

ANSON TECHNICAL INSTITUTE

General Catalogue • 1976-1978



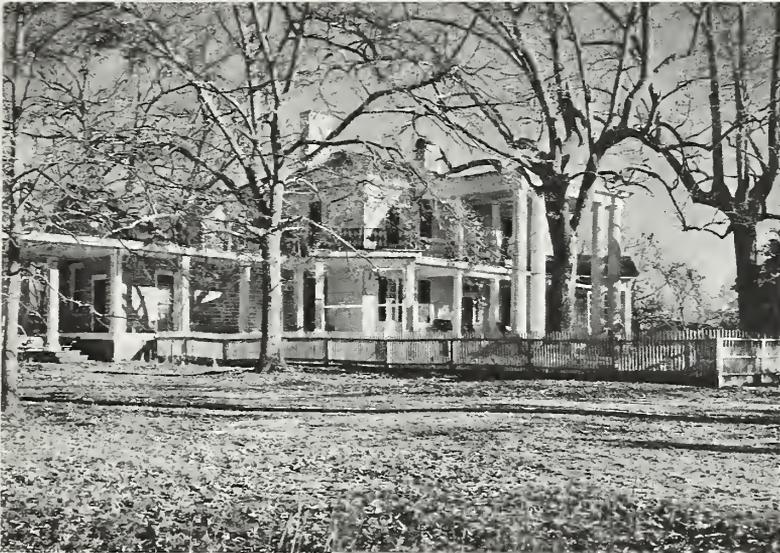
"An Equal Opportunity Institution"



ANSON TECHNICAL
Institute
1911

VISITORS

Visitors, and in particular prospective students, are always welcome at Anson Technical Institute. The Dean of Students will provide guide service for groups or individuals during day or evening hours when the college is open. Questions about the college and its programs will be answered by a member of the Student Affairs office.



The General William A. Smith home, built in the early 1840's

General Smith, a native of Ansonville and a Civil War Veteran, was dedicated to the welfare of the youth of his community. Evidence of this concern is reflected in the trust fund established by him for support of vocational training of future generations in the Ansonville area.

ANSON TECHNICAL INSTITUTE

Anson Technical Institute publishes this catalog for the purpose of providing students and other interested persons with information about the Institute and its programs. The provisions of the catalog are not to be regarded as an irrevocable contract between students and Anson Technical Institute. The Institute reserves the right to change any provisions, requirements, or schedules at any time or to add or withdraw courses or program offerings. Every effort will be made to minimize the inconvenience such changes might create for students.

Anson Technical Institute operates in compliance with Title VI of the Civil Rights Act of 1964. No person shall, on the basis of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this Institution.

A MESSAGE FROM THE PRESIDENT

Anson Technical Institute exists to provide individuals with a quality education designated to help them enjoy a successful life. Our programs of study allow the individual to choose courses which will increase his earning power and enrich his understanding of life. Our students come from many different backgrounds, but each one can gain the education necessary to enter new career fields or upgrade job skills. Anson Technical Institute offers our students an education that has the positive power of meeting real economic and inner needs in their lives.

Anson Technical Institute helps the individual reach his goals by providing a wide range of college courses in technical, vocational, and college transfer subjects. Each course leads the student toward an award of a diploma, degree, or certificate. Highly qualified instructors help the student gain knowledge and skills. The staff of Anson Technical Institute takes the time to make sure the student has the latest tools for learning, and personal help with the details of his education. Personal attention, highly skilled instructors, vital study programs, and good equipment, insure the student of a quality education.

An education at Anson Technical Institute rewards the student in many ways. His new skills will assist him in qualifying for new positions. A better paying job will allow him to buy more needed goods and services. Personal satisfaction is gained by mastering skills which will help him, the individual, cope with the challenges of a technological age.

H.B. Monroe, President

ANSON TECHNICAL INSTITUTE

THE MEMBERSHIPS AND APPROVALS:

*Anson Technical Institute is a member
of*

American Association of Junior Colleges
 American Technical Education Association
 North Carolina Department of Community Colleges
 Student Services Personnel Association
 The Association of Occupational Curriculum
 Directors and Supervisors
 The Southern Association of Colleges and Schools
 (Candidate Status)
 National Association of College and University
 Business Officers
 Association of Community Colleges Business Officials

*Anson Technical Institute is recognized and approved
by*

North Carolina State Board of Education
 North Carolina Department of Community Colleges
 North Carolina Department of Public Instruction
 Division of Vocational Rehabilitation
 Veterans Administration
 North Carolina State Board of Nursing

GENERAL CATALOGUE
 1976-78

Post Office Box 68
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 Telephone (704) 826-2575

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ACADEMIC CALENDAR 1976-77

Fall Quarter 1976

September	7	Tuesday	Registration 9 a.m. through 9 p.m.
September	8	Wednesday	Classes Begin—Late Registration Fee
September	17	Friday	Last Day for Late Registration
October	14	Thursday	Mid-Term
November	23	Tuesday	Fall Quarter Ends at 10 p.m.

Winter Quarter 1976-77

November	30	Tuesday	Registration 9 a.m. through 9 p.m.
December	1	Wednesday	Classes Begin—Late Registration Fee
December	10	Friday	Last Day for Late Registration
December	17	Friday	Christmas Holidays Begin at 10 p.m.
January	3	Monday	Classes Resume at 8 a.m.
January	21	Friday	Mid-Term
March	1	Tuesday	Winter Quarter Ends at 10 p.m.

Spring Quarter 1977

March	7	Monday	Registration 9 a.m. through 9 p.m.
March	8	Tuesday	Classes Begin—Late Registration Fee
March	18	Friday	Last Day for Late Registration
April	7	Thursday	Easter Holidays Begin at 10 p.m.
April	11	Monday	Classes Resume at 8 a.m.
April	15	Friday	Mid-Term
May	24	Tuesday	Spring Quarter Ends at 10 p.m.

Summer Quarter 1977

May	31	Tuesday	Registration 9 a.m. through 9 p.m.
June	1	Wednesday	Classes Begin—Late Registration Fee
June	10	Friday	Last Day for Late Registration
June	24	Friday	Summer Vacation Begins at 10 p.m.
July	11	Monday	Classes Resume at 8 a.m.
July	22	Friday	Mid-Term
August	30	Tuesday	Summer Quarter Ends at 10 p.m.
September	1	Thursday	Graduation

ACADEMIC Calendar 1977-78

Fall Quarter 1977

September	6	Tuesday	Registration 9 a.m. through 9 p.m.
September	7	Wednesday	Classes Begin—Late Registration Fee
September	16	Friday	Last Day for Late Registration
October	12	Wednesday	Mid-Term
November	22	Tuesday	Fall Quarter Ends at 10 p.m.

Winter Quarter 1977-78

November	29	Tuesday	Registration 9 a.m. through 9 p.m.
November	30	Wednesday	Classes Begin—Late Registration Fee
December	9	Friday	Last Day for Late Registration
December	16	Friday	Christmas Holiday Begins at 10 p.m.
January	2	Monday	Classes Resume at 8 a.m.
February	4	Tuesday	Mid-Term
February	28	Tuesday	Winter Quarter Ends at 10 p.m.

Spring Quarter 1978

March	3	Friday	Registration 9 a.m. through 9 p.m.
March	6	Monday	Classes Begin Late Registration Fee
March	17	Friday	Last Day for Late Registration
March	24	Friday	Easter Holidays Begin at 10 p.m.
March	28	Tuesday	Classes Resume at 8 a.m.
April	14	Friday	Mid-Term
May	22	Monday	Spring Quarter Ends at 10 p.m.

Summer Quarter 1978

May	30	Tuesday	Registration 9 a.m. through 9 p.m.
May	31	Wednesday	Classes Begin Late Registration Fee
June	9	Friday	Last Day for Late Registration
June	23	Friday	Summer Vacation Begins at 10 p.m.
July	10	Monday	Classes Resume at 8 a.m.
July	21	Friday	Mid-Term
August	29	Tuesday	Summer Quarter Ends at 10 p.m.
August	31	Thursday	Graduation

TRUSTEES, ADMINISTRATION, FACULTY AND STAFF

BOARD OF TRUSTEES

	Term Expires
Linn D. Garibaldi, Chairman 311 Morven Road, Wadesboro, N. C.	1983
Tom A. Allen Peachland, N. C.	1977
W. Rowe Henry Morven, N.C.	1979
Donald R. (Bobby) Huffman 311 W. Wade St., Wadesboro, N. C.	1981
F. Jeff Cloud, Jr. Lilesville, N. C.	1981
J. Hubert Kiker Route 2, Polkton, N. C.	1977
J. B. Watson, Jr. Wadesboro, N.C.	1979
Mrs. Mary Louise Little 602 S. Greene St., Wadesboro, N. C.	1983
W. Cliff Martin Polkton, N. C.	1977
Rommie Pierce Route 2, Polkton, N. C.	1979
Harry G. Hodges, Jr. Box 308, Wadesboro, N. C.	1981
Thomas W. Bennett Route 1, Box 23, Wadesboro, N. C.	1983

ADMINISTRATIVE TRUSTEES

GEN. WILLIAM A. SMITH TRUST

A principal force in the establishment of Anson Technical Institute was the General William A. Smith Trust. Under provisions set forth in the will of the late Gen. Smith, the Administrative Trustees have provided support for this institution with funds for capital outlay and operating expenses.

BENNETT EDWARDS
Wadesboro, N.C.

JAMES A. HARDISON, JR.
Wadesboro, N.C.

MARY NELME GRIFFIN
Ansonville, N.C.

ADMINISTRATION

- H. B. MonroePresident
B.S., M.S. State University of New York; Graduate Study Bucknell University;
University of Missouri; Ed. D. University of Northern Colorado.
- S. Hartley JohnstonVice President and Dean of Instruction
B.S. The Indiana University of Pennsylvania; D.M. M. Ed. The Pennsylvania State
University; D. Ed. The Pennsylvania State University.
- Morgan, Virginia Dean of Student Affairs
B.S. State University of New York; M.S. State University of New York.
- Elaine April ReichelderferAssociate Business Manager
A.A. Goldey Beacom Jr. College; B.S. East Carolina University; M. Ed. North
Carolina State University; D. Ed. North Carolina State University.
- James A. KeyzerDean of Technology
A. A. Wilson Technical Institute; B.A. Shaw University, Raleigh, N.C.; Additional
Graduate Study Appalachian State University, Boone, N. C.
- Donnie N. LowderDean of Administration
A.A. Central Piedmont Community College; B.A. Shaw University; Additional
Coursework North Carolina State University, UNC at Charlotte.
- Hager, RoscoeAdministrative Assistant
B.S. Elizabeth City State University.
- Davis, Pamela S.Counselor
B.A. North Carolina Central University; M.A. North Central University.
- Joyce N. KeelsCounselor
B.S. Winthrop College, Rock Hill, S. C.; Additional Coursework University of
North Carolina, Charlotte, N. C.
- Taylor, Rev. TerryChaplain
B.A. Kentucky Wesleyan College; M. Div. Episcopalian Theological Seminary in
Kentucky.
- Candice WilsonDirector. Learning Resource Center
B.S. Appalachian State University; M. Ed. University of North Carolina at
Greensboro, N. C.
- Dennis HelmsVeterans Coordinator
A.A.S. Anson Technical Institute.

FACULTY

- Carpenter, Clay T.Chairman of Transportation
& Mechanical
B.A. Pfeiffer College; Brevard College; Nashville Auto Diesel College; Fire Service
Training, N. C. State University.
- Clanton, PatsySecretarial Instructor
A.A.S. Wilkes Community College; B.T. Appalacia State University.

- Dunlap, A. HaynesPhotography
Coursework at U.N.C.—Chapel Hill, National School of Photography, Washington,
D. C.; New York Institute of Photography, New York, New York.
- Ebert, Judith A.Learning Lab Coordinator
B.S. University of Wisconsin, Oshkosh, Wisconsin; M.S.E. University of Wincon-
sin, Oshkosh, Wisconsin.
- Gatewood, Algie C.Project Director, Community Services
B.A. Livingstone College, Salisbury, N.C.
- Gilbert, DeanChairman of Graphic Arts
B.S. Appalachian State University.
- Gilbert, Karen F.Disadvantaged Recruiter
B.A. Appalachian State University.
- King, Elizabeth G.Practical Nursing Education
B.S. University of North Carolina, Charlotte, N. C.
- Lamm, JillEnglish
B.A. Atlantic Christian College; M.A. North Carolina State University.
- Lee, Bobbie L.Project Director, Community Services Division
B.S. Shaw University, Raleigh, N.C.; Additional Coursework Appalachian State
University, Boone, N. C.
- Little, E. C.Welding
Hobert School of Welding.
- Mahan, BobCommerical Art
B.F.A. Graphic Design, Ohio University.
- Morgan, VirginiaMathematics
B.S. State University of New York, Cortland; M.S. State University of New York,
Cortland, New York.
- Oppermann, Carl E.Economics
B.S. University of South Carolina; M.S. Murray State University, Murray,
Kentucky.
- Robertson, Marilyn B.Business Technology
B.A. Pfeiffer College.
- Russell, ElmonChairman of Business Technologies
B.S. University of North Carolina at Chapel Hill.
- Seigler, WyattCarpentry
- Spaugh, Dan E.Visiting Artist
B.A. Western Carolina University; M.F.A. University of North Carolina at
Greensboro.
- Spearman, Betty R.Assistant Learning Lab Coordinator
B.A. Barber-Scotia, Concord, N.C.
- Thompson, DonProject Director, Community
Services Division
A.A.S. Stanly Technical Institute.

Whitaker, PhilipChairman of Construction Technologies
Central Piedmont Community College; Additional Coursework Carrier Service
School.

PART-TIME FACULTY

Austin, MarianneHistory
A.B. Pfeiffer; M.Ed. University of North Carolina.

Bryant, John W.Agriculture
B.S. Tennessee Technical University, Cookeville, Tennessee.

Burris, JohnMasonry

Cawn, MauriceBusiness Technologies
B.A. Belmont Abbey, Belmont, N. C.; M. A. Appalachian State University, Boone,
N. C.; J. D. UNC Law School, Chapel Hill, N. C.

Cole, DorethaNursing
Diploma in Nursing, James Walker Memorial Hospital, Wilington, N. C.

Hopkins, DonaldAutomotive Mechanics
Anson Technical Institute, Automotive Mechanics.

Jarman, RonnieAuto Body Repair
Central Piedmont Community College, Charlotte, N. C.

Little, DebbieEnglish
B. A. Winston Salem State University, Winston-Salem, N. C.

Lookabill, LeroyBusiness Technologies
B. S. Appalachian State University, Boone, N. C.

Melton, Carol S.General Education
B. S. Pembroke State University, Pembroke, N. C.

Moore, JoyceBusiness Technologies
B. S. Appalachian State University, Boone, N.C.

McRae, JackieNursing
Diploma in Nursing, N. C. Baptist Hospital School of Nursing; Additional
Coursework Wingate College, Wingate, N. C.

Patton, AltheriaEnglish
B. S. A & T State University, Greensboro, N. C.; M. A. Teachers College Columbia
University, New York, New York.

Price, Vivian N.H. R. D. Instructor
B.S. Winston Salem State; M. A. North Carolina Central University, Durham, N. C.

Rauhofer, JoyceBusiness Technologies
B. A. Northwestern University, Evanston, Illinois.

- Royals, MargueriteLearning Resource Center
B.A. Bennett College, Greensboro, N. C.; M.L.S. North Carolina Central University, Durham, N. C.
- Ryon, MikeCommercial Art
B.A. Montreat-Anderson Jr. College, Montreat, N. C.; Additional Coursework Ringling School of Art, Sarasota, Florida.
- Tarlton, ThomasHVAC
Diploma, HVAC Anson Technical Institute; Diploma, Vending Machine Repair Richmond Technical Institute.
- Tarlton, JeanBusiness Technologies
B. S. High Point College, High Point, N. C.
- Sweeney, J. N.Agriculture
- Rogers, HaroldElectrical Installation
- Elsen John D.Welding
Diploma Michigan Trade School, Detroit, Michigan.

STAFF

- Burris, FrancesClerk, Student Affairs
A.A.S. Anson Technical Institute
- Capell, DottiePrinting Clerk
- Reynolds, Bonnie T.Secretary, Business Office
A.A.S. Anson Technical Institute
- Hanna, PaulMaintenance
- Hildreth, CathySecretary to the Vice President/Dean of Instruction
- Huntley, BettySecretary, Business Office
A.A.S. Anson Technical Institute
- Jones, Frank, Jr.Bookstore Operator
- Lambert, MargaretBookkeeper
- Liles, Marion A.Secretary, Dean of Technology
B.S. North Carolina Central University, Durham, N. C.
- Lindsey, WalterMaintenance
- Moore, KathySecretary, Community
Services Division
A.A.S. Anson Technical Institute
- Pennington, Margaret I.Library Assistant
- Pope, RobertGrounds Keeper
- Thomas, FranSecretary, Dean of Student Affairs
- Kiker, JoyceSecretary, Vetrans Coordinator
- Turner, PatriciaSecretary to the President
A.A.S. Anson Technical Institute

GENERAL INFORMATION

HISTORY

Anson Technical Institute was originally designated as the Ansonville Industrial Education Center in November, 1962 by action of the State Department of Public Instruction. Many local citizens were instrumental in securing this operation for the Anson County area. Trustees of the General William A. Smith Trust, public school officials, and individuals interested in a wider range of educational opportunities for local residents completed arrangements for the establishment in Ansonville. The Center was supported by state, local, federal and Smith Trust Funds.

From this beginning in 1962, the Ansonville Industrial Education Center made steady progress. Classes were offered in many parts of Anson County in addition to those held at the Center.

On December 2, 1967, a local board of trustees was officially appointed by the Anson County Board of Education and the County Commissioners. As a result, the Ansonville Industrial Education Center became Anson Technical Institute, a unit of the Department of Community Colleges of North Carolina.

In 1971, Anson Technical Institute was chartered in its own right by the North Carolina Department of Public Instruction.

OBJECTIVES

Anson Technical Institute's primary objective is to provide maximum educational and training opportunities for all persons interested in improving themselves. To attain the objective, the College's Board of Trustees and its administrators subscribe to the "open-door policy" which insures that lowcost or tuition free educational and training programs are available at all levels of learning. In their judgment the teaching of reading to an adult who cannot read is just as important as preparing a student to enter industry as a tradesman or technician; likewise, equipping the unskilled with a useful skill is as important as developing an untrained mind to a professional level. Thus, the college does not impose restrictive admission standards which may deny college entrance to students who may have a need for its educational and training programs. Aptitude and placement tests, when given, are administered solely to determine a student's potential for success in the program of his choice. When test scores do not indicate a readiness for the desired program of study, the student may be referred to the Directed Studies Laboratory; or he may be counseled to select a more suitable program in which he will likely have a better chance to succeed.

PURPOSES

Anson Technical Institute's purpose is to meet the educational and training needs of adults, 18 years of age or older. Specifically, the college wants to offer quality programs in the following areas:

1. Basic educational programs designed to meet the needs of people who did not complete high school.
2. Vocational programs to prepare people, including employed citizens who need training or re-training, for employment in business, industry, government, agriculture, and service occupations.
3. Technical programs to prepare people at the technician or semi-professional level for employment in business, industry, government, agriculture, and service occupations.
4. General Educational program for those desiring to eventually pursue the baccalaureate at a senior institution.
5. Continuing education courses and programs designed to provide people with the opportunity to upgrade their skills or to enrich their lives.

ADMISSIONS

The college is dedicated to providing a broad range of educational and training programs that offer people the opportunity to further their education, to improve their individual efficiency, to enrich their cultural lives, and to help make them more effective members of their community.

Anson Technical Institute admits students without regard to race, sex, religion or national origin.

ADMISSION PROCEDURES

Persons wishing to apply for admission to a curriculum program at Anson Technical Institute should contact the Student Affairs Office. An application and interview are generally required for all curriculum programs. An applicant must furnish the Student Affairs Office a completed health certificate by the end of the first week of classes. Because of the special nature of some programs, there may be additional requirements.



All degree curricula and health career diploma programs require high school graduation or the equivalent. The high school graduation requirement is considered to have been met by graduation from high school, possession of the State High School Equivalency Certificate, or possession of an Adult High School Diploma. Adults not having a high school diploma can enroll as a special student and obtain one while attending Anson Tech.

Admission to a diploma curriculum is permitted upon demonstration of a need for the particular curriculum as determined by counseling interviews, personal interest, or tests.

UNCLASSIFIED STUDENT STATUS

A person wishing to enter Anson Tech who has not yet completed high school may apply for "unclassified student" status. This allows them to take courses for up to two quarters. During this time they must complete their high school requirement in order to enter a degree program.

TRANSFER APPLICANT ADMISSION

Transfer students may enter Anson Technical Institute upon meeting requirements as outlined in the section on admissions procedures. Transcripts of previous work should be submitted with the application for admission. Where subject content and length of course are comparable with those in the curriculum applied for, credit may be allowed for grades of C or above. Transfer credits will not influence the student's grade point average while attending Anson Technical Institute.

ADMISSIONS TO CONTINUING EDUCATION PROGRAMS

Any person who is 18 years old or a high school graduate is eligible to enter a Continuing Education program. Further information is available in the Community Services section of this catalog or from the Continuing Education Project Director at the Polkton, N. C. office. Phone 704-272-7580.

NURSING ADMISSIONS POLICY

Candidates for the Practical Nursing Program are required to take admissions tests and interview with the Admissions Committee before acceptance. The highest ranked candidates shall be selected to enter the Practical Nursing Program.

The Admissions Committee will review and accept the highly qualified candidates that exceed the following admissions requirements between April 15 and August 15 of each year: 95 I. Q., VR 35, NA 25, Positive Interview, Health Examination and Successful High School Experience.

The remaining candidates will be accepted to an alternate list and will be reconsidered by the Admissions Committee on August 15 of each year.

August 15 of each year, candidates for the remaining openings and ten (10) alternate openings will be selected by the Admissions Committee and notified of acceptance.

Outstanding candidates who apply after August 15 shall be processed and if the admissions test and interview so indicate, they shall be accepted for any remaining openings in the class.

TUITION AND FEES

TUITION PER QUARTER (For Curriculum Students)

Tuition	\$33.00
Activity Fee	\$ 5.00
	Total \$38.00
Graduation Fee	\$15.00

Tuition for students taking less than 12 quarter hours is \$2.75 per quarter hour of credit. For students enrolled less than 10 quarter hours, the activity fee is optional.

NOTE: Tuition is set by state policy and subject to change without notice.

LATE FEE

Any student registering later than the time appointed for registration must pay an additional fee of \$5.00.

OUT OF STATE TUITION

Out of state tuition applies to any student whose legal residence is outside of North Carolina, or, in the case of students who are boarding or living with relatives in the community whose parents or guardians live outside the state.

