal justice personnel from a philosophical perspective. Problems related to dealing with victims, witnesses, suspects, and citizens are included.

CJC 202 Criminal Investigation (1-4-0-3) An introduction to the criminal investigation function. Crime scene search; recording, collection, and preservation of evidence; sources of information; interview and interrogation; case preparation and court presentation will be included.

CJC 203 Interviewing (1-4-0-3) An emphasis on the various sources of information available to law enforcement agencies and techniques used in interviewing and interrogating victims, witnesses, and suspects.

CJC 204 Criminalistics (1-4-0-3) An emphasis on the value of obtaining physical evidence to link an individual to a crime scene. The explanation of the capabilities of forensics to the identification of specifics. Preparation of evidence through mock situations and presentation of scientific instrumentations and their capabilities will be covered.

CJC 205 Special Topics Seminar (1-4-0-3) A seminar to examine current topics of interest to criminal justice practitioners.

CJC 206 Substance Abuse (5-0-0-5) An introduction to the problems of substance abuse (alcohol and drugs) in our society. This course is designed to equip the criminal justice student with increased knowledge concerning the issues involved, i.e. history and classification of substances subject to abuse, social impact of abuse, physical and psychological impact of abuse, statutory and regulatory law controlling abuse, and treatment modalities for abuse.

CJC 207 Juvenile Delinquency (5-0-0-5) A study of the evolution of the juvenile courts in the United States, the juvenile justice process, and the criminal justice system' s role in juvenile delinquency prevention and correction. Theories concerning the causation of juvenile delinquency will also be explored and discussed.

CJC 208 Judicial Process (5-0-0-5) A study of the judicial process. Arrest, preliminary hearings, trial courts, state and appellate process, and the legal records of the process are included.

CJC 210 Organizational Theory and Behavior (5-0-0-5) A study of organization functions, structures, processes, and behavior and the manifestation of these phenomena in the criminal justice system.

CJC 211 Vehicle Accident Investigation (1-4-0-3) An emphasis in procedures and reports applicable to traffic accidents. Particular emphasis will be on the interviewing of drivers and witnesses, as well as photography, measurements, and diagrams.

CJC 212 Confinement Facility Administration (3-0-0-3) A study of the structure, functions, and effectiveness of institutional corrections. Programs at selected prisons are studied. Custodial, classification, reception, orientation, and release procedures are reviewed.

CJC 213 Law Enforcement Operations (1-4-0-3) A study of the problems of police organization and management; the allocation of police resources; information systems; community-relations concerns; determinants of police policy. Major topics covered in this course include: decision-making, context of police administration; staff administrations; evaluation of police programs; relation of personnel to policy; and specific programming consideration.

CJC 214 Criminal Justice Planning (4-0-0-4) A study of the planning process as it applies to the criminal justice system. Topics include history of criminal justice planning, problem identification and clarification. Problem-solving techniques, implementation, evaluation and identification and utilization of various criminal justice reference materials will be included.

COE 101 Cooperative Work Experience (0-0-10-1)

COE 102 Cooperative Work Experience (0-0-20-2)

COE 103 Cooperative Work Experience (0-0-30-3) An emphasis on part time work in a job related to students degree program with a college approved employer. Credit ratio not to exceed 1:10 hours. The student may repeat for credit. Prerequisite: Approval of advisor and co-op coordinator.

COS 1001 Scientific Study (5-0-0-5) An introduction to the field of cosmetology. Subjects covered include professional ethics, grooming, hygiene and personality development, sterilization, sanitation, first aid and bacteriology, cosmetology law, anatomy, chemistry, nails, hair, scalp and skin disorder.

COS 1002 Scientific Study (5-0-0-5) An emphasis on theory of skin, scalp, hair, nails and disorders, salesmanship, permanent waving, croquinole and chemical hair relaxing, hairdressing and wig styling, hair coloring.

COS 1003 Scientific Study (5-0-0-5) An emphasis on theory of anatomy, manicuring, chemistry of cosmetics and facials, hair styling, massage scalp treatment, superfluous hair removal and grooming and hygiene.

COS 1004 Scientific Study (5-0-0-5) Theory of skin, scalp, hair, nails and disorders, salesmanship, permanent wave styling, beauty salon management, electricity, hair shaping, chemistry, sanitation and sterilization, cold waving.

COS 1005 Theory Review (3-0-0-3) A general review of the material required by the N.C. State Board of Cosmetic Art in preparation for the license exam.

COURSE DESCPRIPTIONS

COS 1011 Clinical Applications (0-0-24-8) An introduction to the practice of fingerwaving, pin curling, rollers, marcelling and hair relaxing, shampooing, and rinses, scalp treatment, hair shaping, permanent waving, hairdressing and combing, hair tinting, bleaching, frosting and streaking, and the care and styling of wigs.

COS 1022 Clinical Applications (0-0-24-8) An introduction to actual clinical practice covering bacteriology, pin curling, finger waving and roller, permanent waving, hair styling and wigs, manicuring and pedicuring, skin and scalp disorders, coloring, shaping.

COS 1033 Clinical Applications (0-0-24-8) An emphasis of shop practice in hair shaping, professional ethics, manicuring, cosmetics and facials, hairstyling, cold waving, hair coloring and scalp treatment.

COS 1044 Clinical Applications (0-0-24-8) An emphasis of advanced shop techniques in hair coloring and lash and brow tinting, artistry in hairstyling wigs, cold waving, hair shaping, sterilization, sanitation and chemistry.

COS 1055 Clinical Applications (0-0-24-8) A continuation of COS 1044.

COS 1511 Clinical Applications (0-0-15-5) An introduction to the practice of fingerwaving, pin curling, rollers, marcelling and hair relaxing, shampooing and rinses, scalp treatment and hair shaping.

COS 1512 Clinical Applications (0-0-15-5) An introduction to the practice of permanent waving, hairdressing, combing, hair tinting, bleaching, frosting and streaking, in addition to the care and styling of wigs. Prerequisite: COS 1511.

COS 1513 Clinical Applications (0-0-15-5) An introduction to the actual clinical practice covering bacteriology, pin curling, finger waving and hair rolling.

COS 1514 Clinical Applications (0-0-15-5) An introduction to the actual clinical practice covering permanent waving, hairstyling and wigs, manicuring and pedicuring, skin and scalp disorders, coloring, and shaping.

COS 1515 Clinical Applications (0-0-15-5) An emphasis of shop practice in professional ethics, manicuring, cosmetics and facials.

COS 1516 Clinical Applications (0-0-15-5) An emphasis of shop practice in hairstyling, cold waving, hair coloring and scalp treatment.

COS 1517 Clinical Applications (0-0-15-5) An emphasis of advanced shop techniques in hair coloring, lash and eyebrow tinting, and artistry **in hairstyling wigs.**

COS 1518 Clinical Applications (0-0-12-4) An emphasis of advanced shop techniques in cold waving, hair shaping, sterilization, sanitation, and chemistry.

COURSE DESCRIPTIONS

COS 3004 Cosmetology Instructor Training (7-0-0-7) A comprehensive approach to introducing the licensed cosmetologist to the requirements of the Cosmetology Instructor Training Program and the North Carolina State Board of Cosmetic Arts. The course content includes orientation, theories of education, unit planning, daily lesson planning, and clinic management and evaluation under the supervision of the licensed cosmetology instructor. Prerequisite: Be a licensed cosmetologist with six months of experience.

COS 3005 Cosmetology Instructor Training: Practicum I (0-0-30-10) An in-depth application of teaching theory in the actual practice teaching of cosmetology. Emphasis is on practical demonstrations and clinical management under the direct supervision of the licensed cosmetology instructor. Prerequisite: Be a licensed cosmetologist with six months of experience.

COS 3005A Cosmetology Instructor Training: Practicum I (0-0-18-6)

COS 3005B Cosmetology Instructor Training: Practicum I (0-0-12-4)

COS 3022 Cosmetology Instructor Training (7-0-0-7) A continuation of Cosmetology Instructor Training, COS 3004, with emphasis on developing and conducting theory classes from prepared lesson plans. Preparing and giving examinations and giving practical demonstrations under the direct supervision of the licensed cosmetology instructor will be included. Prerequisite: COS 3004 and COS 3005.

COS 3023 Cosmetology Instructor Training: Practicum II (0-0-30-10) A continuation of Cosmetology Instructor Training COS 3004, COS 3005 and COS 3022. This course will require in-depth applications of teaching theory in the actual practice of teaching cosmetology, under the direct supervision of the licensed cosmetology instructor. Emphasis is on conducting theory classes from prepared lesson plans; preparing and giving examinations; and giving practical demonstrations. The cosmetology teacher trainee will compile a notebook of appropriate materials prepared by the trainer, e.g., lesson plans, examinations, and unit plans. Prerequisite: COS 3004 and COS 3005.

COS 3023A Cosmetology Instructor Training: Practicum II (0-0-18-6)

COS 3023B Cosmetology Instructor Training: Practicum II (0-0-12-4)

DAT 111 Introduction to Substance Abuse I (3-2-0-4) An introduction to the field of substance abuse. Areas of emphasis will be theories of addiction with major focus on the disease model of addiction, the addictive personality, diagnostic criterion as defined in DSM III-R, signs and symptoms of abuse as well as the major classifications of psychoactive drugs and how they each effect the human body.

DAT 112 Introduction to Substance Abuse II (3-2-0-4) A continuation of DAT 111 with particular focus on the major classifications of psychoactive drugs and their effect on the human body. A lab experience in which the student will observe an inpatient or outpatient treatment program will be included. Prerequisite: DAT 111.

COURSE DESCPRIPTIONS

DAT 120 Interviewing and Counseling I (3-2-0-4) An introduction to family systems. Course will include a general overview of the basic principles of family systems with a major emphasis on transgenerational (Bowenian) family theory. Prerequisite: DAT 112.

DAT 121 Interviewing and Counseling II (3-2-0-4) A continuation in the development and refinement of therapeutic communication skills. Emphasis will be placed on the development of listening skills, developing perceptiveness to feelings, different levels of empathy, barriers to effective communication, appropriate and effective confrontation. Prerequisite: DAT 120.

DAT 122 Interviewing and Counseling III (3-2-0-4) A continuation of DAT 121 which focuses on the development of therapeutic communication skills. Particular emphasis will be given to practical application and critiquing of these skills via video taping.

DAT 126 Crisis Intervention (3-2-0-4) A study of the historical development and theoretical concepts affecting crisis intervention methodology. The course will also focus on assessment and diagnosis and effective interventions that can be utilized by the professional with individuals who are abusing substances. Prerequisite: DAT 112 and DAT 120.

DAT 130 Human and Social Services (2-2-0-3) An introduction to public and private institutions which perform designated human and social service functions in society. Agencies may include those whose primary function is financial assistance, corrections, mental health services, family counseling and child welfare services. Emphasis will be placed on how these different resources play a vital role in the treatment, recovery and relapse prevention of the substance abuser. Prerequisite: DAT 112.

DAT 201 Techniques of Substance Abuse Education (3-2-0-4) An analysis of the techniques of designing, conducting and evaluating substance abuse education programs for private and public groups and agencies, including schools, churches, clubs, parent groups, and businesses, DUI classes, and clients. Course will focus on three levels of education: prevention or primary (not yet using substances); secondary (uses substances and may experience minor problems); and tertiary (abuses substances and experience problems). Prerequisite: DAT 122 and DAT 130.

DAT 205 Children, Adolescents and Substance Abuse (3-0-0-3) A study of the unique problems that children and adolescents experience as a result of their own substance abuse and/or that of their parents. Prerequisite: DAT 120 and PSY 203.

DAT 206 Recovery and Relapse Prevention (3-2-0-4) A practical application of skills needed to provide healthy/functional alternatives to alcohol and other drug use/abuse. Particular emphasis will be given to the area of relapse prevention. Prerequisite: DAT 210.

DAT 207 Adult Children and Co-Dependency (3-2-0-4) A study of the unique problems of individuals who grow up in dysfunctional families, particularly those where one or both parents were substance abusers. The issue of co-dependency will be a major concern. Prerequisite: DAT 210.

DAT 208 Support Groups (3-2-0-4) A study of the Twelve Steps within the context of the various support groups that exist for the recovering community. This not only will include the different "anonymous" groups established for individual abusers, but also support groups designed for family members such as Al-anon and Ala-teen. Prerequisite: DAT 111 and DAT 112.

DAT 210 Family Therapy of Substance Abuse (3-2-0-4) A continuation of the introduction to family systems provided in DAT 120. The focus of this course will be on the exploration of family dynamics involved in substance abuse. Prerequisite: DAT 120.

DAT 212 Group Therapy (3-2-0-4) An introduction to the theory and dynamics of group therapy via an academic and experiential medium. Prerequisite: DAT 208 and DAT 210.

DAT 214 Ethics and Law (3-0-0-3) An examination of the ethical and legal issues within the substance abuse field. Prerequisite: DAT 210.

DAT 225 Substance Abuse Review (2-0-0-2) An examination of the problems encountered during clinical experiences in which students will discuss possible solutions. Course is to be taken in conjunction with DAT 230, Substance Abuse Clinical Education.

DAT 230 Substance Abuse Clinical Education (0-0-30-10) A field experience in which students will be required to complete a minimum of 300 hours applying clinical skills in an inpatient or outpatient substance abuse treatment service. This course will provide students with opportunities to apply skills acquired throughout the curriculum. Prerequisite: Completion of all other DAT curriculum course work.

DFT 101 Technical Drafting I (0-0-6-2) A study of basic principles, practices, and conventions of engineering graphics. Starting with freehand sketching the course will progress through formal isometric and orthographic projection. The course will emphasize; sketching, basic drafting skills, isometric and orthographic drawing.

DFT 102 Technical Illustration (0-0-6-2) An introduction of the graphic analysis to space problems and the application of orthographic projection principles to the more complex drafting problems, primary and secondary auxiliary views, simple and successive revolutions, and sections and conventions. Problems of practical design elements involving points, lines, planes, and a combination of these elements will be studied. Approval by the American Standards Association will also be included. Introduction will be included to intersections and developments of various types of geometric objects. Prerequisite: DFT 101

COURSE DESCPRIPTIONS

DFT 1110 Blueprint Reading: Building Trades (1-0-3-2) A study of the principles of interpreting blueprints and specifications common to the building trades. Major emphasis will be the development of proficiency in making three view and pictorial sketches.

DFT 1122 Blueprint Reading and Sketching: Mechanical (1-0-3-2) A study of drawings used in piping systems that are installed in the construction industries such as Nuclear Power Houses, Shipbuilding, Plumbing, Heating and Ventilating systems. Major emphasis will be placed on reading, interpreting and sketching mechanical details.

DFT 1131 Drafting: Building Trades (1-0-3-2) A study of the selection and use of tools, lettering, geometric construction, orthographic projection, pictorial representation, sections and construction details.

DFT 1135 Design Techniques (3-2-0-4) An introduction to the basic techniques of computer assisted drafting and computer aided manufacturing.

EC0 110 Contemporary Economic Institutions (5-0-0-5) The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.

EDT 101 Orientation to Electroneurodiagnostics (1-0-0-1) An introduction to the hospital setting, in particular to departments that perform electroneurodiagnostic testing. The student will be introduced to the topics of patient monitoring, infection control and confidentiality.

EDT 102 Management of Medical Emergencies (2-2-0-3) A study of procedures in cardiopulmonary resuscitation, management of seizures, and other techniques for the treatment of common emergencies encountered in an EEG laboratory or during bedside recordings.

EDT 107 Laboratory Management (1-0-0-1) An introduction to laboratory management designed to provide students with the basic management techniques, including techniques of scheduling, record keeping, and record storage.

EDT 113 Neuroscience (3-0-0-3) An introduction to the building blocks of the central nervous system, neurons, structural and functional units. Emphasis will be on those features of neurophysiology that are of concern to the electroneurodiagnostic technologists.

EDT 114 Instrumentation and Recording Methods (4-2-0-5) A study of the theory and practice of 10-20 international system of electrode placement, electrode metals and electrode application, electrode and circuit impedances, instrument controls, activation procedures and recognition of normal and abnormal activity and localization procedures, understanding and employing optimal utilization of EEG/EP equipment. Labs will be designed in an on-campus laboratory to apply theoretical knowledge and skills.

EDT 115 Clinical Medicine (3-0-0-3) An introduction to the types of diseases most often seen in patients referred to an electroneurodiagnostic laboratory. The student will be able to obtain an abstract of the patients history and formulate the recording strategy and anticipate the findings of the diagnostic tests.

EDT 116 Clinical Correlations (3-2-0-4) A continuation of material covered in EDT 115. Course will focus on correlation of EEG findings with types of diseases. Teaching records from the files of affiliate laboratories will be used to illustrate normal and abnormal records. Artifacts and extenuating circumstances seen will be identified and discussed.

EDT 117 Special Procedures (2-0-0-2) An introduction to a basic understanding of special testing procedures utilized in neurological diagnosis.

EDT 118 Laboratory Practice (2-12-0-8) A practical application of theories covered in earlier EDT courses, using mock situations.

EDT 120 Clinical Experience (0-0-27-9) A clinical experience in hospital settings on a one to one basis with registered technologist supervision. A constant attempt will be made to correlate findings with the clinical problems presented by patients. Students may be required to relocate outside the local area for this internship.

EDU 010 College Transition (2-0-0-2) An introduction to the skills needed for successful transition from the two year college to the four year university. The course will emphasize the student's academic development, career development, personal development, resource availability and the demographic make-up of the two year college versus the four year university.

EDU 101 Child Growth and Development I (5-0-0-5) A detailed study of the developmental sequence of the prenatal infant and preschool periods with emphasis on developmental influences and conditions necessary for optimal development of individuals.

