

*Office Copy*

***PAMLICO***

***TECHNICAL***

***INSTITUTE***



**GENERAL CATALOG 1975-76, 1976-77**



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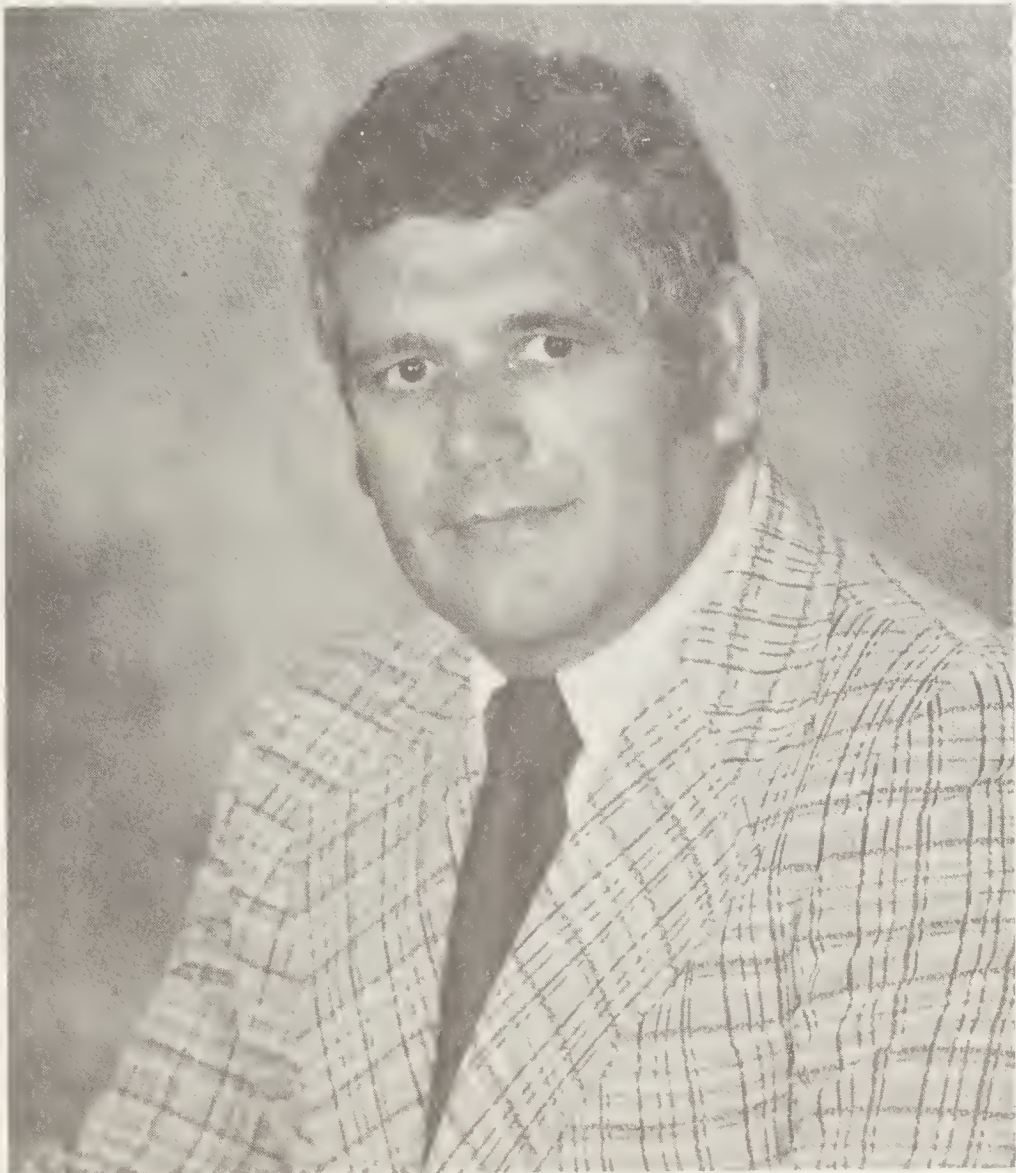
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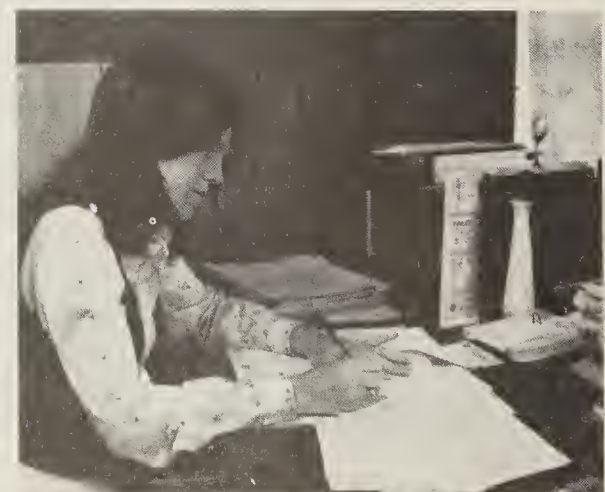
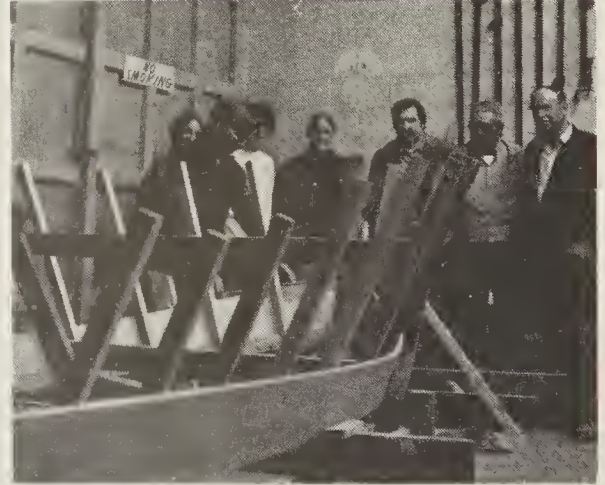
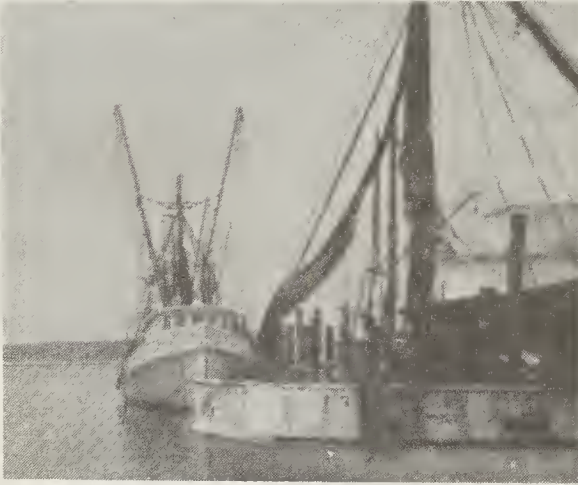
## **A MESSAGE FROM THE PRESIDENT**

The Faculty and Staff of this Institution are dedicated to the concept of adults as life-long learners. Thus, the primary mission of Pamlico Technical Institute is that of providing technical, vocational, and general education which enables the adult to more effectively assume a meaningful and productive role in our society. We subscribe to the "Open Door" admissions philosophy which, simply stated, holds that adults are accepted without regards to previous education, or other considerations, and are placed in education programs consistent with their capabilities and educational aspirations.