Tuition	162.50
Activity Fee	\$ 5.00
	Total \$167.50

Tuition for out of state students taking less than 12 quarter hours is \$13.50 per quarter credit hour.

ACTIVITY FEE

The College activity fee is \$5.00 per quarter for each student carrying 10 quarter hours or more. The fee supports publications, cultural activities, entertainment, and recreational activities.

TEXTBOOKS AND SUPPLIES

Students must purchase textbooks and other necessary supplies. For their convenience, the college maintains a bookstore in which these items may be purchased. The cost of these items varies according to the program of study taken by the student.

SPECIAL FEES

Because of the nature of some programs, additional fees may be charged.

REFUND POLICY

Tuition refunds may be authorized only in the event that the student must withdraw for unavoidable reasons. Withdrawal requests must be presented to

the Dean of Student Affairs before the student withdraws from classes. In such cases, two-thirds of the tuition paid may be refunded if the student withdraws within ten calendar days after the first day of classes, as published in the Calendar of Events. No refunds shall be made in the amount of \$5.00 or less. Tuition refunds will be made should the Institute cancel a class.

ACCIDENT INSURANCE

Accident insurance, covering the student during hours in school and transportation to and from school, is available for approximately \$3.00 per year. Accident insurance is strongly recommended and should be purchased through the business office.

ACADEMIC REGULATIONS

QUARTER SYSTEM

Anson Technical Institute operates on the quarter system. The Fall, Winter, Spring and Summer Quarters are each eleven weeks in length. The college is in session five days per week. Classes normally meet hourly for fifty minutes with a ten minute break between classes. The number of times that a class meets each week is determined by the number of quarter hours credit.

REGISTRATION

All students are required to register at the beginning of each quarter. Credit will not be granted for courses in which the student is not properly registered. Classes missed because of late registration will be counted as absences. Registration instructions are published prior to each quarter.

ESTABLISHMENT OF RESIDENCY

A student who is not a legal resident of North Carolina must pay non-resident tuition. A person twenty-one years of age or older is not deemed eligible for the resident rate of tuition unless he has established and maintained his legal residence in North Carolina for at least 12 months immediately preceding the date of his first enrollment in an institution of higher education in this state. The legal residence of a person under twenty-one years of age at the time of his enrollment in an institution of higher education in this state is that of his parents, surviving parent, or legal guardian. If the parents are divorced or legally separated, the legal residence of the father will be considered the residence of the student unless custody of the minor has been awarded by court order to the mother or to a legal guardian other than a parent.

Students who are in doubt as to their status as resident should request clarification by writing to or by consulting the Student Affairs Office before registration.

CHANGE OF SCHEDULE—(DROPS, ADDS)

Changes in class schedules after registration may be made only with the approval of the advisor, instructor of the course involved, and the Dean of Student Affairs.

The last day that courses may be added each quarter is stated in the college calendar (normally one week after registration). Any student wishing to drop a course must complete the drop procedure before the last class of the sixth week of the quarter. Any change of schedule must be officially processed through the Student Affairs Office and the Business Office. Forms may be obtained in the Student Affairs Office.

STUDENT COURSE LOAD

The normal student load is 17-20 quarter hours. A student must carry 12 quarter hours to be considered a full-time student. The normal maximum load is 21 quarter hours. Permission of the Department Chairman and the appropriate Instructional Dean must be obtained to schedule more than 21 quarter hours.

CLASSIFICATION

A student is classified as a freshman from initial enrollment until 48 quarter hours credit have been earned. Students who have earned 48 quarter hours credit or more are classified as seniors.

GRADING SYSTEM AND QUALITY POINT AVERAGE

The 4.0 quality point system is used to calculate student quality point averages. The letter grades used are:

A	Outstanding	4 quality points
B	Above Average	3 quality points
C	Average	2 quality points
D	Poor	1 quality point
F	Failing	0 quality point
*I	Incomplete	0 quality point
AU	Audit, no grade or quality point	
W	Withdrawal from the course during the school term. This indicates the student will receive no grade and no credit for the course.	

*Incomplete—No grade because of incomplete work. The student must complete the work due and remove the I from his record during the following quarter. An I automatically becomes an F if not removed in the prescribed time.

The quality point average is calculated by dividing the total number of quality points earned by the total number of quarter hours earned.

An average of C in the major area of study and an overall average of C is required for graduation. An average of C on the 4.0 quality point system is a 2.0 quality point average.

COURSE AUDITING

Students who wish to audit courses must register through normal channels. Auditors receive no credit and are encouraged to attend class regularly and participate in class discussions. Auditors will be charged the same fees as students taking courses for credit.

ATTENDANCE POLICY

Students are expected to attend all scheduled classes. No "Cuts" are permitted. Failure to attend any class for any reason including late registration may result in a lowering of grades. Excessive absences regardless of the reason, with or without permission, will result in an automatic failure for the course.

Classwork missed because of occasional absences due to unusual circumstances such as death in the immediate family or personal illness may be made up if the instructor agrees.

Students are expected to arrive at all classes on time. Tardiness may result in a lowering of grades.

WARNING REPORTS

Warning reports are issued at mid-quarter if a student is failing or in danger of failing. Final grades in all courses are issued as soon as they are processed at the end of each quarter.

PROBATION POLICY

A probation committee composed of the Dean of Instruction, Chairman, faculty members as appointed by the president, and the Deans of Students and Technology, shall meet from time to time to administer the probation policy.

Students with a quality point average below 1.5 at the end of the first or second quarter of attendance or 2.0 at the end of the third or any subsequent quarter shall be placed on academic probation for the next quarter enrolled. Any student who is on academic probation must then attain a quality point average of at least 1.5 for the second quarter of enrollment in the college or 2.0 for the third or any subsequent quarter of enrollment.

Failure to attain the above required quality point average during a probationary quarter will result in one or more of three things as follows:

1. Suspension for a quarter
2. A loss of financial aid for a quarter
3. A further quarter of probation

The probation committee shall determine which one or more of the three above shall apply in each individual case.

In all cases where a student is enrolled for two or more courses and the student fails and/or withdraws from all, the probation committee must direct one or more of the following:

1. Suspension from school
2. Transfer to another program
3. Transfer to Learning Laboratory

NOTE: The committee may take into consideration extenuating circumstances, i.e., an act of God which prevents the student from meeting his responsibilities. Sole judgement on extenuating circumstances rests with the committee.

VETERANS NOTICE

Veterans who are attending Anson Technical Institute and as a result of attendance are receiving veterans benefits, are required by the Revised Veterans Administration Regulations to make progress sufficient to insure

timely graduation at the rate at which the course is being pursued. When sufficient progress is not being made Anson Technical Institute is required to notify the Veterans Administration so that benefits are withdrawn.

When two or more unit subjects are undertaken and the veteran student fails and/or withdraws from all, the veteran student will be determined to have made unsatisfactory progress and thus Anson Technical Institute must by the Veterans Administration Regulations, terminate the student to the Veterans Administration. This action will result in the loss of the veterans financial benefits.

Under the Veterans Administration Regulations, it is mandatory that financial benefits be suspended after only one probationary quarter.

DEAN'S LIST

Anson Technical Institute recognizes outstanding academic achievement by a student through the Dean's List. Students enrolled for a minimum of 12 quarter hours and who receive a B plus average (3.5 quality point average) will be placed on the Dean's List.

CREDIT BY EXAMINATION

A student may earn credit by examination for a given course if he can demonstrate the required level of proficiency as a result of independent study or experience. This credit shall be based on a departmental examination which will be given with the permission of the student's advisor and the concerned instructor. Grades will be assigned by the instructor according to test results. Persons earning credit by examination are charged regular tuition rates.

SUPERVISED INDEPENDENT STUDY

Supervised Independent Study is an alternate means of completing the requirements of credit courses which lead toward graduation. The specific title of the course and the credit value assigned will vary depending upon catalog listing or student-teacher selection. Students who are taking independent study must be in conference with the instructor at scheduled office hours or by appointment.

Students desiring to pursue supervised independent study must register for the course during regular quarterly registration. Approval of the appropriate instructor must be obtained prior to registration. Necessary forms and other information may be obtained at any time from the Dean of Student Affairs office or at registration.

REQUIREMENTS FOR GRADUATION

The following minimum requirements apply to all programs. Some departments may have additional requirements applicable only to that department:

1. A student must have a 2.00 quality point average in his major, an overall 2.00 average (C average), and have completed all required courses in order to graduate.
2. All departmental requirements must have been satisfied.
3. Graduation exercises are held at the end of the summer quarter on the date published in the academic calendar.

4. All property of the school must be returned.
5. Residency requirements must be met.
6. Presence at graduation is a requirement. When attendance is impossible, the student may petition, in writing, the Dean of Student Affairs for permission to graduate in absentia. Such petition must be made at least ten days before commencement exercises. Permission to graduate in absentia may be denied.
7. Each graduating student must make application for graduation and pay the appropriate fees at registration for the last quarter prior to graduation.
8. A minimum of 30 credits must be earned at Anson Technical Institute.

Upon recommendation of the department chairman and approval of the department faculty and the administration, certain specific graduation requirements may be waived.

Any student who expects to graduate at the end of fall quarter, may with the consent of the appropriate Dean of Instruction, meet the requirements for graduation by attending the August ceremony provided that they sign a letter requesting early graduation by the beginning of the summer quarter. They must at that time pay the graduation fee.

WITHDRAWALS

Students withdrawing from the college should contact the Student Affairs Office for the appropriate forms and procedures for official withdrawal.

RE-ADMISSION

A student who has withdrawn for any reason other than disciplinary may re-enter any quarter provided all debts to the college have been paid. Students suspended for disciplinary reasons may be re-admitted at the beginning of the next quarter with the approval of the President. Because of limited facilities, students in Health Occupations must have permission of the department chairman to re-enter.



REPEATING COURSE WORK

Any course may be repeated. No course may be counted more than once in calculating the total number of quarter hours credit toward graduation. The highest grade received will be counted.

TRANSFER OF CREDITS

Educational work completed by the student in other accredited institutions may, where applicable, be credited toward the requirements of a degree, diploma, or program at Anson Technical Institute. Students are expected to file transcripts of all previous college work.

Transfer credit from any institution in the North Carolina Department of Community Colleges is accepted. Credit toward technical and vocational programs may be accepted from other agencies at the discretion of the college. Records of prior work will be evaluated by the college. Final acceptance or rejection of transfer credit lies with the college.

Credit earned at Anson Technical Institute can be transferred to similar programs at other institutions of the Department of Community Colleges in North Carolina. Transfer credit is determined by the Institution to which the student wishes to transfer.

THE LEARNING RESOURCE CENTER

The Learning Resource Center offers several areas of service to the administration, faculty, and students. These include (1) library services, (2) audiovisual services, and (3) the learning laboratory. There are facilities for individual and group programmed study and research.

The center is located in spacious and well lighted quarters designed to offer the best facilities for group and individual enrichment. Books and related media are available for each program offered at the college with additional general interest and reference materials.



Along with the 8000 plus cataloged volumes and numerous audiovisual materials available at the center, patrons of the LRC also have access to books and AV media not at the LRC through interlibrary loan, state, and free loan film services.

Professionally trained personnel, clerical staff, and student assistants are available to help the students and faculty receive the greatest benefits from the Learning Resource Center. The center is open from 8:00 a.m. to 9:00 p.m. Monday through Thursday add 8:00 a.m. through 5:00 p.m. on Friday.

STUDENT SERVICES

COUNSELING

Counseling and guidance services are provided by the college to aid students in determining their vocational and educational programs as well as assisting in resolving problems of a personal nature which might affect progress toward educational objectives. Requests for these services should be directed to the Dean of Student Affairs.

SOCIAL AND CULTURAL ACTIVITIES

Anson Technical Institute offers a well-rounded program for the social and cultural development of the students. Lectures and exhibits of various kinds are held periodically during the year. Notice of these events will be posted on the bulletin board in the college lounge.



STUDENT ASSOCIATION

The purpose of this organization is to promote in each student a personal sense of pride and responsibility in the college and to accept his democratic responsibility as an American citizen.

The Student Association acts as an intermediary between the student representing the student to the college faculty and administration. It also cooperates with the administration in the coordination and the supervision of student activities. Members of the Student Association are elected annually by the students.

PUBLICATIONS

The S. A. in cooperation with the Student Affairs Office is responsible for college publications that are published periodically throughout the year. The purpose of these publications include: dissemination of information, establishment of channels of communications, development of student initiative and responsibility, and publication of a permanent record of events and activities.

“The Newsletter”, the college paper, is published periodically. All publications are sponsored by the college administration.

PLACEMENT SERVICE

Anson Technical Institute offers job placement assistance for aiding students needing work while in attendance and upon graduation. Further information is available from the Student Affairs Office.

STUDENT FINANCIAL AID

Anson Technical Institute accepts responsibility and concern for the many talented students who lack financial means to obtain a college education. Every effort is made to encourage a student with seriousness of purpose to secure a college education.

Financial assistance may be available to a student through the College in the form of scholarships, loans, a work-study program, economic opportunity grants, and part-time employment. Opportunities for financial aid are within the reach of almost every student who can show acceptable academic achievement and definite financial need. The student who realizes that he will be unable to meet college expenses without assistance should take early initiative in seeking information from the Dean of Student Affairs.

STUDENT LOANS

Student loans are available for full-time students who need financial assistance to begin or to continue occupational education. Students who have been accepted for admission and wish to apply for a student loan should complete an application form at least six weeks prior to initial enrollment. Loan application forms and detailed information are available upon request from the Student Affairs Office.

VETERANS

Veterans and children of deceased veterans who want to attend school under public Law 550 (the G.I. Bill) may receive educational benefits provided they meet the requirements established by the Veterans Administration. Application for these benefits is made through the local V. A. Office; however, the student is advised to discuss his plans with the school counselor prior to making application to the V. A.

The contact hours shown in the catalog are minimal. It is the policy of this institute to permit students to enroll in additional subjects and laboratory work beyond those shown in the catalog in order to broaden their training.

When in any quarter the total weekly contact hours listed are fewer than twelve credit hours in a technical curriculum and fewer than thirty clock hours in a vocational trade curriculum, a student may enroll on request for additional hours deemed by the institution to be consistent with the program and appropriate to the student in order to meet the minimum requirements of the Veterans Administration. Veterans should submit transcripts of previous educational work prior to enrollment.

TRANSCRIPTS

An official transcript of work at Anson Technical Institute will be forwarded to the appropriate institution upon request by the student. One transcript will be prepared without charge. Additional transcripts will be prepared at a cost of \$1.00 per copy. No transcript will be released until the student account is cleared with the Business Office.

VOCATIONAL REHABILITATION

The Institute cooperates with various Vocational Rehabilitation Agencies in providing educational opportunities for persons with physical and health limitations.

EMPLOYMENT PROGRAM

Job are available to help students pay for the costs of attending school. To be eligible, the person must be enrolled or accepted for enrollment as a full-time student. Students approved for this program may be employed up to a maximum of 15 hours per week after regularly scheduled classes. Requests for information and application forms should be directed to the Student Affairs Office.

STUDENT RECORDS

Information contained in the student folders is confidential and may be released only with the written permission of the student. Any costs incurred in reproducing materials shall be borne by the person receiving the materials. Students may inspect their records in the presence of the Dean of Student Affairs or a Counselor.

ALUMNI

Efforts to keep alumni of the school informed are made by periodic mailings. Former students are encouraged to become active in alumni activities.

STUDENT LIFE

Anson Technical Institute is interested in developing each student to his fullest potential. With this goal in mind, the college strives to offer the utmost in academics as well as social and cultural activities to build a well-rounded person.

STUDENT CONDUCT

Students at Anson Technical Institute are expected to conduct themselves as adults in accordance with generally accepted standards of behavior and decency at all times. The college is in accordance with Federal State and local statutes and will cooperate with the respective law enforcement agencies in their enforcement.

Any student who is subject to dismissal from school for disciplinary reasons is entitled to due process, including the right of appeal as stated in the student handbook.

STUDENT HOUSING

The college does not have dormitory facilities. The Dean of Student Affairs will assist students in obtaining off campus housing, when requested to do so.

COLLEGE LOUNGE

The college provides facilities for the convenience of students. Included in the lounge area is a snack area for sandwiches, soft drinks, and candies; an area for study and a recreational area.

HEALTH SERVICES

First aid services are provided in the office of Student Services. In addition, first aid kits are kept in each shop area. Injuries requiring more than minor first aid will be treated in the emergency room of a nearby hospital.



EDUCATIONAL PROGRAMS

ASSOCIATE IN APPLIED SCIENCE DEGREE

Accounting	Executive Secretary
Agriculture Science & Mechanization	General Office Technology
Business Administration	Industrial Management
Commercial Art & Design	Legal Secretary
Commercial Photography	Marketing & Retailing
Court Stenography	Medical Secretary

ASSOCIATE DEGREE IN GENERAL EDUCATION

General Education
Curriculum
with
College Transfer Option

DIPLOMA

Auto Body Repair	Heating, Ventilating & Air Conditioning
Automotive Mechanics	Licensed Practical Nursing
Brick Masonry	Printing
Commercial Carpentry	Small Farming
Diesel Mechanics	Welding Specialist
Electrical Installation	

ASSOCIATE IN APPLIED SCIENCE DEGREE

The programs of study leading to an Associate in Applied Science Degree are designed to prepare students to earn a living as technical personnel in business, industry, the health occupations or as owner-operators of their own establishments. This design recognizes that general education subjects take on occupational significance in community living, and that the technical subjects provide the freedom of action resulting from occupational competency.

Technical Education has recently assumed new importance in North Carolina and throughout the United States. Acute shortages of trained manpower have developed in many areas despite a surplus of people who possess ability and interest in preparing themselves for technical occupations if appropriate opportunities were available.

Technical programs are not primarily intended for transfer to a four-year college or university. The ultimate objective is employment and further growth through occupational experience. The associate in Applied Science degree is conferred on those students successfully completing a technical education program.

ACCOUNTING

Accounting is a process of measuring and reporting various functions of business and governmental organizations. These measurements are in terms of dollars and material, labor, time, index numbers, and other valid units of measurement. Accounting gives meaning to these measurements, and is justly described as the "language of business."

The duties and responsibilities of an accountant vary somewhat in different firms. Some of the things an accountant might do are record transactions, render periodic reports, maintain cost records, make special reports, complete tax returns, audit the books, and advise management in areas of financial affairs.

The graduates of the Accounting Curriculum may qualify for various jobs in business and industry leading to any of the following accounting positions: accounting clerk, payroll clerk, accounting machine operator, auditor, and cost accountant. This training plus further experience should prepare them to become office managers or accounting supervisors, and to fill other responsible positions in a business firm.



ACCOUNTING

			Lec.	Lab	Cr.
<i>Fall Quarter</i>					
ECO	201	Economics	5	0	5
ENG	101	Grammar (or Eng 105)	3	0	3
MAT	110	Business Mathematics	5	0	5
BUS	101	Introduction to Business	3	0	3
BUS	102	Basic Typewriting	2	3	3
			—	—	—
			18	3	19
<i>Winter Quarter</i>					
ENG	102	Composition (or Eng 106)	3	0	3
BUS	110	Office Machines	2	3	3
BUS	115	Business Law	3	0	3
BUS	120	Accounting Principles I	3	2	4
BUS	123	Business Finance	3	0	3
		Business Elective	3	0	3
			—	—	—
			17	5	19
<i>Spring Quarter</i>					
ENG	203	Business Communications	3	0	3
BUS	116	Business Law	3	0	3
BUS	121	Accounting Principles II	3	2	4
BUS	124	Business Finance	3	0	3
		Business Elective	3	0	3
			—	—	—
			15	2	16
<i>Summer Quarter</i>					
ENG	204	Oral Communications (or SPE 101)	3	0	3
PSY	206	Applied Psychology (or Psy 101)	3	0	3
BUS	122	Accounting Principles III	3	2	4
BUS	239	Marketing	3	0	3
		Business Elective	3	0	3
			—	—	—
			15	2	16
<i>Fall Quarter</i>					
EDP	104	Introduction to Data Processing	3	2	4
BUS	222	Intermediate Accounting I	5	2	6
BUS	225	Cost Accounting	3	2	4
BUS	229	Income Taxes	3	0	3
BUS	247	Business Insurance	3	0	3
			—	—	—
			17	6	20
<i>Winter Quarter</i>					
PSY	112	Personality Development	3	0	3
BUS	223	Intermediate Accounting II	5	2	6
BUS	231	Auditing (as BUS 230)	3	2	4
BUS	235	Business Management	3	0	3
BUS	248	Business Insurance	3	0	3
			—	—	—
			17	4	19
Total					109

AGRICULTURE SCIENCE AND MECHANIZATION

This curriculum is designed to develop the basic skills needed to successfully operate and manage an agricultural program involving commercial crops, poultry and livestock. Emphasis is placed upon mechanization as well as managerial skills. Technical specialty courses are offered throughout the curriculum to enable students to develop the specific skills related to an actual farming situation.

There is increasingly a need for trained personnel in the areas of Agricultural Science and Mechanization. Sophisticated farming methods and increased capital requirements are increasing the need for greater efficiency in farm management and production. Graduates of Agricultural Science and Mechanization should be able to function effectively in farm operation and management. They will have specific skills in the following areas: Building Construction and Repair, which includes: Carpentry, Masonry, Electrical Wiring, Plumbing, and Welding; Agronomy, Animal Science, Marketing, and Mechanization.