EDU 102 Study Skills (2-0-0-2) An introduction to study skills designed to promote academic confidence and responsibility by teaching students to maximize their potential. The course will cover study skills and habits; organization; notetaking; memory techniques; test taking skills; library resources; time management, and approaches to writing reports. By emphasizing the importance of total academic planning and preparedness, the course will help students become aware of their part in academic success. The course will use pre and post tests to evaluate outcomes.

EDU 103 Working with Young Children (4-6-0-7) A study of characteristic behaviors of each level of development of young children and guidelines for promoting desirable behaviors and for coping with undesirable behaviors. Laboratory experiences will provide opportunities to develop observation skills, effective techniques, and knowledge of how to adapt learning to the needs of individual children. Prerequisite: EDU 213 and approval of instructor.

COURSE DESCPRIPTIONS

EDU 104 Introducing Reading (3-0-0-3) An introduction to reading for the young child with emphasis on the development of reading skills, methods and materials.

EDU 105 Language Arts for the Young Child (3-0-0-3) A comprehensive study of each facet of language arts with emphasis on techniques of designing activities and selecting materials to promote developmentally appropriate language arts experiences.

EDU 106 Reading Assistant (3-0-0-3) Study of the role of the reading assistant working in conjunction with the elementary school teacher. Emphasis will be on instructional skills, materials, and records used. Students should gain a knowledge of reading readiness and word recognition skills and activities. Prerequisite: EDU 104.

EDU 108 Activities I—Infant and Toddler (3-2-0-4) A study of how the caregiver can provide activity programs for children from birth to 2 years of age which enhance overall development and provide good physical and emotional care. Emphasis will be placed on formulating and implementing individual activity plans.

EDU 109 Activities II Pre-School (3-2-0-4) An individual and group exploration of activities and methods for promoting optimal development of children's social, emotional, cognitive and physical development. Emphasis will be placed on music, math, science, social studies, and motor skills. Laboratory experiences will provide opportunities to plan and implement a program which demonstrates specific activities and media to enhance learning center areas for the 3-5 year old.

EDU 110 Methods of Teaching Industrial Subjects (3-0-0-3) A study of effective methods and techniques of teaching industrial subjects. Emphasis will be given to class organization; student-teacher planning; methods of teaching manipulative skills and related information; lesson planning; shop safety; and evaluation. Teaching problems will be studied and analyzed following directed observations in the public schools.

EDU 111 Use of Media in Instruction I (3-0-0-3) An introduction to the planning and production of slides still pictures mounting and preserving materials graphics transparencies and audio recordings for instructional use. The design and application of these materials will be related to current theories of instruction. Emphasis will be placed on developing audio-visual materials designed to achieve specific instructional objectives.

EDU 112 Shop Organization and Planning I (2-2-0-3) A study of problems related to vocational shop layout planning and management supplies and equipment handling textbooks sources of materials.

EDU 113 Shop Organization and Planning II (2-2-0-3) A continuation of EDU 112.

EDU 114 Safety in the School Shop and Laboratory (3-0-0-3) An introduction to the basic requirements necessary for a safe shop and laboratory environment. A thorough study of the requirements of the Federal Occupational Safety and Health Act as it applies to school problems will be conducted.

EDU 115 Introduction to Industrial Education (3-0-0-3) The study of the fundamental principles of and the place of vocational education in a program of public education.

EDU 116 History and Philosophy of Industrial Education (3-0-0-3) A historical study of the trade and technical education movement. Place function and changing concepts of industrial and technical education in American Education as well as economic sociological and psychological aspects will be studied.

EDU 117 Program and Course Development (3-0-0-3) A study of the methods of developing program and course content and structuring into a workable instructional system. Individualized instructional techniques will be covered. Each student will prepare a selected program in detail.

EDU 118 Principles of Cooperative Education (3-0-0-3) A discussion of the principles and practices of cooperative education in use today. The advantages and problems of the technique as a facet of total education will be covered along with techniques of implementation in various programs.

EDU 119 Occupational Guidance (3-0-0-3) An introduction to the understanding of vocational guidance. Proper use of records and tests in cooperation with agency counseling services in evaluating student problems and potential problems. Stimulating learning through understanding and control of personal and environmental variables in the classroom will be studied.

EDU 121 Drafting for the Vocational Instructor I (3-0-0-3) An introduction to basic skills and techniques of drafting. Included will be uses of drafting equipment lettering freehand orthographic and pictorial sketching geometric construction orthographic instruments drawing of principal views and standards and practices of dimensioning. The principles of isometric oblique and perspective will be introduced.

EDU 123 Environmental Concepts in Education (3-0-0-3) An introduction to the significance of human ecology in education. environmental teaching aids, curriculum materials and area resource personnel will be introduced. Methods of including environmental concern into regular subject matter will be covered.

EDU 124 Teaching the Handicapped Student in Occupational Education (3-0-0-3) An exploration into the psychological and educational processes necessary in the teaching of the handicapped student will be explored. Different handicaps will be discussed and evaluated as to the expectation and accommodation of the handicapped student in a regular classroom setting.

COURSE DESCPRIPTIONS

EDU 125 Drafting for the Vocational Instructor II (3-0-0-3) A continuation of the techniques used in EDU 121.

EDU 131 Child Growth and Development II (5-0-0-5) A detailed study of the developmental sequence during the preschool and early childhood years. Emphasis will be given to factors influencing development: the importance of experiences in establishing patterns of behavior, attitudes, interpersonal skills; language usage, and the relationship of early childhood to later realization of potential. Prerequisite: EDU 101.

EDU 135 The Family and the Community (4-0-0-4) A study of community agencies concerned with physical and mental health in families, socio-economic problems, and education for child-rearing.

EDU 140 Use of Media in Instruction II (3-0-0-3) A practical experience in the use of media that will be of use in the classroom. Projects and demonstration of skills in the use of media will be required of those successfully completing the course.

EDU 143 Child Care Credential I (3-0-0-3) An introduction to the principles and practices of working with groups of children in the early learning years. This course will provide the first half of instruction necessary to qualify for the NC Child Care Credential.

EDU 144 Child Care Credential II (3-0-0-3) An overview for individuals working in the child care profession. This course will provide the final half of instruction necessary to qualify for the NC Child Care Credential.

EDU 202 Practicum (0-0-20-2) A practical teaching experience in a pre-school setting. Students are required to take EDU 206 in conjunction with EDU 202. Prerequisite: Approval of instructor.

EDU 203 The Exceptional Child (3-0-0-3) The study of children with developmental variation requiring modification in activities. Consideration will be given to recognition of problems, community resources, and appropriate activities for the child with exceptional deviations in personality or physical development.

EDU 204 Parent Involvement (3-0-0-3) The study of ways parents can be involved in the child development center, of the purposes and value of home visitation, and of techniques for reporting child progress to parents. The role of the early childhood specialist in aiding parents in guidance of the child's development will be emphasized. Each student will develop a series of programs appropriate for presentation to the parents of preschool children.

EDU 206 Current Issues in Childcare Seminar (2-0-0-2) A seminar concerned with professionalism, teaching and caregiving strategies, organizational skills, and current trends in the Early Childhood profession.

COURSE DESCRIPTIONS

EDU 207 Special Problems in Early Childhood (3-0-0-3) A directed study of a specialized area of early childhood, appropriate to the individual career interests of students. Prerequisite: EDU 203.

EDU 209 Child Management (3-0-0-3) An introduction to the understanding of the principles and practices involved in managing the behaviors encountered in the early childhood setting.

EDU 211 Children's Literature (3-2-0-4) A survey of literature appropriate for the preschool and early childhood developmental level. Emphasis upon types of literature, selection and use.

EDU 212 Day Care Administration (4-0-0-4) A review of administrative topics common to most early childhood programs. Topics will include establishing goals, policies and philosophy; budgeting and funding; and service and regulatory agencies. State licensing and federal certification guidelines will be emphasized. Students will develop a hypothetical program to demonstrate understanding of the above concepts.

EDU 213 Curriculum Development for Young Children (3-2-0-4) A study of the evaluation of the strengths and needs of individual children and incorporation of this information into daily, unit and yearly plans will be the major emphasis of this course. A study of methods used to coordinate efforts within and among classrooms in a center to maximize a child's potential for growth will be included. Students will examine different types of curricula and study methods of implementation.

EDU 214 Art For the Young Child (1-2-0-2) An introduction to the understanding and appreciation of the role that art plays in the total development of children in an early childhood setting. Selection, organization, and construction of appropriate developmental art activities will be emphasized.

EDU 215 Positive Parenting (3-0-0-3) An analysis of effective child rearing skills, with an overview of current theories, research and model parenting programs.

EDU 222 Media Resources and Library Skills (2-0-0-2) A study of practical applications in the use of instructional media along with a guide to the use of the library and its various types of services as they relate to the teaching program.

ELC 109 Fundamentals of AC and DC (3-2-0-4) A survey of electronics technology from the discovery of electrical phenomena through modern communication and computer systems. The associated laboratory activities will emphasize the use of basic test instruments to **verify the concepts presented in lecture.**

ELC 1108 Residential Wiring (7-0-6-9) An introduction to the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.

COURSE DESCPRIPTIONS

ELC 1110 Basic Electricity (1-0-3-2) An introduction to the structure of matter, electrical terminology, symbols, and electron theory of current flow. Emphasis will be placed on the use of testing equipment for troubleshooting appliances.

ELC 1112 AC and DC Circuits (Theory and Practice) (7-0-6-9) A study of Ohm's Law and resistive circuits will be covered. Skills will be developed in the theory and uses of inductors and capacitors along with the application of a VOM.

ELC 1113 AC-DC Machines (7-0-6-9) An introduction to fundamental concepts in single and polyphase alternating current, circuits, voltages, currents, power measurements, transformers, and motors. The use of electrical test instruments in circuit analysis will be covered.

ELC 1116 Industrial Electronics (7-0-6-9) A study of electronic components and circuits used in industrial applications. Included will be a study of sensory devices and detectors, the associated circuitry and indicating devices, relays, switching and monitoring circuits, and other devices applicable to the field of industrial electronics.

ELC 1118 Commercial/Industrial Controls (4-0-6-6) The study of industrial electronic systems such as motor controls, alarm systems and controls, magnetic amplifier controls, and other basic solid-state types of systems commonly found in industries.

ELC 1119 Programmable Controllers (4-0-6-6) A study of advanced control circuits. Programmable control devices are covered.

ELC 1123 Electrical and Control Systems (1-2-0-2) An introduction to fundamentals of DC and AC circuits; familiarization with residential power wiring; sensors and controllers used in heating systems.

ELC 1124 Estimating: Electrical (2-0-0-2) The use of actual construction blueprints and specifications to prepare estimates and material purchase lists needed for a total electrical contract or bid. Labor costs, insurance, and other "overhead" expense items are all included in accordance with a current "National Job Cost" pricing scheme. Upon completion of the course, the student should be able to prepare a legal bid proposal by using standard structural/electrical blueprints and specifications. Prerequisite: DFT 1110 Blueprint Reading: Building Trades or equivalent.

ELC 1125 Electrical Troubleshooting (2-0-3-3) A study of troubleshooting techniques needed to maintain electrical equipment found in commercial establishments. Topics such as electrical discharge units, resistive loads, and power circuits will be covered. Emphasis will be placed on three phase power systems and motor control circuits.

COURSE DESCRIPTIONS

ELN 099 Engineering Technology Tutorial (0-2-0-1) A tutorial designed to assist students with course related problems in engineering technology.

ELN 102 Introduction to Electronics (5-4-0-7) A brief overview of electronics engineering and computer engineering technology and of the careers available to the technician. The course will concentrate on basic concepts of direct current, voltage, resistance, power, and series-parallel networks. Laboratory activities will stress safety. The use of the bench meter and basic soldering tools and techniques will be explored.

ELN 104 Circuit Analysis (5-4-0-7) A focus on the fundamental concepts of alternating current. Generation of the sinusoidal waveform, transformer action, reactance, vectoral analysis, and resonance are primary topics. Laboratory activities will support concepts from lectures. Acceptable use of the oscilloscope will be stressed.

ELN 106 Solid State Devices (5-4-0-7) An introduction to solid state devices starting with an examination of vacuum tube operation and following the development of solid state semiconductor devices from the doping of intrinsic materials through the construction techniques used for IC production. Emphasis will be placed on the theory of operation of the basic discrete semiconductor devices focusing on the bipolar, unijunction and field effect transistor families. The SCR and other common thyristors will also be examined. Laboratory activities will be conducted with each of the semiconductor families studied.

ELN 109 Digital Logic Circuits I (3-2-0-4) An introduction to the fundamentals of-digital electronics. Topics will include logic gates and counting circuits, flip-flops, timers, displays, and registers. Prerequisites: ELN 201 and MAT 119 or instructor approval.

ELN 110 Basic Troubleshooting (3-2-0-4) An introduction to basic troubleshooting designed to help the beginning technician learn to effectively use test equipment to locate, and repair circuit faults. The concepts of isolation and safe procedure will be emphasized. A systematic approach to troubleshooting will be stressed. The student will learn to use basic; test equipment, hand tools, and chemical agents commonly used in the electronics industry. A practical hands-on approach will be emphasized.

ELN 201 Electronic Circuits (5-4-0-7) A study of the principles and applications of tuned circuits, amplifiers, and oscillators. Laboratory test equipment will be used to evaluate operating circuitry and demonstrate principles covered in the lectures.

ELN 202 Linear Circuits (1-4-0-3) A focus on the characteristics of commonly used linear IC's and OP amps. Applications in consumer electronics and industrial instrumentation will be covered. Laboratory activities will verify electronic characteristics of specific devices.

COURSE DESCPRIPTIONS

ELN 204 Electronic Communications (5-4-0-7) A study of IF and RF amplifiers, oscillators and modulation techniques. Specifically: AM, FM, PM, and SSB principles and applications will be studied. Laboratory activities will stress the application of communications theory to practical circuitry using communication test instruments. Prerequisites: ELN 201 and MAT 117 or instructor approval.

ELN 205 Computer Repair (2-4-0-4) A study of the internal operation of micro and minicomputers. System layouts and designs will be studied. The course will emphasize the interconnection of memory circuits, timing circuits, the central processing unit, and input/ output devices. The interfacing of external devices, ports, and buses will be studied along with analysis of signal paths and logic states. Various troubleshooting techniques will be explored .

ELN 207 Advanced Electronics (5-4-0-7) A study of microwave radio equipment, radar, and other special communications circuits. Emphasis will be placed on microwave and special purpose antennas along with waveguide and other high frequency transmission media. Applications of klystrons, magnetrons, high frequency solid state devices, and TWTs will be covered. Students will be introduced to fiber optic technology and associated electronic interface circuits. Prerequisite: ELN 204 or instructor approval.

ELN 209 Digital Logic Circuits II (3-2-0-4) A continuation of Digital Logic Circuits I and will examine various logic circuits including; gates, adder circuits, shift registers, memory, and timing circuits. An introduction to microprocessors will be explored. Laboratory activities will stress application of digital logic theory. Prerequisite: ELN 109 or instructor approval.

ELN 210 TV Systems Analysis (5-4-0-7) An introduction to the theory of basic TV broadcasting and reception circuitry. The emphasis of this course will be on the theory of operation of the black and white television receiver. Laboratory activities will stress the proper use of electronic test equipment to examine circuit operation.

ELN 217 Industrial Electronics and Controls (5-4-0-7) An overview of industrial electronics from simple switching and ladder logic, through programmable controllers and microprocessor controlled equipment. Topics will include high power circuitry, three phase, relay and sensing devices and industrial DC motors. The concept of open and closed loop feedback will be stressed. Emphasis will be on electronic devices and the low power aspects of industrial control circuitry.

ELN 220 Antenna Design (3-2-0-4) The study of single and complex antennas, materials, physical dimensions, design formula, skin effect, gain, radiation patterns, line loss, standing wave ratio, reflected power, and various methods of field strength evaluation. An antenna construction project will be required for this course.

ELN 221 Two-Way Radio Systems (3-2-0-4) An examination of two-way radio circuitry as used in commercial applications. A review of applicable FCC rules and regulations will also be presented.

COURSE DESCRIPTIONS

ELN 222 Special Project Building I (0-4-0-2) An open lab will be offered for students interested in project construction. All projects will be arranged on an individual basis and require prior approval from the instructor.

ELN 223 Special Project Building II (0-4-0-2) A continuation of ELN 222.

ELN 224 Electronic Layout and Design (0-0-3-1) A study of the development of the printed circuit board from an engineering sketch through the operation of the finished product. Conventions of electronic drafting, schematic development, and board layout will be stressed. The basic industrial processes for art and board production will be discussed. Students will produce circuit boards using one or more of the basic production techniques.

ELN 225 Advanced Troubleshooting Procedures (2-0-6-4) A continuation of ELN 110. This course will stress the logical analysis and systematic location of faults in electronic circuitry. Students will troubleshoot circuit problems using laboratory equipment for signal injection, signal tracing, voltage, current and waveform measurements in analog and digital circuitry. Students will be expected to demonstrate the alignment of a communications transceiver.

ELN 234 Electronic Fabrication (0-0-3-1) A continuation of ELN 224. Starting with PC board production, this course will explore considerations for small production runs. Front panel layout and ergonomic factors will be discussed. Students will be expected to develop an instruction manual, parts list, and an explanation of the theory of operation.

ELN 235 Instrumentation and Testing (3-0-3-4) A study of the circuitry of various test instruments. Basic meters, bridges, attenuators, and counters will be examined. Analog and digital instrumentation will be explored. Students will be expected to select and demonstrate laboratory instruments. Standardization and calibration techniques will be covered by simulation.

ELN 236 Microprocessor Analysis (3-0-3-4) A focus on microprocessor architecture, internal registers, and internal bus structures. Major topics will be machine language programming, use of operation codes to move data internally and the study of how memory sequentially stores and supplies the program for performing computer operations.