**Paul H. Johnson**

**President**





**APPROVED BY  
THE NORTH CAROLINA STATE  
BOARD OF EDUCATION  
VETERANS ADMINISTRATION**

**MEMBER INSTITUTION OF  
THE NORTH CAROLINA  
DEPARTMENT OF COMMUNITY COLLEGES  
AMERICAN ASSOCIATION OF  
COLLEGES AND JUNIOR COLLEGES**

**CANDIDATE STATUS  
SOUTHERN ASSOCIATION OF  
COLLEGES AND SCHOOLS**

The Legal and Corporate Name of the Institution is:

**"PAMLICO TECHNICAL INSTITUTE"**

The provisions of this publication are not regarded as an irrevocable contract between the student and Pamlico Technical Institute. The Institute reserves the right to make changes in the regulations, courses, fees, and other matters of policy and procedure as and when deemed necessary. The Institute further reserves the right, at any time, to request the student to withdraw when it considers such action to be in the best interest of the Institution.

Pamlico Technical Institute is An Equal Opportunity Employer

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# SCHOOL CALENDAR

## 1975-76

### FALL QUARTER — 1975

September 1, Monday .....	Labor Day — School closed.
September 2-5, 8-9 .....	Student registration and orientation. Instructors report daily and perform such duties as assigned by their Department Chairmen and/or the Dean of Academic Affairs. Learning Resources Center observes regular hours (8 a.m.-10 p.m.).
September 10, Wednesday .....	Day classes begin on regular schedule.
September 10, Wednesday .....	Evening Classes begin on regular schedule at 6:30 p.m.
September 19, Friday .....	Last day student may officially withdraw without complete loss of tuition.
September 23, Tuesday .....	Last day new students may register for curriculum programs.
November 25, Tuesday .....	All curriculum programs end.
November 26, Wednesday .....	Instructors report for normal workday. All instructor reports must be turned in to the office of the Dean of Academic Affairs no later than 3:30 p.m. Learning Resources Center observes regular hours.

### WINTER QUARTER — 1975

November 26, Wednesday .....	Registration for Winter Quarter.
November 27-28 .....	Thanksgiving Holidays—School closed.
December 1, Monday .....	Day classes begin on regular schedule. Learning Resources Center observes regular hours.
December 1, Monday .....	Evening classes begin on regular schedule at 6:30 p.m.
December 10, Wednesday .....	Last day student may officially withdraw without complete loss of tuition.
December 12, Friday .....	Last day new students may register for curriculum programs.
December 22-26 .....	Christmas Holidays and Vacation — School closed.
December 29, Monday .....	All classes resume.
January 1, Thursday .....	New Years Day — School closed.
January 2, Friday .....	All classes resume.

February 23, Monday .....All curriculum programs end.

February 24, Tuesday .....Instructors report for normal workday.  
All instructor reports must be turned in  
to the office of the Dean of Academic  
Affairs no later than 3:30 p.m. Learning  
Resources Center observes regular  
hours.

### SPRING QUARTER\* — 1976

February 24, Tuesday .....Registration for Spring Quarter.

February 25, Wednesday .....Day classes begin on regular schedule.

February 25, Wednesday .....Evening classes begin on regular  
schedule at 6:30 p.m.

March 5, Friday .....Last day student may officially withdraw  
without complete loss of tuition.

March 9, Tuesday .....Last day new students may register for  
curriculum programs.

April 19-23 .....Easter Holidays and Vacation — School  
closed.

April 26, Monday .....All classes resume.

May 19, Wednesday .....All curriculum programs end.

May 20, Thursday .....Instructors report for normal workday.  
All instructor reports must be turned in  
to the office of the Dean of Academic  
Affairs no later than 3:30 p.m. Learning  
Resources Center observes regular  
hours.

May 21, Friday .....Instructor vacation. Learning Lab  
closed. Library open until 4:30 p.m.

May 24-28, 31 .....Instructors report for normal workday  
and perform such duties as assigned  
by their Department Chairman and/or  
the Dean of Academic Affairs. Learning  
Resources Center observes regular  
hours with the exception of a state-wide  
instructor conference during which the  
Learning Lab will be closed and the  
Library open until 4:30 p.m.

\*It is anticipated that the Institution will move to its new locations early in 1976. Time required to make this transition may require some alteration to the official calendar.

### SUMMER QUARTER — 1976

May 31, Monday .....Registration for Summer Quarter. Learning  
Resources Center observes regular  
hours.

June 1, Tuesday .....	Day classes begin on regular schedule.
June 10, Thursday .....	Last day students may officially withdraw without complete loss of tuition.
June 14, Monday .....	Last day new students may register for curriculum programs.
June 28-July 9 .....	Instructor vacation — all other personnel report for normal workday. Learning Lab closed. Library open until 4:30 p.m.
July 5, Monday .....	Independence Day — School closed.
July 12, Monday .....	All classes resume.
August 30, Monday .....	All curriculum programs end.
August 30, Monday .....	Graduation exercises. Learning Resources Center closes at 4:30 p.m.
August 31, Tuesday .....	Instructors report for normal workday. All instructor reports must be turned in to the office of the Dean of Academic Affairs no later than 3:30 p.m. Learning Resources Center observes regular hours.

## SCHOOL CALENDAR 1976-77

### FALL QUARTER — 1976

September 1-3, 6-7 .....	Student registration and orientation. Instructors report daily and perform such duties as assigned by their Department Chairman and/or the Dean of Academic Affairs. Learning Resources Center observes regular hours.
September 6, Monday .....	Labor Day — School closed.
September 8, Wednesday .....	Day classes begin on regular schedule.
September 8, Wednesday .....	Evening classes begin on regular schedule at 6:30 p.m.
September 17, Friday .....	Last day students may officially withdraw without complete loss of tuition.
September 21, Tuesday .....	Last day new students may register for curriculum programs.
November 23, Tuesday .....	All curriculum programs end.
November 24, Wednesday .....	Instructors report for normal workday. All instructor reports must be turned in to the office of the Dean of Academic Affairs no later than 3:30 p.m. Learning Resources Center observes regular hours.

## WINTER QUARTER — 1976

November 25-26 .....	Thanksgiving Holidays — school closed.
November 29, Monday .....	Registration for Winter Quarter. Instructors report for normal workday. Learning Resources Center observes regular hours.
November 30, Tuesday .....	Day classes begin on regular schedule.
November 30, Tuesday .....	Evening classes begin on regular schedule at 6:30 p.m.
December 9, Thursday .....	Last day students may officially withdraw without complete loss of tuition.
December 13, Monday .....	Last day new students may register for curriculum programs.
December 24, 27-30 .....	Christmas Holidays and Vacation — School closed.
December 31, Friday .....	Staff and Faculty Holiday (New Year's Day) School closed.
January 3, Monday .....	All classes resume.
February 22, Tuesday .....	All curriculum programs end.
February 23, Wednesday .....	Instructors report for normal workday. All instructor reports must be turned in to the office of the Dean of Academic Affairs no later than 3:30 p.m. Learning Resources Center observes regular hours.

## SPRING QUARTER — 1977

February 23, Wednesday .....	Registration for Spring Quarter. Learning Resources Center observes regular hours.
February 24, Thursday .....	Day classes begin on regular schedule.
February 24, Thursday .....	Evening classes begin on regular schedule at 6:30 p.m.
March 8, Tuesday .....	Last day students may officially withdraw without complete loss of tuition.
March 10, Thursday .....	Last day new students may register for curriculum programs.
April 11-15 .....	Easter Holidays and Vacation — School closed.
April 18, Monday .....	All classes resume.
May 19, Thursday .....	All curriculum programs end.