AGRICULTURE SCIENCE AND MECHANIZATION

			Lec.	Lab	Cr.
<i>Fall Quarter</i>					
AGR	109	Soil Science	2	1	2
AGR	111	Feed Grains	3	0	3
AGR	124	Farm Tractors	1	3	2
			<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
			6	4	7
 <i>Winter Quarter</i>					
AGR	102	Farm Business Management	3	0	3
AGR	106	Forest Management	2	0	2
AGR	122	Farm Equipment Maintenance	0	3	1
AGR	140	Vegetable Production	2	0	2
			<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
			7	3	8
 <i>Spring Quarter</i>					
AGR	127	Gas Welding	1	3	2
AGR	143	New Sources of Farm Income	2	0	2
AGR	148	Farm Records and Credit	2	2	3
			<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
			5	5	7
 <i>Summer Quarter</i>					
AGR	105	Pasture and Forage Crops Fall	2	0	2
AGR	125	Farm Power Trans & Hydraulics	1	3	2
AGR	128	Electric Welding	1	3	2
			<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
			4	6	6
 <i>Fall Quarter</i>					
AGR	108	Beef Cattle Production	2	0	2
AGR	113	Farm Marketing	2	0	2
AGR	155	Plant Diseases	4	0	4
AGR	183	Poultry and Egg Production	2	0	2
			<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
			10	0	10

			Lec.	Lab	Cr.
<i>Winter Quarter</i>					
AGR	107	Cotton Production	3	0	3
AGR	139	Lime and Fertilizers	3	0	3
AGR	159	Soil Management	3	1	3
			<hr/>	<hr/>	<hr/>
			9	1	9
<i>Spring Quarter</i>					
AGR	110	Crop Production	3	0	3
AGR	121	Weed Identification and Control	2	1	2
AGR	123	Ornamental Horticulture	3	1	3
			<hr/>	<hr/>	<hr/>
			8	2	8
<i>Summer Quarter</i>					
AGR	114	Electricity	2	2	3
AGR	117	Animal Nutrition	3	0	3
AGR	135	Agriculture Law	3	0	3
			<hr/>	<hr/>	<hr/>
			8	2	9
<i>Fall Quarter</i>					
AGR	112	Small Engines	1	3	2
AGR	126	Orchard Management	3	0	3
AGR	142	Agriculture Finance	3	0	3
			<hr/>	<hr/>	<hr/>
			7	3	8
<i>Winter Quarter</i>					
AGR	104	Swine Production	3	0	3
AGR	116	General Carpentry	1	3	2
AGR	141	Surveying	1	2	2
			<hr/>	<hr/>	<hr/>
			5	5	7
<i>Spring Quarter</i>					
AGR	130	Farm Chemicals	2	2	3
AGR	131	Soybeans Production	2	0	2
AGR	133	Farm Water System	2	2	2
			<hr/>	<hr/>	<hr/>
			6	4	8
<i>Summer Quarter</i>					
AGR	103	Insect Control Practices	4	0	4
AGR	134	Tobacco Production	2	0	2
AGR	138	Farm Records and Taxes	2	2	3
			<hr/>	<hr/>	<hr/>
			8	2	9

The following additional subjects must be taken to complete the requirements for the Associate of Applied Science Degree.

ENG	101	Grammar	3	0	3
ENG	102	Composition	3	0	3
ENG	103	Report Writing	3	0	3
ENG	204	Oral Communication	3	0	3
ENG	206	Business Communication	3	0	3
MAT	110	Business Mathematics	3	0	3
PSY	206	Applied Psychology	3	0	3
ECO	108	Economics	3	0	3
		Social Science Elective	3	0	3
			<hr/>	<hr/>	<hr/>
			27	0	27

BUSINESS ADMINISTRATION

In North Carolina the opportunities in business are increasing. With the increasing population and industrial development in this State, business has become more competitive and automated. Better opportunities in business will be filled by students with specialized education beyond the high school level. The Business Administration Curriculum is designed to prepare the student for employment in one of many occupations common to business. Training is aimed at preparing the student in many phases of administrative work that might be encountered in the average business.

The specific objectives of the Business Administration Curriculum are to develop the following competencies:

1. Understanding of the principles of organization and management in business operations.
2. Understanding our economy through study and analysis of the role of production and marketing.
3. Knowledge in specific elements of accounting, finance, and business law.
4. Understanding and skill in effective communication for business.
5. Knowledge of human relations as they apply to successful business operations in a rapidly expanding economy.

The graduate of the Business Administration Curriculum may enter a variety of career opportunities from beginning sales person or office clerk to manager trainee. The duties and responsibilities of this graduate vary in different firms. These encompassments might include: making up and filing reports, tabulating and posting data in various books, sending out bills, checking calculations, adjusting complaints, operating various office machines, and assisting managers in supervising. Positions are available in business such as advertising, banking, credit, finance, retailing, wholesaling, hotel, tourist and travel industry, insurance, transportation, and communications.



BUSINESS ADMINISTRATION*Fall Quarter*

			Lec.	Lab	Cr.
ECO	201	Economics	5	0	5
ENG	101	Grammar (or Eng 105)	3	0	3
MAT	110	Business Mathematics	5	0	5
BUS	101	Introduction to Business	3	0	3
BUS	102	Basic Typewriting	2	3	3
			<hr/>	<hr/>	<hr/>
			18	3	19

Winter Quarter

ENG	102	Composition (or Eng 106)	3	0	3
BUS	110	Office Machines	2	3	3
BUS	115	Business Law	3	0	3
BUS	120	Accounting Principles I	3	2	4
BUS	123	Business Finance	3	0	3
BUS	233	Personnel Management	3	0	3
			<hr/>	<hr/>	<hr/>
			17	5	19

Spring Quarter

ENG	203	Business Communications	3	0	3
BUS	116	Business Law	3	0	3
BUS	121	Accounting Principles II	3	2	4
BUS	124	Business Finance	3	0	3
BUS	234	Personnel Problems	3	0	3
		Business Elective	3	0	3
			<hr/>	<hr/>	<hr/>
			18	2	19

Summer Quarter

ENG	204	Oral Communications (or SPE 101)	3	0	3
PSY	206	Applied Psychology (or Psy 101)	3	0	3
BUS	122	Accounting Principles III	3	2	4
BUS	239	Marketing	3	0	3
		Business Elective	3	0	3
			<hr/>	<hr/>	<hr/>
			15	2	16

Fall Quarter

EDP	104	Introduction to Data Processing	3	2	4
BUS	229	Income Taxes	3	0	3
BUS	243	Advertising	3	0	3
BUS	247	Business Insurance	3	0	3
		Business Elective	3	0	3
			<hr/>	<hr/>	<hr/>
			15	2	16

Winter Quarter

PSY	112	Personality Development	3	0	3
BUS	232	Sales Development	3	0	3
BUS	235	Business Management	3	0	3
BUS	248	Business Insurance	3	0	3
BUS	272	Principles of Supervision	3	0	3
		Business Elective	3	0	3
			<hr/>	<hr/>	<hr/>
			18	0	18

Total

107

COMMERCIAL ART & DESIGN

The advertising field is one of the tenth largest industries in the world today. Surveys show an overwhelming increase in the demand for graduates possessing training in the fields of Commercial Art and Advertising Design.

The commercial artist or advertising designer creates and designs layouts and illustrations for printing, creates posters, signboards, billboards, and show cards. He may design and prepare charts, diagrams, sketches, and maps for publication and exhibition, perform responsible illustrative work for package design, photography, lettering, and art work for the printing processes.

Our curriculum will prepare a graduate with a sound, well-rounded background for technical and creative achievement throughout his professional life. Design and illustration for commerce is continually advancing its standards; therefore, the background offered the student must be well-developed to prepare him for performance on a contemporary professional level.

Graduates of this program will have an adequate background in illustration, layout, lettering, design, and production enabling them to be employed in some facet of Commercial Artistry.

The graduate of this program will be qualified for employment in advertising agencies, design studios, department stores, industrial advertising departments, governmental agencies, newspapers, television studios, printing and publishing houses.



COMMERCIAL ART & DESIGN

<i>Fall Quarter</i>			Lec.	Lab	Cr.
ART	100	Elements of Commercial Art	5	0	5
CAT	105	Basic Drawing	1	4	3
CAT	121	Basic Design	1	4	3
ENG	101	Grammar	3	0	3
MATH	101	Technical Mathematics	5	0	5
			—	—	—
			15	8	19
<i>Winter Quarter</i>					
ENG	102	Composition	3	0	3
PHO	116	Basic Photography	1	4	3
CAT	106	Figure Drawing	1	4	3
CAT	122	Dimensional Design	1	4	3
BUS	243	Advertising Principles	3	0	3
DFT	101	Technical Drafting	1	4	3
			—	—	—
			10	16	18
<i>Spring Quarter</i>					
CAT	123	Color Theory-Pigmentation	1	4	3
CAT	210	Magazine Illustration	2	2	3
CAT	201	Typography & Lettering	2	2	3
CAT	204	Advertising Copy	2	2	3
CAT	212	Three-Dimension Perspective	2	2	3
ENG	204	Oral Communication	3	0	3
			—	—	—
			11	14	18
<i>Summer Quarter</i>					
BUS	101	Introduction to Business	3	0	3
CAT	202	Typography & Lettering Aids	2	2	3
CAT	205	Mechanical & Air Brush Art	2	2	3
CAT	137	Specialty Drawing	1	4	3
PSY	206	Applied Psychology	3	0	3
PHO	212	Commercial Product Photography	1	4	3
			—	—	—
			12	12	18
<i>Fall Quarter</i>					
CAT	206	Brochure Design	2	2	3
CAT	211	Copywriting	2	2	3
CAT	124	Television Graphics Design	1	4	3
SOC	201	Introduction to Sociology	5	0	5
PRN	201	Printing Processes	2	2	3
			—	—	—
			12	10	17
<i>Winter Quarter</i>					
CAT	213	Resume and Portfolio	0	4	2
CAT	214	Advertising as a Business	1	2	2
BUS	232	Sales Development	3	0	3
PRN	171	Estimating	2	2	3
PHO	224	Photo Illustration	1	2	2
			—	—	—
			9	8	12
Total Hours					102

COMMERCIAL PHOTOGRAPHY

Photography is part of our daily lives. Every time we read a newspaper, open a magazine, turn on the TV or pass a billboard we are witnessing the impact photography has had upon our society. Because photography is in the mainstream of our technological age, there are still opportunities for qualified personnel.

The primary goal of the Photography program is to prepare the student for a career in the multi-faceted photographic industry. To this end, emphasis is placed on the student's ability to solve visual problems in a creative manner as well as the development of his technical skills.

Graduates of the Photography program will be qualified for employment in the following fields: portrait photography, laboratory technician, commercial photography, photo-journalism, photo-illustration, industrial photography, audio-visual photography.



COMMERCIAL PHOTOGRAPHY

			Lec.	Lab	Cr.
<i>Fall Quarter</i>					
PHO	116	Basic Photography	1	4	3
PHO	117	Optics & Accessories	2	6	4
ART	100	The Elements of Commercial Art	5	0	5
ENG	101	Grammar	3	0	3
MAT	101	Technical Mathematics	5	0	5
			16	10	20
<i>Winter Quarter</i>					
PHO	118	Large Format Photography	2	6	5
ENG	102	Composition	3	0	3
CAT	122	Dimensional Design	1	4	3
DFT	101	Technical Drafting	1	4	3
PRN	171	Estimating	3	0	3
			10	14	17
<i>Spring Quarter</i>					
CAT	201	Typography & Lettering	2	2	3
ENG	204	Oral Communication	3	0	3
PHO	218	Photojournalism	2	6	5
PHO	140	Portrait Photography	1	4	3
PHO	216	Architectural Photography	1	4	3
			9	16	17
<i>Summer Quarter</i>					
PHO	212	Commercial Product Photography	1	4	3
CAT	137	Specialty Drawing	1	4	3
BUS	101	Introduction to Business	3	0	3
PSY	206	Applied Psychology	3	0	3
PHO	210	Nature Photography	1	4	3
PHO	214	Fashion Photography	3	0	3
			12	12	18
<i>Fall Quarter</i>					
PRN	201	Printing Processes	2	2	3
PHO	180	Color Camera	1	4	3
PHO	132	Color Printing	2	6	5
PHO	220	Photo-Copying	1	2	2
SOC	201	Introduction to Sociology	5	0	5
			11	14	18
<i>Winter Quarter</i>					
PHO	222	Special Process Photography	3	0	3
PHO	224	Photographic Illustration	1	2	2
PHO	226	Industrial Photography	1	2	2
PHO	228	Biomedical Photography	1	2	2
BUS	232	Sales Development	3	0	3
CAT	213	Resume & Portfolio	0	4	2
CAT	214	Advertising as a Business	1	2	2
			13	12	10
Total					109

COURT STENOGRAPHY

Every court must have a stenographer who records all proceedings of every court session. The purpose of the Court Stenographer Curriculum is to outline a training program that will provide specialized training in the procedures required by the legal profession and to enable persons to become proficient soon after accepting employment in the legal profession.

The curriculum is designed to offer the students the necessary secretarial skills in typing, machine dictation and transcription using touch shorthand, and terminology.

The graduate of the Court Stenographer Curriculum should have a knowledge of legal terminology, skill in dictation and transcription of legal records, letters, and documents. The duties of the court stenographer may consist of recording examinations, testimony, opinions, and sentence of court and other proceedings in a court of law. The graduate of the Court Stenographer Curriculum should find opportunity for immediate employment, rapid advancement, and a good income.



COURT STENOGRAPHY

			Lec.	Lab	Cr.
<i>Fall Quarter</i>					
ENG	101	Grammar (or Eng 105)	3	0	3
MAT	110	Business Mathematics	5	0	5
*BUS	102	Basic Typewriting (or Bus 101)	2	3	3
BUS	110	Office Machines	2	3	3
BUS	126	Touch Shorthand	3	2	4
			—	—	—
			15	8	19
<i>Winter Quarter</i>					
ENG	102	Composition (or ENG 106)	3	0	3
BUS	103	Advanced Typewriting	2	3	3
BUS	115	Business Law	3	0	3
BUS	118	Basic Secretarial Accounting	3	2	4
BUS	127	Touch Shorthand	3	2	4
			—	—	—
			14	7	17
<i>Spring Quarter</i>					
ENG	203	Business Communications	3	0	3
BUS	104	Expert Typewriting	2	3	3
BUS	116	Business Law	3	0	3
BUS	119	Advanced Secretarial Accounting	3	2	4
BUS	128	Touch Dictation and Transcription	3	2	4
BUS	213	Personal Development for Secretaries	3	0	3
			—	—	—
			17	7	20
<i>Summer Quarter</i>					
ENG	204	Oral Communications (or SPE 101)	3	0	3
BUS	105	Professional Typewriting	2	3	3
BUS	112	Filing	3	0	3
BUS	129	Touch Dictation and Transcription	3	2	4
BUS	183	Basic Legal Terminology	3	0	3
BUS	209	Machine Transcription	3	0	3
			—	—	—
			17	5	19
<i>Fall Quarter</i>					
ECO	108	Consumer Economics	3	0	3
ECO	201	Economics	5	0	5
EDP	104	Introduction to Data Processing	3	2	4
BUS	184	Advanced Legal Terminology	3	0	3
BUS	214	Secretarial Procedures	3	0	3
			—	—	—
			17	2	18
<i>Winter Quarter</i>					
BUS	210	Typing Office Practice	3	0	3
BUS	215	Office Application (or Bus Elective)	1	10	6
		Business Elective	3	0	3
		Business Elective	3	0	3
			—	—	—
			10	10	15
Total					107

*Students demonstrating basic typewriting proficiency will be assigned to BUS 101 Introduction to Business. BUS 102 instructor will make this determination.

EXECUTIVE SECRETARY

Qualified secretaries are now in great demand in our expanding business world. The purpose of this curriculum is to outline a program that will provide secretarial training required in the business world and to enable persons to become proficient soon after accepting employment in the business office.

The Executive Secretary curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the business world. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate of the Executive Secretary curriculum should have a knowledge of business terminology, skill in dictation and accurate transcription of business letters and reports. The graduate may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The secretary, in addition to taking dictation and transcribing material, is given more responsibility in connection with meeting office callers, screening telephone calls, and being an assistant to the executive. She may enter a secretarial position in a variety of offices in business such as insurance companies, banks, marketing institutions, and financial firms.



EXECUTIVE SECRETARY

			Lec.	Lab	Cr.
<i>Fall Quarter</i>					
ENG	101	Grammar (or ENG 105)	3	0	3
MAT	110	Business Mathematics	5	0	5
*BUS	102	Basic Typewriting (or BUS 101)	2	3	3
BUS	106	Shorthand	3	2	4
BUS	110	Office Machines	2	3	3
			—	—	—
			15	8	18
<i>Winter Quarter</i>					
ENG	102	Composition (or ENG 106)	3	0	3
BUS	103	Advanced Typewriting	2	3	3
BUS	107	Shorthand	3	2	4
BUS	115	Business Law	3	0	3
BUS	118	Basic Secretarial Accounting	3	2	4
			—	—	—
			14	7	17
<i>Spring Quarter</i>					
ENG	203	Business Communications	3	0	3
BUS	104	Expert Typewriting	2	3	3
BUS	108	Shorthand	3	2	4
BUS	119	Advanced Secretarial Accounting	3	2	4
BUS	213	Personal Development for Secretaries	3	0	3
			—	—	—
			14	7	17
<i>Summer Quarter</i>					
ENG	204	Oral Communications (or SPE 101)	3	0	3
BUS	105	Professional Typewriting	2	3	3
BUS	112	Filing	3	0	3
BUS	206	Shorthand Dictation and Transcription	3	2	4
BUS	209	Machine Transcription	3	0	3
		Business Elective	3	0	3
			—	—	—
			17	5	19
<i>Fall Quarter</i>					
ECO	108	Consumer Economics	3	0	3
ECO	201	Economics	5	0	5
EDP	104	Introduction to Data Processing	3	2	4
BUS	207	Shorthand Dictation and Transcription	3	2	4
BUS	214	Secretarial Procedures	3	0	3
			—	—	—
			17	4	19
<i>Winter Quarter</i>					
BUS	208	Shorthand Dictation and Transcription	3	2	4
BUS	210	Typing Office Practice	3	0	3
BUS	215	Office Application (or Bus Elective)	1	10	6
		Business Elective	3	0	3
			—	—	—
			10	12	16
Total					106

*Students demonstrating basic typewriting proficiency will be assigned to BUS 101 Introduction to Business. BUS 102 instructor will make this determination.

GENERAL OFFICE TECHNOLOGY

More people are now employed in clerical occupations than in any other single job category. Automation and increased production will mean that these people will need more technical skills and a greater adaptability for diversified types of jobs.

The General Office Technology curriculum is designed to develop the necessary variety of skills for employment in the business world. Specialized training in skill areas is supplemented by related courses in mathematics, accounting, business law, and economics.

The graduate of the General Office Technology curriculum may be employed as a clerical assistant, accounting clerk, bookkeeper, file clerk, machine transcriptionist, or a variety of other clerical-related jobs. Positions are available in almost every type of business, large or small.



GENERAL OFFICE TECHNOLOGY

			Lec.	Lab	Cr.
<i>Fall Quarter</i>					
ENG	101	Grammar (or ENG 105)	3	0	3
MAT	110	Business Mathematics	5	0	5
*BUS	102	Basic Typewriting (or BUS 101)	2	3	3
BUS	110	Office Machines	2	3	3
BUS	136	Quickhand	3	0	3
			—	—	—
			15	6	17
<i>Winter Quarter</i>					
ENG	102	Composition (or ENG 106)	3	0	3
BUS	103	Advanced Typewriting	2	3	3
BUS	115	Business Law	3	0	3
BUS	118	Basic Secretarial Accounting	3	2	4
BUS	137	Quickhand	3	0	3
			—	—	—
			14	5	16
<i>Spring Quarter</i>					
ENG	203	Business Communications	3	0	3
BUS	104	Expert Typewriting	2	3	3
BUS	119	Advanced Secretarial Accounting	3	2	4
BUS	138	Quickhand Dictation and Transcription	3	0	3
BUS	213	Personal Development for Secretaries	3	0	3
			—	—	—
			14	5	16
<i>Summer Quarter</i>					
ENG	204	Oral Communications (or SPE 101)	3	0	3
BUS	105	Professional Typewriting	2	3	3
BUS	112	Filing	3	0	3
BUS	139	Quickhand Dictation and Transcription	3	0	3
BUS	209	Machine Transcription	3	0	3
		Business Elective	3	0	3
			—	—	—
			17	3	18
<i>Fall Quarter</i>					
ECO	108	Consumer Economics	3	0	3
ECO	201	Economics	5	0	5
EDP	104	Introduction to Data Processing	3	2	4
BUS	214	Secretarial Procedures	3	0	3
BUS	271	Office Management	3	0	3
			—	—	—
			17	2	18
<i>Winter Quarter</i>					
BUS	210	Typing Office Practice	3	0	3
BUS	215	Office Application (or Business Elective)	1	10	6
BUS	232	Sales Development	3	0	3
		Business Elective	3	0	3
		Business Elective	3	0	3
			—	—	—
			13	10	18
Total					103

*Students demonstrating basic typewriting proficiency will be assigned to BUS 101 Introduction to Business. BUS 102 instructor will make this determination.

INDUSTRIAL MANAGEMENT

Industry's needs in positions of supervision and mid-management have grown extensively with the development of new methods of manufacturing and with the increase in the national economy. This need has added emphasis to the necessity for well-trained individuals that can understand new methods and keep abreast of trends in the economy. The supervisor and person in mid-management must be concerned daily with human behavior and the psychological factors which affect personnel working under their direction. They must also be conscious of the responsibilities of their position toward the total economic well being of the industry.

This course is designed to develop the individual's abilities in the art of communicating with his fellow worker by providing him with training in business and industrial management, psychology, production methods, and the general and social education that broadens one's perspective. This training should provide one with the opportunity to enter into an industrial occupation and, with experience, assume the responsibilities that go with supervisory and mid-management positions in industry.

The supervisor or foreman coordinates the activities of workers in one or more occupations. His duties may encompass the interpreting of company policies of workers, involvement in planning of production schedules and estimating of man hour requirements for job completion, establishment or adjustment of work procedures, analyzes and resolves work problems, and initiates or suggests plans to motivate workers to achieve work goals.



INDUSTRIAL MANAGEMENT

			Lec.	Lab	Cr.
<i>Fall Quarter</i>					
ECO	201	Economics	5	0	5
ENG	101	Grammar (or ENG 105)	3	0	3
MAT	110	Business Mathematics	5	0	5
BUS	101	Introduction to Business	3	0	3
BUS	102	Basic Typewriting	2	3	3
			—	—	—
			18	3	19
<i>Winter Quarter</i>					
ENG	102	Composition (or ENG 106)	3	0	3
BUS	110	Office Machines	2	3	3
BUS	115	Business Law	3	0	3
BUS	120	Accounting Principles I	3	2	4
BUS	123	Business Finance	3	0	3
BUS	233	Personnel Management	3	0	3
			—	—	—
			17	5	19
<i>Spring Quarter</i>					
ENG	203	Business Communications	3	0	3
BUS	116	Business Law	3	0	3
BUS	121	Accounting Principles II	3	2	4
BUS	234	Personnel Problems	3	0	3
		Business Elective	3	0	3
			—	—	—
			15	2	16
<i>Summer Quarter</i>					
ENG	204	Oral Communications (or SPE 101)	3	0	3
PSY	206	Applied Psychology (or PSY 101)	3	0	3
BUS	122	Accounting Principles III	3	2	4
BUS	239	Marketing	3	0	3
		Business Elective	3	0	3
			—	—	—
			15	2	16
<i>Fall Quarter</i>					
EDP	104	Introduction to Data Processing	3	2	4
ISC	102	Industrial Safety	3	0	3
BUS	140	Industrial Accounting	3	2	4
BUS	247	Business Insurance	3	0	3
		Industrial Management Elective	3	0	3
			—	—	—
			15	4	17
<i>Winter Quarter</i>					
ISC	232	Production Planning	3	2	4
PSY	112	Personality Development	3	0	3
BUS	235	Business Management	3	0	3
BUS	248	Business Insurance	3	0	3
BUS	272	Principles of Supervision	3	0	3
		Industrial Management Elective	3	0	3
			—	—	—
			18	2	19
Total					106

LEGAL SECRETARY

Because of the opening of many legal offices and new city-county office buildings, qualified legal secretaries are now in great demand. The purpose of the Legal Secretary curriculum is to outline a program that will provide specialized training in the procedures required by the legal profession, and to enable persons to become proficient soon after accepting employment in the legal office.

The curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the legal profession. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate of the Legal Secretary curriculum should have a knowledge of legal terminology, skill in dictation and accurate transcription of legal records, reports, letters, and documents. The duties of a legal secretary may consist of: taking dictation and transcribing letters, memoranda and reports, meeting office callers and screening telephone calls, filing, and scheduling appointments. Opportunities for employment of the graduate exist in a variety of secretarial positions in the legal profession such as in lawyers offices and state and government offices.



LEGAL SECRETARY

			<i>Lec.</i>	<i>Lab</i>	<i>Cr.</i>
<i>Fall Quarter</i>					
ENG	101	Grammar (or ENG 105)	3	0	3
MAT	110	Business Mathematics	5	0	5
*BUS	102	Basic Typewriting (or BUS 101)	2	3	3
BUS	106	Shorthand	3	2	4
BUS	110	Office Machines	2	3	3
			15	8	18
<i>Winter Quarter</i>					
ENG	102	Composition (or ENG 106)	3	0	3
BUS	103	Advanced Typewriting	2	3	3
BUS	107	Shorthand	3	2	4
BUS	115	Business Law	3	0	3
BUS	118	Basic Secretarial Accounting	3	2	4
			14	7	17
<i>Spring Quarter</i>					
ENG	203	Business Communications	3	0	3
BUS	108	Shorthand	3	2	4
BUS	116	Business Law	3	0	3
BUS	119	Advanced Secretarial Accounting	3	2	4
BUS	213	Personal Development for Secretaries	3	0	3
			15	4	17
<i>Summer Quarter</i>					
ENG	204	Oral Communications (or SPE 101)	3	0	3
BUS	104	Expert Typewriting	2	3	3
BUS	112	Filing	3	0	3
BUS	183	Basic Legal Terminology	3	0	3
BUS	206	Shorthand Dictation and Transcription	3	2	4
BUS	209	Machine Transcription	3	0	3
			17	5	19
<i>Fall Quarter</i>					
ECO	201	Economics	5	0	5
EDP	104	Introduction to Data Processing	3	2	4
BUS	184	Advanced Legal Terminology	3	0	3
BUS	207	Shorthand Dictation and Transcription	3	2	4
BUS	214	Secretarial Procedures	3	0	3
			17	4	19
<i>Winter Quarter</i>					
BUS	105	Professional Typewriting	2	3	3
BUS	208	Shorthand Dictation and Transcription	3	2	4
BUS	210	Typing Office Practice	3	0	3
BUS	215	Office Application (or Bus Elective)	1	10	6
			9	15	16
Total					16

*Students demonstrating basic typewriting proficiency will be assigned to BUS 101 Introduction to Business. BUS 102 instructor will make this determination.

MARKETING AND RETAILING

Marketing and Retailing is a two-year course of study designed to prepare individuals for positions related to sales, advertising, and retailing.

Opportunities for employment are increasing in the Piedmont area. Individuals will be needed to fill the additional jobs in many marketing related fields. Career opportunities continue to increase in retail, wholesale, and industrial selling. In addition, many trained people are needed to fill marketing positions in the banking, finance, insurance, transportation, communication, advertising, and tourist-related fields.

Students who desire to enter the business world will find this program of great value toward a successful career.



MARKETING AND RETAILING

			Lec.	Lab	Cr.
<i>Fall Quarter</i>					
ECO	201	Economics	5	0	5
ENG	101	Grammar (or ENG 105)	3	0	3
MAT	110	Business Mathematics	5	0	5
BUS	101	Introduction to Business	3	0	3
BUS	102	Basic Typewriting	2	3	3
			—	—	—
			18	3	19
<i>Winter Quarter</i>					
ENG	102	Composition (or ENG 106)	3	0	3
BUS	110	Office Machines	2	3	3
BUS	115	Business Law	3	0	3
BUS	120	Accounting Principles I	3	2	4
BUS	123	Business Finance	3	0	3
BUS	233	Personnel Management	3	0	3
			—	—	—
			17	5	19
<i>Spring Quarter</i>					
ENG	203	Business Communications	3	0	3
BUS	116	Business Law	3	0	3
BUS	121	Accounting Principles II	3	2	4
BUS	124	Business Finance	3	0	3
		Business Elective	3	0	3
			—	—	—
			15	2	16
<i>Summer Quarter</i>					
ENG	204	Oral Communications (or SPE 101)	3	0	3
PSY	206	Applied Psychology (or PSY 101)	3	0	3
BUS	122	Accounting Principles III	3	2	4
BUS	232	Sales Development	3	0	3
BUS	239	Marketing	3	0	3
			—	—	—
			15	2	16
<i>Fall Quarter</i>					
EDP	104	Introduction to Data Processing	3	2	4
BUS	240	Marketing Problems	3	0	3
BUS	243	Advertising	3	0	3
BUS	245	Retailing	3	0	3
BUS	247	Business Insurance	3	0	3
			—	—	—
			15	2	16
<i>Fall Quarter</i>					
PSY	112	Personality Development	3	0	3
BUS	235	Business Management	3	0	3
BUS	241	Sales Promotion Management	3	0	3
BUS	248	Business Insurance	3	0	3
BUS	249	Buying and Merchandising	3	0	3
		Marketing and Retailing Elective	3	0	3
			—	—	—
			18	0	18
Total					104

MEDICAL SECRETARY

In nearly every community there are occupational opportunities for people trained in the functions, operations, and duties performed by those who assist doctors. The purpose of the Medical Secretary curriculum is to outline a program that will provide specialized training in the procedures required by the medical profession and to enable persons to become proficient soon after accepting employment in the medical office.

The curriculum is designed to offer the students the necessary skills in typing, dictation, transcription, and terminology for employment in the medical profession. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate of the medical secretary curriculum should have a knowledge of medical terminology, skill in dictation and accurate transcription of medical reports, letters, and forms. The duties of the medical secretary may consist of: handling telephone calls, making appointments, keeping patients' records, ordering supplies, typing medical reports, and keeping financial records. Opportunities for employment of the graduate exist in a variety of secretarial positions in the medical profession such as in doctors' offices, hospitals, and health departments.



MEDICAL SECRETARY

			Lec.	Lab	Cr.
<i>Fall Quarter</i>					
ENG	101	Grammar (or ENG 105)	3	0	3
MAT	110	Business Mathematics	5	0	5
*BUS	102	Basic Typewriting (or BUS 101)	2	3	3
BUS	106	Shorthand	3	2	4
BUS	110	Office Machines	2	3	3
			—	—	—
			15	8	18
<i>Winter Quarter</i>					
ENG	102	Composition (or ENG 106)	3	0	3
BUS	103	Advanced Typewriting	2	3	3
BUS	107	Shorthand	3	2	4
BUS	115	Business Law	3	0	3
BUS	118	Basic Secretarial Accounting	3	2	4
			—	—	—
			14	7	17
<i>Spring Quarter</i>					
ENG	203	Business Communications	3	0	3
BUS	104	Expert Typewriting	2	3	3
BUS	108	Shorthand	3	2	4
BUS	119	Advanced Secretarial Accounting	3	2	4
BUS	213	Personal Development for Secretaries	3	0	3
			—	—	—
			14	7	17
<i>Summer Quarter</i>					
ENG	204	Oral Communications (or SPE 101)	3	0	3
BUS	105	Professional Typewriting	2	3	3
BUS	112	Filing	3	0	3
BUS	193	Basic Medical Terminology	3	0	3
BUS	206	Shorthand Dictation and Transcription	3	2	4
BUS	209	Machine Transcription	3	0	3
			—	—	—
			17	5	19
<i>Fall Quarter</i>					
ECO	201	Economics	5	0	5
EDP	104	Introduction to Data Processing	3	2	4
BUS	194	Advanced Medical Terminology	3	0	3
BUS	207	Shorthand Dictation and Transcription	3	2	4
BUS	214	Secretarial Procedures	3	0	3
			—	—	—
			17	4	19
<i>Winter Quarter</i>					
BUS	208	Shorthand Dictation and Transcription	3	2	4
BUS	210	Typing Office Practice	3	0	3
BUS	215	Office Application (or Business Elective)	1	10	6
		Business Elective	3	0	3
			—	—	—
			10	12	16
Total					106

*Students demonstrating basic typewriting proficiency will be assigned to BUS 101 Introduction to Business. BUS 102 instructor will make this determination.

ASSOCIATED DEGREE IN GENERAL EDUCATION with COLLEGE TRANSFER OPTION

Anson Technical Institute offers the Associate Degree in General Education. The first year of the curriculum requires a minimum of 48 quarter hours in General Education courses. The second year is a mixture of General Education courses and Business courses which should be determined with the help of the Student Faculty Advisor.

Students wishing to attend Pembroke University may transfer up to 63 quarter hours of credit from Anson Tech towards their Baccalaureate degree. Courses should be chosen from those offered from the general education curriculum offerings each quarter.



GENERAL EDUCATION COURSES

		<i>Course Title</i>	<i>Quarter Hours Credit</i>
<i>Economics</i>			
ECO	201	Principles of Economics I (Micro)	5
ECO	202	Principles of Economics II (Macro)	5
<i>English and Literature</i>			
ENG	105	Composition I	5
ENG	106	Composition II	5
ENG	205	World Literature I	5
ENG	207	Major American Authors	5
ENG	208	English Literature	5
<i>Fine Arts</i>			
SPE	101	Speech Fundamentals	5
ART	205	History and Appreciation	5
MUS	230	Introduction to the Appreciation of Music	5
MUS	100	Chorus	1
<i>Health and Physical Education</i>			
PE	101	General Physical Education	2
HE	101	Personal Health and Hygiene	2
PE	102	General Physical Education	2
PE	215	Individual Sports	2
<i>Mathematics & Science</i>			
MAT	102	Math for Elementary School Teachers	5
MAT	103	Geometry for Elementary School Teachers	5
MAT	105	Introduction to College Math	5
MAT	107	College Algebra	5
PHY	101	Basic Physical Science	5
GEO	201	World Geography	5
MAT	108	Trigonometry	5
<i>Psychology</i>			
PSY	101	Introductory Psychology	5
PSY	102	Educational Developmental Psychology	5
<i>Social Science</i>			
HIST	207	American History I	5
HIST	208	American History II	5
SOC	201	Introduction to Sociology	5
POL	202	American National Government	5
<i>Foreign Language</i>			
SPA	101	Beginning Spanish	5
SPA	102	Intermediate Spanish	5

DIPLOMA PROGRAMS

A diploma is awarded upon the completion of one of the following programs of study:

Auto Body Repair	Heating Ventilating &
Automotive Mechanics	Air Conditioning
Brick Masonry	Licensed Practical Nursing
Commercial Carpentry	Printing
Diesel Mechanics	Small Farming
Electrical Installation	Welding Specialist

The major aims of the programs leading to a diploma are to prepare skilled craftsmen to successfully meet the manpower needs created by technological advancement and to provide related areas of study which equip the student with the ability to develop an understanding of the free enterprise system and an appreciation for a broader social implication of life in a democratic society.

Vocational programs are designed to prepare the student for initial employment, retraining for new skills, or for advancement within a given vocation.

While a high school graduation is desirable, it is not mandatory for entrance into these programs. A person with less than a high school education may be accepted provided he can demonstrate sufficient experience and ability.



AUTO BODY REPAIR

This program is designed to prepare the student who will be employed to repair or replace parts of the automobile body and chassis. In large shops, repairmen are generally assigned the special phases of the work. However, in the small shops, one person may be required to do satisfactory work on several jobs, ranging from complete body rebuilding to glass removal and replacement. Since there is so much diversity in the requirements, the good repairman should have a broad training background.

The Auto Body Repairman is employed in nearly every community. Earnings depend upon the worker's skill and efficiency, since he is generally paid on a commission basis. Well trained and experienced workers may fill better paying positions as shop foremen, insurance claims adjustors, or may go into business for themselves.



AUTO BODY REPAIR

			Lec.	Lab	Cr.
<i>Fall Quarter</i>					
AUT	1311	Auto Body Welding	2	6	4
AUT	1312	Body Panel & Fender Repair	3	9	6
MAT	1101	Arithmetic & Measurements	5	0	5
ENG	1101	Reading Improvement	2	0	2
PHY	1101	Applied Science I	2	2	3
			—	—	—
			14	17	20
<i>Winter Quarter</i>					
AUT	1313	Body Panel & Fender Replacement	3	9	6
AUT	1314	Metal Finishing	2	6	4
PHY	1102	Applied Science II	2	2	3
ENG	1102	Communication Skills	3	0	3
MAT	1105	Fundamental Mathematics	3	0	3
			—	—	—
			13	17	19
<i>Spring Quarter</i>					
AUT	1315	Metallic Fillers	3	9	6
AUT	1316	Painting—Panel	2	6	4
AUT	1317	Frame Straightening & Alignment	2	6	4
PSY	1101	Human Relations	3	0	3
			—	—	—
			10	21	17
<i>Summer Quarter</i>					
AUT	1318	Painting—Overall	3	9	6
AUT	1319	Trim & Glass	2	6	4
AHR	1201	Auto Air Conditioning	1	3	2
DFT	1204	Blueprint Reading & Sketching	1	3	2
BUS	1103	Small Business Operations	3	0	3
			—	—	—
			10	21	17
Total Credit Hours					73

AUTOMOTIVE MECHANICS

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust automotive vehicles. Manual skills are developed in practical shop work. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practices.

Complexity in automotive vehicles increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks, buses and a variety of gasoline-powered equipment. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.

Automobile mechanics maintain and repair mechanical, electrical and body parts of passenger cars, trucks and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition. They use shop manuals and other technical publications.

Automotive mechanics in smaller shops usually are general mechanics qualified to perform a variety of repair jobs. A large number of automobile mechanics specialize in the particular types of repair work. For example, some may specialize in repairing only power steering and power brakes, or automatic transmissions. Usually such specialists have an all-around knowledge of automotive repair and may occasionally be called upon to do other types of work. Advanced course is offered for specialization 5th and 6th quarter.



AUTOMOTIVE MECHANICS

			Lec.	Lab	Cr.
<i>First Quarter</i>					
AUT	1201	Internal Combustion Engine	3	9	6
AUT	1202	Engine Servicing	2	6	4
MAT	1101	Arithmetic & Measurements	5	0	5
ENG	1101	Reading Improvement	2	0	2
PHY	1101	Applied Science I	2	2	3
			—	—	—
			14	17	20
<i>Second Quarter</i>					
AUT	1203	Auto Electrical Systems	3	9	6
AUT	1204	Auto Fuel Systems	2	6	4
PHY	1102	Applied Science II	2	2	3
ENG	1102	Communication Skills	3	0	3
MAT	1105	Fundamental Mathematics	3	0	3
			—	—	—
			13	17	19
<i>Third Quarter</i>					
AUT	1221	Auto Braking Systems	2	6	4
AUT	1223	Auto Chassis	3	9	6
AHR	1201	Auto Air Conditioning	1	3	2
PSY	1101	Human Relations	3	0	3
WLD	1101	Basic Gas Welding	0	3	1
			—	—	—
			9	21	16
<i>Fourth Quarter</i>					
AUT	1224	Auto Power Trains	3	9	6
AUT	1225	Auto Diagnosis	2	6	4
WLD	1102	Basic Arc Welding	0	3	1
DFT	1204	Blueprint Reading & Sketching	1	3	2
BUS	1103	Small Business Operations	3	0	3
			—	—	—
			9	21	16
Total Credit Hours					71

ADVANCED OPTIONS

<i>Fifth Quarter</i>					
AUT	1226	Advanced Electrical Systems	3	9	6
AUT	1227	Advanced Fuel Systems	3	9	6
General Education or Business Electives					
<i>Sixth Quarter</i>					
AUT	1228	Advanced Automatic Transmission	3	9	6
AUT	1229	Advanced Transmission Servicing	3	9	6
General Education or Business Electives					
<i>Electives:</i>					
AUT	1230	Advanced Auto Shop Service	3	9	6
AUT	1231	Diagnostic Tune Up	3	9	6

BRICK MASONRY

This curriculum is designed to give the students knowledge of the fundamentals of masonry. Emphasis in the shop is placed on fundamental skills using the trowel, level line jointers, and masonry saw.

Shop projects include building corners, fireplaces, chimneys, all types of bonds, and ornamental work.

Students take related courses in mathematics, English, and blueprint reading. Latest developments in the masonry field, and blueprint reading. Latest developments in the masonry field, and related plumbing, heating, electrical, and carpentry are included in the classroom part of the masonry courses.

Upon completion of the requirements listed below, the student should be a qualified apprentice brick mason with an opportunity to advance rapidly in the masonry field.

With the tremendous growth of industries and the volume of masonry being used for building, employment is no problem. Opportunities are found with private builders, general contractors, or one's own business after several years' experience.



BRICK MASONRY*Fall Quarter*

			Lec.	Lab	Cr.
MAS	1204	Foundations	2	6	4
MAS	1205	Wall Construction	3	9	6
MAT	1101	Arithmetic & Measurements	5	0	5
ENG	1101	Reading Improvement	2	0	2
PHY	1101	Applied Science 1	2	2	3
			—	—	—
			14	17	20

Winter Quarter

MAS	1206	Blocklaying	2	6	4
MAS	1207	Chimney Construction	3	9	6
MAT	1105	Fundamental Mathematics	3	0	3
ENG	1102	Communication Skills	3	0	3
PSY	1101	Human Relations	3	0	3
			—	—	—
			14	15	19

Spring Quarter

MAS	1208	Brick Veneers	3	9	6
MAS	1209	Stone Masonry	2	6	4
DFT	1204	Blueprint Reading & Sketching	1	3	2
BUS	1103	Small Business Operations	3	0	3
			—	—	—
			9	18	15

COMMERCIAL CARPENTRY

Carpentry is one of the basic trades in the construction field. Carpenters construct, erect, install, and repair structures of wood, plywood and wallboard, using hand and power tools. The work must conform to local building codes for both residential and commercial structures.

This curriculum in carpentry is designed to train the individual to enter the trade with a background in both shop skills and related information. He must have a knowledge of mathematics, blueprint reading, methods of construction and thorough knowledge of building materials.

The modern carpenter will work on new construction, maintenance, and repair of many types of structures, both residential and commercial. He should have an understanding of building materials, concrete form construction, rough framing, roof and stair construction, the application of interior and exterior trim, and the installation of cabinets and fixtures.

Most carpenters are employed by contractors in the building construction fields. When specializing in a particular phase of carpentry, the job is designated according to the specialty as layout carpenter, framing carpenter, concrete form carpenter, scaffolding carpenter, acoustical and insulating carpenter, and finish carpenter.



COMMERCIAL CARPENTRY

Fall Quarter

			Lec.	Lab	Cr.
CAR	1201	Framing	3	9	6
CAR	1202	Roofing	2	6	4
MATH	1101	Arithmetic & Measurements	5	0	5
ENG	1101	Reading Improvement	2	0	2
PHY	1101	Applied Science I	2	2	3
			—	—	—
			14	17	20

Winter Quarter

CAR	1203	Interior Wall Finish	2	6	4
CAR	1204	Interior Trim	3	9	6
MATH	1105	Fundamental Mathematics	3	0	3
ENG	1102	Communication Skills	3	0	3
PHY	1102	Applied Science II	2	2	3
			—	—	—
			13	17	19

Spring Quarter

CAR	1205	Forming	2	6	4
CAR	1206	Exterior finish	3	9	6
CAR	1207	Plumbing & Wiring	1	3	2
PSY	1101	Human Relations	3	0	3
WLD	1102	Basic Arc Welding	0	3	1
			—	—	—
			9	21	16

Summer Quarter

CAR	1208	Cabinet Making	3	9	6
CAR	1209	Truss and Prefabrication	2	6	4
DRA	1204	Blueprint Reading & Sketching	1	3	2
BUS	1103	Small Business Operations	3	0	3
			—	—	—
			9	18	15

Total Credit Hours 70

DIESEL MECHANICS

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust diesel powered equipment. Manual skills are developed in practical shop work. Thorough understanding of the operating principles involved in the modern internal combustion engine, chassis and suspensions, and power trains come in class assignments, discussion, and shop practice.

Diesel vehicle mechanics maintain and repair engines, chassis and suspension, and power trains used to power farm equipment construction equipment, buses, and trucks. They use handtools, precision measuring and testing instruments, and power tools in overhauling and maintaining diesel power equipment.

Advance course work is offered for specialization 5th and 6th quarter.