ELN 237 Microprocessor Interfacing (3-0-3-4) A focus on the timing and control signals, and sequential operations for performing instructions necessary to interface to the PC. Emphasis will be placed on the use and analysis of microprocessors (CPU) with arithmetic and control units on one chip. Interfacing to transducers, ADC, and DAC will also be examined.

ELN 238 Microcontroller Design (3-0-3-4) An analysis of the timing and control signals necessary to interface the central processing unit to peripheral equipment. Major topics will include data transformation from serial to parallel and from parallel to serial using UART chips for bus structured systems, latching of data and interrupts, and real time problems.

COURSE DESCPRIPTIONS

ELN 239 Digital Communications (3-2-0-4) A study of the computer system as a unit. Topics studied will include system architecture, interfacing peripherals to the CPU, peripheral drivers (hardware and software), magnetic storage techniques, disk storage systems, printing and video terminals and operating systems and system software. Various computers will be discussed with emphasis on the PC. The fundamentals of Local Area Networks will be examined.

ELN 240 Advanced Microprocessor Design (3-0-3-4) A study of basic registers, counters, the arithmetic logic unit, serial and parallel systems, and the timing and control unit. Principles of storage, memory and address registers, memory selection techniques and machine language programming will also be explored.

ENG 008 Basic Grammar (1-4-0-3) A study of the basic skills in grammar and mechanics.

ENG 011 Grammar (1-4-0-3) A continued study of the fundamentals of mechanics and grammar and an introduction to paragraph writing.

ENG 098 Spelling Improvement (0-2-0-1) (Open Lab) This course is designed for students who want to develop a system for improving their spelling. They will learn strategies that will enable them to recognize and correct their own errors. Students may enroll in the course any time during the quarter.

ENG 099 Writing Skills (0-2-0-1) (Open Lab) This course provides extra help for students in writing papers and preparing for essay examinations in any course or curriculum. Instruction responds to needs identified in each student's work: how to choose topics, organization, sentence structure, or editing features. Students may enroll in and exit the course any time during the quarter.

ENG 101 Language and Composition I (5-0-0-5) The first of a two-course series designed to improve writing skills. This course exposes students to grammar, punctuation, syntax, and paragraphs. Prerequisite: ENG 011 or exemption.

ENG 151 Composition I (5-0-0-5) An introduction to the development of writing skills: planning, organizing and editing expository essays. Emphasis will be on effective syntax, correct punctuation and grammar. Prerequisite: Satisfactory placement test scores.

ENG 152 Written Communication (5-0-0-5) A study of the various forms of occupational writing such as correspondence, instructions, short reports, and a curriculum-based reports (research papers). Prerequisite: ENG 151.

ENG 153 Composition II (Transfer Option) (5-0-0-5) An introduction to the research paper and the study of persuasive writing. Emphasis on methods of research and documentation. Prerequisite: ENG 151.

ENG 204 Oral Communications (3-0-0-3) A study of basic concepts and principles of oral communications to enable the student to communicate well with others. Emphasis will be placed on the speaker's attitude, improving diction, voice, and the application of particular techniques. Prerequisite: Permission of advisor.

ENG 210 Introduction to Literature (5-0-0-5) An introduction to the study, appreciation, and understanding of literature. Emphasis on becoming familiar with traditional literary terms. Development of skills in literary analysis. Prerequisite: Eng 153.

ENG 211 American Literature I (5-0-0-5) A survey of American Literature beginning with the Colonial Period and concluding with the Romantic Period. Major emphasis will be on literature that reflects significant themes and concepts, including Calvinism, Transcendentalism and Romanticism. Prerequisite: ENG 210 or permission of advisor.

ENG 212 American Literature II (5-0-0-5) A survey of American Literature beginning with Emily Dickinson and concluding with contemporary writers. Emphasis will be on literature which reflects the themes and concepts of Realism, Naturalism, Regionalism and Existentialism. Prerequisite: ENG 210 or permission of advisor.

ENG 216 Journalism: Newswriting (5-0-0-5) An introduction to the basic principles of newswriting, including the lead, headline writing, pyramid structure, proofreading and editing symbols. Objectives will be to acquaint the student with investigating techniques and to improve and expand the student's knowledge of grammar, usage, and vocabulary. Prerequisite: ENG 210 or permission of advisor.

ENG 217 Creative Writing (5-0-0-5) An introduction to creative writing designed to acquaint students with basic aspects of writing in prose and poetry. The course will begin with the evaluation and discussion of published works. Throughout the course, students will produce works in specified areas such as the essay, the "personal experience," the humorous poem, conventional and free verse, and the short story. Prerequisite: Permission of instructor.

ENG 220 English Literature I (5-0-0-5) A survey of English literature, beginning with Beowulf and concluding the William Blake's poetry. Major emphasis will be on literary themes and concepts. Prerequisite: ENG 153 or permission of advisor.

ENG 221 English Literature II (5-0-0-5) A survey of English Literature, beginning with Romantic Movement and concluding with selected modern British novelists. Major emphasis will be on literary themes and concepts. Prerequisite: ENG 210 or permission of advisor.

ENG 222 Theater Activities I (0-0-6-2) A laboratory providing coursework in all phases of theater production.

ENG 223 Theater Activities II (0-0-6-2) A continuation of ENG 222.

COURSE DESCPRIPTIONS

ENG 224 Theater Activities III (0-0-6-2) A continuation of Eng 223.

ENG 226 Movies as Literature (3-0-0-3) A study of the films from selected periods and/or genres, with particular emphasis on traditional literacy terms and their application to films, including elements such as theme, characterization, plot, setting, conflict, and point of view.

ENG 227 Literature of the American West (3-0-0-3) A focus on the history of the American West—fact and fiction—as viewed through various literary works.

ENG 230 World Literature (5-0-0-5) An overview of literary masterpieces of the Western tradition, beginning with selections from the ancient world and concluding with the seventeenth century. Examples of prose, verse, and drama that best reflect the spirit of each historical period will be emphasized. Prerequisite: ENG 210 or permission of advisor.

ENG 1106 Fundamentals of English (3-0-0-3) An introduction to English designed to aid the student in the improvement of self-expression in grammar, composition, and reading skills. Prerequisite: satisfactory placement test scores.

FAS 101 Introduction to Fashion Merchandising/Marketing (4-0-0-4) A survey of business enterprises. Emphasis will be placed on the industrial practices involved in the design, production, retailing and consumption of fashion products, with major emphasis on marketing activities and interrelationships.

FAS 103 Elements of Fashion (4-0-0-4) A study of the elements and principles of fashion design and analysis of the basic styles, sizes, construction, and workmanship of apparel products.

FAS 104 Fashion Accessories (4-0-0-4) An analysis of the properties, characteristics, and construction of leather, fur, hosiery, intimate apparel, belts, umbrellas, millinery, wigs, jewelry, and cosmetics as they affect the knowledgeable buying and selling of these products.

FAS 110 Fabric Science I (4-0-0-4) An examination of textile fibers and the construction of fabrics, with special emphasis on the properties that affect their appearance, durability and end use.

FAS 116 Fashion Sketching (2-2-0-3) A study of conveying images in visual form. A step-by-step process of learning to draw fashion figures, garments, and rendering fabrics. An analysis of fashion sketching techniques for promotion designs which are already complete, and also for illustrations in magazines, newspapers, poster design and display.

FAS 117 Commercial Display Design (3-2-0-4) An examination of display as a visual merchandising medium and a discussion of the principles of display design and their application to fashion merchandising environments.

FAS 210 Fabric Science II (4-0-0-4) A study of the importance of the selection of appropriate fabrics for specific uses in apparel and a discussion of factors to be considered in examining the construction of finished garments as they relate to effective and efficient buying. Prerequisite: FAS 110.

FAS 212 Professional Wardrobe Analysis (1-0-0-1) An examination of wardrobe planning and coordination, included in personal color analysis, personal figure analysis, developing a professional clothing style appropriate for each individual and occasion. Coordination of accessories and cosmetics will also be addressed.

FAS 216 Fashion Sales Promotion I (4-0-0-4) An introduction to sales promotion activities for all marketing levels with concentration on the specialized techniques and procedures employed to implement the activities of advertising and copywriting.

FAS 217 Fashion Sales Promotion II (4-0-0-4) A survey of the types and objectives of the different sales promotion activities that are used to sell fashion products, and the specialized techniques and procedures that are employed to implement fashion shows, special events and publicity, culminating with the presentation of a fashion show. Prerequisite: FAS 216.

FAS 218 Computer Applications/Merchandising (3-2-0-4) A practical application of spreadsheet and data management software package utilization for projects involving analysis of marketing data, unit control and dollar control. Prerequisite: All course requirements of the first three quarters or approval of the curriculum advisor.

FAS 219 Current Trends (4-0-0-4) An examination of case studies and research from business and fashion merchandising periodicals. This course is designed to develop the student's ability to keep up to date in the profession. Prerequisite: All course requirements of the first three quarters or approval of the curriculum advisor.

FAS 222 History and Psychology of Dress (3-0-0-3) A study of the ancient world and its influence on modern concepts of dress. A special emphasis is given to the interrelationship between dress and its cultural, social, psychological, economic, and aesthetic implications.

FAS 224 Fashion Buying and Merchandising (3-0-0-3) An analysis of the use of numbers in merchandising and the mathematical techniques that are used to translate fashion into profit making activities of planning, pricing, and controlling quantities and the study of merchandising techniques that are used to forecast fashions, plan assortments, determine sources of supply, select merchandise, follow through on the sale of the merchandise. Prerequisite: MAT 110.

FRE 101 Beginning French (5-0-0-5) An introduction to basic language skills such as listening, speaking, reading, and writing in French. Aspects of French culture are also introduced.

COURSE DESCPRIPTIONS

FRE 110 Elementary French I (5-0-0-5) A continuation of basic French language skills and French culture.

FRE 120 Elementary French II (5-0-0-5) An advanced study of basic French language skills and French culture. The course includes extensive readings and a grammar review. Spoken and written expression are emphasized.

FSO 101 Orientation to Food Service (3-0-0 3) The study of the skills and attitudes needed for successful employment in the food service industry. Detailed information is provided on training requirements, responsibilities, and duties of various food service jobs.

FSO 102 Introduction to Food Preparation I (3-6-0-6) An introduction to short order and quantity food preparation. Emphasis is placed on the development of manual skills and work organization through the preparation of sandwiches, soups, sauces, and salads.

FSO 103 Foodservice Equipment Use and Care (3-0-0-3) An introduction of the safe operation, maintenance, and cleaning of most standard restaurant equipment, particularly that in the food preparation laboratory.

FSO 104 Sanitation and Safety (3-0-0-3) A study of standard sanitation and safety practices to prevent health hazards and avoid injuries.

FSO 105 Introduction to Garde Manger (1-0-3-2) An introduction to basic cold food preparation including appetizers, cold sauces, salads and vegetable carvings.

FSO 106 Dining Room Procedures (2-0-3-3) A survey of equipment, personnel responsibilities, organization, customer relations, sanitation, table arrangements and set-ups, and service techniques for American service. This course is designed for service personnel.

FSO 109 Kitchen Production Management (3-0-0-3) A study of production systems. Emphasis is on the establishment of objectives, guidelines, and policies, as well as effective personnel management.

FSO 112 Food Preparation II (3-6-0-6) An introduction to meal preparation and service. Different techniques of beef and vegetable cooking will be studied.

FSO 114 Nutrition and Menu Planning (5-0-0-5) An introduction to nutrition and menu writing basics.

COURSE DESCRIPTIONS

FSO 122 Principles of Baking (3-6-0-6) A continuation of training in meal preparation and service. Different techniques of pork, poultry, and vegetable cooking will be studied.

FSO 132 Nutrition and Health (5-0-0-5) A study of the macro and micronutrients and how they are used by the body. The mechanics of the digestive, absorption and metabolic processes are discussed, as well as nutrition throughout the life cycle.

FSO 141 Hospitality Management (3-0-0-3) A survey of the general functions of a manager: planning, organizing, staffing, controlling, and directing. Different segments of the hospitality industry are also studied with particular emphasis on the future as well as the present.

FSO 201 Foodservice Equipment and Design (3-0-0-3) An advanced examination of the organization, layout and design of foodservice facilities of various types. Prerequisite: FSO 103.

FSO 202 International Cuisine (3-6-0-6) A study of the preparation of foods of various cultures and countries. Prerequisite: FSO 122.

FSO 203 Organization and Management (5-0-0-5) An overview of the basic principles of organization and personnel management in foodservice operations. Prerequisite: FSO 109.

FSO 204 Food Purchasing and Cost Control (5-0-0-5) An introduction to the subjects of cost and sales control designed to instill in the student an awareness of the increasing need for controls in the highly diversified food service industry.

FSO 207 Food Merchandising (5-0-0-5) A study of creative marketing techniques and strategies for the food service enterprise. The proper display of food and effective use of the menu is stressed.

GEO 102 Cultural Geography (5-0-0-5) A study of the interrelations of man, earth and culture; the geography of race, language, religion; political and economic patterns; population growth and movements.

HEA 112 Health and Wellness (1-4-0-3) An emphasis is given to prudent health living. It will include a health screening to develop awareness for physical fitness. Introduces the student to the need for proper and adequate nutrition. It allows each student an opportunity to develop his own personal fitness prescription. Prudent heart living CPR is presented. Necessary life saving skills and first responder is included.

HIS 101 World Civilization I (5-0-0-5) A survey of world history with special emphasis on the development of early advanced civilization in the Middle East, Asia, the Mediterranean, and the Americas.

COURSE DESCPRIPTIONS

HIS 102 World Civilization II (5-0-0-5) A survey of world history commencing with the flowering of Islam and following through the period of the Renaissance. Students will survey the evolution of social institutions and diffusion of cultural ideas throughout the world.

HIS 103 World Civilization III (5-0-0-5) The study of Western man's social, political, economic and intellectual development from the sixteenth century to modern Europe. Included in this survey are the age of Enlightenment, the Industrial Revolution, and the development of modern European states.

HIS 104 Cherokee History I (5-0-0-5) An introduction to the history and culture of the Cherokee people. Emphasis will be placed on their origin, culture, belief system and events surrounding contact with Europeans. Changes in their traditional social and political structures will be considered. Time periods: Prehistory to 1800.

HIS 105 Cherokee History II (5-0-0-5) A survey of the Cherokee transformation in society and culture prior to and after the Removal through contemporary problems and changes that face the Eastern Band of the Cherokee. Time period: 1800 to the present.

HIS 211 United States History I (5-0-0-5) An examination of discovery, settlement, constitutional development and union, manifest destiny, and the developing sectionalism up to the end of the Civil War.

HIS 212 United States History II (5-0-0-5) A study of the development of the United States including the reconstruction, imperialistic tendencies, the progressive movement, World War I and World War II, Korea, Vietnam, and significant issues to the present.

HIS 215 Modern American Institutions (5-0-0-5) A study of the major social, political, and economic institutions and trends that have shaped America in the 20th century with particular emphasis on the years since 1945.

HPT 101 Introduction to Hospitality (3-0-0-3) An overview of the history of the hospitality industry and the major components of the industry. Emphasis will be placed on industry trends and predictions.

HPT 102 Guest and Customer Relations (3-0-0-3) The study of basic human relations skills necessary for guest satisfaction. Emphasis is on telephone skills as well as the importance of positive nonverbal communication. Particular emphasis will be placed on dealing with customer problems and complaints.

HPT 103 Tourism and the Local Community (5-0-0-5) An overview of services provided by local businesses and travel related agencies. Particular emphasis will be placed on unique events and activities.

HPT 104 Lodging Operations (3-0-0-3) An introduction to the organization and management of hotels and motels. Students will learn procedures for making reservations, guest registration, check-in and check-out, and accounting for all on-premise guests.

HPT 105 Economics of Travel and Tourism (5-0-0-5) A study of how travel and tourism affects the local economy, with an emphasis on the "Multiplier" effect and how income is expanded throughout the business community. Additional emphasis will be placed on how tourism increases state and local income through increased sales and tax collection.

HPT 106 Hospitality Marketing and Promotion (3-0-0-3) An analysis of the reasons people travel and what makes them choose particular destinations. In addition, the link between tourism, travel, and recreation will be explored. Students will learn how to develop a marketing plan and appropriate ways to reach a target market.

HPT 107 Park and Campground Management (3-0-0-3) A survey of the services provided by private, state, and federal campgrounds and parks. Trends in recreation will also be studied in relation to park and campground services. Problems with rising maintenance costs, upkeep, and increased usage will be addressed.

HPT 108 Hospitality Law (5-0-0-5) A study of legal concepts as applied in the hospitality industry. Case studies will be emphasized.

HPT 109 Travel Management (2-6-0-5) A study of the organization and services provided by travel agencies. In addition, students will learn the job responsibilities of a travel agent. Laboratory exercises will provide exposure and an observation of activities associated with local travel agencies.

HUM 201 Critical Thinking and Problem Solving (5-0-0-5) Practice in problem solving, using mental imagery, applying critical thinking, analyzing the components of reasoning and valuing, and generating and evaluating solutions. Suggested prerequisites: PSY 103, ENG 153.

HUM 203 Appreciating Cultural Diversity (3-0-0-3) An analysis of the influence of culture on religion, political systems, language, family structure and ways of livelihood in foreign cultures as well as American subcultures.

ISC 1101 Industrial Safety (3-2-0-4) A study of the development of industrial safety. Accident occurrence and prevention, analysis of accident causes and costs, basic factors of accident control, and accident reporting and records will be covered. Employer and employee responsibility, safety expectations, mechanical safeguards and personal protective equipment use will be included. Materials handling, fire prevention and protection, safety codes, and accident statistics will be discussed.