May 20, Friday .....	Instructors report for normal workday. All instructor reports must be turned in to the office of the Dean of Academic Affairs no later than 3:30 p.m. Learning Resources Center observes regular hours.
May 23, Monday .....	Instructor vacation. Learning Lab closed. Library open until 4:30 p.m.
May 24-27, 30-31 .....	Instructors report for normal workday and perform such duties as assigned by their Department Chairman and/or the Dean of Academic Affairs. Learning Resources Center observes regular hours with the exception of a statewide Instructor conference during which the Learning Lab will be closed and the Library open until 4:30 p.m.

### SUMMER QUARTER — 1977

May 31, Tuesday .....	Registration for Summer Quarter. Learning Resources Center observes regular hours.
June 1, Wednesday .....	Day classes begin on regular schedule.
June 10, Friday .....	Last day students may officially withdraw without complete loss of tuition.
June 14, Tuesday .....	Last day new students may register for curriculum programs.
June 27-July 8 .....	Instructor vacation — all other personnel report for normal workday. Learning Lab closed. Library open until 4:30 p.m.
July 4, Monday .....	Independence Day — School closed.
July 11, Monday .....	All classes resume
August 30, Tuesday .....	All curriculum programs end.
August 30, Tuesday .....	Graduation exercises. Learning Resources Center closes at 4:30 p.m.
August 31, Wednesday .....	Instructors report for normal workday. All Instructor reports must be turned in to the office of the Dean of Academic Affairs no later than 3:30 p.m. Learning Resources Center observes regular hours.

**BOARD OF TRUSTEES**

Ray S. Alderman — Chairman

Roscoe Ireland — Vice Chairman

Appointment by Commissioners of Pamlico County	Expiration of Term
James B. Holton, Jr. ....	June 30, 1977
Oliver B. Daniels .....	June 30, 1979
James Ray Hunnings .....	June 30, 1981
J. C. Silverthorne .....	June 30, 1975

Appointed by Board of Education

Leland V. Brinson .....	June 30, 1977
Perry E. McCotter, Sr. ....	June 30, 1979
Oscar Krechel .....	June 30, 1975
Franklin Brinson .....	June 30, 1981

Appointed by Governor

Ray S. Alderman .....	June 30, 1977
Elward Jenette .....	June 30, 1975
Roscoe Ireland .....	June 30, 1979
George A. Lupton, Jr. ....	June 30, 1981

**COUNTY COMMISSIONERS**

Robert A. Paul — Chairman

James Spencer	Charles Alexander
John Bond	Charlie Jones

**STATE BOARD OF EDUCATION**

W. Dallas Herring — Chairman

J. A. Pritchett	Richard C. Erwin
A. Craig Phillips	R. Barton Hayes
James B. Hunt, Jr.	R. R. Manz
Edwin Gill	Earl H. Oxendine
G. D. Aitken	Prezell R. Robinson
John M. Reynolds	Mrs. Mildred S. Strickland
Mrs. Evelyn S. Tyler	

**DEPARTMENT OF COMMUNITY COLLEGES**

Dr. Ben E. Fountain, Jr. — President

## Administrative Officers

Paul H. Johnson  
President

- Donald R. Warren .....Dean of Academic Affairs  
B.S., High Point College; M.A., Appalachian State University; Ed.D., North Carolina State University
- Larry H. Prescott .....Director of Student Services  
A.A., Campbell College; B.S., East Carolina University; M.A., East Carolina University
- Gail N. Carter .....Director, Learning Resources Center  
B.S., Appalachian State University; M.L.S., East Carolina University
- Jay N. Clark .....Business Manager  
B.S., Atlantic Christian College
- William H. Quick .....Director of Continuing Education  
A.B., University of North Carolina; M.A., University of North Carolina
- Ira W. Robinson .....Evening Supervisor  
Thirty-one years with United States Navy

## General Staff

- John T. Jones .....Counselor  
B.S., East Carolina University; M.A., East Carolina University; Additional course work at North Carolina State University
- Pamela F. Banks .....Bookkeeper
- Paula M. Turnage .....Library Assistant  
A.A.S., Lenoir Community College

## Faculty

- Charles H. Autry .....Chairman: Vocational Programs/  
Instructor: Auto-Diesel Mechanics  
Six years industrial experience; Specialized training General Motors, Chrysler, and Ford Training Centers
- Carrie N. Davis .....ABE Instructor/HRD Recruiter  
B.S., Livingstone College
- Vincent S. Greene .....Learning Lab Coordinator  
B.S.B., Appalachian State University; M.A., Appalachian State University
- Peggy Lawter .....Developmental Studies  
B.A., Winthrop College; M.A.T., Winthrop College
- Hallot N. Parson .....Light Construction  
General Building Contractor

Patricia N. Potter .....	Business
B.S., Atlantic Christian College	
Matthew Prescott .....	Chairman: Technical Programs/ Instructor: Business
B.S., East Carolina University; M.A., East Carolina University; Additional course work at University of North Carolina	
Thomas G. Reed, III .....	Chairman/Instructor:
	Human Resources Development Program
A.B., University of Tennessee; M.A., University of Tennessee	
Harold N. Way .....	Learning Lab Coordinator
B.A., North Carolina State University; M.A., North Carolina State University; Additional course work at University of New Hampshire	

**Secretarial Staff**

Ruth I. Day .....	Cashier
Rose C. Outland .....	Academic
Debbie O. Jones .....	Student Services
Verona S. Godwin .....	Continuing Education
Doris Southerland .....	Learning Resources Center
Frances Monk .....	Typist

**Maintenance Staff**

Lincoln Scott .....	Custodian
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# HISTORY, PHILOSOPHY, PURPOSE, AND OBJECTIVES

## HISTORY OF PAMLICO TECHNICAL INSTITUTE

The origin of Pamlico Technical Institute may be traced to a series of exploratory conferences held in 1961 between officials of the North Carolina Public School System and educational leaders in Pamlico, Craven, and Carteret Counties. The purpose of these meetings was to explore the feasibility of creating "Extension Units" of Lenoir Industrial Education Center (now Lenoir Community College) which could provide post-secondary technical and vocational programs in locations more convenient to the residents of these counties.

In July of 1962, the Pamlico County Board of Education agreed to sponsor an extension unit. Under the terms of this agreement, Lenoir Industrial Education Center (IEC) provided state and federal funds to pay teachers and to purchase a limited amount of equipment. Pamlico County was expected to provide a building and such other services needed in the operation and maintenance of this facility. In September, 1962, the Pamlico County Unit began operations in a building located on the campus of Pamlico High School with approximately 400 evening students. At this time programs were offered during evening hours only and were restricted to adults. Nine months later (May, 1963), the Board of Education employed a full-time director to supervise the Unit's operations.

Pamlico Tech was not always limited to adult enrollment only. In 1963, vocational students from Pamlico High School were also enrolled. These students attended regular high school classes for one-half day and then moved to the extension unit for specialized occupational training. In 1965, this program was phased out in accordance with laws enacted by the North Carolina General Assembly.