DIESEL MECHANICS

<i>First Quarter</i>			Lec.	Lab	Cr.
AUT	1201	Internal Combustion Engines	3	9	6
AUT	1202	Engine Servicing	2	6	4
MAT	1101	Arithmetic & Measurements	5	0	5
ENG	1101	Reading Improvement	2	0	2
PHY	1101	Applied Science 1	2	2	3
			14	17	19

<i>Second Quarter</i>					
AUT	1203	Engine Electrical Systems	3	9	6
AUT	1204	Engine Fuel Systems	2	6	4
PHY	1102	Applied Science II	2	2	3
ENG	1102	Communication Skills	3	0	3
MAT	1105	Fundamental Mathematics	3	0	3
			13	17	19

<i>Third Quarter</i>					
AUT	1221	Auto Braking Systems	2	6	4
AUT	1223	Auto Chassis	3	9	6
AHR	1201	Auto Air Conditioning	1	3	2
PSY	1101	Human Relations	3	0	3
WLD	1101	Basic Gas Welding	0	3	1
			9	21	16

<i>Fourth Quarter</i>					
AUT	1205	Diesel Engine Diagnosis	2	6	4
AUT	1244	Power Trains	3	9	6
BUS	1103	Small Business Operations	3	0	3
DFT	1204	Blueprint Reading & Sketching	1	3	2
WLD	1102	Basic Arc Welding	0	3	1
			9	21	16

Total Credit Hours 71

ADVANCED OPTIONS

<i>Fifth Quarter</i>					
AUT	1226	Advanced Electrical Systems	3	9	6
AUT	1227	Advanced Fuel Systems	3	9	6
General Education or Business Electives					

<i>Sixth Quarter</i>					
AUT	1228	Advanced Automatic Transmission	3	9	6
AUT	1229	Advanced Transmission Servicing	3	9	6
General Education or Business Electives					

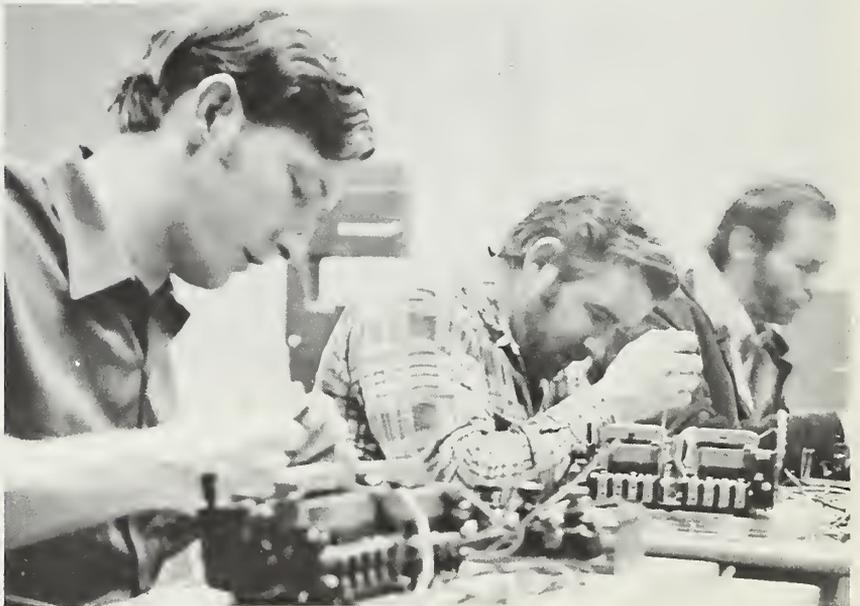
<i>Electives:</i>					
AUT	1230	Advanced Auto Shop Service	3	9	6
AUT	1231	Diagnostic Tune Up	3	9	6

ELECTRICAL INSTALLATION

The rapid expansion of the national economy and the increasing development of new electrical products is providing a growing need for qualified people to install and maintain electrical equipment. Between 5,000 and 10,000 additional tradesmen are required each year. It is expected that the total requirements for electrical tradesmen will increase tremendously during the next decade.

This curriculum will provide training in the basic knowledge, fundamentals, and practices involved in the electrical trades. A large portion of the program is devoted to laboratory and shop instruction which is designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of the electrical trades program will be qualified to enter an electrical trade as an on-the-job trainee or apprentice, where he will assist in the planning, layout, installation, check out, and maintenance of systems. He will have an understanding of the fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage. He will have a basic knowledge of motor and motor control systems; industrial electronic control systems; business procedures, organization, and practices; communicative skills; and the necessary background to be able to advance through experience and additional training through upgrading courses offered in the center.



ELECTRICAL INSTALLATION

			Lec.	Lab	Cr.
<i>Fall Quarter</i>					
ELC	1214	Direct Current	2	6	4
ELC	1215	Alternating Current	3	9	6
MAT	1101	Arithmetic and Measurement	5	0	5
ENG	1101	Reading Improvement	2	0	2
PHY	1101	Applied Science I	2	2	3
			—	—	—
			14	17	20
<i>Winter Quarter</i>					
ELC	1216	DC Machines & Controls	2	6	4
ELC	1217	AC Machines & Controls	3	9	6
ENG	1102	Communication Skills	3	0	3
PHY	1102	Applied Science II	2	2	3
MAT	1105	Fundamental Mathematics	3	0	3
			—	—	—
			13	17	19
<i>Spring Quarter</i>					
ELC	1220	Electrical Code—Residential	5	2	5
ELC	1224	Residential Wiring	3	9	6
ELC	1225	Residential Wiring Layout	2	6	4
PSY	1101	Human Relations	3	0	3
			—	—	—
			13	17	18
<i>Summer Quarter</i>					
ELC	1218	Industrial Electronics	2	6	4
ELC	1221	Electrical Code—Commercial	5	0	5
ELC	1226	Commercial & Industrial Wiring	3	9	6
DFT	1204	Blueprint Reading & Sketching	1	3	2
BUS	1103	Small Business Operations	3	0	3
			—	—	—
			14	18	20

HEATING, VENTILATING AND AIR CONDITIONING

In recent years the use of air conditioning and refrigeration equipment has increased tremendously. Practically all new building construction for business and commercial use have "all year" comfort systems. Many homes now have air conditioning and the trend is toward greater use of "all year" systems of cooling and heating. The food industry is requiring greater use of refrigeration systems in freezing, storage, and display of products. With this great up-swing in the use of air conditioning and refrigeration equipment, a greater demand is made on trained personnel to install, operate, maintain and service this equipment.

This curriculum is designed to give the students practical knowledge that will enable them to become capable servicemen in the industry. The principal objective has been to outline the required technical and related instruction to enable them to understand the basic principles involved in the construction, operation, and maintenance of equipment. Job opportunities exist with companies that specialize in air conditioning, sheet metal, and commercial refrigeration installation and service. The service man is employable in areas of sales, maintenance, installation, and in growing fields of truck and trailer refrigeration.

The air conditioning and refrigeration mechanic installs, inspects, maintains, services, and repairs domestic and commercial equipment. Connects motors, compressors, temperature controls, humidity controls, and circulating fans to control panels. Tests systems, observes pressure and vacuum gauges and adjusts controls to insure proper operation. Advanced course work is offered for specialization 5th and 6th quarter.



HEATING, VENTILATING AND AIR CONDITIONING

<i>Fall Quarter</i>			Lec.	Lab	Cr.
AHR	1220	Refrigeration Electrical Systems	2	6	4
AHR	1221	Refrigeration Systems	3	9	6
MAT	1101	Arithmetic and Measurement	5	0	5
ENG	1101	Reading Improvement	2	0	2
PHY	1101	Applied Science I	2	2	3
			—	—	—
			14	17	20
<i>Winter Quarter</i>					
AHR	1222	Domestic & Commercial Refrigeration Installation and Servicing	3	9	6
AHR	1228	Automatic Controls	2	6	4
MAT	1102	Fundamental Mathematics	3	0	3
ENG	1102	Communication Skills	3	0	3
PHY	1102	Applied Science II	2	2	3
			—	—	—
			13	17	19
<i>Spring Quarter</i>					
AHR	1223	Air Conditioning Systems	3	9	6
AHR	1226	All Year Comfort System	2	6	4
WLD	1101	Basic Gas Welding	0	3	1
WLD	1103	Refrigeration Welding	1	3	2
PSY	1101	Human Relations	3	0	3
			—	—	—
			9	21	16
<i>Summer Quarter</i>					
AHR	1224	Air Conditioning & Refrigeration Trouble-Shooting	3	9	6
AHR	1225	Duct Design & Installation	2	6	4
AHR	1230	Forced Air Heating Systems	1	3	2
BUS	1103	Small Business Operation	3	0	3
DFT	1204	Blueprint Reading & Sketching	1	3	2
			—	—	—
			10	21	17
Total Credit Hours					72
<i>Fall Quarter</i>					
AHR	2211	Heating Systems	3	6	5
AHR	2212	Residential & Commercial Air Conditioning Systems	3	6	5
General Education or		Business Electives—5 hours			
<i>Winter Quarter</i>					
AHR	2213	All Weather Systems Heat Pump	3	6	5
AHR	2214	Residential and Commercial Air Distribution	3	6	5
General Education or		Business Electives—5 hours			

LICENSED PRACTICAL NURSING

The objectives of the Practical Nurse Education program is to make available to qualified persons the opportunity to prepare for the Practical Nurse occupation. As a member of the health care team, the Practical Nurse participates in the care of the patients of all ages, in various states of dependence, and with a variety of illness conditions.

During the one-year period of training, students take courses in basic nursing and related subjects at the Institute. They also receive a wide range of guided nursing experience in the hospital setting provided by affiliation with Union Memorial Hospital, Monroe, N.C., and Anson County Hospital, Wadesboro, N.C., where students learn patient-centered nursing care.

Graduates of accredited programs of Practical Nurse Education are eligible to take the licensing examination given by the North Carolina State Board of Nursing. This examination is given twice each year, usually in April and in September. A passing score entitles the individual to receive a license and to use the legal title of "Licensed Practical Nurse."

The Licensed Practical Nurse is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctors' and dentists' offices, and in some localities, public health facilities. In all situations, the Licensed Practical Nurse functions under supervision of a registered nurse or a licensed physician.



LICENSED PRACTICAL NURSING

			Lec.	Lab	Cr.
<i>First Quarter</i>					
ENG	1101	Reading Improvement	2	0	2
PSY	1101	Human Relations	3	0	3
NUR	1101	Basic Science	5	4	6
NUR	1102	Orientation to Vocational Relationships	2	0	2
NUR	1103	Introduction to Patient Care	6	6	8
			18	10	21
<i>Second Quarter</i>					
NUR	1105	Medical-Surgical Nursing I	4	0	4
NUR	1106	Obstetrics	4	0	4
NUR	1107	Pediatrics	4	0	4
NUR	1112	Clinical Experiences: Medical Surgical Obstetrics or Pediatrics	0	24	8
			12	24	20
<i>Third Quarter</i>					
NUR	1104	Basic Principles of Drug Administration	3	0	3
NUR	1108	Medical-Surgical Nursing II	9	0	9
NUR	1113	Clinical Experiences: Medical-Surgical Obstetrics or Pediatrics	0	24	8
			12	24	20
<i>Fourth Quarter</i>					
NUR	1110	Vocational Relationships	2	0	2
NUR	1111	Medical-Surgical Nursing III	10	0	10
NUR	1114	Clinical Experiences: Medical-Surgical or Obstetrics	0	24	8
			12	24	20
Total Credit Hours					81

PRINTING

Graphic arts is a term used to describe the process by which man has recorded his thoughts, deeds, emotions, and progress in becoming civilized. The graphic arts industry ranks in the top ten of America's leading industries and employs more than 850,000 men and women. A printer can be a scholar, an artist, a business man, or a craftsman. There are over 65 different and distinct occupations in the graphic arts industry, each of which has its own opportunity and reward.

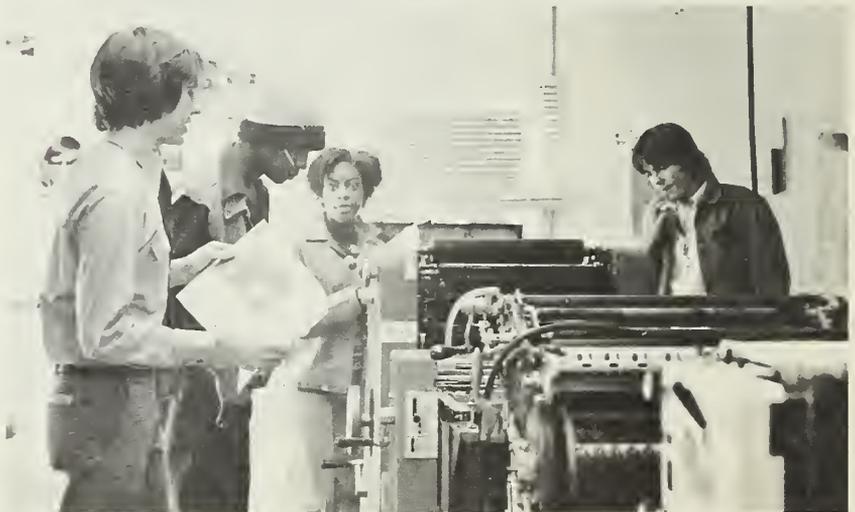
This curriculum is designed to give students experiences in a cluster of activities representing basic areas of the graphic arts industry. The range of experience is sufficient to enable students to comprehend a variety of graphic arts processes and to develop basic skills enabling them to perform these processes.

There is a high degree of specialization in many areas of the graphic arts. However, the person seeking employment in the small commercial establishments must be more versatile in salable skills. He should be able to pull proofs, mark copy, and make corrections. He is competent in setting up and operating the smaller types of printing presses in the area of lithographic printing. Today's printer understands the photomechanical process and is able to make simple line negatives. He is equally capable of operating such bindery equipment as: the power paper cutter, the paper drill, and the folding machine.

Upon completion of diploma requirements, the student may choose the option of continuing his studies within the Commercial Art program and upon its completion, receive an Associate of Applied Science Degree.

Under normal circumstances, this work should amount to three additional quarters. This, in addition to the time spent in the Printing Program, should average to be approximately seven (7) quarters.

It is the student's responsibility to declare such intentions and to confer with his advisor about his intentions to continue in Commercial Art.



8 hrs

PRINTING

Fall Quarter

			Lec.	Lab	Cr.
PRN	155	Line Offset Camera	2	6	4
PRN	161	Offset Press	2	6	4
ENG	101	Grammar	3	0	3
MATH	101	Technical Mathematics	5	0	5
ART	100	Elements of Art	5	0	5
			<hr/>	<hr/>	<hr/>
			17	12	21

Winter Quarter

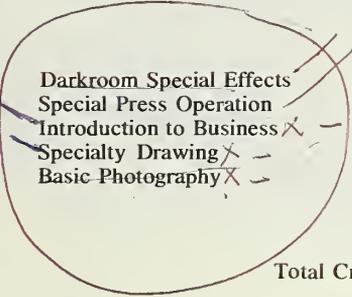
CAT	122	Dimensional	1	4	3
PRN	156	Half-tone Offset Camera	2	6	4
PRN	162	Half-tone Presswork	2	6	4
PRN	171	Estimating	3	0	3
DFT	101	Technical Drafting	1	4	3
ENG	102	Composition	3	0	3
			<hr/>	<hr/>	<hr/>
			12	20	20

Spring Quarter

PRN	157	Offset Darkroom Techniques	2	6	4
PRN	163	Color Printing	2	6	4
CAT	201	Typography & Lettering	2	2	3
BUS	102	Typewriting	2	3	3
CAT	204	Advertising Copy	2	2	3
			<hr/>	<hr/>	<hr/>
			10	19	17

Summer Quarter

PRN	158	Darkroom Special Effects	2	6	4
PRN	164	Special Press Operation	2	6	4
BUS	101	Introduction to Business	3	0	3
CAT	137	Specialty Drawing	1	4	3
PHO	116	Basic Photography	1	4	3
			<hr/>	<hr/>	<hr/>
			9	20	17



what parts time

Total Credit Hours

21 hrs

Bus 101
PRN-158
" 164
MATH 101
CAT 137
PHO-116

13 hrs

3 hrs
3 hrs

SMALL FARMING

Small Farming is a curriculum designed to develop the basic skills needed to successfully operate and manage a small farm. The student will learn to plan, produce, harvest and market a wide range of agricultural commodities. He will also learn a solid vocational skill in carpentry, masonry, welding or mechanics to provide alternative income during "off seasons." Emphasis will be placed upon mechanization, organic or low energy practices as well as the latest up-to-date techniques in agriculture practice.



SMALL FARMING

<i>Fall Quarter</i>			Lec.	Lab	Cr.
AGR	105	Pasture & Forage Crops	2	0	2
AGR	111	Feed Grains	3	0	3
AGR	122	Farm Equipment Maintenance	0	3	1
AGR	123	Ornamental Horticulture	3	1	3
AGR	124	Farm Tractors	1	3	2
AGR	127	Gas Welding	1	3	2
AGR	128	Electric Welding	1	3	2
			—	—	—
			11	13	15
<i>Winter Quarter</i>					
AGR	102	Farm Business Management	3	0	3
AGR	106	Forest Management	2	0	2
AGR	109	Soil Science	2	1	2
AGR	113	Farm Marketing	2	0	2
AGR	114	Electricity	2	2	3
AGR	116	General Carpentry	1	3	2
AGR	143	New Sources of Farm Income	2	0	2
AGR	164	Masonry	1	3	2
			—	—	—
			15	9	18
<i>Spring Quarter</i>					
AGR	115	Plumbing Installations	1	4	2
AGR	121	Weed Identification & Control	2	1	2
AGR	139	Lime & Fertilizers	3	0	3
AGR	140	Vegetable Production	2	0	2
AGR	145	Farm Building Construction	1	6	3
AGR	146	Livestock & Poultry Production	3	2	3
			—	—	—
			12	13	15
<i>Summer Quarter</i>					
AGR	103	Insect Control Practices	4	0	4
AGR	120	Vegetable Harvesting & Grading	1	3	2
AGR	133	Farm Water Systems & Irrigation	2	2	2
AGR	141	Surveying	1	2	2
AGR	165	Framing & Finishing	1	4	2
AGR	182	Food Processing	1	3	2
			—	—	—
			10	14	14
Total Credit Hours					62

WELDING SPECIALIST

A welder can command a well paid job in a large number of industries. His work is crucial in making new structures, new parts and manufacturing; he is needed to maintain and repair existing equipment. Automotive, aircraft, household appliances, bridges, buildings, storage tanks and heavy road building equipment are only a few of the crafts demanding the welder's skill.

Great as welding opportunities are now, they are confidently expected to increase in the next ten years because of the greater use of metal and metal products. New techniques require more welding for structures that were once riveted and are now being welded, and some machine parts that used to be cast are now being welded instead.

Anson Technical Institute's program in Welding Specialist will give the student the thorough preparation he needs to develop into the skilled worker that is in great demand by industry. As a skilled all around welder, he will be able to plan and lay out work from drawings, blueprints, and written specifications. He will have a sound knowledge of the different types of metal and the best way to weld them.

The graduate that has good eye and hand coordination and who enjoys using his highly developed skill will find welding a rewarding and profitable field.



WELDING SPECIALIST

Fall Quarter

			Lec.	Lab	Cr.
WLD	1220	Oxyacetylene Welding & Cutting	3	9	6
WLD	1221	Oxyacetylene Welding & Pipe	2	6	4
MAT	1101	Arithmetic & Measurements	5	0	5
ENG	1101	Reading Improvement	2	0	2
PHY	1101	Applied Science I	2	2	3
			14	17	20

Winter Quarter

WLD	1223	Shielded Metal Arc Welding I	2	6	4
WLD	1224	Shielded Metal Arc Welding II	3	9	6
MAT	1105	Fundamental Mathematics	3	0	3
ENG	1102	Communication Skills	3	0	3
PHY	1102	Applied Science II	2	2	3
			13	17	19

Spring Quarter

WLD	1226	Shielded Metal Arc & Pipe I	2	6	4
WLD	1227	Shielded Metal Arc & Pipe II	3	9	6
WLD	1228	Testing & Inspection	1	3	2
PSY	1101	Human Relations	3	0	3
			9	18	15

Summer Quarter

WLD	1230	Advanced Welding Process I	2	6	4
WLD	1231	Advanced Welding Process II	3	9	6
DFT	1204	Blueprint Reading & Sketching	1	3	2
BUS	1103	Small Business Operations	3	0	3
			9	18	15

Total Credit Hours 69

COURSE DESCRIPTIONS

AGRICULTURE

			Lec	Lab	Cr.
AGR	102	Farm Business Management	3	0	3
A review of the functions of the manager of a business firm and the problems of farm operators. Development of the concepts of costs and budgets as an aid in choosing what to produce. An analysis of the factors of production to find the least cost production procedure. Data will be analyzed to select the level of production that yields the highest net revenue. Relationships between size, efficiency and gross farm income and net farm income will be stressed.					
AGR	103	Insect Control Practices	4	0	4
This course involves the study of insect, thin impact on the environment as it relates to agriculture and the various means of dealing with insect pest. Various control practices will be discussed and demonstrated with natural and chemical control pacter being revised as to this safety effectiveness and environmental impact.					
AGR	104	Swine Production	3	0	3
A study of the scientific mehtods of selecting, breeding, feeding, and management of swine. Special attention will be given to housing and marketing.					
AGR	105	Pasture and Forage Crops	2	0	2
A study of the majorgrasses and legumes of importance in North Carolina. Production process, land preparation, pasture utilization, forage harvesting will be covered. Attention to soil types, land care, fertilization as related to forages will be emphasized.					
AGR	106	Forest Management	2	0	2
A course dealing with fundamentals of forestry and farm forestry problems; including planting, thinning, harvesting, and marketing. Personal work, experience coupled with lectures and field observations will be utilized to enforce the impact of forestry in North Carolina.					
AGR	107	Cotton Production	3	0	3
A study of economics and methods of cotton production.					
AGR	108	Beef Cattle Production	2	0	2
A study of the principles of selecting, breeding, care and management of beef cattle.					
AGR	109	Soil Science	2	1	2
The development, classification, evaluation and management of soils; care, cultivation and conservation of soil fertilization.					
AGR	110	Crop Production	3	0	3
Development of the crop producing and marketing principles. Identification and methods of production and marketing of principal crops.					
AGR	111	Feed Grains	3	0	3
This course outlines the production and utilization of major feed grain. The major crops studied will be corn, wheat, oats, barley and grain sorghum, the specialized aspects of producing each grain will be explored. Feeding value, economic importance, feed utilization will be compared with each of the major grains as well as those of minor use. Varieties, soils, fertilization, cultivation, harvesting and utilization are included.					
AGR	112	Small Engines	1	3	2
This course is designed to give the student mechanical knowledge in order to adjust, maintain and repair small gasoline engines.					

- AGR 113 Farm Marketing 2 0 2
 A review of marketing structure and the relationship of local terminal, wholesale, retail and foreign markets. Discussion of procedures of marketing such commodities as grain, livestock, cotton and tobacco.
- AGR 114 Electricity 2 2 3
 A study of basic principles of wiring farm buildings and the application of electricity to agricultural production. Also covered will be a study of wire sizes, switches, protective and safety devices, and maintenance of electrical motors and appliances.
- AGR 115 Plumbing Installations 1 4 2
 The students are introduced to the tools, fittings, and equipment used by plumbers. They spend considerable time learning to handle these materials and tools correctly by: cutting pipe, threading, caulking and sweating joints of the various kinds of pipe and tubing. Plumbing installations are made to provide practical applications. Heating devices, the storage and circulation of hot water will be studied. The student will receive practice in the installation of various plumbing fixtures and the proper use of traps. Field trips should be taken to study various types of installation.
- AGR 116 General Carpentry 1 3 2
 A study of the basis of on farm construction. The use of modern carpentry tools, their use and care will be emphasized. Skill in construction and maintenance of livestock housing and storage building will be practiced on the farm buildings.
- AGR 117 Animal Nutrition 3 0 3
 A study of the composition of feeds, feed additives and the nutritional requirements of livestock. The course includes a study of the principles used in the formulation of practical and economical livestock rations.
- AGR 120 Vegetable Harvesting and Grading 1 3 2
 Designed to provide practical experience and understanding of manual and mechanical harvesting and grading aids. Government grades, quality standards, packaging and difficult material handling methods will be demonstrated and studied as it relates to on farm vegetable production.
- AGR 121 Weed Identification and Control 2 1 2
 Proficiencies in recognizing the major weeds found in cultivated crops and on pasture land of North Carolina will be stressed. A weed collection of major weeds will be collected by the students and identified. Different control practices will be discussed and demonstrated as they apply to different plants.
- AGR 122 Farm Equipment Maintenance 0 3 1
 Development of skills and understanding of the care, operation, adjustment, and servicing of farm machinery. Emphasis will be placed on cleaning, maintaining and lubricating belt and chain tension, set up of new maintaining and reconditioning of older equipment. Safety and economic value of well maintained equipment will be emphasized.
- AGR 123 Ornamental Horticulture 3 1 3
 An introduction in the various fields of landscaping, bedding plants, and house plants. Exploring the culture use and economic impact of each. Field trips and demonstrations will be utilized in the development of skills. Practical exercises will be used to relate to work experience.
- AGR 124 Farm Tractors 1 3 2
 A general study of tractor operations applied in the field, basic maintenance performed by the operator. Emphasis will be on ignition, diesel and gas engines, hydraulics, transmissions and PTO care.