LEX 100 Paralegal Orientation (3-0-0-3) A brief overview of criminal law, civil procedure, legal research and techniques of investigation. A preparation and presentation of a trial brief is emphasized.

COURSE DESCPRIPTIONS

LEX 103 Legal Research I (3-2-0-4) A discussion regarding the methods of legal research. Proper citation of authority, acquaintance with legal treaties, text, reporter, and shephardizing cases will be covered.

LEX 106 Constitutional Law (5-0-0-5) Understanding of the United States Constitution as the basis for our criminal justice system, and to include constitutional rights of accused persons and the limitations on the criminal justice system. Designed to present the evolution of the criminal law and the state and Federal Court systems.

LEX 107 Criminal Evidence and Procedure (4-2-0-5) A study of the rules of evidence and admissibility of evidence in court; the kinds of evidence, judicial notice, opinion evidence and the hearsay rule; evidence distinguished from proof and the burden of proof. The law of arrest; search and seizure will be emphasized coupled with the civil liabilities that may accrue. North Carolina Criminal Procedure from arrest to trial will be examined in depth with the problems of nontestimonial identification.

LEX 110 Civil Procedure (3-4-0-5) An introduction to basis of civil litigation; N.C. Courts, venue, and jurisdiction. In-depth study of Rules of Civil Procedure of North Carolina. The student will be taught to draft and file various legal documents including pleadings, motions, subpoenas and discover devices.

LEX 111 Torts (5-0-0-5) Civil wrongs or violations of private rights. Emphasis is placed on more common forms of negligence actions and their legal elements.

LEX 112 Supervised Work Experience (0-0-20-2) Placement of student in a work situation related to the paralegal field.

LEX 113 Family Law (4-2-0-5) A study of the legal obligations in a marriage contract. Rights and privileges upon the contracting parties; the statutory grounds for divorce, defenses to divorce actions; elements of a legal separation will be studied. The drafting of pleadings and contractual agreements; study of family problems, juvenile courts, adoption, custody cases, alimony, enforcement of alimony and support orders will be emphasized.

LEX 201 N.C. Legal Systems (3-2-0-4) An examination of specific types of legal processes used in the N.C. court system. Documents used within the state system are studied.

LEX 203 Administrative Law (3-0-0-3) A study of the substantive law, procedures, and forms involved in practice before administrative agencies including workers' compensation, social security, and employment security. The student will understand how to apply the laws associated with practice before administrative agencies at the state and federal level.

LEX 208 Criminal Law (5-0-0-5) A study of the elements required for specific crimes; classification of various crimes. Emphasis will be placed on case research for inter-

pretation of North Carolina Criminal Code. The courses consists of the study of the evolution of criminal law, parties to crime, capacity to commit a crime and criminal defenses.

LEX 210 Mechanics of Property Transactions (3-2-0-4) A study of all the documentation and procedures involved in handling a real estate closing. Contracts for purchase, options to purchase, various types of deeds, deeds of trust, promissory notes, title opinions, title insurance applications, closing statements and bank forms are topics covered in the course.

LEX 211 Title Abstracting (3-2-0-4) An examination of the applicable statutory and common law principles including the form and adequate execution of documents; the functions of judgments and estates in the determination of whether title to real estate is marketable; the study and function of various documents, indices and files on public records and summaries thereof. Various typical problems and errors which may render a title unmarketable will be included.

LEX 212 Real Property (5-0-0-5) A practical introduction to real estate law with emphasis on matters correlating with LEX 211, Title Abstracting. Estates in land; conveyances; drafting of instruments will be discussed.

LEX 215 The Law Office (3-0-0-3) A study of the organization of a law office, office forms and legal forms, filing equipment and system, accounting systems for a lawyer's time, fees, and filing, client relations and office procedure. This course will also familiarize the student with the operation of office machines and equipment.

LEX 220 Legal Research II (3-2-0-4) An advanced research into particular points of law together with the writing of briefs and presentation of various materials.

LEX 232 Estate Administration (3-2-0-4) An introduction to the drawing of wills, making arrangements with the probate office for probate of will, or issuance of Letter of Administration, preparing simple transfer of inheritance tax forms, marshaling of assets, payment of debts of estate, preparations of interim and final accounting and preparation of refunding bonds and releases.

MAS 1000 Masonry Shop I (5-0-15-10) An overview of the history of brick and block laying focusing on fundamental skills, laying to line, use and care of tools and equipment. Mortar mixing techniques and general masonry procedures are covered.

MAS 1000A Masonry- Mortar Mixing Techniques (1-0-3-2) An analysis of the types of mortar and procedures for mixing proper amounts of sand, lime, and cement.

MAS 1000B General Masonry Procedures (2 0-6-4) A study of the use and care of masonry tools and equipment and uses of different types of masonry products used in construction.

COURSE DESCPRIPTIONS

MAS 1000C Masonry-Laying to Line (2-0-6-4) A study of the proper procedures for aligning bricks and blocks both horizontally and vertically in the shortest amount of time.

MAS 1001 Masonry Shop II (5-0-15-10) A continuation of the development of fundamental skills which will include bond layout, projects with various types of masonry units, fireplaces, ornamental work, and a study of recent developments in the masonry field.

MAS 1001A Masonry- Fundamental Skill Development and Bond Layout (1-0-3-2) A study of the different ways to lay various types of masonry materials to create different designs is included.

MAS 1001B Fireplace Construction (2-0-6-4) A study of different types of fireplaces, including their components and function and construction procedures.

MAS 1001C Ornamental Masonry Techniques (2-0 6-4) A study of the creation of ornamental masonry projects by utilizing various bond layouts to create various designs.

MAS 1005 Rock Construction (5-0-15-10) A study of rock construction and the unique techniques and tools required.

MAS 1005A Stick-On Stone Construction (1-0-3-2) A study of proper mortar mixing techniques and application to achieve correct bond patter for stick-on stone.

MAS 1005B Field Stone Construction (2-0-6-4) A study of and practice in the selection, sizing, proper mortar mixing and application of field stone.

MAS 1005C Sized Stone Construction (2-0-6-4) A study of and practice in the procedures used to create various types of bonds or patterns using sized stone masonry products.

MAS 1020 Related Trowel Trades (5-0-15-10) A study of raw material use and manufacturing processes for plastering, tile setting, and concrete finishing as related to general masonry. The student will develop a basic understanding of trowel trades and the care and use of tools and equipment.

MAS 1020A Fundamentals of Stucco (1-0-3-2) A study of procedures used to mix various types of stucco, designs, and application techniques.

MAS 1020B Assimilated Brickwork (2-0-6-4) A study of color mixing, layout and application of material to create assimilated brickwork.

MAS 1020C Assimilated Rockwork (2-0-6-4) A continuation of the study of the process of color mixing, layout, and application of materials to create assimilated rockwork.

COURSE DESCRIPTIONS

MAT 009 Basic Math (1-4-0-3) An emphasis on whole numbers, fractions, and decimals.

MAT 012 Math (1-4-0-3) A review of computation with fractions and decimals, percents, the metric system, geometry, ratio and proportion, and elementary equations.

MAT 097 Math Skills (0-2-0-1) (Open Lab) This course is designed to enable students to review math topics that are necessary to successfully complete their math courses or math dependent courses. Computer assisted instruction is available for basic math skills and algebra concepts. Students may enroll in and exit the course any time during the quarter.

MAT 100 Foundation Skills for Algebra (5-0-0-5) An introduction to the skills required to master algebra. Topics will include real number arithmetic, polynomials, linear equations with applications.

MAT 104 Statistics (5-0-0-5) An introduction to elementary probability and statistics. Topics will include descriptive methods, probability, the binomial and normal distributions, hypothesis testing, correlation and regression. Prerequisite: An introductory algebra course required.

MAT 105 Introduction to Algebra (5-0-0-5) An introduction to the fundamental concepts of algebra: real numbers, exponents, scientific notation, the metric system, polynomials, linear equations and graphs, factoring, algebraic fractions, quadratics. Prerequisite: MAT 100 or equivalent.

MAT 108 College Algebra (5-0-0-5) A study of advanced algebra topics: functions, factoring, algebraic fractions, roots and radicals, linear and quadratic equations and inequalities and their graphs, solving linear equations. Prerequisite: MAT 105, 151 or equivalent.

MAT 110 Contemporary Math (5-0-0-5) A study of applications of mathematics in the field of business: percents, discounts, borrowing and banking, wages and payrolls, markup and retailing, insurance and financial statements.

MAT 111 Trigonometry (5-0-0-5) An examination of trigonometric functions and their graphs, radian measure, fundamental identities, solutions of triangles, vectors, complex numbers. Prerequisite: MAT 105 or equivalent.

MAT 112 College Mathematics (5-0-0-5) A study of basic mathematical concepts including all operations of fractions, decimals, the metric system and an algebraic formulae. Prerequisite: Satisfactory placement test scores.

MAT 113 Geometry (5-0-0-5) A study of fundamental geometric concepts to enable the student to better understand algebra and trigonometry, as well as shapes, planes, and angles. Prerequisite: Satisfactory placement test scores.

COURSE DESCPRIPTIONS

MAT 115 Electrical Math I (5-0-0-5) An introductory algebra course with emphasis on applications in electronics. Topics will include real numbers, basic elements of algebra, exponents and radicals, scientific notation, the metric system, dimensional analysis, and linear equations. Prerequisite: Satisfactory placement test scores.

MAT 116 Electrical Math II (5-0-0-5) A study of fundamental trigonometry concepts required in basic electronics applications. Major emphasis will be on trigonometric functions and their graphs, basic identities, solutions of triangles, complex numbers, and the j-operator. Prerequisite: MAT 115.

MAT 117 Electrical Math III (5-0-0-5) A study of intermediate algebra topics to include functions, graphs, factoring, algebraic fractions, fractional equations, quadratics, simultaneous equations. Prerequisite: MAT 115 or equivalent.

MAT 119 Mathematics of Computer Systems (3-0-0-3) A study of binary arithmetic, hexadecimal arithmetic, logic gates, and Boolean algebra to provide a basic understanding of digital computer architecture. Prerequisite: MAT 115 or equivalent.

MAT 130 Pre-Calculus (5-0-0-5) A study of binomial formula, iogarithmic and exponential functions, induction, polynomials, series, conic sections, polar coordinates, parametric equations. Prerequisite: MAT 108.

MAT 151 Mathematical Concepts (5-0-0-5) An examination of critical thinking skills, sets, logic, numeration systems, and topics from algebra, geometry, probability and statistics, designed for the liberal arts student. Prerequisite: MAT 100 or satisfactory placement test scores.

MAT 1101 Fundamentals of Math (5-0-0-5) An introduction to algebra used in the trades which includes in-depth practice. Topics covered will include practical number theory; analysis of basic operations; fractions, decimals, power and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Prerequisite: Satisfactory placement test scores.

MEC 160 Introduction to Robotics (1-0-6-3) Microprocessor based control will examine the fundamental operation of mechanical and electromechanical mechanisms. Function, specifications, and operating characteristics of common electromechanical devices will be examined. Emphasis will be on control systems that is frequently connected to sense and input physical parameters as feedback to control output functions of a robot.

MLT 101 Introduction to Medical Laboratory Technology and Phlebotomy (3-2-3-5) An introduction to the profession of Medical Laboratory Technology including basic techniques of laboratory sciences including laboratory organization, laboratory math, safety, laboratory instrumentation, and specimen collection. The clinical portion provides an introduction to the healthcare setting an experience in various phlebotomy techniques. Prerequisite: Admission to the MLT program.

COURSE DESCRIPTIONS

MLT 102 Hematology I (3-2-0-4) A study of the formed elements of blood including normal maturation and morphology. Preparation and examination of blood smears. Prerequisite: MLT 101.

MLT 103 Hematology II/Urinalysis (2-2-0-3) A continuation of MLT 102 with emphasis placed on abnormal clinical findings. Hemostasis is introduced along with special hematology procedures. Prerequisite: MLT 102.

MLT 104 Medical Microbiology/Parasitology (4-4-0-6) A study of medically important bacteria and routine techniques used for their isolation and identification. Prerequisite: MLT 101.

MLT 105 Medical Microbiology II (2-2-0-3) A continuation of MLT 104 with an emphasis placed on the study of anaerobes, mycobacteria, fungi, unusual medically important bacteria, and human parasites with practice in microscopic identification. Prerequisite: MLT 104.

MLT 106 Immunohematology I (4-2-0-5) Principles and theories of immunology and immunohematology including serology, blood group antigens and antibodies. Prerequisite: MLT 101.

MLT 107 Immunohematology II (2-2-0-3) A continuation of MLT 106 with emphasis on the remaining blood group systems, donor selection and considerations of transfusion therapy. Prerequisite: MLT 106.

MLT 108 Clinical Chemistry I and Body Fluids (2-2-0-3) A study of the biochemical processes involved in human metabolism, particularly carbohydrates and proteins. Methodologies and instrumentation used in the clinical chemistry laboratory are also discussed. Introduces the routine analysis and clinical significance of urine and other body fluids. Prerequisite: MLT 101.

MLT 109 Clinical Chemistry II (2-2-0-3) A continuation of MLT 108 with emphasis on enzymes, hormones, electrolytes and blood gases. Prerequisite: MLT 108.

MLT 113 Clinical Applications (0-4-0-2) A practice of laboratory techniques in all areas of the medical laboratory. Emphasis is placed on strengthening lab and computer skills necessary to perform varied laboratory tests. Prerequisite: MLT 101-109.

MLT 201 Clinical Experience I (0-0-39-13) Provides an integrated, clinically based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory. Prerequisite: All MLT 100 courses.

MLT 202 Clinical Experience II (0-0-39-13) Provides an integrated, clinically based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory. Prerequisite: MLT 201.

COURSE DESCPRIPTIONS

MLT 203 Clinical Experience III (0-0-30-10) Provides an integrated, clinically based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory. Prerequisite: MLT 202.

MLT 204 MLT Review (2-0-0-2) A study of current topics in laboratory medicine. Review for the Registry examination is also included. Prerequisite: completion of sixth quarter of MLT program.

MST 101 Introduction to Information Processing (3-0-0-3) An introduction to Management Information Systems for business. Topics include analysis, design, development, implementation, and evaluation of information systems.

MST 103 Introduction to MS-DOS Computer Systems (1-2-0-2) An introduction to the basic operation of Intel-based microcomputers. Topics include an introduction to system components, operating system (MS-DOS) commands, system utility commands, batch files, and Microsoft Windows.

MST 107 Introduction to Computer Programming Using Visual Basic (3-2-0-4) An introduction to problem analysis and program development using Microsoft Visual Basic. Topics include input and output, decisions and branching, loops and subroutines, and sequential file handling.

MST 109 Structured Programming Using C++ (3-2-0-4) A study of programming techniques in a structured language with emphasis on top-down design and modular organization. Students learn programming in an integrated development environment. Topics include data structures and arrays. Prerequisite: MST 107 or advisor approval.

MST 121 Operating Systems (3-2-0-4) A practical exploration of operating systems designed for microcomputer systems. Students use Microsoft Windows to study the underlying principles of hardware configuration, system installation, file maintenance, and operation. Additional material includes a comparison and contrast of available operating systems for both small and large-scale computers. Prerequisite: MST 103 or advisor approval.

MST 131 Spreadsheets I Using Lotus 1-2-3 (3-2-0-4) An introduction to the use and application of microcomputer spreadsheet software to solve various business and financial problems. Students learn how to create, modify, save, retrieve, and print spreadsheets: manipulate labels, values, and formulas; and to copy, format, erase, move, and protect cells. Student exercises are drawn from realistic business situations.

MST 132 Spreadsheets II Using Lotus 1-2-3 (3-2-0-4) This continuation of MST 131 provides experience with advanced features of spreadsheets. Topics covered include intrinsic functions, macros, graphics, importing and exporting data, and database techniques. Student exercises include complex business financial problems. Prerequisite: MST 131.

COURSE DESCRIPTIONS

MST 151 Microcomputer Acquisition and Implementation (3-0-0-3) An analysis of the processes involved in the assessment, specification, and selection of microcomputer hardware and software systems. The course addresses real world problems and situations involved in implementing, converting, training, and supporting a new computer system. Students also learn methods of expanding and interfacing existing systems. Prerequisites: MST 101, MST 103 or advisor approval.

MST 213 Advanced Programming Using C++ (3-2-0-4) An in-depth study of advanced programming techniques using a structured, high-level language. Topics covered include graphics, user interface, programming efficiency, and the development and maintenance of large programming projects. Prerequisite: MST 109.

MST 222 Local Area Networks for Microcomputers (3-2-0-4) A study of downsizing and computer networking for typical users. This course exposes students to the fundamental principles of creating, maintaining, and operating a local area network (LAN) of microcomputers. Students learn to compare and evaluate popular network software based on features and flexibility. Students also learn the functions performed by a network administrator. Prerequisite: MST 121.

MST 231 Database Management (3-2-0-4) An introduction to database management system topics. Types of databases, data dictionaries, query languages, and report generators are included. This course includes a survey of major microcomputer database systems and their evolution from mainframe systems. Prerequisite: MST 131.

MST 240 Business Graphics for Microcomputers (3-2-0-4) A hands-on approach to planning effective visual communications. Students learn to convert raw data and statistics to meaningful displays.

MST 252 Microcomputer Management Tools (3-2-0-4) A hands-on exposure to software tools and techniques designed for increasing productivity. Topics include popular GUIs, PIMs, scheduling, simulation, and utility software. Prerequisites: MST 121, MST 151.

MST 260 Information Systems Trends and Issues (3-0-0-3) An exploration of the current body of knowledge concerning Management Information Systems. This course covers special topics including the Internet; computer crime, ethics, and legislation; virus detection and prevention; robotics, voice recognition; virtual information; and artificial intelligence. Prerequisite: MST 101.