With the possible exception of 1974 and the news that Pamlico Tech would have a new campus, no year appears more significant in the development of PTI than 1967. At this time the North Carolina State Board of Education moved to separate the unit from the parent institution (Lenoir Community College) and to adopt a more uniform working arrangement between the unit and the Pamlico Public School System. This new operating arrangement provided for the following significant changes:

1. State and Federal operating funds were allocated directly to the institution rather than passed through the parent institution.
2. Local money needed to operate the Unit was set aside by the County Commissioners. These funds were included as a line item in the Board of Education budget to be used at the discretion of the Unit Director.
3. Eight local citizens were appointed to serve as trustees of the institution.
4. The Pamlico Board of Education granted PTI the use of an abandoned school facility located in Alliance.

In 1967, PTI could have truly been called a "homemade institution." Students, teachers, and administrators remodeled the Alliance campus. Fund raising drives and employees willing to donate freely of their time and talents brought the Alliance campus to operational status. Not only was growth occurring in terms of buildings, but the number of employees had also increased from a single individual in 1963 to a staff of three administrators, a bookkeeper, two secretaries, and six full-time instructors. While progress was evident in many directions, PTI still faced a serious problem. The trustees did not hold title to the institutional campus, access to local support money was limited, and the school could not qualify for other state and local monies such as that needed for construction of new facilities. Furthermore, as a "half-way" institution, PTI could not aspire to accreditation by the Southern Association of Colleges and Schools—a hallmark of excellence in education.

Recognizing the above problems in institutions such as Pamlico Tech and others scattered throughout North Carolina, the State Board of Education moved to bring the operations of PTI completely in line with existing state law. This was accomplished through a 1971 revision of the North Carolina State Constitution. The revision brought about the following changes:

1. Pamlico Tech acquired a full twelve-member Board of Trustees empowered to hold title to property and the full exercise of other responsibilities as set forth in the Community College Act of 1963.
2. The Pamlico County Board of Commissioners could allocate local funds directly to the Board of Trustees for use in maintenance and operation of the school and for capital construction.
3. Pamlico Tech now became eligible for additional state and federal construction and operating funds.

The need for expansion and updating of instructional programs and facilities became evident during the late 60's. County residents were asked to approve a bond issue for capital construction. This issue, in the amount of \$150,000.00 was approved in December of 1971. Administration then turned to the North Carolina General Assembly for equal matching money as provided in the law. The 1973 General Assembly more than matched this amount (\$150,000.00) with an appropriation in excess of \$300,000.00. In late 1973, the Commissioners allocated an additional \$100,000.00 which brought the total state and local money available for construction to \$500,000.00.

In October of 1973, the Board of Trustees submitted applications for a basic grant of 1.036 million dollars from the Economic Development Administration and from the Coastal Plains Regional Commission. These grants were approved on Wednesday, February 13, 1973, and construction of the new campus started in 1974.

PTI is not concerned with buildings alone. Currently, the Institution is in the process of securing accreditation. This will require a complete self-study in which programs, policy, faculty qualifications, etc., will undergo serious examination and possible redirection. Thus, the goal of PTI is not only to provide our citizens with modern and well-designed buildings in an attractive setting, but to place sound and timely educational programs within these buildings.

With the construction of its new campus, Pamlico Technical Institute has reached a milestone in its evolution as a post-secondary educational institution. It appears that the future is limited only by the imagination of its leadership and by the willingness of people to avail themselves of its diverse services.

## **PHILOSOPHY OF THE INSTITUTION**

Pamlico Technical Institute operates under the "open door" policy as set forth by the Department of Community Colleges and the State Board of Education. Specifically, the State Board of Education recommends that all technical institutes and community colleges maintain an "open door" admission policy for all applicants who are high school graduates or high school drop-outs 18 years of age or older. The Institute has the right to selectively place these applicants.

## **PURPOSE**

The purpose of Pamlico Technical Institute is to fill the broad gap in educational opportunities existing between high school and the senior college and university by offering academic, cultural, occupational education, and training opportunities from basic education through two-year college level.

## **OBJECTIVES**

To open the door of Pamlico Technical Institute to all persons of eligible age, *who show interest in and who can profit from* the instruction offered, with no individual denied an educational opportunity because of race, sex, or creed.

To coordinate the resources of the Institution with county organizational efforts in seeking solutions to community problems.

To improve the services of Pamlico Technical Institute and the quality of educational opportunities through a continuing process of evaluation.

To provide vocational level training leading to certificate or diploma.

To provide technical level training leading to an Associate in Applied Science Degree.

To provide a variety of learning experiences designed around the educational needs of the individual or group, and accessible in terms of location, time, and cost to all who desire to participate.

## **SOURCE OF FINANCE**

Pamlico Technical Institute is a public institution totally supported by state, federal, and local tax funds.

## **ACCREDITATION STATUS**

Pamlico Technical Institute has "Candidate Status" with the Southern Association of Colleges and Schools.

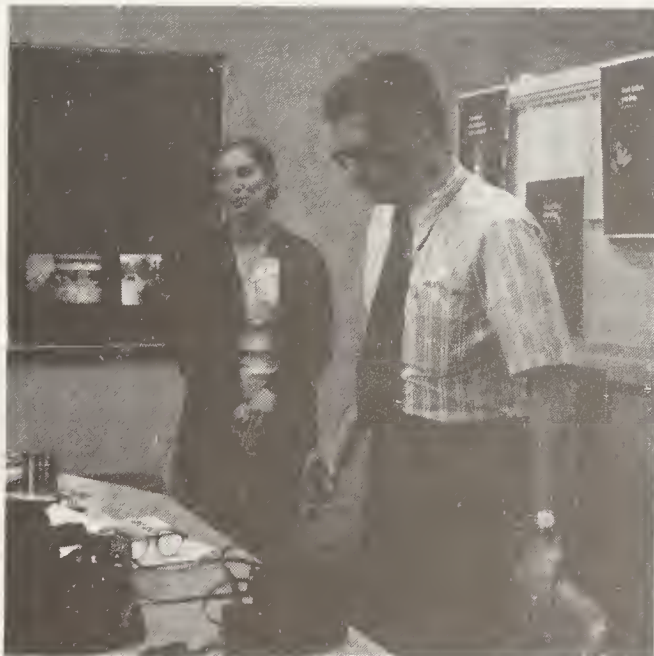
## EDUCATIONAL OPPORTUNITIES

Pamlico Technical Institute has a comprehensive education program geared to a broad spectrum of community needs. It is dedicated to the concept of offering an educational opportunity to all who are genuinely interested in increasing their knowledge and ability, whether on the level of technical and vocational education, avocational pursuits, high school equivalency certification, or literacy training.

Technical programs provide the opportunity for individuals to earn an Associate in Applied Science (A.A.S.) Degree. Upon completion of one of several vocational programs, a student receives a diploma or certificate verifying competency in a particular trade.

Short courses are offered by the Institute's Continuing Education Division, and many evening certificate programs are conducted in selected technical and vocational specialties. These courses are designed to focus on the specific educational needs of students, as opposed to the more comprehensive diploma or degree programs.

General adult education provides courses which enable the adults of Pamlico County to broaden their vocational interests and to improve themselves educationally and culturally. Also, the learning center affords the opportunity to everyone, whether enrolled in a course of instruction or not, to gain knowledge through programmed learning. In addition to a high school preparatory program leading to a high school equivalency certificate, general adult education offers basic education for adults with less than an eighth grade education.