AGR	125	Farm Trains and Hydraulics	1	3	2
The theory and operation of power trains used in farm equipment; Hydraulics of integral units and remote units will be studied. The aspects of safety as it relates to these will be emphasized.					
AGR	126	Orchard Management	3	0	3
Fundamentals of orchards and orchard problems, including planting, thinning, protecting, harvesting and marketing.					
AGR	127	Gas Welding	1	3	2
Welding demonstrations by the instructors and practice in the farm welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver soldering and flame cutting methods applicable to farm machine repair. A student welding project will be included to construct usable farm equipment.					
AGR	128	Electric Welding	1	3	2
Welding demonstrations by the instructor and practiced by students in the use of the arc welding process in farm equipment fabrication and repair. Welded joints are discussed and welded in various positions, practice in pad building and tool resurfacing is practiced in this course.					
AGR	130	Farm Chemicals	2	2	3
A study of the chemicals available for pest and weed control and the methods of application.					
AGR	131	Soybean Production	2	0	2
Crop characteristics, varieties, environmental factors, rotations, control of pests and other production practices are covered.					
AGR	133	Farm Water Systems and Irrigation	2	2	2
Utilization of water supply and waste disposal on the farm. Sources of water, ponds, pond design, types of wells and their uses. From the sources to field application of water the study and use of different irrigation systems.					
AGR	134	Tobacco Production	2	0	2
This course discusses the production practices that are relevant to flue-cured tobacco in North Carolina. Emphasized will be plant bed practices and field production—machinery, cultural practices, fertilization, harvesting and marketing.					
AGR	135	Agricultural Law	3	0	3
A general course designed to acquaint the student with certain fundamentals and principles of law, including contracts, agency and negotiable instruments. Includes the general study of law pertaining to partnership, corporation, sales, suretyship, bailments and real property.					
AGR	138	Farm Records and Taxes	2	2	3
This is a study of the records necessary to properly complete a tax form and the procedures and skills needed for income tax computations.					
AGR	139	Fertilizers and Lime	3	0	3
A review of the sources, function, and the use of the major and minor plant food elements: commercial fertilizer ingredients; soil acidity, liming materials; application of fertilizer and liming materials.					

AGR	140	Vegetable Production	2	0	2
This course stresses production of vegetables for home and market use. Major vegetable varieties will be studied with production procedures for each vegetable from seed to marketable produce outlined. On farm projects will be closely followed with field demonstrations and student projects.					
AGR	141	Surveying	1	2	2
Theory and practice of elementary plane surveying including horizontal measurements, differential and profile leveling, cross sections, earthwork computations, transit, statia, and transit-tape surveys.					
AGR	142	Agricultural Finance	3	0	3
Analysis of the capital structure of modern commercial agriculture with emphasis on the sources of credit. A review of leading institutions, repayment, schedules and credit instruments. Practice in the procedures of evaluating farm resources with attention to information needed for valuation, appraisal forms and procedure, discounting and depreciation.					
AGR	143	New Sources of Farm Income	2	0	2
An in depth study of sources of income other than those normally found in general agriculture in North Carolina. Analysis of alternate income sources such as small fruit, bedding plants, custom lawn care, rabbit production and other enterprises that are of special interest to the student may be reviewed as individual projects.					
AGR	145	Farm Building Construction	1	6	3
Pole barn construction, fencing, roofing, farm gabs carpentry notice, will be dealt with as it is used daily on the farm. Working experience will involve carpentry tools and construction of farm buildings. Field trips and practical experience will be emphasized.					
AGR	146	Livestock and Poultry Production	3	2	3
A study of the livestock industry; with emphasis placed on farm selection breeding, feeding and marketing of livestock. Pork, beef, dairy and poultry enterprises will be examined separately. Field trips and on farm demonstrations being utilized to enforce class work as it pertains to each enterprise.					
AGR	148	Farm Records and Credit	2	2	3
The composition and maintenance of farm records relative to the obtaining of farm credit.					
AGR	155	Plant Diseases	4	0	4
A study of the diseases of various plants and the methods of control.					
AGR	159	Soil Management	3	1	3
A study of the methods of soil moisture and air control, management, evaluation, care and cultivation of soil.					
AGR	164	Masonry	1	3	2
An introduction to brick and concrete work. This course is designed to give the student practice in selecting the proper mortars, layouts, and construction of various building elements such as foundations, walls and chimneys. The proper use of bonds, expansion strips, wall ties and caulking methods will be demonstrated.					
AGR	165	Framing and Finishing	1	4	2
Instruction is given in practice on farm carpentry. Development of skills with land tools, portable, electric carpentry tools. Care use and safe handling of each will be covered. Elemented construction principles will be demonstrated by the instructor and practiced by the student in a field situation. Training and finished as applied to farm building.					

AGR	182	Food Processing	1	3	2
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Extensive practices in food processing by the student to formulize and deveop an understanding of the various packaging, sterilizing and food preserving. Methods also studied will be federal regulations, food chemistry, bacterial control. After completion of this course the student will have developed basic competencies in canning, freezing, and cold storage of farm produce.

AGR	183	Poultry and Egg Production	2	0	2
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A review of the various poultry enterprises including market eggs, hatching eggs and broiler production.

ART

			Lec.	Lab	Cr.
ART	205	History and Appreciation of Art	5	0	5

To establish an understanding of art, to develop an appreciation for the relation between art and man, and to study art in a cultural environment.

ART	100	The Elements of Commercial Art	5	0	5
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A study of the elements and principles of design and composition. Emphasis will be placed on learning how the properly applied principles and elements of design make commercial art most effective. Line, shape, value, texture, and color will be discussed in relation to specific examples of commercial art.

AUTO BODY

			Lec.	Lab	Cr.
AUT	1311	Auto Body Welding	2	6	4

Development of selected skills in oxyacetylene, welding and leading. Shop exercises will include: practice in oxyacetylene welding, brazing and oxyacetylene cutting.

AUT	1312	Body Panel & Fender Repair	3	9	6
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Orientation to auto body repair and basic body and chassis construction; Development of skills and analyzing damage patterns, shrinkage and straightening body panels and fenders. Shop exercises will include; proper use of tools, use of parts manual, analysis of damage patterns, shrinking, roughing out and straightening body damages, utilizing manual and air operated dollies and hammers and submitting job estimates on each assignment.

AUT	1313	Body Panel & Fender Replacement	3	9	6
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Development of skills and analyzing damage patterns and the replacement of body panels and fenders. Shop exercises will include analysis of damage and replacement of panels affected. Job estimates submitted on each assignment.

AUT	1314	Metal Finishing	2	6	4
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Use of filler materials, grinding, filing and sanding filled metal sections to make ready for painting.

AUT	1315	Metallic Fillers	3	9	6
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Development of skills in oxyacetylene brazing, soldering, tinning and leading. Preparation of metal filled surfaces for painting.

AUT	1316	Painting—Panel	2	6	4
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Development of selected skills in refinishing automotive body panels and fenders. Shop exercises will include preparation of body surfaces, proper and efficient masking procedures, practice painting, spot painting, disassembly, cleaning and reassembly of spray equipment.

AUT 1317 Frame Straightening & Alignment 2 6 4
 Development of skills in straightening of automotive frames and bumpers; and in the installation and alignment of front end parts. Shop exercises will include: frame and arm alignment, bumper straightening, replacement of cross members, frame replacement, applying pressure to frame members, front section alignment, steering assembly and submitting job estimates.

AUT 1318 Painting—Overall 3 9 6
 Development of skills in refinishing the overall exterior of bodies. Shop exercises will include the preparation of body surfaces, masking procedures, painting, care of spray equipment. Compounding, waxing, polishing and refinish job estimating.

AUT 1319 Trim & Glass 2 6 4
 Development of skills in replacement of upholstery, trim and automotive glass. Shop exercises will include: adjusting seats, replacing headlining, interior panels, molding, trim, seat covers, arm rest covers, automotive glass, window regulators, glass channels, making trial orders for glass replacement and submitting job estimates with each assignment.

AUTOMOTIVE

			Lec.	Lab	Cr.
AUT	1201	Internal Combustion Engines	3	9	6

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines.

AUT	1202	Engin Servicing	2	6	4
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Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication: and methods of testing, diagnosing and repairing.

AUT	1203	Auto Electrical Systems	3	9	6
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A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring.

AUT	1204	Auto Fuel Systems	2	6	4
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Construction and operation principles of fuel pumps, carburetors. Fuel injectors will be covered. Procedures for rebuilding and all adjustments will be studied. Special emphasis will be given to Diesel injection principles that apply to automotive application.

AUT	1205	Diesel Engine Diagnosis	2	6	4
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Combustion requirements, special methods used in diesel engines to achieve proper fuel ratios. Complete testing procedures and equipment for injectors and nozzles. Emphasis is placed on different malfunctions likely to occur in practice.

AUT	1221	Auto Braking Systems	2	6	3
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A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustments and repair.

AUT	1223	Auto Chassis	3	9	6
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Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing suspension, and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage and front end and alignment.

AUT	1224	Auto Power Trains	3	9	6
Principles and functions of automotive power train systems: clutches, transmission gears, torque converters, drive shaft assemblies, rear axle and differentials. Identification of troubles, servicing and repair.					
AUT	1225	Auto Diagnosis	2	6	4
Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Trouble-shooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing.					
AUT	1226	Advanced Electrical Systems	3	9	6
Detailed study in theory and construction of Electronic controlled charging and ignition systems.					
AUT	1227	Advanced Fuel Systems	3	9	6
Extensive practices in repairing and adjusting multi-Venturi carburetors of latest types and fuel injection systems on domestic and import cars will be covered. Autoemission control systems repair and adjustments emphasized.					
AUT	1228	Advanced Automatic Transmission	3	9	6
Extensive study and practice in operational theory of the latest types of automatic transmissions.					
AUT	1229	Advanced Transmission Servicing	3	9	6
Emphasis placed upon diagnostic road-testing, repair and final linkage adjustments made after repair and replacement in Chassis.					
AUT	1230	Advanced Auto Shop Service	3	9	6
Introduction to Auto Shop foremanship and specifications for rebuilding, replacing and repair of working components of the automobile. Emphasis will be upon proper engine overhaul, brake service and front end servicing.					
AUT	1231	Diagnostic Tune Up	3	9	6
Offers additional time for study and practical application of all tune up and test lab equipment. Emphasis will be upon diagnosing trouble from tests results and adjusting and servicing engines with various types of Emission Control Systems.					
AUT	1244	Power Trains	3	9	6
A study is made of types of gears, gear reduction ratios, gear combinations, bearings, type of clutches, drive lines, universals and hydraulics as applied to power transmissions. Laboratory instruction is offered in the repair and servicing of clutches, fluid couplings and torque converters, standard power overdrive, multiple and automatic transmissions, drive lines and universal joints, and single speed and multi-speed final drive assemblies.					

BUSINESS

			Lec.	Lab	Cr.
BUS	101	Introduction to Business	3	0	3
A survey of business practices with particular emphasis on financing, marketing, internal control, and management.					
BUS	102	Basic Typewriting	2	3	3
An introductory course to the touch typewriting system with emphasis on fingering techniques, mastery of the keyboard, speed, and basic letter production.					

BUS	103	Advanced Typewriting	2	3	3
Course to develop typewriting speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in typing business letters, tabulations, telegrams, and memorandums. Prerequisite: BUS 102 or equivalent					
BUS	104	Expert Typewriting	2	3	3
Emphasis on production typing problems and speed building, and the development of the student's ability to function as an expert typist producing mailable copies. Prerequisite: BUS 103 or equivalent.					
BUS	105	Professional Typewriting	2	3	3
Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and typing projects. These projects include letters, statistical tabulation, reports, manuscripts, and legal documents. Prerequisite: BUS 104.					
BUS	106	Shorthand	3	2	4
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.					
BUS	107	Shorthand	3	2	4
Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: BUS 106 or the equivalent.					
BUS	108	Shorthand	3	2	4
Theory and speed building. Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: BUS 107 or equivalent.					
BUS	110	Office Machines	2	3	3
A survey of the business and office machines. Students will receive training in techniques, processes, operation, and application of the ten-key adding machine, full-keyboard adding machine, calculator, and duplication equipment.					
BUS	112	Filing	3	0	3
Course providing training in the field of records storage and control. Covers fundamental rules of alphabetic indexing and fundamental principles in filing both cards and correspondence in an alphabetic, numeric, subject, and geographic system.					
BUS	115	Business Law	3	0	3
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.					
BUS	116	Business Law	3	0	3
Includes the study of laws pertaining to bailments, sales, riskbearing, partnership-corporation, mortgages, and property rights.					
BUS	118	Basic Secretarial Accounting	3	2	4
A study of the basic accounting principles. Students will prepare journals, general and subsidiary ledgers, work sheets, balance sheets, income statements, and year-end summarizations.					
BUS	119	Advanced Secretarial Accounting	3	2	4
Further study of accounting principles. Students will work practical problems within the area of specialization. Prerequisite: BUS 118.					

BUS	120	Accounting Principles I	3	2	4
An introductory course which acquaints the student with the accounting terminology, basic principles, techniques, papers, and special journals used in recording transactions for a business. Practical application of the principles learned are made by working problems for a corporation.					
BUS	121	Accounting Principles II	3	2	4
A continuation of BUS 120 with emphasis on the use of credit instruments, inventory valuation, depreciation, internal control, payroll taxes, and partnership accounting. Prerequisite: BUS 120.					
BUS	122	Accounting Principles III	3	2	4
This course includes the study of proprietorship, departments, branches, budgetary control, decision making, and statement analysis. Emphasis is placed on recording, summarizing, and interpreting accounting data. Prerequisite: BUS 121.					
BUS	123	Business Finance	3	0	3
Financing of business units, as individuals, partnerships, corporations and trusts. A detailed study is made of short-term, and consumer financing.					
BUS	124	Business Finance	3	0	3
Financing federal, state, and local government and the ensuing effects upon the economy. Factors affecting supply of funds, monetary and credit policies.					
BUS	126	Touch Shorthand I	3	2	4
This course presents the basic principles and theory of Stenograph machine shorthand.					
BUS	127	Touch Shorthand II	3	2	4
A continuation of BUS 126 with emphasis on machine operation. The development of the ability to take dictation on the Stenograph machine. Prerequisite: BUS 126.					
BUS	128	Touch Dictation and Transcription	3	2	4
Course to develop the ability to take dictation on the Stenograph machine and transcribe the dictated notes at the typewriter. Prerequisite: BUS 127.					
BUS	129	Touch Dictation and Transcription	3	2	4
A continuation of BUS 128. This course emphasizes the necessity for accuracy in transcription from familiar and unfamiliar sources. Prerequisite: BUS 128.					
BUS	136	Quickhand	3	0	3
A beginning course in the theory and practice of reading and writing ABC shorthand. Emphasis is placed on theory, words, brief forms, and phrases.					
BUS	137	Quickhand	3	0	3
Continuation of learning theory of ABC shorthand. Introduction of dictation from familiar material. Prerequisite: BUS 136.					
BUS	138	Quickhand Dictation and Transcription	3	0	3
Course developing the skill of taking dictation and of transcribing at the typewriter from familiar and unfamiliar material. Prerequisite: BUS 137.					
BUS	139	Quickhand Dictation and Transcription	3	0	3
A speed building course with increased emphasis on accuracy in transcription. Prerequisite: BUS 138.					

BUS	140	Industrial Accounting	3	2	4
Basic principles of accounting for assets, liabilities, and net worth. Familiarization with the use of accounting data in the industrial setting and with cost accounting theory and practices.					
BUS	183	Basic Legal Terminology	3	0	3
Course to develop an understanding of the legal terminology and vocabulary as used in the legal profession.					
BUS	184	Advanced Legal Terminology	3	0	3
A continuation of BUS 183 with emphasis on legal terminology applied in dictation and transcription. Prerequisite: BUS 183.					
BUS	193	Basic Medical Terminology	3	0	3
Course to develop an understanding of the medical terminology and vocabulary as used in the medical profession.					
BUS	194	Advanced Medical Terminology	3	0	3
A continuation of BUS 193 with emphasis on medical terminology applied in dictation and transcription. Prerequisite: BUS 193.					
BUS	206	Shorthand Dictation and Transcription	3	2	4
Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Speed: 100 words a minute for three minutes on new material. Prerequisite: BUS108.					
BUS	207	Shorthand Dictation and Transcription	3	2	4
Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Speed: 110 words a minute for three minutes on new material. Prerequisite: BUS 206.					
BUS	208	Shorthand Dictation and Transcription	3	2	4
Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Speed: 120 words a minute for three minutes on new material. Prerequisite: BUS 207.					
BUS	209	Machine Transcription	3	0	3
Skills course for demonstration and practice in operating the transcription and dictation units emphasizing spelling, punctuation, and letter placement.					
BUS	210	Typing Office Practice	3	0	3
A course designed to familiarize the student with the forms and routines found in business. Emphasis is placed upon correct procedures within the area of specialization. Prerequisite: BUS 104.					
BUS	213	Personal Development for Secretaries	3	0	3
Course designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of being a secretary. Emphasis is placed on grooming and methods of personality improvement.					
BUS	214	Secretarial Procedures	3	0	3
Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims.					

BUS	215	Office Application	1	10	6
During the sixth quarter only, students will be assigned to work in a business, technical, or professional office for ten hours per week. The objective is to provide actual work experience for secretarial students. Prerequisite: BUS 214, BUS 105.					
BUS	222	Intermediate Accounting I	5	2	6
Through 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 surplus statements, fundamental processes of recording, cash and temporary investments, and analysis of working capital.					
BUS	223	Intermediate Accounting II	5	2	6
Additional study of intermediate accounting with emphasis on investments, plant and equipment, intangible assets and deferred charges, long-term liabilities, paid-in capital, retained earnings, and special analytical processes.					
BUS	225	Cost Accounting	3	2	4
Nature and purposes of cost accounting; accounting for direct labor, materials, and factory burden; job cost, and standard cost principles and procedures; selling and distribution cost; budgets, and executive use of cost figures.					
BUS	227	Advanced Accounting	3	2	4
Advanced accounting theory and principles as applied to special accounting problems, bankruptcy proceedings, estates and trusts, consolidation of statements, parent, and subsidiary accounting. Prerequisite: BUS 223.					
BUS	228	Government Accounting	3	2	4
The objective of the course is to give the participant a better understanding of the financial operations of a local government, particularly with respect to the connections among the various financial operations and between them the legal requirements which are typically imposed on local governments.					
BUS	229	Income Taxes	3	0	3
A presentation of the underlying principles of income taxes and that of a sole proprietorship.					
BUS	230	Corporate Taxes	3	0	3
A further study of tax accounting, with special emphasis placed on corporations, estates, and trust.					
BUS	231	Auditing	3	2	4
A study of the most recent developments in auditing theory, standards, procedures, and reports. Emphasis will be placed on internal control review and evaluation, on statistical sampling theory and application, and on procedural testing. Audit objectives, reports, procedures, and review are presented.					
BUS	232	Sales Development	3	0	3
A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required.					
BUS	233	Personnel Management	3	0	3
Principles of organization and management of personnel, procurement, placement, training, performance checking, supervision, remuneration, labor relations, fringe benefits and security.					

BUS	234	Personnel Problems	3	0	3
Continued objectives, functions and organization of personnel programs; selection, training, placement, basic job analysis, classification and rating of employee's wage incentive systems; discipline and techniques of supervision; elimination and reduction of employment hazards; the collective bargaining process.					
BUS	235	Business Management	3	0	3
Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing.					
BUS	237	Wholesaling	3	0	3
The development of wholesaling; present day trends in the United States. A study of the functions of wholesaling.					
BUS	239	Marketing	3	0	3
A general survey of the field of marketing, with a detailed study of the functions, policies and institutions involved in the marketing process.					
BUS	240	Marketing Problems	3	0	3
A continuation of the general survey of the marketing field, with particular emphasis given to the application of principles through case analysis and problem solving.					
BUS	241	Sales Promotion Management	3	0	3
The scope and activities of sales promotion with emphasis on the coordination of advertising, display, special events, and publicity. External and internal methods of promoting business; budgeting, planning, and implementing the plan.					
BUS	243	Advertising	3	0	3
The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals, products, and markets.					
BUS	244	Purchasing	3	0	3
A study of procedure in obtaining the correct items and quantities of items to provide proper production. To inform the student in the proper procedure in acquiring produce at the lowest cost consistent with quality requirement and pro-practic of writing advertising copy for various media.					
BUS	245	Retailing	3	0	3
A study of the role of retailing in the economy including development of present retail structure, functions performed, principles governing effective operation and managerial problems resulting from current economic and social trends.					
BUS	247	Business Insurance	3	0	3
A presentation of the basic principles of risk insurance and their application to the sharing of losses. A survey of the various fields and types of insurance is included.					
BUS	248	Business Insurance	3	0	3
A continuation of BUS 247 with emphasis on insurance contract content and government regulation of insurance. Prerequisite: BUS 247.					
BUS	249	Buying and Merchandising	3	0	3
Analyze the organization for buying; what and how much to buy. Topics included are the psychology of dealing with people, vender relations, planning merchandise assortment, inventory and stock control, pricing.					

BUS 255 Interpreting Accounting Records 3 0 3
 Designed to aid the student in developing a "use understanding" of accounting records, reports and financial statements. Interpretation analysis, and utilization of accounting statements. Prerequisite: BUS 121.

BUS 271 Office Management 3 0 3
 Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and solving office problems.

BUS 272 Principles of Supervision 3 0 3
 Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.

BUS 1103 Business Operations 3 0 3
 An introduction to the business world, problems of business operation, basic business law, business forms and records, financial problems, ordering and inventory, layout of equipment and offices, methods of improving business, and employer-employee relations.

COMMERCIAL ART

			Lec.	Lab	Cr.
CAT	105	Basic Drawing	1	4	3

An introduction to the basic manipulative techniques and materials of drawing. Emphasis is placed on the various drawing mediums, drawing surfaces, and the encouragement of graphic expression.