MST 270 Special Topics In Applications Software I (3-2-0-4) An application of software not otherwise covered in the curriculum. Generally, this includes new and specialized applications packages. Prerequisite: permission of instructor.

COURSE DESCPRIPTIONS

MST 271 Desktop Publishing Using Aldus Pagemaker (3-2-0-4) An introduction to desktop publishing using a DTP software package is presented in this course. Also covered are the principles of effective page layout and design. Prerequisites: OSC 105 and MST 103.

MST 272 Special Topics in Applications Software II (1-4-0-3) An application of software not otherwise covered in the curriculum. Generally, this includes new or advanced applications with maximized hands-on learning. Students will complete a large project requiring problem analysis and synthesis. Prerequisite: permission of instructor.

MST 280 Information Systems Analysis and Design (3-2-0-4) An exploration of the established and evolving methodologies for the analysis, design, and development of a business information system. Emphasis is given to a structured approach of defining needs, creating user requirement specifications, and developing designs. Prerequisite: MST 101, MST 151, MST 213, MST 260.

MUS 101 Music Appreciation (5-0-0-5) A broad introduction to the basic materials and use of music. Development of musical forms, elements, stylistic features, and the role of music in society. Emphasis on providing the student with a frame of reference which can increase his ability to understand and enjoy music of different styles and periods.

NUR 101 Fundamentals of Nursing (6-4-3-9) A presentation of basic nursing knowledge and skills with an overall emphasis in meeting basic patient needs with a broad overview of the scope of nursing practice within the health delivery system. The student is introduced to the concept of the health-illness continuum as a basis for implementing the nursing process. Principles of therapeutic communication, knowledge of biological systems, and interpersonal relationships are integrated throughout the courses. Provisions are made for the application of theoretical knowledge and skills in on-campus laboratory and hospital settings where the emphasis is on planning and implementing nursing care. The student is expected to develop beginning confidence in performance of skills utilizing appropriate theory. Prerequisite: BIO 121 must be taken prior to or concurrently with NUR 101, or by permission of Program Director.

NUR 102 Medical-Surgical Nursing 1 (6-0-12-10) Provides beginning knowledge of basic concepts of nursing and care of patients with problems caused by common illnesses. Symptoms of illness, classification of diseases, Pre- and post-operative care, long term illness, and concepts of preventive and maintenance health care are included. Principles relating to care of patients in geriatric situations, oncology, rehabilitation, and the dying patient are introduced. Objective-centered clinical learning experiences are planned on selected patients in the medical-surgical units of the hospital. Self-care concepts are stressed. Additional observational experiences provide application of nursing theories and skills relevant to patients experiencing less complex medical-surgical problems as well as therapeutic nursing intervention with patients having musculoskeletal, gastrointestinal, and reproductive disorders.

Prerequisites: NUR 101, BIO 121, PSY 103; or by permission of Program Director. BIO 122 must be taken prior to or concurrently with NUR 102.

NUR 103 Medical-Surgical Nursing II (6-0-12-10) This course continues the study of Medical-Surgical Nursing I, especially the pathophysiological process and therapeutic intervention pertinent to disorders of the endocrine, cardiovascular, respiratory, urinary, nervous, and integumentary systems, and allergic reactions. Integrated rehabilitation concepts are continued. Objective-centered learning experiences are continued in medical-surgical units of the local hospitals. Important aspects of this experience are functioning as a member of the nursing team and the utilization of all health team members to promote and achieve total patient care. NUR 107 must be taken prior to or concurrently with NUR 103. Prerequisite: NUR 102 and BIO 122 or by permission of Program Director.

NUR 104 Maternal-Child Health Nursing (6-0-15-11) Maternal-Child Health Nursing applies the nursing process to assisting adaptation of the emerging family. The maternity cycle and child care from birth through adolescence are emphasized. The physiology and nursing care during the normal antepartal, labor, delivery, and postpartal periods as well as the needs of the normal newborn are presented. Some complications and deviations from normal are introduced. During child care, the etiology, treatment, and nursing care in common disorders and illnesses that affect the infant, child, and adolescent are presented. Objective-centered clinical experiences are planned using selected patients in obstetric and pediatric units within community settings. NUR 107 must be taken prior to or concurrently with NUR 104. Prerequisites: NUR 102 and BIO 122 or by permission of the Program Director.

NUR 107 Pharmacology (3-0-0-3) Presents facts concerning sources, effects, legalities, and usage of drugs as therapeutic agents; and brief review of metrology, prescriptions of medications, drug classifications, and nursing implications are covered. Emphasis is placed on the nurse's responsibilities in relation to drug administration. Prepares the student to compute dosages and administer drugs. Practice opportunities are provided in classroom and in clinical areas. Prerequisite: MAT 112, NUR 102 and BIO 122 or by permission of Program Director.

NUR 199 Nursing Transition (3-4-0-5) Designed to facilitate the entry of the practical nurse graduate seeking advanced placement into the second year (fifth quarter) of Region A Nursing Consortium Nursing Education Options program. The focus of this course is directed toward assisting the practical nurse graduate to enter the second year of a program of preparation for the role of the registered nurse in current practice. Nursing theory will be presented and practice skills will be reviewed and supplemented to equate the level of mastery of the advanced placement candidate with the continuing generic students specifically in the areas of nursing practice, nursing process, physical assessment, nursing diagnosis, nursing care planning, patient teaching, and documentation. Review and practice in calculating dosages and solutions, conversion of measurements, and determining appropriate dosages of medications/fluids will also be included. Successful completion of NUR 199 (minimum grade of C) is required for all advanced placement candidates prior

to being accepted into the T-116 Nursing Education Options curriculum and must be updated biannually. Prerequisite: Must be licensed as a practical nurse or by approval of the Program Director.

NUR 202 Medical-Surgical Nursing III (5-0-15-10) This advanced Medical-Surgical Nursing course is a comprehensive study of biological, social, and emotional components of more complex problems of clients. Emphasis is placed on adaptive process and implementation of the nursing process within critical care settings. Aspects of nutrition, phar- macology, and patient teaching as they relate to the conditions studied are integrated throughout the course. Complex disorders of the cardiovascular, urinary and renal, respiratory, and neurological systems are explored. Clinical learning experiences are selected on the basis of the students needs in order to meet the stated objectives. BIO 206 must be taken prior to NUR 202. Prerequisites: NUR 103, NUR 104, NUR 107 or by permission of Program Director.

NUR 203 Medical-Surgical Nursing IV (5-0-15-10) The study of bodily aberrations begun in NUR 202 is continued with emphasis placed on complex gastrointestinal disorders, endocrine, musculoskeletal, and integumentary disorders. Learning experiences are selected to assist the student in developing skills necessary to give comprehensive nursing care to patients in a variety of situations based on previously and concurrently acquired skills. The student is given the opportunity to plan, direct, and evaluate total patient care for individuals and groups to aid in preparation for the transition from student or practical nurse to professional staff nurse. Prerequisite: NUR 202, NUR 204, NUR 205, BIO 206 or by permission of Program Director.

NUR 204 Advanced Maternal-Child Health Nursing (6-0-15-11) Nursing 204 is designed to provide the student with theoretical knowledge in more complex client problems. Emphasis is on implementation of the nursing process in assisting adaptation of the family and/or individual to stressors created by complications and/or illnesses during the maternity cycle and/or growth and development of the child from conception through adolescence. Objective-centered clinical learning experiences are provided within the community setting. BIO 206 must be taken prior to or concurrently with NUR 204. Prerequisites: NUR 103, NUR 104 or by permission of Program Director.

NUR 205 Psychiatric Nursing (5-0-12-9) A study of the therapeutical role of the nurse in emotional or developmental disturbances in individuals. Implementation of the nursing process is emphasized in meeting the adaptive needs of the client. This course includes mental health/illness continuum, personality identification, organic and functional clinical syndromes, therapeutic process, and community mental health resources. Clinical experience emphasizes observation and interpretation of overt and covert behavior within acute care facilities and mental health agencies. BIO 206 must be taken prior to or concurrently with NUR 205. Prerequisites: PSY 103, NUR 103, NUR 104, NUR 107 or by permission of Program Director.

NUR 206 Nursing Seminar (2-0-0-2) Nursing 206 is concerned with relationships, opportunities, and responsibilities of the registered nurse in and to the nursing profession. Attention is given to transition from the role of student to graduate nurse. Consideration will be given to legal, ethical, and educational aspects of current nursing trends. NUR 203 must be taken prior to or concurrently with NUR 206. Prerequisite: NUR 203, NUR 204, NUR 205 or by permission of Program Director.

NUT 102 Nutrition and Health for Young Children (3-0-0-3) An emphasis on menu planning, food sanitation and meeting state licensing laws and regulations for pre-school food programs. General nutritional needs of children are discussed and the basic fundamentals of nutrition are covered. Prerequisite: Permission of instructor.

ORI 101 College Orientation (1-0-0-1) An introduction to the college experience. Areas addressed include college information, study skills, library skills, test taking skills, interpersonal skills, and time management. Students will learn to establish and meet academic goals.

OSC 101 Keyboarding I (1-2-0-2) An introduction to the touch typewriting system. Emphasis on correct techniques, alphabetic, and numeric data entry and proofreading procedures. Minimum competency for speed is 25 words per minute.

OSC 102 Keyboarding and Formatting II (1-4-0-3) An emphasis on the development of speed and accuracy with further mastery of correct keyboarding and formatting techniques. These skills are applied in tabulation, manuscript, correspondence, and business forms. Speed and accuracy requirements: 40 words per minute for three minutes; maximum of three errors. Prerequisite: OSC 101 or equivalent.

OSC 103 Keyboarding and Formatting III (1-4-0-3) An emphasis on problem solving and speed building. Greater attention to development of production typing skills. Development of the student's ability to function at an expert level and production of mailable documents are stressed. Speed and accuracy requirements: 50 words per minute for five minutes; maximum of five errors. Prerequisite: OSC 102.

OSC 105 Word Processing I (1-4-0-3) An emphasis in training students in the basic and intermediate functions of a text-editing/word processing system. Students learn to produce a variety of documents utilizing software, visual prompts, and diskette media. Prerequisite Typing skill.

OSC 106 Word Processing II (1-4-0-3) An emphasis in training students in the advanced functions of a text-editing/word processing system. Prerequisite: OSC 105 on the same equipment and software.

COURSE DESCPRIPTIONS

OSC 110 Office Machines (0-2-0-1) An emphasis on how to use electronic calculators in solving arithmetic and math related problems. Prerequisite: MAT 012 or equivalent placement test scores.

OSC 204 Document Production (1-4-0-3) An emphasis on the development of individual production rates. The student learns the techniques needed in planning and typing projects that closely approximate the work environment. Some of the projects involve correspondence, manuscripts, reports, tabulations, financial forms, prioritizing, and information gathering. Speed and accuracy requirements: 60 words per minute for five minutes; maximum of five errors. Prerequisite: OSC 103.

OSC 205 Alphabetic Shorthand I (3-2-0-4) An introduction to the theory and practice of reading and writing an alphabetic shorthand system. Emphasis will be on phonetics, penmanship, word families, alpha bits, phrases and word beginning and endings. Dictation rate of 50 words per minute is required.

OSC 206 Alphabetic Shorthand II (3-2-0-4) A continuation of OSC 205. Emphasis will be on phonetics, penmanship, word families, alpha bits, phrases and word beginning and endings. Dictation rate of 60 words per minute.

OSC 209 Machine Transcription (2-0-0-2) An emphasis on the operation and applications of dictation/transcription equipment. Prerequisite: Typing skill.

OSC 214 Secretarial Procedures (3-2-0-4) An examination of the responsibilities encountered by a secretary during the work day. Some of these responsibilities include receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, and office organization. Prerequisite: OSC 103.

OSC 231 Business Communications (3-2-0-4) An emphasis on the development of skills in the techniques of writing business correspondence. Good will, bad news, persuasive, orders, acknowledgments, application letters and data sheets are included. A communication course designed for business students who must learn to initiate written documents. Prerequisite: ENG 151.

OSC 250 Professional Development (3-2-0-4) An emphasis on the development of professional demeanor and awareness of appearance appropriate to an office setting. Career choices and opportunities, interviewing, resumes will also be covered. Critical thinking and leadership skills, and interpersonal communication will be addressed as well.

OTA 101 Occupational Therapy I (3-0-0-3) An introduction to the art and science of occupational therapy. Emphasis will be placed on identification of roles and responsibilities of the COTA, standards of practice, socio-cultural influences affecting occupational therapy, accountability and ethics.

OTA 102 Occupational Therapy II (3-2-0-4) A study and analysis of developmental theory as it applies to daily life tasks and activities. Concepts of activity analysis,

adaptation, and role mastery will be reviewed in conjunction with normal growth and development. Appropriate screening instruments for each developmental level will be utilized.

OTA 103 Occupational Therapy III (3-4-3-6) A study of the occupational therapy treatment process. Basic principles of screening, program planning, and implementation of programs for clients with physical disabilities will be stressed. Programs for prevention and remediation of health disorders will be developed and analyzed from actual field experience case studies. Professional skills of information gathering, goal setting and selection and planning use of occupational therapy techniques will be mastered by the student. Level I Fieldwork in physical disabilities will be completed.

OTA 104 Kinesiology for OTA's (3-2-0-4) A study of movement of the human body as it relates to activity, disability and occupational therapy treatment. In laboratory sessions, students will become familiar with various methods of testing joint range of motion, muscle strength, and coordination.

OTA 105 Occupational Therapy IV (3-4-3-6) The occupational therapy treatment process for clients with psychosocial disorders will be stressed. Programs for prevention and remediation of psychiatric disorders will be developed and analyzed from case studies. Professional skills of information gathering, goal setting, and selection and planning use of occupational therapy techniques will be mastered by the student during Level I fieldwork.

OTA 106 Occupational Therapy Media I (2-2-0-3) The value of activities in life and in occupational therapy will be emphasized. Concepts of activity analysis will be continued.

OTA 107 Medical Conditions (3-0-0-3) A study of disabling conditions commonly encountered in occupational therapy. Included are causes, symptoms, prognosis, and treatment methods of physical conditions.

OTA 108 Major Crafts and Their Applications (2-2-0-3) A study devoted to the development of skills in major crafts including woodworking, ceramics, and leatherwork. The use of and adaptation of these activities in therapeutic program will be integrated with the learning of skills. Care and maintenance of equipment and materials will be emphasized.

OTA 201 Occupational Therapy Media II (2-2-0-3) A study devoted to the development of skills in basic sewing, weaving, pottery and needlecrafts. The use and adaptation of these activities in therapeutic programs will be integrated with the learning of skills. Fabrication of adaptive equipment will be introduced.

OTA 202 Pediatrics for the OTA (3-2-0-4) A review of normal and abnormal development with emphasis on occupational therapy intervention. Evaluation techniques will be presented. Occupational therapy treatment planning and techniques will be emphasized.

COURSE DESCPRIPTIONS

OTA 203 Occupational Therapy V (3-4-0-5) An overview designed to provide the basic information on the contribution of the OTA to program administration and support. Current issues in occupational therapy will be explored including adapted technology.

OTA 204 The Mature Years-Gerontology (3-2-0-4) A study focusing on the latter half of the life span including concepts of the aging process, retirement, and physical, emotional, and social adjustment. Emphasis will be on activity programming for geriatric citizens living in various environments.

OTA 205 Occupational Therapy in the Community (3-0-3-4) The study and application of occupational therapy programs in various community settings (school systems, nursing homes, sheltered workshops, partial hospitalization, daycare programs). Course will include class lectures, Level I community experience.

OTA 206 Facility Management (3-0-0-3) An overview designed to teach the principles and application of maintenance and management of equipment and supplies as well as the skills essential to administrative functioning. Areas to be focused upon include cost analysis, budget, ordering materials and supplies. Medicare-Medicaid, scheduling patients, charging, uniform cost reporting, justification of equipment vs. supplies will be included.

OTA 207 Occupational Therapy Fieldwork II (0-0-24-8) The first of two full time (40 hours a week) fieldwork rotation in a clinical site. Emphasis will be on the application of academically acquired bodies of knowledge. Under the supervision of a registered occupational therapist, or an experienced COTA, the student will be provided with in-depth experiences in and responsibility for delivery of services to clients/patients leading to the performance level expected of an entry-level occupational therapy assistant.

OTA 208 Occupational Therapy Fieldwork II (1-0-24-9) The second of two full time fieldwork rotations in a clinical site. This rotation is the same as OTA 207 except the student works with clients with different disabilities. Final days of the course are spent at the college preparing for national certification.

PBT 101 Basic Concepts in Phlebotomy (5-2-0-6) The study of basic concepts in the areas of health care delivery systems, anatomy and physiology, blood collection equipment, human relations in dealing with patients, collection procedures, infection control, specimen processing, quality control, record keeping, and safety. Various procedures and techniques are practiced in the on-campus laboratory. Prerequisite: Admission to the Phlebotomy program.

PBT 110 Clinical Experience (0-0-12-4) The student is to gain practical skills in a clinical laboratory setting. This will occur in area health care facilities. The specific competencies or areas of study are: a. health care delivery systems and medical terminology; b. infection control and safety; c. anatomy and physiology of body systems and associated pathology; d. specimen collection; e. collection equipment and various types of additives used; f. venipuncture and capillary puncture; g. specimen transport and specimen processing; h. quality assurance.

COURSE DESCRIPTIONS

PED 101 Weight Training I (0-2-0-1) An execution of various lifts, isotonic exercises, and related health and safety factors.

PED 102 Physical Fitness (0-2-0-1) An emphasis on assessing and improving the individual's physical fitness and conveying essential health-fitness knowledge related to his/her needs.