## **GENERAL INFORMATION**

## **GENERAL INFORMATION**

### **TUITION AND FEES**

Tuition fees are set by the State Board of Education and are subject to change without notice. Costs of textbooks and supplies are additional expenses which vary according to the program of study. Current basic fees to be paid by students enrolled in Technical, Vocational, or General Education Programs are as follows:

Full-time (12 or more credit hours): \$33 per quarter.

Part-time (less than 12 credit hours): \$2.75 per credit hour.

### **STUDENT ACTIVITY FEE**

All full-time students are required to pay an activity fee of \$5.00 for each quarter. This fee is used to support the Student Activities Program and cover graduation expenses.

### **TEXTBOOKS AND SUPPLIES**

The cost of textbooks and supplies vary according to the program of study. Full-time vocational students may expect to pay between \$20 and \$25 per quarter. Textbooks and supplies for full-time technical students will cost approximately \$40 per quarter.

### **ACCIDENT INSURANCE**

Accident insurance, covering hours in school and transportation to and from school, is available at nominal cost through the Business Office.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The rights of students as citizens are acknowledged and reaffirmed. Student rights include the privilege of education, the freedom to hear, to study, to write, and to exercise the rights of citizenship.

### **STUDENT CONDUCT**

Pamlico Technical Institute expects all students to conduct themselves with honor and to maintain the high standards of responsible citizens. The campus and institute facilities are not places of refuge or sanctuary. Students, as all citizens, are subject to civil authority on as well as off the campus.

## STUDENT DISCIPLINE

The President and the Dean of Academic Affairs or their designated representatives may, after suitable investigation, dismiss, suspend, or expel any student who impairs, impedes, or disrupts the legal mission, processes, or functions of the Institute. Students found to have counseled, encouraged, instigated, or incited others to impair, impede, or disrupt the education and other lawful operations of the Institute also shall be subject to immediate suspension, dismissal, or expulsion.

## STUDENT APPEAL

Should a student wish to appeal any disciplinary action imposed by an administrative official, a written notice of appeal should be submitted by the student within five calendar days of the date of the written notification. The appeal should be directed to the Chairman of the Student Appeals Committee.

The Student Appeals Committee will be composed of the following: two faculty members, two administrative representatives (appointed annually by the President), and officers of the Student Government. Their terms will begin with the fall quarter and run for twelve months. The Director of Student Services will sit *ex officio* and vote only in case of a tie.

The Student Appeals Committee will convene within two school days of the notice of appeal. The result of any appeal made to the Student Appeals Committee will be determined by a majority vote of the committee members. Based upon the outcome of this voting, a written recommendation will be sent to the President's office by the committee chairman. In addition, a written notice of the recommendation rendered to the President will be sent to the student. Any adjustments of the original disciplinary action rendered will come from the President's office.

Should a student desire to make a second appeal, a written notice will be made to the Board of Trustees through the President of the Institution. In order to appeal before the Board of Trustees the student must adhere to the following procedure:

1. Inform the President—in writing or by oral request—of the desire to schedule a hearing by the Board of Trustees. This request should be made in writing within five (5) school days after the student is advised of the findings of the Student Appeal Committee.
2. Inform the President as to the number and identity of individuals who will accompany him.

It will be the President's responsibility to notify the appropriate members of the Board of Trustees. The Secretary of the Board of Trustees will place the item on the agenda and notify the student of the date, time, and place of the meeting. The Board of Trustees will meet as soon as possible, after the request has been submitted. The time that may elapse between the appeal notification and the date the Board will convene usually will not exceed twenty calendar days. The student will be notified in writing of the result of the appeal by the Chairman of the Board of Trustees and this shall be the final action. Copies of such notification will be forwarded to the President and Student Appeals Committee.

**INSTITUTE PROPERTY**

The property of the Institute must not be abused or removed from the place where it belongs. Students who feel inclined to destroy or abuse the building or furnishings shall be permanently dismissed from the Institute. Students shall be held liable for the damages.

**STUDENT IDENTIFICATION CARDS**

Curriculum students will be presented an ID Card from the Office of Student Services upon registering. This card may be required for admission to social, cultural, recreational, or other events sponsored by the Institute or the Student Government Association.

**AUTO REGULATIONS**

Upon registration, students wishing to operate a vehicle on campus will be issued parking permits and a copy of campus traffic regulations. Any violation of these regulations will subject the student to disciplinary action.

**SMOKING**

Smoking is allowed in authorized places. Students may smoke in the halls, the student center, and outside the building. Smoking is not allowed in classrooms, library, and shops or other hazardous areas.

**DRESS RECOMMENDATIONS**

Pamlico Technical Institute encourages neatness, cleanliness, and appropriateness of attire for students at all times. In the interest of safety, students will be advised by shop instructors as to appropriate dress and shoes to be worn.

**SOCIAL LIFE**

The Student Government Association may propose events throughout the year for the social, cultural, and educational enrichment of the student. Any student who pays the student activity fee is eligible to attend activities sponsored by the Institute.

**FOOD SERVICE**

The Institute provides vending machines in the student lounge that dispense cakes, cookies, soft drinks, and other sundries. No cafeteria is maintained on campus.

**STUDENT LOUNGE**

The student lounge area is a place to meet, eat, and relax during leisure moments. Wastebaskets and soft drink crates are provided in order that students may leave the area neat and clean for others.

The bulletin board in the lounge is reserved for Student Services and student use. Materials may be posted for information such as employment opportunities, social and recreational events, and Student Government activities and should be approved by the Office of Student Services prior to posting. Any complaints concerning vending machine service should be directed to the Business Office. A suggestion box is located in the student lounge for constructive criticism.

## **STUDENT PUBLICATIONS**

Student publications such as a school newspaper or yearbook depend upon the voluntary cooperation of the students. A student publications committee functions under the supervision and direction and approval of the SGA, the Counselors, and the Director of Student Services.

## **EXTRA-CLASS ACTIVITIES**

Extra-class activities, such as intramural sports, dances, picnics, socials, and student publications, are supervised and approved by the SGA and the Office of Student Services. Final approval of all extra-class activities rests with the President. The SGA is under the supervision of a faculty advisor and the Office of Student Services.

## **USE OF INSTITUTE TELEPHONE**

A public telephone is provided for student use and is located near the student lounge. Students are cautioned against having parents and friends call during class time as students will be called out of class only to receive emergency calls.

## **REFUND POLICY**

Tuition refunds for students shall not be made unless the student is, in the judgment of the Institution, compelled to withdraw for unavoidable reasons. In such cases, two-thirds ( $\frac{2}{3}$ ) of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered for tuitions of five dollars (\$5.00) or less unless a course or curriculum fails to materialize due to no fault of the student. Exception: Those students who are veterans or war orphans receiving benefits under U. S. Code, Title 28, Chapters 33 and 35 may be refunded the pro-rata portion of the tuition fee not used at the time of withdrawal of such students.

There is no refund on such payments as activity fee, insurance premiums, graduation fees, diplomas when ordered, and late registration.





## **ADMISSIONS**

## **ADMISSIONS**

### **OPEN DOOR POLICY**

A high school diploma or its equivalent is required for admission to full-time educational programs. Some exceptions may be made for individuals whose age and maturity make successful completion in a given program seem likely.

Pamlico Technical Institute follows the "open door" admission policy articulated by the North Carolina State Board of Education. This policy provides for admission of all state citizens who have attained the age of eighteen, whose high school class has been graduated and who can profit from instruction. To implement the concept, it is essential that the student be admitted to a course of study consistent with his needs and aspirations and attainable in terms of his academic ability.

