

Western Piedmont Community College

ADULT EDUCATION COURSES

Summer Quarter 1968

The Adult Education and Community Services Division of Western Piedmont Community College announces its course offerings for the Summer Quarter of 1968. The first of these classes, except where noted, will begin on June 17.

Adults 18 years or older who are not currently enrolled in public schools and who wish to enroll in any of these courses should come by the Adult Education office of the College June 11-14 between the hours of 8:00 a.m. and 9:30 p.m. to register.

These courses and any others will be taught in which twelve (12) interested persons and a qualified instructor can be secured. If there is a course that is not listed here you would like to enroll in, or if you would like to teach a class, please contact us.

If you are interested in courses at the College, do not delay your registration. Class sizes are necessarily limited and will be filled on a first-come-first-serve basis.

Any person having questions relating to these courses prior to registration may call Brooks Piercy, Director of the Adult Education Division at 437-8688, Extension 54.

All the courses are free except in cases where supplies may be necessary. Certificates will be awarded in all classes in which the student meets minimum requirements.

BUILDING ABBREVIATIONS:

New College facilities—Buildings A, B, and C
CS—Central School (201 South Green St.)

TYPING I:

TU & TH 7-10 p.m. B-12

Why hunt and peck? Students will learn to type accurately by the touch method and acquire skills that can be used in the home and at work.

TYPING II:

M & W 7-10 p.m. B-12

This course allows students to further increase their competency with the typewriter up to a point where they possess a saleable skill.

CHARM AND SELF IMPROVEMENT:

TH 7-10 p.m. B-11

This course is intended to cover new areas of interest in the fashion and beauty fields for women. Topics to be covered are: Facials—care of the complexion and body, Make-up, Posture—proper walking and sitting, Correct clothing for you to wear, Diction and Voice, Hair styling—being able to "do it yourself", and other areas of your personal interests.

SWIMMING:

M & TH 7-9 p.m. NCSD Pool

You no longer have to fear the water. This class is for beginners who want to learn to swim and swimmers who want to improve their skills.

SHORTHAND I: M & W 7-10 p.m. B-17

Whether you are looking for your first job or seeking to improve yourself, nothing is more essential than proficiency in shorthand. Instruction offers the student a chance to write and read shorthand and to take dictation with the Gregg system.

SHORTHAND II: TU & TH 7-10 p.m. B-17

This is a continuation of Shorthand I for those who desire a high level of competency. Certificates of achievement for successful dictation at 60, 80 and 100 words per minute will be given.

BOOKKEEPING: TU & TH 7-10 p.m. B-15

This is a practical course in the fundamentals of accounting. Basic theory is explained and applied to everyday business transactions. What you learn here is of value in personal and business affairs and also useful to the housewife or clubwoman responsible for managing the budget.

BUSINESS MACHINES: M & W 7-10 p.m. B-15

Will familiarize the student with the operation of office machines: calculator, adding machine, Gestetner, spirit duplicator, and bookkeeping machine.

SEWING I (Section 1): Mon 7-10 p.m. CS-209

Ladies! Fashion and style your own clothes. Learn the basic information necessary for the successful construction of a simple garment or garments from a pattern during the course. Acquire the ability to operate a sewing machine with ease.

SEWING I (Section 2): TU 7-10 p.m. CS-209

Same as Section 1.

SEWING II: WED 7-10 p.m. CS-209

A continuation of Sewing I for those persons who were enrolled during the Spring Quarter.

MENDING AND ALTERATIONS:

TH 7-10 p.m. CS-209

An extremely valuable course for the housewife who would like to save on alteration costs and also be able to repair and mend worn or torn garments.

BRICKLAYING: M & TH 7-10 p.m. CS Basement

Learn a valuable and rewarding trade. Brickmasons are in constant demand. The instruction will begin with the basics and move up to the more difficult. The course will also provide additional training for those persons who have had previous instruction.

DRIVERS EDUCATION:

A 48 hour course that includes 30 hours of classroom instruction that will be held at night and 18 hours driving and observation in the car during daylight hours. The cost is \$16.00 per person.

Section 1 M & W 7-10 p.m. C-101

Section 2 TU & TH 7-10 p.m. C-101

Section 3 M & TH 7-10 p.m. A-101

ADULT HIGH SCHOOL DIPLOMA:

New and better paying jobs await those with a high school diploma. The instruction is geared for adults with particular emphasis upon practical applications relating to the varied fields of study.

Mathematics 7-8:30 p.m. Tu Th A-15

Algebra I 7-8:30 p.m. Tu Th A-14

Algebra II 7-8:30 p.m. Tu Th A-17

United States History 8:30-10 p.m. Tu Th A-14

English I 8:30-10 p.m. Tu Th A-15

English III 8:30-10 p.m. Tu Th A-13

Physical Science 7-10 p.m. M W B-110

The College also offers Adult Basic Education classes provided for men and women 18 years of age and older who are not currently enrolled in a public school. The purpose of this program is to improve the economic and social standing of adults in the county. These courses enable the adult to complete his eighth grade education and then lead on to the completion of a high school diploma program.

Adult Basic Education classes are provided under the Economic Opportunity Act of 1964 and will be held in various sections of the county as the need indicates. There are no charges for these courses and all supplies and textbooks are furnished.

Several classes are presently underway and a call to the College will enroll you in one of them.

NO ONE IS EVER TOO OLD TO LEARN,

AND THAT MAY BE WHY

ALL OF US KEEP PUTTING IT OFF.