PED 105 Adult Fitness (0-2-0-1) An introduction to physical activity with emphasis placed on the cardiovascular system, strength, and efficiency in executing basic skills which may arise in play and daily living.

PED 113 Whitewater Canoeing (0-2-0-1) An introduction of how to handle, carry and paddle canoes in whitewater situations.

PED 201 Weight Training II (0-2-0-1) A continuation of weight training at an advanced level. Students will participate in exercises using advanced muscle groups.

PED 204 Badminton (0-2-0-1) An introduction to the basic badminton strokes and a general knowledge of the history, rules, and strategy of the game stressing the life-long values of badminton as a recreational activity.

PED 207 Golf (0-2-0-1) An introduction to the game of golf. The student participates in a sequential skill development process for learning the fundamentals of the game. Also, students learn golf etiquette, rules, scoring, strategy, and information on basic golf equipment. This course is not recommended for players with advanced abilities.

PED 209 Tennis (0-2-0-1) An introduction to the fundamental skills and knowledge necessary to participate in tennis. Primarily an activity course supplemented by lecture periods stressing tennis as a lifetime recreational sport.

PED 210 Basketball (0-2-0-1) An introduction to the fundamental skills of basketball, along with the history, rules and strategy of the game.

PED 211 Bowling (0-2-0-1) An introduction to the fundamental skills and knowledge necessary to participate in bowling. Primarily an activity course supplemented by lecture periods, stressing bowling as a lifetime sport.

PED 212 Volleyball (0-2-0-1) An introduction to the fundamental skills, history, rules and strategy of the game with special emphasis on carry-over value of the activity.

PHI 101 Introduction to Philosophy (5-0-0-5) An introduction to great thinkers from Plato to modern philosophers.

COURSE DESCPRIPTIONS

PHY 101 Physics: Mechanics (3-2-0-4) A study of conversion of units; vectors, translational and rotational equilibrium; kinematics; Newton's laws; analysis of motion; work, energy, and power; impulse and momentum; rotational kinematics and dynamics. Prerequisites: MAT 105, MAT 111 or equivalent.

PHY 102 Physics: Heat, Sound, and Light (3-2-0-4) An study on temperature, thermal energy, heat transfer, thermodynamics, waves, sound, light waves, refraction and reflection, lenses and mirrors, interferences and diffraction. Prerequisite: MAT 105 or equivalent.

PHY 103 Physics: Electricity and Magnetism (3-2-0-4) A study of the nature of electric charge, electric forces and fields, electric potential, capacitance, current, resistance and DC circuits, forces and torques in magnetic fields, electromagnetic induction. Prerequisite: MAT 105 or equivalent.

PHY 1101 Applied Science I (3-2-0-4) An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles.

PLU 1101 Plumbing Pipework (5-0-15-10) An introduction to the various types of plumbing tools, fittings, pipe and equipment used in the plumbing industry. The student will perform operations such as cutting, threading, caulking and soldering various kinds of pipe as required by the NC Plumbing Code Book.

PLU 1101A Plumbing Pipework I (2-0-6-4) An introduction to the structure of the plumbing trade. The basic plumbing tools, job safety, basic terminology, calculation and layout of the different types of pipes and fittings used in plumbing systems will be included.

PLU 1101B Plumbing Pipework II (3-0-9-6) A continuation of PLU 1101 A, Plumbing Pipework I. Practical experience in the use of plumbing tools, selection of the proper material and the correct procedures used to join the various kinds of pipe and fittings used in the plumbing industry will be included.

PLU 1111 Domestic Hot and Cold Water Systems (5-0-15-10) An introduction to hot and cold water systems for residential and commercial buildings. This course will cover the installation of water distribution systems beginning with the source of supply and including the location of pipes, valves, and pumps in both single and multi-story buildings. Plumbing installations will be made to provide practical applications. NC Plumbing Code Book will be emphasized. Prerequisite: PLU 1101.

PLU 1111A Domestic Hot and Cold Water Systems I (2-0-6-4) An introduction to residential and commercial hot and cold water systems. The design and layout of various plumbing fixtures including the location of pipes, valves, tanks, and pumps for single and multi-story buildings is covered.

PLU 1111B Domestic Hot and Cold Water Systems II (3-0-9-6) A continuation of PLU 1111A, Domestic Hot and Cold Water Systems I. Practical experience in the

calculations of water supply, demand, installation of water pumps, hot water heaters, storage tanks and maintenance of the hot and cold water supply systems will be included.

PLU 1112 Installation of Plumbing Fixtures (2-0-6-4) A comparison of materials and styles of lavatories, bathtubs, sinks, water closets. The many ways that these fixtures can be installed will be covered. The proper use of traps is included. The student will get actual practice by making installations. Prerequisites: PLU 1101, PLU 1111 and PLU 1115.

PLU 1115 Drainage Systems: Residential (4-0-12-8) An introduction to the principles that govern the installation of sanitary drainage - soil and waste piping, vent piping, and storm drainage piping. Drainage system layout and testing methods will be covered. Prerequisite: PLU 1101 or previous experience.

PLU 1115A Drainage Systems: Residential I (2-0-6-4) An introduction to the different types of drain lines and venting systems used in residential buildings.

PLU 1115B Drainage Systems: Residential II (2-0-6-4) A continuation of PLU 1115A. Drainage system layouts, sizing and testing methods will be covered.

PLU 1116 Commercial Systems (5-0-15-10) An introduction to the principles that govern the different types of commercial equipment and techniques of installation as required by the NC Plumbing Code Book. Prerequisites: PLU 1101, 1111, 1112, and 1115 or previous experience.

PLU 1116A Commercial Systems I (2-0-6-4) An introduction to the type of fixtures, traps, water and waste lines that are installed in commercial buildings.

PLU 1116B Commercial Systems II (3-0-9-6) A study of the different types of drainage and venting systems that are installed in commercial buildings. Procedures for layout and sizing of the piping systems as required by the NC Plumbing Code will be covered.

POL 103 National, State and Local Government (5-0-0-5) A study of the organization and functions of national, state, and local governments, intergovernmental relationships, and contemporary significant problems.

PSC 105 N.C. Basic Law Enforcement (16-0-30-26) An introduction to minimal skills used in employment as a law enforcement officer of the State of North Carolina.

PSY 103 General Psychology (5-0-0-5) A study of the various fields of psychology; the developmental process; motivation; emotion, frustration and adjustment, mental health, attention and perception; problems of group living. Attention is given to application of these topics to problems of study, self-understanding and adjustment to the demands of society and the working world.

COURSE DESCPRIPTIONS

PSY 109 Human Relations (3-0-0-3) An emphasis on discussions concerning the effect of early family experience and the interactions of people in all types of situations. Students also study the interactions of people in both management and subordinate positions.

PSY 203 Human Growth and Development (5-0-0-5) A study of the basic principles of physiological and psychological growth states of the child from conception through adolescence. Emphasis is on personality development, theories, and influences of family size and structure.

PSY 229 Abnormal Psychology (5-0-0-5) An introduction to the diagnosis and treatment of abnormal psychological behaviors including neurosis, psychosis, character disorders and psychosomatic reactions. Treatment modalities and interactions will be stressed.

PTH 101 Introduction to Physical Therapy (3-4-0-5) An overview of physical therapy as a profession including history, types of treatment, employment settings, and health care team relationships. Topics include terminology, selected physical therapy modalities, patient preparation, and current health issues.

PTH 102 Physical Therapy Procedures I (2-4-0-4) A continuation of PTH 101 with detailed study of physical agents. Topics include introduction to patient/therapist interactions, pain theory, general treatment considerations, the electromagnetic spectrum, theory and application of superficial heat, cold, ultrasound, and whirlpool.

PTH 103 Physical Therapy Procedures II (1-4-0-3) A continuation of PTH 102 with emphasis on the theory and applications of diathermy, ultra violet, traction, and basic massage. An in depth study of documentation is also covered.

PTH 104 Pathology-Physiology for PT Assistants (5-0-0-5) A survey of basic pathology with emphasis on conditions most frequently seen and treated in physical therapy. Topics include basic systems of body, the causes of disease or trauma processes, including the signs and symptoms, indicated treatment, and possible outcomes of conditions.

PTH 105 Clinical Education I (0-0-9-3) An orientation to the physical therapy facility and the development of initial entry level skills. The student is placed in the clinical setting for one on one supervision in direct patient care and clinical observation. Emphasis is placed on reinforcement of learned experiences in ethical conduct, communication, personal and professional development, and beginning patient care skills.

PTH 106 Therapeutic Exercise I (1-4-0-3) An introduction to therapeutic exercise theory and practice. It covers the theory rationale and application of selected exercise methods along with stretching, PRES, joint mobilization, and relaxation techniques.

PTH 107 Functional Anatomy for PT Assistants (3-2-0-4) An emphasis on basic knowledge and understanding of bio-mechanical principles. Students will demonstrate an understanding of the structure and functions of bones, joints, and muscles in anatomical lever systems and an understanding of kinematics by written test. Students will also demonstrate by written test and lab practical proper goniometry skills. Students will demonstrate in lecture and lab an understanding of postural and gait analysis.

PTH 108 Clinical Education II (0-0-9-3) A continuation of the clinical education experience encompassing supervised patient care and clinical observation. The student is placed in a facility working and learning under the immediate supervision of a clinical instructor. Emphasis is placed on reinforcement and improvement of learned experiences in ethical conduct, communication, personal and professional development, and initial/intermediate level patient care skills.

PTH 109 Human Anatomy for PT Assistants (1-4-0-3) A study of the human musculoskeletal system. Aspects of this include learning bones and bony landmarks, muscle origins, insertions, and innervations.

PTH 201 Psychology of Adjustment (P.T.) (3-0-0-3) A study of basic concepts of interpersonal relationships between health professionals and patients, psychological adjustment of both patient and professional is explored. Explanation of basis for and methods of achieving effective interaction with the patient by students enhancing one's understanding of one's self, helping the student to understand the dynamics of the health worker-patient relationship and to develop awareness of the complimentary roles of other health care workers. The emotional responses to disease, physical impairment and/or handicap by persons with varying basic personality characteristics are explored in depth. Special problems of working with the child, elderly and/or terminally ill patient are introduced.

PTH 202 Physical Therapy Procedures III (2-2-0-3) A continuation of PTH 103 with emphasis on the application of compression therapy and electrical stimulation. Other topics include the use of ambulation equipment, assistive devices, and architectural barriers.

PTH 203 Therapeutic Exercise II (2-6-0-5) A continuation of Therapeutic Exercise I. Emphasis is placed on normal sensorimotor development and sequencing. Topics include brief history and development of specific treatment approaches such as Rood, Brunstrum, Bobath, and PNF techniques. These techniques will then be integrated into learning selected neurological and orthopedic treatment protocols for patients with SCI, CVA, TBI, and neuromuscular diseases.

PTH 204 Clinical Education III (0-0-15-5) A continuation of the clinical education experience. Emphasis is placed on ethical conduct, communication, personal and professional development, and intermediate/entry level patient care skills.

COURSE DESCPRIPTIONS

PTH 205 Community Health and Welfare (3-0-0-3) A survey of the various health and welfare resources nationally and within the community. Topics include public, private, and voluntary health organizations and their functions, resources, and proper utilization of community health agencies and the need for such agencies. The student will be required to prepare an in depth study and report (written and oral) on a specific service or agency.

PTH 206 Physical Therapy Procedures IV (2-4-0-4) A continuation of PTH 202 and emphasized physical and physiological principles and techniques of application and selected physical therapy measures. Topics include advanced principles and treatment of burns and wounds, prosthetics and amputees, cardiopulmonary rehabilitation, cerebrovascular accidents, pediatrics, and sports medicine.

PTH 207 Clinical Education IV (0-0-36-12) A continuation of the clinical education experience.

PTH 208 Physical Therapist Assistant Review (1-0-0-1) This course is designed to complete the full-time clinical experiences during the final quarter of the PTA program. Competency testing is included to prepare for licensing exams.

RAD 101 Introduction to Radiologic Technology (3-0-0-3) An introduction to radiologic technology, focusing on the profession, responsibilities of the technologist, professional development, basic radiation protection and areas of specialization. Prerequisite: Acceptance into the Radiology program.

RAD 105 Patient Care/Medical Ethics (3-0-0-3) The study of nursing techniques and procedures with an emphasis placed on aseptic technique, proper handling of the ill and injured. The legal and ethical obligations of the modern radiographer to student and the patient will also be emphasized. Prerequisite: Acceptance into the Radiology program.

RAD 110 Positioning I (3-4-0-5) An examination of the radiographic positioning of anatomical structures and organs of the body. This course will provide precise and detailed information of the various positions and will be supplemented with practical instruction and application in the radiographic room. Emphasis will be placed on chest, abdomen and basic contrast studies. Prerequisite: RAD 101, RAD 105.

RAD 115 Principles of Exposure I (3-0-0-3) A study of the basic concepts concerned with the production and recording of the radiographic image. The topics studies are radiographic tubes, x-ray production, film, cassettes, screens, processing and density. Prerequisite: RAD 101, RAD 105.

RAD 118 Clinical Education I (0-0-15-5) An introduction to the hospital setting and its procedures, emphasizing practical experiences such as the application of ethical conduct, patient care procedures involving physical and emotional needs, basic radiation protection principles, and assistance/observation of patient positioning and radiographic exposures. Prerequisite: Acceptance into the program. Prerequisite: RAD 101, RAD 1O5.

RAD 120 Positioning II (3-4-0-5) A continuation of RAD 110. Procedures for positioning of the upper and lower extremities are included. The lecture will be supplemented with practical instruction and application in the radiographic room. Prerequisite: RAD 110.

RAD 125 Principles of Exposure II (3-2-0-4) A study of factors involved in the production of radiographic qualities, including the relationship of prime factors to radiographic quality and the influence and relationships of the primary factors, accessories, and patient factors to radiographic quality. Prerequisite: RAD 115.

RAD 128 Clinical Education II (0-0-15-5) A continuation of RAD 118. There will be an emphasis in the areas of patient care procedures, exposure techniques, and positioning. Prerequisite: RAD 118.

RAD 130 Positioning III (3-4-0-5) A continuation of RAD 120. Procedures for positioning of the cervical, thoracic, and lumbar spines, bony thorax and the structures of the cranium will be explored. Prerequisite: RAD 120.

RAD 133 Radiation Protection/Biology (3-0-0-3) A study of radiation dosage and its effects on patients and personnel with the protective measures available and necessary. Emphasis will be placed on basic cell structure, composition, and function and how they can be affected adversely by ionizing radiation. Prerequisites: BIO 121, BIO 122.

RAD 135 Principles of Exposure III (2-2-0-3) An overview of special exposure techniques such as tomography and stereograph. The second component will look at the concept of quality assurance and the elements involved in a quality assurance program. The third area of study will entail the completion of a project or research report related to the other career opportunities in the imaging department. Prerequisite: RAD 125.

RAD 138 Clinical Education III (0-0-24-8) A continuation of RAD 128. General radiographic skills, fluoroscopy, common contrast studies and related activities are studied. Prerequisite: RAD 128.

RAD 200 Radiologic Physics I (3-0-0-3) An examination of the structure and operation of the x-ray tube. An introduction into units of measurements, concepts of energy, atomic structure, electrostatics, electrodynamics, and magnetism. Prerequisite: RAD 135.

RAD 205 Special Procedures I (3-0-0-3) A study of special studies and techniques used in the modern radiology department. This course acquaints the student with those specialized and highly technical procedures in radiography. Prerequisite: RAD 130.

RAD 208 Clinical Education IV (0-0-24-8) A continuation of RAD 138. RAD 208 is designed to reinforce technical skills in fundamental radiographic procedures and develop a better understanding of more intricate procedures. Prerequisite: RAD 138.

COURSE DESCPRIPTIONS

RAD 210 Radiologic Physics II (3-0-0-3) The study of electromagnetism, electric generations and motion, production and control of high voltage, rectification, rectifiers, the x-ray circuit, and special radiographic equipment. Prerequisite: RAD 200.

RAD 215 Special Procedures II (3-0-0-3) A study of major special procedures, with an emphasis on equipment and procedures from cerebral and vascular studies. Also studied are the other imaging modalities in the radiology department. Computers and their application to radiology are discussed. Prerequisite: RAD 205.

RAD 218 Clinical Education V (0-0-24-8) A continuation of RAD 208. The student is taught to assume increasing levels of responsibilities, including bedside, pediatric and operating room radiography. Prerequisite: RAD 208.

RAD 220 Radiographic Pathology (3-0-0-3) An introduction to the general principles of pathology. A variety of disease processes and malfunctions will be studied, with emphasis on radiographic demonstration of disease.

RAD 225 Film Critique (3-0-0-3) A critical review of radiographic quality with reference to specific technical difficulties. Focus will be on class demonstration by the student.

RAD 228 Clinical Education VI (0-0-24-8) A continuation of RAD 218. The student will begin initial observation and participation in special procedures. Prerequisite: RAD 218.

RAD 230 Radiologic Technology Seminar (3-0-0-3) A review of major topics in radiology, in order to prepare the student for certification. Comprehensive final exam over all areas of radiography is included. Prerequisite: RAD 225.

RAD 238 Clinical Education VII (0-0-33-11) A continuation of RAD 228. An introduction to concepts of other imaging modalities in radiology. Students will be expected to prove final competency in all areas of general radiography. Prerequisite: RAD 228.

RDG 007 Basic Reading (1-4-0-3) A concentration on reading, vocabulary, and comprehension skills.

RDG 010 Reading (1-4-0-3) An emphasis on effective vocabulary, reading, and study skills.