### **REQUIREMENTS AND PROCEDURES**

Curriculum students are enrolled at the beginning of a quarter, usually September of each year; however, entrance at the beginning or during other quarters is permissible when the curriculum and schedule permit.

Applicants for all curricular educational programs are required to complete the following steps:

- Submit a completed application for admission.

- Submit a transcript of records from the high school and other post-secondary educational institutions attended.

- Complete a prescribed medical history report.

- Report to the institution for an admission interview and placement tests.

Following receipt of his application, the student will be invited to come for a placement interview with an admissions counselor. The student and the counselor review together the student's application, his career objectives, and the requirements of the various programs of study. Through this process the student becomes familiar with available programs and can better evaluate his chances of success in a particular course of study. Should a student desire a program of study for which he lacks adequate preparation, he will be accepted for admission and scheduled for a combination of preparatory courses (Developmental Studies) and regular scheduled curriculum credit courses to help him overcome the educational limitations that could prevent him from making satisfactory progress.

Generally, educational placement tests are given periodically during the summer months to aid in placement of students in courses. Such tests are only for placement purposes and are not admission tests.

Application forms may be obtained in person, by telephoning, or by writing to:

(Current Address)

Admissions Office

Pamlico Technical Institute

P. O. Box 1215

Alliance, North Carolina 28509

Telephone: 745-4031 (Area Code 919)

(Address for New Campus-Anticipated Moving Date, February, 1976)

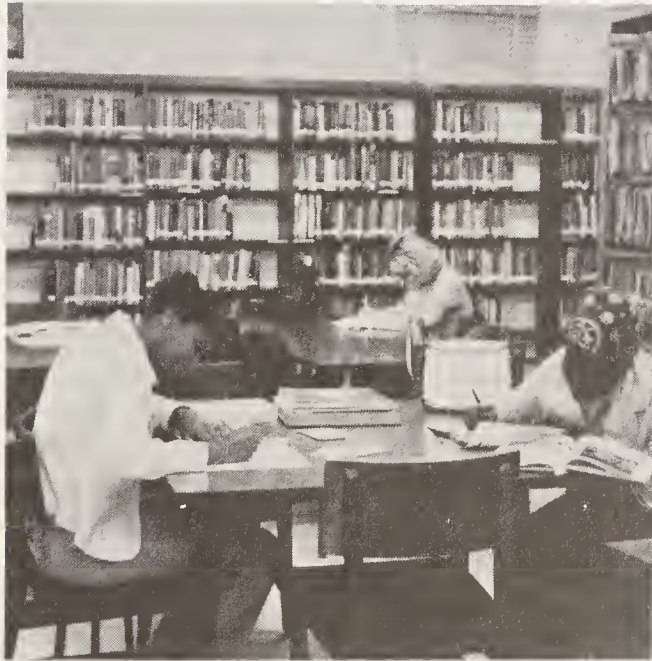
Admissions Office

Pamlico Technical Institute

Highway 306, South

Grantsboro, North Carolina 28529

Telephone: 249-1851 or 249-1861 (Area Code 919)



## **ACADEMIC REGULATIONS**

# ACADEMIC REGULATIONS

## ESTABLISHMENT OF RESIDENCY

A student who is not a legal resident of North Carolina must pay non-resident tuition. A person 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 twelve months with the intent to live in North Carolina prior to enrollment. Currently, out-of-state tuition is \$137.50 per quarter, however, this figure is subject to change by action of the North Carolina State Board of Education.

There are certain instances where out-of-state students may not be subject to out-of-state fees. Students who are in doubt as to their status as a resident should request clarification by writing to or consulting the Office of Student Services before registration.

## SCHEDULE CHANGES AND DROP-ADD

The student is expected to plan carefully his schedule in advance with the assistance of his advisor. All changes in schedules (drop/adds or section changes) should be adjusted during the first ten school days of any quarter and must be approved by the Office of Student Services and student advisor(s).

A course dropped within the first ten school days will not be recorded on the student's permanent record.

## WITHDRAWALS

A student who wishes to officially withdraw from the Institute must do so through the Office of Student Services. A student who withdraws officially before the end of the quarter in which the course(s) is normally completed will have recorded either WP (withdrew passing) or WF (withdrew failing) on his permanent record. A student cannot officially withdraw from a course after the seventh week, except in emergency situations.

## ACCEPTANCE OF TRANSFER CREDIT

Students desiring to transfer to Pamlico Technical Institute from another institution within the community college system must be in good standing at that institution and must submit the following:

- A completed application blank.

- A completed health questionnaire.

- An official transcript from each previously attended institution.

A maximum of 60 credit hours may be transferred from institutions outside North Carolina Community College System toward completing an associate degree. The final quarter must be completed at Pamlico Technical Institute. *In order to receive transfer credit, a request for transcript evaluation, oral or written, must be made by the student to the Office of Student Services.*

## CREDIT BY PROFICIENCY

In some instances a student may earn credit for a course by satisfactory performance on a proficiency examination. Proficiency examinations are developed, filed, and administered at the departmental level. The test may be any one or a combination of the following:

Written test

Evaluation of manipulative skills

Student interview

Credit by proficiency examination will be denoted in the students official record by the letter Z. The student will receive only credit hours for the course as stated in the catalog. Credit hours awarded on the basis of proficiency examination will not be used in computing the student's grade point average. Using appropriate forms, instructors will certify the student's successful completion of proficiency examination to the Director of Student Services.

## AUDITING COURSES

Students who wish to audit courses must register through normal channels. Auditors receive no credit but are encouraged to attend classes regularly and participate in class discussions. Auditors will be charged the same fee as students taking courses for credit. All audited courses will be recorded as "AUD" in the student's permanent records.

## ATTENDANCE REGULATIONS

Students are expected to attend punctually all classes and lab sessions in the courses for which they are registered, beginning with the first session following registration in the course.

Each instructor shall determine the class attendance policy he feels is best for his particular course. In determining the number of unexcused absences which he will accept, the instructor should consider carefully the nature of his course and the maturity level of his students. This policy, along with the instructor's requirements for announced quiz attendance, should be presented to the class, preferably in writing, at the beginning of the quarter and will govern attendance in the class. Copies of attendance requirements should be sent to the individual chairman, Dean of Academic Affairs, and Counselor.

Instructors are expected to recognize and honor official institutional excuses and shall excuse students without penalty. The decision as to what constitutes an "official excuse" rests with the Director of Student Services.

Absences are a serious deterrent to good scholarship; in most instances, there is always a direct relationship between the number of class absences and the final grade. As all students are adults with many responsibilities, an occasional absence from class might be absolutely necessary; however, such absences in no way lessen the student's responsibility for meeting the requirements of the class. *It is the student's responsibility to contact the instructor for any missed assignments.*

# SCHOLASTIC STANDARDS AND GRADING SYSTEM

The following is the grading system used by Pamlico Technical Institute:

Letter	Numerical Equivalent	Quality Points Per Quarter Hour
A	93-100	4
B	85-92	3
C	77-84	2
D	70-76	1
F	Below 70 — Failing	0
WP	Withdrew Passing	0
WF	Withdrew Failing	0
I	Incomplete	0
AUD	Audit	0
Z	Credit by Proficiency	0
T	Transfer Credit	0

Quality points, which are the numerical equivalents of the letter grades, are used to determine a student's rank in class and for purpose of awarding academic honors. A minimum overall quality point average of 2.0 is necessary to meet grade requirements for graduation in the degree and diploma programs.