CAT	106	Figure Drawing	1	4	3
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The human figure and its expressive potentials. The student will gain experience in perspective, light and shade, mass, size and placement, character and expression in graphite, pen and ink, crayon and chalk, transparent and opaque watercolor.

CAT	121	Basic Design	1	4	3
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A study of the basic design fundamentals and principles, and visual problem solving methods. Emphasis is placed upon assigned problems in basic design. Studio terminology, equipment, and materials will also be stressed.

CAT	122	Dimensional Design	1	4	3
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Assigned problems in two and three dimensional design requiring attention to principles of design.

CAT	123	Color Theory-Pigmentation	1	4	3
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A study of pigment color and its effect on a composition. Warm and cool colors, analogous colors, complimentary colors, the color wheel, the gray scale and color, the psychology of color, and color perspective will be studied.

CAT	124	Television Graphics Design	1	4	3
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Advanced problems in design. Solutions to practical problems in design for advertising; visual merchandising, photography and television graphics will be stressed.

CAT	137	Specialty Drawing	1	4	3
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The instruction of individual selection of materials and techniques for cartoons and sketches—light illustration for use in sales promotion, TV, newspaper and magazine publication.

CAT	201	Typography & Lettering	2	2	3
Fundamentals of lettering. Execution of finished lettering for reproduction. Lettering and typography indication for layouts and comprehensive design. A survey of typographic terminology, equipment and materials. Applied problems in various mediums.					
CAT	202	Typography & Lettering Aids	2	2	3
The student will learn the proper use of commercially available lettering machines, the use of transfer letters and how to use photo-composing machines.					
CAT	204	Advertising Copy	2	2	3
Basic skills required of the advertising design artist. Originating at concepts and effective solutions in selected media. Layouts, comprehensives and mechanical art are covered.					
CAT	205	Mechanical & Air Brush Art	2	2	3
Introduction to the many mechanical problems encountered in the preparation of camera ready art. Mechanics and understanding of air brush techniques explored.					
CAT	206	Brochure Design	2	2	3
Design and preparation of art work and copy for various types of brochures including "flyers", multifold and multipage brochures.					
CAT	210	Magazine Illustration	2	2	3
In depth study of the methods used in magazine illustration. Preparation of appropriate copy for glossy illustration, pulp paper and others.					
CAT	211	Copywriting	2	2	3
A study of the techniques used in originating effective copy for various communicative media. Emphasis is placed upon a review of existing printed materials, the encouragement of originality and completeness of purpose, attention to format. Theory and practice of originating copy for media such as retail store, outdoor posters, leaflets, business and consumer publications.					
CAT	212	Three Dimension Perspective	2	2	3
A study and implementation of the graphic presentation of three dimensional objects, one, two and three point perspective is utilized.					
CAT	213	Resume and Portfolio	0	4	2
Preparation of the student for employment, including portfolio, resume, speech, self-presentation and professional procedures.					
CAT	214	Advertising as a Business	1	2	2
The components of an advertising agency including client relationships; marketing, creativity, production, copy writing, public relations, personal relationships, logic and ethics of the advertising business.					

COMMERCIAL CARPENTRY

			Lec.	Lab	Cr.
CAR	1201	Framing	3	9	6
Introduction to the basic terms, definitions and practices in floor, sill, wall, ceiling joint and truss or rafter construction. Fasteners and special construction layout will be emphasized. Extensive practice and study will be given to plumbing, walls, bracing, bridging and rafter design.					

CAR	1202	Roofing	2	6	4
Roof styles, roofing members and methods for application of the final covering such as shingle, tile and buildup types will be studied and practiced in simulated and actual on site construction. Build up roofs will be given special emphasis in flashing and sealing to eliminate roof leaks.					
CAR	1203	Interior Wall Finish	2	6	4
Skill and understanding terms and practices common to the trade of interior wall finishes will be learned. Practice in installing and finishing paneling, gypsum and masonry walls will enable students to follow specification for the various building plans. Understanding and skill in sheet rock filling and finishing will be given special attention.					
CAR	1204	Interior Trim	3	9	6
Practices in door hanging, window installation and trim, stair construction and finish combined with special molding and trim materials. Special emphasis to be placed upon joining walls, facings and design grains in panel for finish effects.					
CAR	1205	Forming	2	6	4
Definition of form terms, purpose for which forms are designed, external factors that determine the form design. Study and construction includes footing forms, wall forms, edge forms and base forms for support pillars and column supports. Emphasis will be placed on uses of different materials for form construction. Board panels, metal and fasteners and bracing used with each type of form design.					
CAR	1206	Exterior Finish	3	9	6
Definition and terms associated with exterior wall coverings and trim. Use of various cornice styles and molding with proper materials to match brick veneer, various wood, composition and metal siding construction. Emphasis will be upon proper understanding and interpretation of specifications as found in the working drawings for each type of siding construction.					
CAR	1207	Plumbing & Wiring	1	3	2
Instruction and application of the planning, layout and installation of wiring and plumbing in residential applications. Students will receive practice in the installation of various plumbing fixtures and circuits as per National Code regulations.					
CAR	1208	Cabinet Making	3	9	6
Introduction to the motor driven machines found in cabinet shop use. Safety will be the first requirement in teaching the techniques for each machine operation. Cabinet design, materials, hardware and assembly of cabinet units found in kitchens, bathrooms, storage closets, where built in construction is required. Good craftsmanship will be required in each phase of cabinet work. Planning design, material selection, finishes and site installation.					
CAR	1209	Truss & Prefabrication	2	6	4
Introduction to roof truss designs, timber sizes and hardware used to build truss units as specified by unit classification. Main parts and design will meet load and space requirements specified. Student will learn how trusses and wall sections are constructed off site and transported and placed on building as complete pre-fabricated units.					

DRAFTING AND DESIGN

			Lec.	Lab	Cr.
DFT	101	Technical Drafting	1	4	3
The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective are introduced.					

DFT 102 Technical Drafting 1 4 3
 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 will be studied. Most important is the introduction of the graphical analysis of space problems. Problems of practical design elements involving points, lines, plans, and a combination of these elements shall be studied. Dimensioning practices for "Details" and "working drawings," approved by the American Standards Association will also be included. Introduction is given to intersections and developments of various types of geometrical objects.

DFT 1101 Schematics and Diagrams:
 Power Mechanics 0 3 1
 Interpretation and reading of blueprints. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.

DFT 1118 Pattern Developing and Sketching 0 3 1
 Continued study of welding symbols; methods used in layout of sheet steel; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates.

DFT 1145 Specifications and Contracts 2 0 2
 The purpose and writings of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of client-architect-contractor responsibilities, duties and mutual protection.

DFT 1204 Blueprint Reading & Sketching 1 3 2
 Interpretation and reading of blueprints. Information on the basic principles of the blueprint; sketching, schematics and diagrams using the appropriate symbols and notes.

ECONOMICS

			Lec.	Lab	Cr.
ECO	108	Consumer Economics	3	0	3

Designed to help the student use his resources of time, energy, and money to get the most out of life. It gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and to understand better the economy in which he lives.

ECO	109	Consumer Economics	3	0	3
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A continuation of ECO 108 with emphasis on the consumer movement, government protection, and consumer problems.

ECO	201	Principles of Economics I (Micro)	5	0	5
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A survey of basic economic principles, business organization, pricing mechanisms, money and banking, monetary and fiscal policy, production and distribution of national income.

ECO	202	Principles of Economics II (Macro)	5	0	5
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A continuation of Economics 201 with emphasis on international trade and finance, comparative economic systems, and current economic problems.

ELECTRICAL INSTALLATION AND MAINTENANCE

			Lec.	Lab	Cr.
ELC	1214	Direct Current	2	6	4
A study of the electrical structure of matter and electron theory, the relationship between voltage, current and resistance in series, parallel and series parallel circuits. An analysis of direct current circuits by Ohm's Law. Will include a study of the sources of direct current voltage potentials, chemical, mechanical, heat and other sources.					
ELC	1215	Alternating Current	3	9	6
A study of the fundamental concepts of the sources of alternating current and its characteristics. The use of Kirchhoff's Law in analysis of current flow, reactance, impedance. Phase angle, power and resonance. Details of circuits will be stressed.					
ELC	1216	DC Machines and Controls	2	6	4
Provides fundamental concepts of construction in Direct current machines and controls. Emphasis placed on use of test equipment to determine current values and for the diagnosis of malfunctions in electrical equipment.					
ELC	1217	AC Machines and Controls	3	9	6
Provides fundamental concepts in single and polyphase alternating current circuits, voltages currents, power measurements, transformers and motors. Basic concepts of basic AC machines and controls. Testing procedures and repairs as needed in small appliances, switches, thermostats and motor control switching is emphasized.					
ELC	1218	Industrial Electronics	2	6	4
Basic theory, operating characteristics and application of vacuum tubes and solid state devices. An introduction to amplifiers using triodes, power supplies using diodes and other basic applications.					
ELC	1220	Electrical Code—Residential	5	2	5
The study and application of the Electrical Code as it applies to Residential construction.					
ELC	1221	Electrical Code—Commercial	5	0	5
The study and application of the Electrical Code as it applies to commercial construction.					
ELC	1224	Residential Wiring	3	9	6
Provides instruction and application in the installation of wiring in residential applications such as: services, remote controls, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.					
ELC	1225	Residential Wiring Layout	2	6	4
Layout and planning of residential wiring systems and circuits. Electrical blueprint reading will be taught.					
ELC	1226	Commercial and Industrial Wiring	3	9	6
Layout, planning and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electrical Codes and the application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems.					

ELECTRONIC DATA PROCESSING

			Lec.	Lab	Cr.
EDP	104	Introduction to Data Processing	3	2	4
Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detailed study of particular computer problems. This course is a prerequisite for all programming courses.					

ENGLISH

			Lec.	Lab	Cr.
ENG	1101	Reading Improvement	2	0	2
Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units.					
ENG	1102	Communication Skills	3	0	3
Designed to promote effective communication through correct language usage in speaking and writing.					
ENG	101	Grammar	3	0	3
Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling.					
ENG	102	Composition	3	0	3
Designed to aid the student in the improvement of self expression in business and technical composition. Emphasis is on the sentence, paragraph, and whole composition.					
ENG	103	Report Writing	3	0	3
The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the student. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum.					
ENG	105	English Composition I	5	0	5
The study and practice of expository writing. This course seeks to develop basic writing and organizational skills through attention to the principles of clear and effective self-expression and through the careful reading of selected prose essays and fiction.					
ENG	106	English Composition II	5	0	5
Prerequisite: English 105 or transferred equivalent. The study of imaginative writing through an introduction to types of literature, and the further development of an effective writing style through reflective and critical themes and the practice of research and presentation techniques.					
ENG	203	Business Communication	3	0	3
Develops skills in techniques in writing business communications. Emphasis is placed on writing action—getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry.					
ENG	204	Oral Communication	3	0	3
A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews.					
ENG	205	World Literature I	5	0	5
Prerequisites: English 105 or 106 or equivalents. A study primarily of Western literature, emphasizing the contributions of its greatest writers to both the representative culture and the subsequent tradition, through the Renaissance.					

ENG	207	Major American Authors	5	0	5
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A study of the lives and works of major authors in American literature, particularly Poe, Whitman, Melville, Twain, O'Neill, and Faulkner, and an examination of the related contexts of American culture, to which the work of these authors may be either a contribution or a response.

ENG	208	English Literature I	5	0	5
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An historical survey of English literature from *Beowulf* to the Restoration (1660), emphasizing such major writers as Chaucer, Sidney, Spenser, Shakespeare (lyric and narrative poetry), Jonson, Donne, and Milton.

GENERAL STUDIES

			Lec.	Lab	Cr.
EDU	1026	General Studies I	10	0	10

General Studies I is a developmental course designed to provide a program of highly individualized instruction in reading and writing including vocabulary and spelling, along with lessons in basic arithmetic and personal hygiene. Individual goals are established for each student and he is encouraged to move through the course at a level and rate consistent with his background and ability. Scheduling and organizing of the course content is highly flexible to enable the instructor to respond to the specific needs of each individual.

EDU	1027	General Studies II	10	0	10
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General Studies II is a continuation of developmental topics in writing simple sentences and paragraphs, solving applied mathematic problems, and presenting human relations and situations. Individual goals are established for each student and he should progress at a level and rate consistent with his background and ability. Scheduling and organizing of the course content is highly flexible to enable the instructor to respond to the specific needs of each individual.

GEOGRAPHY

			Lec.	Lab	Cr.
GEO	201	Principles of Geography	5	0	5

An introductory course which studies the earth and the environment of man, emphasizing the physical patterns of climate, landforms, soils and natural resources. Recommended as a background for all other courses in geography.

HEALTH & PHYSICAL EDUCATION

			Lec.	Lab	Cr.
HE	101	Personal Health and Hygiene	2	0	2

A course designed to meet the health knowledge requirements necessary to guide the student to a more healthful way of life.

PE	101	General Physical Education for Men	2	0	2
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Designed to meet the needs and interests of freshman college men through physical fitness training and the development of fundamental skills in indoor and outdoor team and dual sports. Fall: soccer, touch football, basketball, wrestling. Spring: tumbling, volleyball, track, softball.

PE	102	General Physical Education for Women	2	0	2
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Designed to meet the needs and interests of freshman college women through physical fitness training and the development of fundamental skills in indoor and outdoor individual and team sports. Fall: field hockey, soccer, basketball, modern dance. Spring: volleyball, tumbling, track, softball.

PE	215	Individual Sports II	2	0	2
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A course designed to build skills and develop basic competencies and appreciations in tennis and badminton, so that the individual will participate in these activities both during his college years and in his post-college life.

HEATING, VENTILATING AND AIR CONDITIONING

			Lec.	Lab	Cr.
AHR	1201	Automotive Air Conditioning	1	3	2
General Introduction to the principles of refrigeration; study of the assembly of the components necessary in the mechanisms, the methods of operation and control; proper handling of refrigerants in charging the system.					
AHR	1220	Refrigeration Electrical Systems	2	6	4
A specialized study in the use of test instruments and equipment used in servicing electrical controls and components for Air Conditioning and Refrigeration installations. Basic electrical principles and procedures for trouble-shooting of the various control devices used in Air Conditioning, Heating and Refrigeration equipment. Included will be a comprehensive study of various types of electrical motors, relays, transformers, starting devices, switches, protective devices, control wiring and electrical heating devices. Emphasis will be placed on schematic wiring diagrams and electrical symbols.					
AHR	1221	Refrigeration Systems	3	9	6
The identification and the function of the component parts of a system. The basic laws of refrigeration; characteristics and comparison of the various refrigerants; the use and construction of valves, fittings, and basic controls. Practical work includes tube bending, flaring and soldering. Standard procedures and safety measure are stressed in the use of special refrigeration service equipment and the handling of refrigerants.					
AHR	1222	Domestic & Commercial Refrigeration Installation & Servicing	3	9	6
Domestic refrigeration servicing of conventional, hermetic and absorption systems. Cabinet car, controls and system maintenance in domestic refrigerators, freezers and window air conditioning units is stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems is studied. The use of manufacturers' catalogs in sizing and matching system components and a study of controls, refrigerants, servicing methods is made. The American Standard Safety Code for Refrigeration is studied and its principles practiced.					
AHR	1223	Air Conditioning Systems	3	9	6
Work includes the selection of various heating, cooling and ventilating systems, investigation and control of factors affecting air cleaning, movement, temperature and humidity. Use is made of psychrometric charts in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of ductwork is performed as needed.					
AHR	1224	Air Conditioning & Refrigeration Trouble-Shooting	3	9	6
Emphasis is placed on the installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification and temperature control of air in an air conditioned space. Installation of various ducts and lines needed to connect various components is made. Shop work involves burner operation, controls, testing and adjusting of air conditioning and refrigeration equipment, and location and correction of equipment failure.					
AHR	1225	Duct Design & Installation	2	6	4
Special attention is given to proper sizing design and balance of air distribution systems. This course will include the four basic types of air duct designs, air volume, air velocity, friction loss and blower capacity. A study is made of duct fittings, dampers, diffusers, registers, grilles and insulation materials. Practical application to include rough-in procedures and field installation of duct systems. Emphasis will be placed on safety, the use of sheet metal hand tools and proper installation practices.					

AHR	1226	All Year Comfort System	2	6	4
Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for "all year" comfort will be studied and set up in the laboratory. Included will be oil fired systems, gas fired systems, water circulating systems and electric-resistance systems. Installation of heat pumps will be studied along with servicing techniques. Reversing valves, special types of thermostatic expansion valves, systems of de-icing coils and electric wiring and controls are included in the study.					
AHR	1228	Automatic Controls	2	6	4
Types of automatic controls and their function in air conditioning systems. Included in the course will be electric and pneumatic controls for domestic and commercial cooling and heating; zone controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls, and radiant panel controls.					
AHR	1230	Forced Air Heating Systems	1	3	2
Servicing and installation of various types of gas burners, gas furnaces, piping, venting and controls of forced air heating systems.					
AHR	2211	Heating Systems	3	6	5
A comprehensive study of electric, gas and oil heating for residential and small commercial installations. Actual practice is given in "troubleshooting" problems of electric heating systems, gas and oil burners. Operating and safety controls are covered in depth and considerable time is given to proper care and use of test instruments and safety requirements. Special emphasis is to be placed on proper installation procedures and code requirements.					
AHR	2212	Residential & Commercial Air Conditioning Systems	3	6	5
Heating and cooling needs of residential and commercial structures are studied. Heat gain calculations are made by the student to determine the type and size of system required and selection of equipment to meet these needs are all a part of the course. Psychometric charts, tables and graphs are used, specific heat and air flow calculations, humidification and dehumidification are included.					
AHR	2213	All Weather Systems-Heat Pumps	3	6	5
The refrigerant cycle and the "reverse cycle" principle including the reversing valve receives a great deal of time in this course. Special components and accessories used with the heat pumps are covered. A considerable amount of instruction is devoted to the electric controls found on heat pump systems and to the various service problems involved.					
AHR	2214	Residential & Commercial Air Distribution	3	6	5
This course will include the study of air and its behavior in commercial and residential air conditioning systems. Individual room air volumes will be calculated and outlet actual testing, adjusting and balancing of an air distribution system. Proper adjustments will be made for correct air distribution throughout an entire system, and air motion within the conditioned area will be studied.					

HISTORY

			Lec.	Lab	Cr.
HIST	207	American History I	5	0	5
A survey of the development of the American Nation, from the discovery of America to the outbreak of the Civil War to the present. Required for all freshmen.					

HIST 208 American History II 5 0 5
 A continuing survey of the development of the American Nation from the outbreak of the Civil War to the present.

INDUSTRIAL SCIENCE

			Lec.	Lab	Cr.
ISC	102	Industrial Safety	3	0	3
<p>Problems of accidents and fire in industry. Management and supervisory responsibility for fire and accident prevention. Additional topics cover accident reports and the supervisor; good housekeeping and fire prevention; machine guarding and personnel protective equipment; state industrial accident code and fire regulations; the first aid department and the line of supervisory responsibility; job instruction and safety instruction; company rules and enforcement; use of safety committees; insurance carrier and the Insurance Rating Bureau; and advertising and promoting a good safety and fire prevention program.</p>					
ISC	120	Principles of Industrial Management	3	2	4
<p>The basic managerial decisions; organizational structure including plant location, building requirements, and internal factory organization; problems of factory operation and control, planning, scheduling, routing factory production, stores control, labor control, purchasing, cost control. Plant problems are utilized as lab experiments.</p>					
ISC	201	Industrial Organization and Management	3	0	3
<p>Organizational structure for industrial management; operational and financial activities, including accounting, budgeting, banking, credit and industrial risk, forecasting of markets, selection and layout of physical facilities; selection, training and supervision of personnel as found in typical industrial organizations.</p>					
ISC	202	Quality Control	3	2	4
<p>Principles and techniques of quality control and cost saving. Organization and procedure for efficient quality control. Functions, responsibilities, structure, costs, reports, records, personnel and vendor-customer relationships in quality control. Sampling inspections, process control and tests for significance.</p>					
ISC	204	Value Analysis	3	0	3
<p>The modern concept in the control of manufacturing production. This course will provide the students an opportunity to study a production system with the specific purpose of identifying unnecessary costs. The objective of the concepts and techniques of value analysis is to make possible a degree of effectiveness in identifying and removing unnecessary cost by the use of sound decisions through a common sense approach.</p>					
ISC	207	Foremanship Supervision	3	2	4
<p>The foreman's responsibility for planning, organizing, directing, controlling, and coordinating supervisory activities. It teaches the supervisor the basic functions of an organization and his responsibility in carrying out the objectives in accordance with the organization's plan. Included in the course are such topics as establishing lines of authority, functions of departments of units, duties and responsibilities, policies and procedures, and rules and regulations. Prerequisite: BUS 272.</p>					
ISC	209	Plant Layout	3	2	4
<p>A practical study of factory planning with emphasis on the most efficient arrangements of work areas to achieve lower manufacturing costs. Layouts for small and medium sized plants, layout fundamentals, selection of production equipment and materials handling equipment. Effective management of men, money and materials in a manufacturing operation.</p>					

ISC	210	Job Analysis and Evaluation	3	2	4
This study is based on product studies as well as personnel and wage program. The course utilizes the study of product design, value analysis, materials and processes as an intricate part of productive procedures.					
ISC	211	Work Measurement	3	2	4
Principles of work simplification including administration of job methods improvement, motion study fundamentals and time study techniques. Use of flow and process charts; multiple activity charts, operation charts, flow diagrams and methods evaluation.					
ISC	220	Management Problems	3	0	3
A study of personnel and production problems from the standpoint of the executive. Includes selection and development of products, control problems and techniques, development of standards, employee-employer relations, developing the executive staff. Case studies are utilized.					
ISC	231	Manufacturing Cycles	5	0	5
Purchasing and distribution costs; consumption patterns, channels of distribution; marketing of consumer goods; shopping, specialty, agricultural and industrial goods; service marketing; functional middlement; speculation and hedging; wholesaling, shipping and warehousing; exporting and trade movements; standardization and grading; pricing government regulation of competition; sales promotional activities; merchandising practices.					
ISC	232	Production Planning	3	2	4
Study of plant direction, forecasting, product planning and control, scheduling, dispatching, routing, and inventory control. Case histories are discussed in the classroom, and courses of corrective action are developed.					