REC 108 Introduction to Recreation (3-0-0-3) An introduction to the history and fundamentals of organized recreation services, major program areas, organizations, special agencies, and institutions which serve the recreation needs of our society.

REL 201 Comparative Religions (5-0-0-5) A comparison of major world religions including Hinduism, Buddhism, Judaism, Islam, Christianity, and New Age thought. Each will be examined both from a historical perspective and from a modern ex-

pression of the belief. Various concepts of good and evil, divinity, and religious experiences are included.

RSP 101 Orientation to Respiratory Care (2-4-0-4) An introduction to the hospital setting and the department of respiratory care. A study of professional ethics, professional organizations, and the history of respiratory care. This course covers the physical properties and physics of gas and piping systems, gas storage, safety standards, and regulation of pressure and flow. The course also introduces the patient charting and medical legal aspects as well as CPR certification, and medical emergencies. Laboratory periods include student skills evaluation. Prerequisite: Acceptance to program.

RSP 102 Cardiopulmonary Anatomy and Physiology (2-2-0-3) A study of the heart, lungs, kidney and pulmonary vascular circulation. Disruptions of normal function and signs and symptoms manifested by the pathology are discussed. The cardiopulmonary affects of aging will be covered. The student will be further introduced to blood physiology. Labs to accompany specific topics. Prerequisite: RSP 103.

RSP 103 Theories and Principles I (4-2-0-5) The theory of and techniques for oxygen and aerosol therapy, including the properties and production of therapeutic gas, humidity, and aerosols, oxygen delivering devices, analyzers, blender, artificial airways and management, cleaning and sterilization of respiratory care equipment and manual ventilation equipment. Students will demonstrate and practice with this equipment during laboratory periods. In addition, the student will be exposed to vital sign measurement and patient assessment. Prerequisite: RSP 101.

RSP 104 Pathophysiology (2-2-0-3) A study of etiology, pathogenesis and physiology of cardiopulmonary diseases and disorders. A discussion of clinical signs and symptoms along with diagnosis, complications, prognosis and management. Prerequisite: RSP 103.

RSP 105 Theories and Principles II (4-2-0-5) An overview of chest physiotherapy, acid- base balance, and pulse oximetry. Introduces the student to the classification of mechanical ventilators, Theories and principles of mechanical ventilation includes the physiologic effects, indications and contraindications and modes of ventilation. Laboratory periods include student skills evaluation for assembly, calibration, and functional use of these devices. Respiratory care of the medical-surgical patient, including anesthesia effects, ventilator commitment monitoring and discontinuing of mechanical ventilation. Fluid and electrolytes will be introduced. Prerequisite: RSP 103.

RSP 106 Pulmonary Functions (2-2-0-3) A study of diagnostic pulmonary function testing. In depth theory, calculation, interpretation, and cardiopulmonary rehabilitation will be covered. Laboratory periods include evaluation of students performing and interpreting pulmonary function tests along with equipment and maintenance. Prerequisite: RSP 103.

COURSE DESCPRIPTIONS

RSP 107 Pharmacology (3-0-0-3) A comprehensive introduction to the medications administered by respiratory care practitioners. Emphasis is placed on the techniques to be observed that will assure safe administration of these agents. A concise overview of drugs relating to respiratory care, including those effecting the nervous system, cardiovascular, excretory and respiratory systems. Prerequisite: RSP 105.

RSP 108 Pediatric Respiratory Care (1-2-0-2) An introduction to pediatric respiratory care skills, techniques, procedures and equipment. A study of genetic, iatrogenic, and diseased induced pathology as seen in the pediatric patient. Treatment and prognosis will be studied. Prerequisite: RSP 105

RSP 111 Clinical Experience I (0-0-9-3) The student will be introduced to the hospital setting and respiratory care practices. The student will assist and observe respiratory care personnel in the performance of various duties to include oxygen, humidity, and aerosol therapy. Maintenance and cleaning of equipment will be stressed. Prerequisite: RSP 101.

RSP 112 Clinical Experience II (0-0-18-6) A continuation of RSP 111 including oxygen, aerosol and humidity therapy. New topics will include IPPB therapy, hand held nebulizer therapy, incentive spirometry, CPT, pulmonary functions, and arterial blood gases. Introduction to intensive care including mechanical ventilation and fluid and electrolyte balance. Pulse oximetry will be performed. Prerequisite: RSP 111.

RSP 113 Clinical Experience III (0-0-24-8) A continuation of RSP 112. The student will continue to gain experience in arterial blood gas analysis and pulmonary functions. The student will also begin routine ventilator care and airway management. The student will continue in-depth study of mechanical ventilation and airway management. The student will begin to understand pharmacologic effects of common cardiopulmonary drugs used in respiratory care as well as drugs effecting the nervous system and excretory system. A proficiency exam will be required for graduation or continuation of RSP 211. Prerequisite: RSP 112.

RSP 201 Intensive Respiratory Care (4-2-0-5) The study of advanced procedures and theories relating to mechanical ventilation emphasizing interpretation and application of physiological monitoring, fluid and electrolyte balance, airway management, weaning and ABG. EKG interpretation and hemodynamic monitoring will be covered. Labs to accompany specific topics. Prerequisite: RSP 107.

RSP 202 Neonatal Respiratory Care (2-2-0-3) Introduces the student to neonatal respiratory care skills, techniques, procedures and equipment. Emphasis on embryonic development and the treatment required of premature infants. A study of genetic and diseased induced pathology as seen in the neonate patient. Treatment and prognosis will be studied. The student will be introduced to transporting the high-risk infant. Prerequisite: RSP 108.

RSP 203 Respiratory Therapy Department Operations (2-0-0-2) An introduction to the management of a respiratory care department including space requirements, budget planning, equipment purchase, and personnel management. Prerequisite: RSP 212.

RSP 204 Registry Review Seminar (2-2-0-3) A review of respiratory care to prepare students to take the National Board Exams. Major topics will include proper presentation skills for patient care presentations, studying skills, test-taking skills, test content and examination outlines. The student will practice taking written, oral and clinical simulation exams. Physicians and other key personnel will be scheduled for lectures. Prerequisites: RSP 212.

RSP 211 Clinical Experience IV (0-0-21-7) A continuation of RSP 113. The student will gain clinical experience in intensive respiratory care to include continuous mechanical ventilation, invasive hemodynamic monitoring including venous pressure monitoring, Swan-Gang monitoring and arterial lines as well as calibration techniques. The student will be introduced to endotracheal intubation. Prerequisite: RSP 113.

RSP 212 Clinical Experience V (0-0-21-7) A continuation of RSP 211. The student will gain clinical experience in endotracheal intubation and be introduced to pediatric and neonatal respiratory care. The student will become familiar with interpretation of EKG's and cardiac drug therapy. Prerequisite: RSP 211.

RSP 213 Clinical Experience VI (0-0-24-8) A continuation of RSP 212. The student will practice and become proficient in all respiratory care modalities in the critical care settings. The student will become familiar with advanced cardiac life support procedures. A proficiency exam will be required for graduation. Prerequisite: RSP 212.

RTV 116 Broadcast Announcing (3-4-0-5) A study of the announcers function, skills, characteristics and techniques. Emphasis will be placed on the analysis, interpretation, and communication of a variety of types of announcing-performance projects. The course is further designed to familiarize the student with basic broadcast studio equipment and broadcast procedures.

RTV 201 Introduction to Telecommunications (5-0-0-5) A survey course of radio and television broadcasting including its history and development. Station organization and procedures will be covered in addition to a practical introduction to the fundamentals of announcing, copy writing, production, promotion, programming, sales and administration.

RTV 202 Sales and Promotion (5-0-0-5) A history of broadcast advertising and the structure of the present-day industry. The course addresses specific procedures for developing broadcast advertising campaigns. Buying and selling advertising on radio, television and cable is examined in detail. Students will create an effective sales presentation model.

COURSE DESCPRIPTIONS

RTV 203 Expression in the Media (5-0-0-5) The psychology of interpersonal relationships and politics related to the media. Interviewing techniques pertaining to the broadcast industry are stressed.

RTV 204 Radio Production (3-4-0-5) Creation, development, production, and presentation of broadcast announcements. Interviews, commercials, and the production of dramatic program material is covered. Emphasis is placed on the proper use of equipment to achieve effective communications.

RTV 205 Broadcast Programming (5-0-0-5) The course is an analysis of community program needs, station image, and the development of programming to reach the station's target audience. A focus is on learning "selector" and radio music format software systems.

RTV 206 Writing for the Media (5-0-0-5) An introductory course in writing for the broadcast media. Topics include fundamental writing techniques, commercials, public service announcements and news. Prerequisite: English 151 or permission of instructor.

RTV 207 Television Production I (5-4-0-7) Introduction to the elements of television. Camera operation, use of sound, lighting, control room techniques. Language of film and editing are emphasized.

RTV 209 Television Production II (2-10-0-7) Advanced work in producing and directing television programs. The course includes the writing of television production segments and mastery of the " video toaster," production program software.

RTV 211 Broadcast Journalism (3-4-0-5) Introduction to the field of broadcast journalism. Special emphasis is placed on the gathering, writing, delivery, editing and production of newscasts for radio and television.

RTV 212 Broadcast Management (5-0-0-5) A discussion regarding the management of a radio or television station. This course stresses the development of human resources in an organization.

RTV 213 Station Operations I (0-0-9-3) Operation of the College radio station. Students gain experience as disc jockeys.

RTV 218 Broadcast Law (5-0-0-5) Laws and regulations governing the field of broadcasting. The relationship of governing agencies, such as Congress, the courts, and the FCC are covered. Historical and current developments in rules and regulations, law, self-regulation, right to know, right to privacy, copyright and obscenity issues are examined.

RTV 221 Troubleshooting Broadcast Equipment (3-2-0-4) Troubleshooting and appreciation of broadcast equipment. The course includes a basic understanding of studio equipment, schematics, and flow chart review. General repairs are conducted on common studio equipment found in radio and television stations.

RTV 227 Broadcast Field Training (1-0-10-2) The student will work in a location where the skills learned in the Radio and Television Broadcasting Technology curriculum will be applied. There are different techniques practiced by professionals in the field that are unique to that establishment, thus the student will learn more than one method to perform particular tasks. Students will be exposed to different types of equipment, in some cases, than that available at SCC. Students will be in class one hour each week to discuss work situations, and problems and to complete course learning objectives as outlined in the Internship Manual.

RTV 243 Public Relations and the Media (5-0-0-5) A historical development of the public relations profession. Topics include the identification of target audiences; how to deal with public opinion; how to choose the right message and medium; dealing with the media during emergencies; news releases and timing; PR campaigns; PR and the law; the ethics of public relations. Students will develop a crisis plan.

SCI 101 General Science (3-2-0-4) A study of basic concepts from biological, physical and natural sciences. Laboratory experiences provide opportunities to develop projects by demonstrating simple science concepts to young children, utilizing materials from nature and simple equipment. Each student will develop a series of projects appropriate for a specific level of development.

SOC 101 Introduction to Sociology (3-0-0-3) An examination of the fundamental concepts and general principles of sociology. Topics include the evolution of human culture, socialization, interaction, social groups and stratification, and effects of population growth and technology on society and social institutions.

SOC 102 Principles of Sociology (5-0-0-5) A study in the principles of sociology. The course provides an understanding of culture, collective behavior, community life, social institutions and social change. Emphasis is placed on the scientific study of man's behavior in relation to others, the general principles affecting the organization of such relationships and the effects of social life on human personality and behavior.

SOC 133 The Family-A Cross Cultural Survey (5-0-0-5) A study of the family as a social unit. Primary focus is placed on the influence of family relationships during infancy and childhood. Historical patterns and the evolution of family roles in various types of cultures provide opportunities to analyze and interpret the influence of the culture and the family in relation to the large society.

SOC 136 Marriage and Family Relations (5-0-0-5) A study of dating relations and the preparation process for marriage. The course includes an examination of the marriage process, stressing individual responsibility in making marriage and parenthood meaningful. Relationships with family members are also included.

SPA 101 Beginning Spanish (5-0-0-5) An introductory course in Spanish. Upon completion of this course, students will have a knowledge of some basic elements of Spanish in conversation, reading and writing.

COURSE DESCPRIPTIONS

SPA 102 Elementary Spanish I (5-0-0-5) Continuation of SPA 101. Elements of conversation, reading and writing are covered. Tapes, filmstrips, movies and extensive conversation are utilized. Prerequisite: SPA 101.

SPA 103 Elementary Spanish II (5-0-0-5) A continuation of Beginning Spanish and Elementary Spanish I. Students and the instructor select topics for independent study. The class meets for oral reports and discussion. Prerequisite: SPA 101 and SPA 102.

WLD 1101 Basic Welding (1-0-3-2) Introduction to the history of oxyacetylene and arc welding. The principles of welding and cutting, nomenclature of the equipment and different types of welding, brazing and soldering processes are emphasized. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat position, and cutting of ferrous with the torch are covered. Safety procedures are stressed.

WLD 1120 Oxy-Fuel and Arc Welding (4-0-15-9) A more in-depth study of welding techniques. Welding demonstrations are given by the instructor and practiced by the students. The safe and proper methods for set-up and operation of welding equipment are demonstrated. Experience is gained in oxy-fuel welding and cutting, brazing, silver soldering, soft soldering, and shielded metal arc welding.

WLD 1120A Basic Oxy-Fuel Cutting (1-0-3-2) Introduction and practical operations in the setup of oxy-fuel cutting equipment. Skill is also developed in areas of flame cutting straight and beveled edges on plate and pipe using manual and automated flame cutting equipment.

WLD 1120B Oxy-Fuel Welding and Brazing (1-0 3-2) A thorough technical understanding of oxy-fuel welding equipment setup and operation. The course provides training in the development of the skills necessary for producing high quality welds, brazing, and soldered joints in all positions.

WLD 1120C Basic Arc Welding I (1-0-3-2) An introduction to the principles and application of electric arc welding. Skill will be developed in running beads and welding various types of joints in all positions using the E6010 electrode.

WLD 1120D Basic Arc Welding II (1-0-6-3) A continuation of WLD 1120C using the E7018 electrode. Additional arc welding experience will be emphasized.

WLD 1121 Shielded Metal Arc Welding (4-0-18-10) A continuation of WLD 1120. The course will give the student additional practice in welding plate steel of various thickness in all positions emphasized under the American Welding Society Codes. Safety procedures will be covered. The course will better prepare the student for passing welding tests in industry. Prerequisite: WLD 1120 or previous experience.

WLD 1121A Advanced Arc Welding "Fillet Welds" (2-0-6-4) Further development of the skills necessary for making high quality shielded arc welds in all positions with mild steel multiple pass "fillet weld" joints.

COURSE DESCRIPTIONS

WLD 1121B Structural Welding Single Groove with Backing Plate (1-0-6-3) A further development of the skills necessary to produce high quality groove welds with backing on thick mild steel plate. Concentration is placed on the positions required by the American Welding Society structural welding code.

WLD 1121C Structural Welding Single Groove "No Backing Plate" (1-0-6-3) Development of the manual skills necessary for producing high quality groove welds using the "open root joint" on thick plate as required by the American Welding Society.

WLD 1123 Gas Shielded Arc Welding (5-0-15-10) The operation and use of gas-shielded arc welding methods (TIG/MIG). Emphasis is placed on the study of the equipment, its safety and operational demands, and practice in all welding positions. Upon completion, students will be able to setup and operate TIG and MIG welding machines and weld various size metals in all welding positions.

WLD 1123A Basic Gas Tungsten Arc Welding (2-0-6-4) An introduction and practical operation in the setup of gas tungsten (TIG) arc welding equipment. Skill will be developed in running beads and making fillet welds in all positions on mild steel plate.

WLD 1123B Advanced Gas Tungsten Arc Welding (1-0-3-2) A continuation of WLD 1123A. The course provides training toward the development of skills necessary for making high quality gas tungsten arc welds in all position "Groove Welds" on mild steel plate.

WLD 1123C Basic MIG Welding (2-0-6-4) An introduction and practical operation in the setup of MIG welding equipment. Skill will be developed in running beads and welding various types of joints in all positions.

WLD 1125 Pipe Welding (3-0-12-7) Welding of pressure piping in the horizontal, vertical, and horizontal fixed positions. AWS, ASME, and API welding codes are emphasized. Prerequisites: WLD 1121 and WLD 1123 or previous experience.

WLD 1125A Pipe Welding "5G" Position (1-0-3-2) Additional exposure to pipe welding. The course provides training toward high quality welds on open root mild steel pipe with axis fixed in a horizontal position. Concentration is also placed on running beads in the overhead, vertical and flat positions.

WLD 1125B Pipe Welding "2G" Position (1-0-3-2) Welds on open root mild steel pipe with axis fixed in a vertical position. Emphasis is placed on running beads in the horizontal position.

WLD 1125C Pipe Welding "6G" Position (1-0-6-3) Welds on open root mild steel pipe with axis fixed at a 45 degree angle. Emphasis is placed on running beads in flat, horizontal, vertical, and overhead position.

COURSE DESCPRIPTIONS

WLD 1127 Blueprint Reading for Welders (2-0-3-3) Interpretation and reading of blueprints. Information is provided on the basic elements of the blueprint: lines, # views, dimensioning procedures, and notes. A thorough study of the trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications are introduced.

WLD 1128 Certification Practices and Mechanical Testing (3-0-12-7) Practice in welding metals to meet certification standards as established by specific codes. Emphasis is placed on the various tests established by industry and the American Welding Society using specific principles and welding procedures. Upon completion, students will be able to weld metals in all welding positions and test the welds to determine if quality welds have been produced. Prerequisites: WLD 1121, WLD 1123, WLD 1125, or previous experience.

WLD 1128A SMAW Practice and Guided Bend Test "5G" Position (1-0-3-2) A continuation of WLD 1125A. Practice is provided in the preparation and testing pipe welds using the Guided Bend Test as required by the major welding code issuing agencies.