Grade point averages are determined by dividing the total number of quality points by the number of hours attempted. If a course is repeated, the last grade will be used in determining a student's hour-quality point ratio.

## INCOMPLETE GRADE

An Incomplete (I) is assigned in instances where the student has failed to meet all course requirements. This grade is assigned at the option of instructors and must be removed by making up the work during the next quarter if credit is to be given for the course. An "Incomplete" may be extended upon recommendation of an instructor.

Courses with an "Incomplete" grade are not used in computing grade point averages; however, a student with an "Incomplete" grade is not eligible for the Dean's List or Honor Roll in the quarter the "Incomplete" is received.

## FAILURES

All failing grades on required courses must be removed before graduation.

## CHANGE OF GRADES

A grade incorrectly recorded may be changed through mutual agreement of the Dean of Academic Affairs and the faculty member who gave the grade.

# STUDENT CLASSIFICATION

Full-Time Technical or Vocational Student—a student enrolled in a Technical or Vocational Program who is registered for 12 or more credit hours.

Part-Time Student—a student who is taking less than 12 credit hours.

Special Student—a full-time or part-time student who is not seeking a degree or diploma, but is enrolling to meet an individual educational need.

Freshman Student—a student who has successfully completed less than 45 quarter credit hours.

Sophomore Student—a student who has successfully completed 45 or more quarter credit hours.

# DEAN'S LIST AND HONOR ROLL

All full-time technical and vocational students maintaining a quarterly grade point average between 3.50 and 4.00 will be recognized on the Dean's List.

A quarterly grade point average between 3.00 and 3.49 will entitle full-time technical and vocational students to be listed on the Honor Roll.

Part-time technical and vocational students enrolled in at least 6 credit hours of work maintaining a quarterly grade point average of 3.00 or higher will be recognized on a Student Recognition List.

The Dean's List, Honor Roll, and Part-Time Student Recognition List are prepared by the Office of Student Services and mailed to all local or area newspapers.





**REQUIREMENTS  
FOR  
GRADUATION AND  
DEGREES OFFERED**

# **REQUIREMENTS FOR GRADUATION AND DEGREES OFFERED**

## **DEGREE AND DIPLOMA REQUIREMENTS FOR GRADUATION**

The following are established as minimum requirements for the Associate in Applied Science Degree and State Diploma:

1. Complete all course requirements as outlined by curricula. Degree candidates must earn at least an overall grade point average of 2.0 in courses presented for graduation.
2. Prospective graduates must be recommended by the chairman of the department in which a student completes his or her major work.
3. Fulfill all financial obligations to the Institute.
4. Be present for graduation exercises which are held during the last week of August each year. Exceptions to this requirement may be granted by the Office of Student Services.

## **DEGREE PROGRAMS**

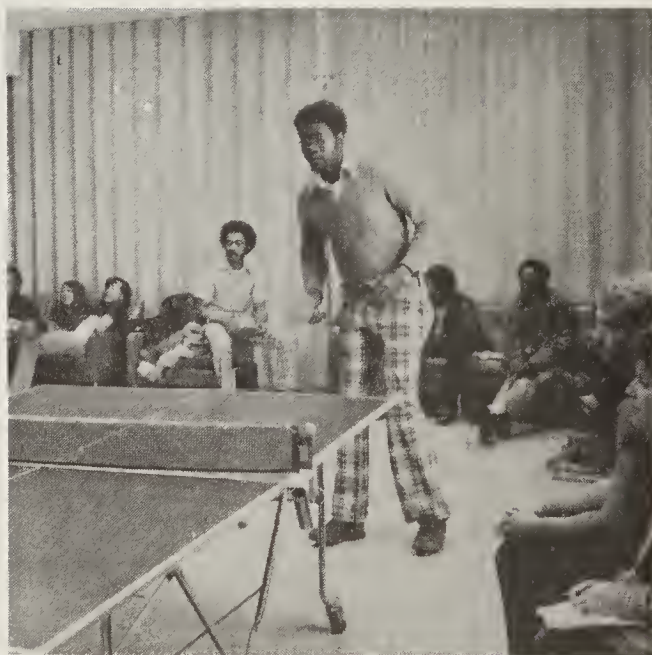
Pamlico Technical Institute will confer an Associate in Applied Science Degree in all technical curricula. This degree is conferred in the name of the Institute Board of Trustees when all requirements for graduation have been satisfied.

## **DIPLOMA PROGRAMS**

Pamlico Technical Institute will award a diploma in all trade curricula. This diploma is conferred in the name of the Institution's Board of Trustees when all requirements for graduation have been satisfied.

## **CERTIFICATES**

Pamlico Technical Institute will award certificates upon successful completion of Continuing Education Programs. Certificates may be awarded upon satisfactory completion of organized course work at less than the level specified for the Associate in Applied Science Degree or the diploma.



## **STUDENT SERVICES**

## **STUDENT SERVICES**

### **OFFICE OF STUDENT SERVICES OBJECTIVES**

1. To provide an accurate image of the Institute to prospective students through various recruiting programs.
2. To provide orientation information, registration, and records service.
3. To provide financial aid information to those interested.
4. To provide guidance and counseling to help students make appropriate education and vocational plans.
5. To provide assistance and guidance in student activities.
6. To provide assistance in job placement.

### **COUNSELING SERVICES**

Counseling services are provided by trained personnel and are available to all students entering or enrolled in the Institution. Students may come to the counselor's office at any time when a problem arises which could affect his or her progress in school. Faculty members are asked to encourage students to use this service. The counselor will try to have at least one conference per year with each student.

V.A. payments for veterans in a vocational program or preparatory courses are based on contact and credit hours as indicated below:

#### **Contact Hours**

Tests are administered by the counselors on a group or individual basis for admission, placement, and personal problem solving (interest inventories or personal interviews). Test results are available and are interpreted by the counselors at the request of faculty members or students.

Every student is assigned a faculty advisor who serves to assist the student with specific course planning and registration.

The faculty advisor system is designed to facilitate the student's educational progress. The student may know the advisor not only as an instructor, but also as one to whom he may go and receive assistance in his program planning, scheduling, and registration. Faculty members are responsible to the Dean of Academic Affairs for effectively carrying out the advisor duties. The objectives of the faculty advisor should be as follows:

To have a conference with each new advisee as soon as possible to get acquainted.

To be alert to student problems in order to assist in both academic and personal matters.

To maintain an academic progress file on each advisee.

To post office hours, showing when he is available for consultation with students.

To serve, upon request of the student, as the student's representative in conference where decisions affecting his status are made.

The advisor system is a cooperative effort between the advisor and the student services division. Student Services directly assigns new students to advisors. Usually this will be the major instructor. In addition, a mid-term report is distributed to advisors on students who are not making satisfactory progress. Final Quarter grades are sent to advisors at the end of the report period, and advisors are notified when students become deficient in quality points.

## RECORDS

Student records may be sent to other institutions or authorized persons only when requested by the student in writing. A form is available in the Office of Student Services.

Institutional instructors or professional personnel who wish to see a student's records in regard to professional educator-student relations must obtain permission from the Office of Student Services.

## HOUSING

The Institute does not have dormitory facilities, but the Office of Student Services will assist students in arranging living accommodations available within the local community.