MASONRY

			Lec.	Lab	Cr.
MAS	1204	Foundations	2	6	4
Develop skill in use of tools—trowel, level jointer, line levels, brick hammers, etc. Layout of foundations, pour footing and construct walls. Standard wall structures such as 8 inch and 12 inch brick and brick and block combinations will be constructed with emphasis upon corner construction and plumbing walls with good joints throughout all construction. Student will study building material terms, specifications, blueprint and drawings related to foundation construction. Pilasters and column support by design will be constructed.					
MAS	1205	Wall Construction	3	9	6
Development of skill in uniform line and jointing of brick and other masonry materials in wall construction. Solid wall, brick-wood veneer, brick-block veneer construction will be used with special emphasis upon design corners and openings such as doors, windows and special casements specified for such openings. Lintels and wall ties and bonds will be taught and practiced.					
MAS	1206	Blocklaying	2	6	4
Construction block size material and strength will be studied. Layout and block placements with needed "ties" and reinforcements will be practiced in wall and other areas of block use. Joint line and size will be emphasized in block laying to produce a uniform finished block construction. Block size and weight specifications will require student to be able to read building drawings.					

MAS 1207 Chimney Construction 3 9 6
 Fireplace and chimney building using standard brick, special fire brick, damper inset and flue lining. Student will learn how to design and build fire boxes and chimneys that draw properly. Special mantel and hearth specifications will be taught where exposures may create fire hazards. Multiple fireplaces and chimney flue requirements will be studied and formulas for each type and design will guide student in both exposed and inclosed chimney construction.

MAS 1208 Brick Veneers 3 9 6
 Brick Veneer construction with wood frame, block and other forms of masonry walls. Practice in laying brick to another wall area with proper spacing and wall ties, will require student skilled in bricklaying for proper jointing corner formations All opening trims where special brick forms are required. Laying brick to casements, special corner design and special lintels require good understanding of specifications and layout design.

MAS 1209 Stone Masonry 2 6 4
 Techniques and materials used in constructing walls, chimneys, mantels and other types of stone masonry. Field stone, slate, granite, crab orchard and other stone types used in the construction of walls and other structures such as planters, decorative walls and chimneys. Inside stone structures will be introduced and practiced in design and joint filler.

MATHEMATICS

			Lec.	Lab	Cr.
MAT	101	Technical Mathematics	5	0	5

A study of topics including fundamental algebraic operations, applied geometry, volume and linear measure as well as fundamental trigonometric concepts and operations, with simple application in the Technologies. Prerequisite: H.S. Math or equivalent.

MAT	102	Mathematics for Elementary School Teachers	5	0	5
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This is a basic general concept course dealing with mathematics taught in the elementary school such as sets, operations on sets and the development of the number system. 102 is required for K-3, 4-9 and Special Education majors.

MAT	103	Geometry for Elementary School Teachers	5	0	5
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This course continues the development of mathematics from Math 102 further developing the ideas of logic, algebra of sets, geometrical structures, measurement, congruence, similarity, graphs in the plane and geometry of the sphere. MAT 103 is required for 4-9. education majors.

MAT	105	Introduction to College Mathematics	5	0	5
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The historical development of the numeral system, the properties and operations associated with decimal and non-decimal and non-decimal number systems; elements of logic and set theory are some of the topics included to provide a basis for investigation of the arithmetic and algebraic axioms of operations with the real number system in theory and application, inductive proof, mathematical systems, and systems of numerations. This course is required for all general education majors. Prerequisite: 2 years H.S. Algebra or equivalent.

MAT	107	College Algebra	5	0	5
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A study of fundamental operations, sets, functions, sequences, and series, quadratic equations in two variables, complex numbers and theory of equations. Prerequisite: 2 years H.S. Algebra or equivalent.

MAT	108	College Trigonometry	5	0	5
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A course built on the modern definition of function, range and domain of function, terminal point function, trigonometric functions, trigonometric identities, inverse trigonometric function, trigonometric equations, logarithms, right triangles, law of sines, law of cosines, vectors and polar coordinates. Prerequisite: H.S. Algebra or equivalent.

MAT	110	Business Mathematics	5	0	5
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A review of basic mathematics. An introduction to current practice in computing payrolls, commissions, discount and interest. A required course for Business majors.

MAT	1101	Arithmetic & Measurements	5	0	5
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This course bridges the gap between a weak mathematical foundation and the knowledge necessary for the study of courses in advanced mathematics that are part of many curricula. The fundamentals of arithmetic will be covered. Measurement and metric system will be discussed and applied to trades.

MAT	1105	Fundamental Mathematics	3	0	3
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The emphasis is placed on practical shop mathematical problems dealing with formulas, square root equipment, ratios, applied geometry, and geometric constructions. Concepts for linear and volume measure are taught. Major emphasis is placed on the applied geometric measurements with the correct application of the required formula for the lay-out or problem involved.

MUSIC

			Lec.	Lab	Cr.
MUS	100	Chorus	0	5	1

Contemporary and traditional choral singing.

MUS	230	Introduction to the Appreciation of Music	5	0	5
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The development of knowledge and understanding of good music. Emphasis given to the history of music, outside reading, forms of music found in different periods, listening, and the relationship of music to general cultural development.

PHOTOGRAPHY

			Lec.	Lab	Cr.
PHO	116	Basic Photography	1	4	3

An introduction to the use of a 35 mm camera and basic darkroom procedure. The principles of depth-of-field, shutter speed, exposure and focus are applied to actual photographic problems. Students will develop and print their own negatives.

PHO	117	Optics and Accessories	2	6	4
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An indepth study of the camera. Includes study of optics, shutters, filters, film and paper selection. Experience will include use of camera and darkroom for specific photographic applications.

PHO	118	Large Format Photography	2	6	5
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Advanced study of the 35 mm, 2¼ x 2¼, and 4 x 5 cameras. The course will concentrate on selecting the proper camera for specific applications. Includes an introduction to sensitometry.

PHO	130	Color Camera	1	4	3
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A course of study in the procedures of color photography. Light, filters, exposure and film selection will be studied as they relate to color photography. Emphasis will be placed on the use of color slide materials.

PHO	132	Color Printing	2	6	5
Chemistry, processing and printing of color negative material. Color film and paper characteristics.					
PHO	140	Portrait Photography	1	4	3
Techniques in photographing individuals, groups and animals in posed pictures; indoor and outdoor. Retouching in B & W and color.					
PHO	210	Nature Photography	1	4	3
A course of study that helps the student develop techniques for photographing natural environment. Emphasis will be placed on creating travel brochures, ecology posters and photography for real estate and agricultural applications.					
PHO	212	Commercial Product Photography	1	4	3
Techniques of preparing photographs of products for advertising purposes. Emphasis will be on color and composition.					
PHO	214	Fashion Photography	1	4	3
Techniques and practices of reproducing fashion for advertisements. Studio and natural light are used to flatter the model and emphasize the line and quality of the fashion.					
PHO	216	Architectural Photography	1	4	3
A course to teach the student the techniques of moving around a stationary subject to achieve a correctly composed photograph. Includes exterior, interior and detail photography for documentation purposes.					
PHO	218	Photojournalism	2	6	5
Special photographic techniques and equipment used in mass media publications. Emphasis is placed on techniques for taking pictures in any situation. Includes night photography, action photography and aerial photography.					
PHO	220	Photo-Copying	1	2	2
An introduction to specialized equipment, films and filters used to copy documents, slides and original art work.					
PHO	222	Special Process Photography	3	0	3
A course designed to introduce the student to special photographic techniques including ultra violet, infrared, holography, time lapse, photo-engraving and high speed photography.					
PHO	224	Photographic Illustration	1	2	2
The use of specific darkroom and studio techniques to achieve unusual effects. Multiple exposure, tone separations, high-contrast imaginary, photo-collage and multimedia.					
PHO	226	Industrial Photography	1	2	2
Techniques and practices of documentation as applied to industry. Exploded views, photomacrography and high-speed photography as designed for industrial publications.					
PHO	228	Biomedical Photography	1	2	2
The use of photography as a Medical Tool. Photomacrography, photo micrography and specialized equipment.					

PHYSICS

			Lec.	Lab	Cr.
PHY	101	Basic Physical Science	5	0	5
The purpose of this course is to give the student awareness and general understanding of his physical environment and the laws that govern it; to give greater meaning to many common phenomena by carefully defining the physical concepts that describe them; and help the student to realize the place of new developments within the physical description of the world and their impact on the framework of established principles.					
PHY	1101	Science of Matter and Measurement	2	2	3
An introduction to the scientific method of physical principles and their application in industry. Topics in this course include measurement in Science, properties of solids, liquids and gases.					
PHY	1102	Science of Magnetism, Mechanics and Electricity	2	2	3
This course continues introducing the basic concepts of applied science. Topics introduced in this course are principles of force, motion, work, energy, magnetism, electricity and power.					

POLITICAL SCIENCE

			Lec.	Lab	Cr.
POL	201	United States Government	3	0	3
A study of government with emphasis on basic concepts, structure powers, procedures and problems.					
POL	202	American National Government	5	0	5
An introductory study of: (1) the basic concepts of political science, (2) a brief history and the basic principles of the constitution, (3) the structure, functions of, and the relations between the legislative, executive and judicial branches of the national government, and (4) the relations between the national and state governments.					

PRACTICAL NURSING

			Lec.	Lab	Cr.
NUR	1101	Basic Science	5	4	6
This course is designed to give the beginning student an understanding of basic science principles and their relationship to practical nursing. This course includes study of the structure and functions of the human body, principles of food and nutrition and selected effects of microbiology and related to nursing.					
NUR	1101	Orientation to Vocational Relationships	2	0	2
This course is designed to assist the student in understanding herself, her vocation and the individual needs of her patients. Emphasis is placed on the development of appreciations and attitudes which will assist the student in understanding her role as a potential worker in nursing, in nursing, in establishing effective relationships with her co-workers and patients, and in establishing realistic goals for herself in her personal and vocational development.					
NUR	1103	Introduction to Patient Care	6	6	8
This course is planned to provide the opportunity for students to gain a knowledge of the principles which are basic to effective and safe nursing care. Emphasis is placed on the development of the essential skills for the performance of those nursing measures that normally are the responsibility of the Licensed Practical Nurse. Lecture and planned class laboratory experience are followed by related clinical experience.					

NUR 1104 Basic Principles of Drug Administration 3 0 3
 The basic concepts of drug therapy and an appreciation of the responsibilities and the necessary limitations of the Licensed Practical Nurse in the administration of medication are emphasized. Prerequisites: NUR 1101, NUR 1103.

NUR 1105 Care of Patients with Medical-Surgical Conditions I 4 0 4
 This course is designed to provide the student the opportunity to gain an understanding of the nursing needs of patients who have various medical-surgical conditions and to develop further understanding of the common drugs and therapeutic measures of concern to the practical nurse. Lecture and class laboratory provide the background for selected clinical experiences. Prerequisites: NUR 1101, NUR 1103.

NUR 1106 Obstetrics 4 0 4
 This course is designed to provide opportunities for students to acquire the knowledge, understanding and skill needed for rendering safe and effective nursing care to the maternity patient and newborn infant. Classroom instruction provides the background essential for planned clinical experience centered around analysis of nursing needs and formulation of a nursing care plan to meet individual patient needs. Prerequisites: NUR 1101, NUR 1103.

NUR 1107 Pediatrics 4 0 4
 This course is designed to provide opportunities for students to acquire the knowledge, understanding and skills needed for rendering safe and effective nursing care of infants and children. Classroom instruction provides the background essential for planned clinical experiences centered around analysis of nursing needs and formulation of a nursing care plan to meet individual patient needs. Prerequisites: NUR 1101, NUR 1103.

NUR 1108 Care of Patients with Medical-Surgical Conditions II 9 0 9
 A continuation of NUR 1105. Prerequisites: NUR 1104, NUR 1105.

NUR 1110 Vocational Relationships 2 0 2
 This course is designed to orient the student to her role as a Licensed Practical Nurse. It includes the study of opportunities in practical nursing and the obligations and responsibilities of the Licensed Practical Nurse as a person, a worker and a citizen. Relationships with other members of the health team to more fully achieve the goals of nursing are emphasized throughout the course. Prerequisite: Complete all NUR courses in previous quarters.

NUR 1111 Care of Patients with Medical-Surgical Conditions III 10 0 10
 This course is designed to prepare the student for participation in the care of seriously ill patients and for development in the care of selected patients. Emphasis is placed on the assisting role of the Licensed Practical Nurse. Classroom instruction provides the background for planned clinical experiences.

NUR 1112 Clinical Experience: Medical-Surgical and Pediatrics 0 24 8
 A general orientation to the hospital environment personnel, and to correct lines of authority. Emphasis is placed on professional conduct and grooming. Skill are developed in giving basic nursing care. Observing and recording of symptoms and signs of diseases with all age groups are experienced. Prerequisites: Complete all courses in First Quarter

NUR	1113	Clinical Experiences: Medical- Surgical Pediatrics, and Obstetrics	0	24	8
A continuation of NUR 1112 with additional development of skills to meet the needs of patients. Written case studies and ward conferences are required. Field trips are planned that will increase the variety of patients observed. Prerequisites: Complete all courses in First and Second Quarters and NUR 1112.					
NUR	1114	Clinical Experiences: Medical and Geriatrics	0	24	8
A continuation of NUR 1112, NUR 1113 with emphasis placed on acquiring the practical skills to safely administer drugs. Team leader duties will be assigned and total patient care will be stressed. The effectiveness of learned skills will be individually evaluated. Prerequisites: Complete all courses in First, Second, and Third Quarters, NUR 1112, NUR 1113.					

PRINTING

			Lec.	Lab	Cr.
PRN	155	Line Offset Camera	2	6	4
A study of the industrial offset camera, camera parts and functions, adjustments of lens, chemical preparation, and line copy photography. Instruction will also include the use of the proportional scale, reduction and enlargement of copy, and negative handling and preparation.					
PRN	156	Halftone-Offset Camera	2	6	4
This course is a complete study of halftone photography. Copy preparation, camera settings and adjustments, flashing operations, and developing methods involved in halftone photography will be emphasized. The student will learn to use the gray scale, contact screen, and screen tint through extensive project work.					
PRN	157	Offset Darkroom Techniques	2	6	4
A study of darkroom techniques used to produce negatives used in multicolored printing. The student will learn to prepare duotones and "fake" duotones. Emphasis is placed on the contact screen, screen angles, and problems arising in the production of duotones.					
PRN	158	Darkroom Special Effects	2	6	4
This course is a concentration on special effects will be presented to the class.					
PRN	161	Offset Press	2	6	4
An introduction to the offset press room. Plate making procedures, stripping, opaquing, press set up and operation will be taught. Press set up, clean up and maintenance will be stressed. The student will be expected to produce several line copy projects on the A.B. Dick 320 offset press.					
PRN	162	Halftone Presswork	2	6	4
This course consists of press operations used in the production of halftone copy. Masking, plate making and perfect registration will be emphasized. Projects in half-tone press-work will be produced on A.B. Dick, Davidson, Richo, and other presses. Instruction will also include film presentations on halftone preparations.					
PRN	163	Color Printing	2	6	4
A course emphasizing color co-ordination, perfect registration, and platepreparation required to produce multi-colored prints. Special attention will be given to the production of "fake" duotones and duotones. Instruction will also include film presentations on color printing.					

PRN	164	Special Press Operations	2	6	4
This course is a concentration on special effects produced in the press room. The course will cover will cover the printing of posterization and texture tints. Projects will include experimentation in special effects using a moire pattern. Films on posterizations will be presented to the class.					
PRN	171	Estimating	3	0	3
Proper selection of materials and methods, and the budgeting of printing jobs will be taught. Production, cost estimating, and selling price estimating will be emphasized.					
PRN	201	Printing Processes	2	2	3
An introduction to the mechanics of printed reproduction in its various forms. Graphic arts terminology and techniques. Physics requirements of art work for reproduction. A survey of existing printed materials and production requirements.					

PSYCHOLOGY

			Lec.	Lab	Cr.
PSY	101	Introductory Psychology	5	0	5
A systematic survey of psychology as a natural science. Specific subject matter includes: physiological basis of behavior, growth, motivation, learning, and individual differences.					
PSY	102	Developmental Psychology	5	0	5
A survey of the psychological development of the child through adolescence. Fall and Spring. Credit, 3 semester hours.					
PSY	112	Personality Development	3	0	3
Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.					
PSY	206	Applied Psychology	3	0	3
A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.					
PSY	1101	Human Relations	3	0	3
A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.					

SOCIAL SCIENCE

			Lec.	Lab	Cr.
SSC	201	Social Science	3	0	3
An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology.					
SSC	202	Social Science	3	0	3
A further study of social sciences with emphasis on economics, political science, and social problems as they relate to the individual.					

WLD	1220	Oxyacetylene Welding and Cutting	3	9	6
Introduces the principles of oxyacetylene welding, cutting and the equipment used in each process. Welding procedures used in forming beads, joint fusion and positions of welding base, flat, vertical, horizontal and overhead positions. Safety procedures are stressed in the use of all tools and equipment. Mechanical tests will be made of all samples to insure quality.					
WLD	1221	Oxyacetylene Welding and Pipe	2	6	4
Provides instruction and intensive practices in position flame welding of butt joints using heavy gauge metals. Pipe joints will be welded by rolling in the flat position turned in the vertical and the fixed position. Testing will insure proper strength and bead fusion.					
WLD	1223	Shielded Metal Arc Welding I	2	6	4
Introduces operation of AC rectifier-transformer and DC electric arc welding machines. Studies and practices of welding currents, polarities, electrode identification and characteristics of mild steels. Joint designs and the welding blueprint symbols used to designate the welding procedure will be learned. Mechanical testing will help student produce good weldments. Safety methods to protect welder will be emphasized.					
WLD	1224	Shielded Metal Arc Welding II	3	9	6
Provides study and extensive practices using various types of arc welding machines. Weldments with different types of electrodes and joint design. Low hydrogen and special alloy electrodes will be used and welds tested to aid welder to choose proper electrode for a particular joint or metal. Blueprint for welding will be given.					
WLD	1226	Shielded Metal Arc and Pipe I	2	6	4
Extensive practices welding butt joints in the horizontal, vertical and overhead positions. Special attention will be given to weld penetration, fusion and finish contour. Student will perform guided bend and tensile strength tests to insure quality welds. Butt pipe welds with roll procedure and fixed horizontal position in fixed position will be made.					
WLD	1227	Shielded Metal Arc and Pipe II	3	9	6
Introduction to electric arc welding medium carbon steel. Special electrodes and welding procedures that make difficult welding practical will be practiced. Student will weld low, medium carbon steels, cast and wrought steels. Extensive practice in welding pipe to specifications and in fixed position. Student will prepare joint, set up pipe, select welding ring and weld to specifications. Sampling and testing will be practiced to insure proper weld properties.					
WLD	1228	Testing and Inspection	1	3	2
The standard methods for mechanical testing of welds. The students is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, free-bend, guided-bend, notched-bend, tee-bend, dye penetrant and tensile testing.					
WLD	1230	Advanced Welding Process I	2	6	4
Introduction to special processes using inert shielding gases. Tungsten inert gas (TIG) and metal arc gas (MIG). Special machines and procedures related to inert gas shielding will include current factors, gas to metal requirements, gas combinations and mixture percentages. Student will study properties and characteristics of metals, tempering and heat as they affect weldments also, jigs and fixtures used in welding.					
WLD	1231	Advanced Welding Process II	3	9	6
Study and extensive practice in welding cast iron, aluminum, stainless steels, high carbon steels and copper. Preheating, backing, shielding and fixtures needed to hold weldment will be introduced. Repair welding using one or more processes will be emphasized. Special attention will be given certification practices and other requirements called for in the welding industry.					

COMMUNITY SERVICES DIVISION

Anson Technical Institute is dedicated to providing a broad range of educational and training programs. It offers everyone an opportunity to further their education, to improve their individual efficiency, to enrich their cultural lives, and to help them become more effective members of their community. Anyone 18 years of age or older, is eligible to participate in the interesting variety of courses and programs offered by the Community Services Division.

CONTINUING EDUCATION

The Continuing Education program is a flexible one. Classes are offered for people who wish to earn a high school diploma; for those wishing to learn new skills, or upgrade themselves; and for those with special and general interest. Thus, courses range from adult literacy training through high school diploma preparation and college preparatory classes. Supervisory training is also provided in cooperation with local industry and business. Persons desiring classes in any particular field that Anson Technical Institute has not offered should contact the Community Services Division. The Continuing Education Department will be happy to work with you in any way.

Classes are scheduled at various times on campus and at locations throughout Anson County and surrounding areas. Classes are organized on a basis of need, interest, and availability of suitable instructors and facilities. A full program is offered with classes usually meeting once or twice a week,—from two to three hours,—each session. Enrollment may be completed at the first class. Anyone enrolling after a class has been organized does so at the first class attended. A certificate of attendance is awarded upon 75 percent attendance in the class.

A standard registration fee of \$3.00 is the only instructional cost. Although there are cost for books, supplies, materials, tools or instructional equipment used in some of the courses. Accident insurance is available for all students, and may be required for certain courses.



ADULT BASIC EDUCATION

Anson Technical Institute's Community Services Division has numerous Basic Education classes in many communities throughout Anson County each year. Among the subjects taught in the ABE Programs are: reading, writing, mathematics, science and social studies. Books and materials for these classes are furnished by Anson Tech.

DISADVANTAGED AND HANDICAPPED

Anson Technical Institute strives to reach every segment of the people in our area. One area of concentration is on the Disadvantaged and Handicapped persons or those that need specialized training in obtaining some source of income.

NEW AND EXPANDING INDUSTRY

Anson Technical Institute, assisted by the Industrial Services Division of the Department of Community Colleges is able to design and administer programs for training the new employees required by a new or expanding industry.

The purposes of this program are to promote orderly industrial growth and to train the citizens of our area to qualify for newly created employment opportunities.

In some cases, Anson Tech is able to assist an industry with an in-plant training program in order to train his employees for a newly created job or changes made in present ones.

G. E. D. TEST

Anson Technical Institute is an official testing center for the G. E. D. (General Education Development) Test. Persons who make satisfactory scores on all five sections of the test are awarded a certificate. This certificate is recognized by most industries, schools, and government agencies as meeting their requirement for a high school education.



There is no charge for this test, which is administered at the Anson Tech Library-Learning Resources Center.

To qualify, persons must be 18 years of age, their high school class must have graduated, and they must have been out of school for six months.

Anson Tech provides training in the five areas covered by the examination both through organized classes and the Learning Laboratory.

HUMAN RESOURCES DEVELOPMENT

The Human Resources Development Program which is a part of the Community Services Division is designed to give individualized assistance in upgrading one's educational level and in preparing one to become a more promising candidate in the community and the world of work.

This program is available for the unemployed and underemployed people who have the desire to advance. Classes are held for eight week periods throughout the county. Each person will receive assistance in various things such as:

- Setting goals
- Problem solving
- Becoming self-confident
- Job preparation
- Adult education

Assistance will be available in job placement, although employment is not guaranteed.

For additional information contact the Community Services Division at:
Anson Technical Institute
Community Services Division
Polkton, N.C. 28135
704-272-7580





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