WLD 1128B SMAW Practice and Guided Bend Test "2G" Position (1-0-3-2) A continuation of WLD 1125B. Practice is provided in the preparation and testing pipe welds using the Guided Bend Test as required by the major welding code issuing agencies.

WLD 1128C SMAW Practice and Guided Bend Test "6G" Position (1-0-6-3) A continuation of WLD 1125C. Practice is provided in the preparation and testing pipe welds using the Guided Bend Test as required by the major welding code issuing agencies.

ADMINISTRATION STAFF AND FACULTY

BOARD OF TRUSTEES

Robert Blanton, Chairman
Charles Siler Slagle, Vice–Chairman

Governor Appointment

Orville D. Coward, Jr.	Franklin, 1995
Jean Douthit	Bryson City, 1997
Robert Blanton	Whittier, 1998
Mary Jane Ferguson	Cherokee, 1996

County Commission Appointment

Catherine H. Dillard	Cullowhee, 1995
George Hooper	Tuckaseigee, 1998
Thomas K. Jenkins	Franklin, 1997
Charles Siler Slagle	Franklin, 1996
C. Jerry Sutton	Franklin, 1995

Board of Education Appointment

W. Paul Holt, Jr.	Sylva, 1996
Quayle Neslen	Sylva, 1998
William Joseph Seel	Bryson City, 1997
William H. Smith	Sylva, 1995

Student Representative

President of the Student Government Association

ADMINISTRATION

Barry W. Russell, President
Patricia W. Johnson, Dean of Student Services
Kenneth E. Mostella, Dean of Administrative Services
George T. Stanley, Dean of Business Services
Dwight B. Wiggins, Dean of Continuing Education

PERSONNEL

FACULTY AND STAFF

Linda Aiken ..... Early Childhood Associate
B.S., M.A.Ed., Western Carolina University

Edward D. Anderson ..... Paralegal Technology
B.S.B.A., Western Carolina University
J.D., University of North Carolina - Chapel Hill

Bonnie S. Archibald ..... Respiratory Care Technology
A.S., Florida Community College

Jimmy D. Ashe ..... Courier/Mail Clerk

Richard L. Barden ..... Business
B.B.A., J.D., University of Miami

Deborah Beck ..... Respiratory Care Technology
A.A.S., Greenville Technical College
B.S., Western Carolina University

Anne Bello ..... Physical Therapist Assistant
A.A., Fayetteville Technical Institute
B.S., University of North Carolina at Asheville

Mabel Bennett ..... Secretary
A.A.S., Southwestern Community College

Lynda Bishop ..... Occupational Therapy Assistant
A.A., Indian River Community College
B.S., University of Florida
M.S., Russell Sage

Kathleen Breedlove ..... Secretary

Claudia Buchanan ..... Secretary
B.F.A., Western Carolina University

Mark Buchanan ..... Building Maintenance Supervisor
Certificate, Southwestern Community College

Sandra Bunn ..... Secretary

Oscar Burgess ..... Custodial Worker

Janet K. Burnette ..... Comptroller
B.S., Western Carolina University

Michael Burnette ..... Criminal Justice
B.S., M.P.A., Western Carolina University

Roy Burnette ..... Radio/TV Broadcasting Technology
B.S., M.A., Western Carolina University

Donnie Burrell ..... Maintenance Mechanic

Jack Cabe ..... Computer Systems Programmer
A.A.S., Southwestern Community College

James E.Campbell.....Director of Information and Telecommunications
A.A.S., Southwestern Community College Management
B.S., Western Carolina University
M.In.Ed., Clemson University

Myrna M. Campbell ..... Director of Admissions
B.A., Western Carolina University
Graduate Study, N.C. State University, Western Carolina University

Ray Carpenter ..... Custodial Supervisor

Bobby Lee Clark ..... Commercial Art and Advertising Design
B.S., Berea College
M.S., Pratt Institute

Joyce Cloer ..... Executive Secretary
A.A.S., Southwestern Community College

Donna Cogdill ..... Director of Continuing Education-
B.S., Western Carolina University Compensatory Education

Renee Cohen ..... Chairman, Commercial and Technical Division
B.Ed., University of Miami
M.B.E., Georgia State University

PERSONNEL

Stephen Conlin ..... Director of Student Support Services
B.A., M.S., State University of New York
Superintendent's Certification, University of Oregon
Ed.S., Western Carolina University

Cheryl Contino ..... Academic Transition Coordinator/Student Support Services
B.S., M.B.A., Western Carolina University

John Cooper ..... Grounds Worker

Patricia Cope ..... Financial Aid Officer
B.S.B.A., Western Carolina University

Gene C. Couch, Jr ..... Chairman, Health and Human Services Division
A.A.S., Southwest Virginia Community College
B.S., Mars Hill College
M.A.Ed., Western Carolina University

Christopher Cox ..... English
B.A., M.A., Appalachian State University

Kathleen Coggins Cross ..... Secretary/Coordinator of Continuing Education Records

Janene Burke Cutler ..... Radiologic Technology
A.A.S., Southwestern Community College

Ceretta Davis ..... Custodial Worker
A.A.S., Southwestern Community College

Max Davis ..... Building and Grounds Maintenance - LBJ Job Corps

Reta Denton ..... Secretary/Facilitator - Public Safety
A.A.S., Southwestern Community College

Melissa Dodgins ..... Secretary

Elaine Estes ..... Manager of Computer Center
A.A.S., Southwestern Community College

Carol Finger-Cox ..... College Receptionist
B.A., Appalachian State University

PERSONNEL

Kathryn Z. Forbes ..... Director of Continuing Education - Literacy/ Telecommunications
B.S., M.A., Western Carolina University

Jean Ellen Forrister ..... Chairman, General Education Division
B.A., M.A., University of Southern Mississippi

Judy Franklin ..... Secretary

Barbara Frogge ..... General Education
Diploma in Piano
B.M.E., Georgetown College
M.A., Peabody College

Rosetta Gates ..... Accounting Technician/Payroll

Owen Gibby ..... General Education
B.A., M.A., Western Carolina University

Sharon Grasty ..... Secretary
A.A.S., Southwestern Community College

Deborah N. Ginn ..... Coordinator of Purchasing and Inventory
B.A., Western Carolina University

Connie Gregory ..... Cosmetology
Cosmetology Certification, Pisgah High School
Certificate, A.A.S., Southwestern Community College

Sharon Gunter ..... Accounting Technician/Accounts Payable
A.A.S., Southwestern Community College

Constance Haire ..... Director of Resource and Community Development
B.S., Erskine College
M.A., Western Carolina University

Robin Hall ..... Clerical, LBJ Job Corps
B.B.A., Western Carolina University

Martha L. Hammerly ..... Secretary

PERSONNEL

Robert L. Harrison ..... English
A.A., Keesler Technical Training Center
B.A., M.A.Ed., Graduate Study, Western Carolina University

Mary N. Hartman ..... Mathematics
B.S., Juniata College
M.S., Nova Southeastern University

Charles Hartzog ..... Media Services Technician
A.A.S., Southwestern Community College

Anthony Henson ..... Grounds Worker

Talmadge Hoyle ..... Grounds Supervisor

Judith Hughes ..... Nursing Education Options
B.S.N., Medical College of Georgia
M.S., Clemson University

David McClure ..... Registrar
B.S., M.A., Western Carolina University

F. Duke James ..... Food Service Management
A.A.S., Southwestern Community College

Patricia Johnson ..... Dean of Student Services
B.S., M.A., University of Kentucky
M.Ed., University of North Carolina - Wilmington

James Joyce ..... Coordinator of Telecommunications/Special Events
B.M., Mars Hill College

Monty Kirkpatrick ..... Custodial Worker

Shirley Kool ..... Career Planning and Placement Officer
B.S., Drake University
M.S., Western Carolina University

Allen Ledbetter ..... Computer Systems Operator
A.A.S., Southwestern Community College

Deborah Lizotte ..... Admissions Officer
A.A.S., Southwestern Community College
B.S., M.I.E., Western Carolina University

Kathy Lovedahl ..... Coordinator of Small Business/Industry Training
B.S.B.A., M.B.A., Western Carolina University

James Mackey ..... Regional Law Enforcement Coordinator/Instructor
A.A.S., Haywood Community College

Carol S. Martin ..... Administrative Office Technology
B.A., Catawba College
M.A.Ed., Western Carolina University

Timothy Martin ..... Printer
B.S. Ed., Fairmont State College
M.S. Ed., Montana State University

Susan C. McCaskill ..... Director of Continuing Education-Public Safety
B.S., M.S., Western Carolina University

Debra McHalffey ..... Physical Therapist Assistant
B.S., Louisiana State University

Patricia McKay ..... Graphic Artist/Designer
A.A.S., Southwestern Community College

Robert McWilliams ..... Public Safety
A.A.S., Mayland Community College
B.S., Gardner-Webb University

Melissa Medlin ..... Secretary

Doris Melton ..... PBX Operator/Secretary
A.A.S., Southwestern Community College

Richard Middleton ..... Custodial Worker

Sue Monroe ..... Science
B.S., Oklahoma State University
M.A., Western Carolina University

PERSONNEL

Delos D. Monteith ..... Institutional Research and Planning Officer
B.S., Western Carolina University
M.S., University of North Carolina–Chapel Hill

Wanda Morris ..... Administrative Office Technology
B.A., M.A.Ed., Western Carolina University

Kenneth E. Mostella ..... Dean of Administrative Services
B.A., St. Benedict's College
M.Ed., Clemson University

Rita Norris ..... Accountant/Cashier
B.S.B.A., Western Carolina University

Jean Painter ..... Secretary, Veterans/GED/Student Services

Tobie Painter ..... Maintenance Mechanic
A.A.S., Southwestern Community College

Stella Parker ..... Library Assistant
A.A.S., Southwestern Community College

Gail Pemble ..... Director of Interactive Television
B.A., University of South Florida
M.S., Western Carolina University

Ronald W. Poor ..... Electronics Engineering
B.S., M.S., Appalachian State University

James W. Porter ..... Custodial Worker
Diploma, Haywood Community College

Michael Pritchett ..... English
B.S., University of Tennessee
M.A., University of Missouri

Carl Queen ..... Automotive Technology
B.S., M.I.E., Western Carolina University

Timothy R. Quiring ..... Drug and Alcohol Technology
B.A., Tabor College
M.A., North America Baptist Seminary

Andrea Ragan ..... Medical Laboratory Technology
A.A.S., Henderson Community College
B.S., Eastern Kentucky University

Nelda M. Reid ..... Director of Learning Resources
B.S., Western Carolina University
M.A., Appalachian State University

Sharon C. Ridley ..... Developmental Education
B.S.Ed., M.A.Ed., Western Carolina University

Terry Robinson ..... Grounds Worker

Barry W. Russell ..... President
B.S., M.In.Ed., Ed.D., Vocational-Technical Ed, Clemson University

Deborah Sewell ..... Cosmetology
Diploma, Southwestern Community College
Diploma, Gwinnett Technical Institute

Drucilla P. Shelton ..... Public Information Officer
B.S., University of Tennessee
M.A.Ed., Western Carolina University

David Shiek ..... Counselor/ Student Support Services
B.S., M.S., Ph.D., Indiana State University

Harrietta Shuler ..... Director of Continuing Education-
B.B.A., Georgia State University Community Service/Small Business
M.B.A., Western Carolina University

Rita Shuler ..... Secretary
A.A.S., Southwestern Community College

Patricia Sloan ..... Secretary
A.A.S., Southwestern Community College

PERSONNEL

George Stanley ..... Dean of Business Services
A.A.S., Southwestern Community College
B.S.B.A., M.A., Western Carolina University

Janet Smith ..... Counselor, Community Service Coordinator
B.S., M.A., Ed., Western Carolina University

Laurie M. Smith ..... Secretary

Sheridan C. Smith ..... Accounting
B.A., M.Ed., Western Carolina University

Kathy A. Starr ..... Science
B.A., Florida State University
M.S., Western Carolina University
M.S., Ph.D., Albany Medical College

Henry Stephens ..... Maintenance Worker

Kirk Stephens ..... Microcomputer Systems Technology
B.S.B.A., M.B.A., Western Carolina University

Roger Stephens ..... Commercial Art and Advertising Design
B.F.A., M.A., Western Carolina University

Tony Sutton ..... Custodial Worker
A.A.S., Southwestern Community College

Krishna M. Swamy ..... Computer Engineering Technology
B.S., Annamalai University, India

Linda Talbott ..... Coordinator of Evening and Instructional Services
B.S.B.A., M.S., Western Carolina University

Barbara J. Thorpe ..... Electroneurodiagnostics
B.S., Mary Washington College
Certificate, Medical College of Virginia

Terry Tolle ..... Mathematics
B.S., Northwestern Oklahoma State University
M.S., Clemson University

Mary Triplette ..... General Education
B.A., Mary Washington College
M.A., Ph.D., University of North Carolina-Chapel Hill

Ellen Weekley ..... Director of Continuing Education-Human Resource Development
B.A., Duke University
M.A., Western Carolina University

Dwight Wiggins ..... Dean of Continuing Education
B.S., M.A.Ed., Western Carolina University

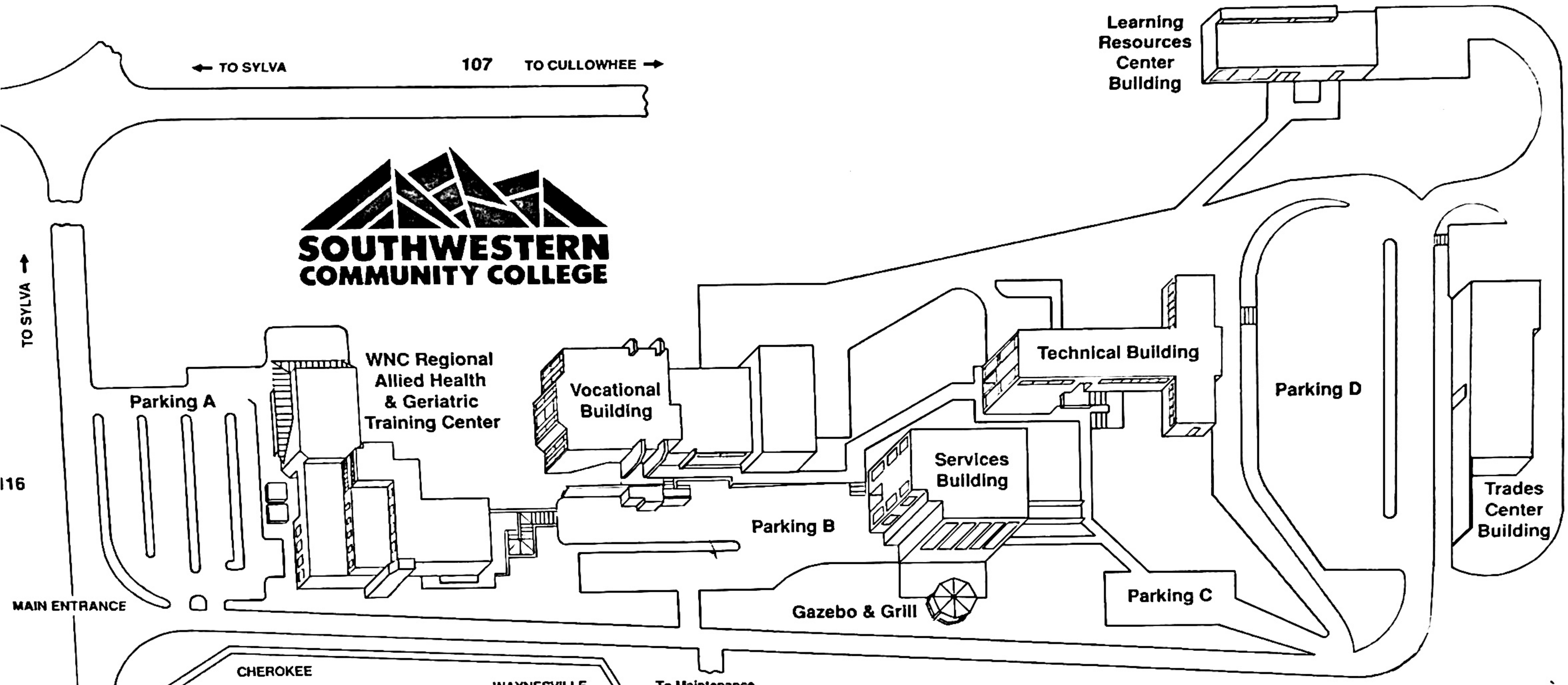
Dennis Wilkey ..... Coordinator of Buildings and Grounds

Steve Wilson ..... Receiving/Shipping/Inventory Clerk
A.A.S., Southwestern Community College

Katherine Wise ..... Nursing Education Options
B.S.N., Western Carolina University

Elizabeth Wizner ..... Occupational Therapy Assistant
B.S., Derby School of Occupational Therapy
M.A., Eastern Michigan University
M.S.A., Central Michigan University

Regina Woodard ..... Coordinator of EMS/Instructor
B.A., University of North Carolina - Chapel Hill
B.S.N., Western Carolina University



ALLIED HEALTH BUILDING

1st Floor
- Admissions Office
- Auditorium
- Financial Aid Office
- Personnel Office
- President's Office
- Public Information
- Registrar

3rd Floor
- Bookstore

VOCATIONAL BUILDING

1st Floor
- Continuing Education

SERVICES BUILDING

1st Floor
- Conference Center
- Gazebo Grill

2nd Floor
- Multipurpose Room

3rd Floor
- Instructional Administration

TECHNICAL BUILDING

1st Floor
- Business Office

2nd Floor
- Child Care Center