## **FINANCIAL AID**

## FINANCIAL AID

Scholarships, loans and other financial assistance have been provided by a number of public and private sources to aid worthy students in paying all or part of their educational expenses. Information and/or applications for financial aid may be secured from the Office of Student Services. Applications for financial aid should be completed and returned to Student Services as *early as possible* prior to the beginning of the quarter. Eligibility for participation in these programs is based on documented need as defined by legislation. In general, the scholarships and loans will be awarded to those students who have: (1) financial need; (2) high moral character; (3) specific educational objectives, and; (4) scholastic ability.

### BASIC EDUCATIONAL OPPORTUNITY GRANT PROGRAM (BASIC GRANTS)

The Basic Educational Opportunity Grant Program (Basic Grants) makes funds available to eligible students attending approved Colleges, Community and Junior Colleges, Vocational Schools, Technical Institutes, Hospital Schools of Nursing, and other post-high school institutions.

To apply for a Basic Grant, the student must complete the "Application for Determination of Basic Grant Eligibility." Copies of the application may be secured from this Institution, other post-secondary educational institutions, high schools, Talent Search, Upward Bound Projects, and public libraries.

### THE EDUCATIONAL OPPORTUNITY GRANT PROGRAM

*Purpose* — To make post-high school education available to high school graduates of exceptional financial need who, without the grants, would be unable to continue their education at all. Grants ranging from \$200 to \$400 are made to students for up to two years of study.

*Eligibility* — Any student in extreme financial need who has been accepted for admission or who is already enrolled and in good standing.

*Administration* — The Institution is responsible for selecting eligible students and taking care of any matters pertaining to the actual day-by-day operation of the program.

### COLLEGE WORK-STUDY, VOCATIONAL WORK-STUDY, PACE, PROGRAMS OF EMPLOYMENT

Students, particularly those from low-income families, who need a job to help pay for school expenses are potentially eligible for employment by PTI under federally supported Work-Study Programs.

Students may work up to 20 hours per week while attending classes full-time. During the summer or other vacation periods when they do not have classes, students may work (40 hours per week) under this program. The pay rate follows the minimum wage rate established by the U. S. Labor Department.

To work under these programs, students must be enrolled and be in good standing, or be accepted for enrollment as a full-time student. The student's eligibility depends upon his or her need for employment to defray school expenses, with preference given to applicants from low-income families. Payment for work performed is made on the basis of a time sheet certified by the signature of the person supervising the student's work.

## **COLLEGE FOUNDATION LOAN FUND/INSURED STUDENT LOAN PROGRAM**

Through the College Foundation, Incorporated, a student who has been approved for admission may borrow an amount not to exceed the total cost of education less other financial aid received. The Director of Financial Aid gives institution approval and the College Foundation gives final approval and awards the loan through the Institute's Business Office. Application deadlines are controlled by the foundation office.

Repayment shall begin nine months after the student ceases to carry a full-time work load. Extension of repayment may not exceed three years during which time the borrower is a member of the Armed Forces, or the Peace Corps, although interest shall accrue and be paid. The borrower may accelerate repayment without penalty. The minimum repayment shall be \$360 per year payable on a monthly basis.

## **PAMLICO TECHNICAL INSTITUTE SCHOLARSHIP AND LOAN FUND (KERMIT I. SADLER MEMORIAL FUND)**

Mr. Kermit I. Sadler, deceased and a former instructor at Pamlico Technical Institute, believed strongly in vocational-technical education for young men and women. A special memorial fund was established in his memory to provide a revolving short-term loan fund, at no interest, for students at Pamlico Technical Institute.

Requirements students must meet are:

Complete a regular application of financial assistance and demonstrate a definite need for a loan.

Be enrolled as a full-time student.

Be a resident of Pamlico County.

The amount of the loan shall not exceed the cost of tuition, fees, and books. Students should contact the Director of Financial Aid in the Office of Student Services for additional information.

## **STATE VOCATIONAL AND TECHNICAL LOAN FUND**

The purpose of the Fund is to provide for financial assistance to those students enrolled full-time in vocational and technical education programs of a technical institute or community college.

Each candidate for a loan must:

Be a resident of North Carolina and is, or expects to be, a full-time student of the approved institution as defined by the State Department of Community Collegees;

Declare that he is in need of financial aid to continue his studies as evidenced by information on furnished forms;

Apply on forms provided by the State Department of Community Colleges at the appropriate time;

Use the proceeds of the loan only for the payment of tuition and required fees, institutional equipment, materials, and books, board and room, and similar living expenses.

WACHOVIA SCHOLARSHIP

Wachovia Bank, Bayboro, has provided a \$100.00 per year tuitional scholarship for a student enrolled in the two-year Business Administration Program. The scholarship may be renewed the second year.

VETERANS

The Veterans Benefits Law provides financial assistance to any veteran who is eligible for benefits under the G. I. Bill. When a veteran enrolls in an approved course, he must pursue that exact curriculum listed in the school catalog, must provide the Veterans Administration with exact records of attendance, and conduct for continuing eligibility for payments.

Credit Hours

12 up	Full-Time
9-11	¾ Time
6-8	½ Time

V.A. Payments for veterans are based on contact hours per week and credit hours per quarter as indicated:

Contact Hours	Per Week	Credit Hours	
22 or more		12 or more	Full-Time
16-21		9-11	¾ Time
11-15		6-8	½ Time

CHILDREN OF VETERANS

The Veterans Administration offers educational assistance up to 36 months for sons and daughters (generally between 18 and 23 years of age) of certain deceased or totally and permanently disabled veterans. An allowance up to \$130 per month is made to students under the program. For further information, write the Veterans Administration, Winston-Salem, or contact the local Veterans Affairs Office.

# NORTH CAROLINA VETERANS SCHOLARSHIP

## Eligibility Requirements:

A child of a veteran who was a legal resident of North Carolina at the time of said veteran's entrance into the Armed Forces, or  
A veteran's child who was born in North Carolina and has lived in North Carolina continuously since birth.

## Nature of the Scholarships:

There are four classes or categories of eligibility under which scholarships may be awarded. The law designates them Class I-A, I-B, II, and III.

Class	No. Allowable Awards Yearly	Extent of Scholarship
I-A	No Limit	Full
I-B	No Limit	Limlted
II	100	Full
III	100	Full

# SOCIAL SECURITY

Sons and daughters of retired, disabled, or deceased workers are eligible for social security benefits up to the age of twenty-two while they are in college, if they are unmarried full-time students.

Payment of these benefits is not automatic. If a student is not yet eighteen and wants to continue receiving monthly benefits or if the benefits were stopped because he has reached the age of eighteen, he should notify the Social Security Administration. Students may contact their local Social Security Representative for further information.

# VOCATIONAL REHABILITATION

By Act of Congress, any physically handicapped student may be eligible for scholarship assistance under the provision of Public Law 565. Application for this scholarship should be processed through the District Vocational Rehabilitation Office nearest the applicant. Inquiries may be directed to any Rehabilitation Office.



## **LEARNING RESOURCES CENTER**

## LEARNING RESOURCES CENTER

The Learning Resources Center (LRC) is the nucleus of the open-door, community-centered institution and, as such, offers a variety of types and levels of programs to meet many of the educational needs of a diversified student and community population. The center strives to provide an atmosphere where materials and services are appropriate and meaningful to the development of students as individuals. These materials and services support and enrich all educational programs offered at the Institute. In addition, in most areas the Center provides reference materials consisting of books, periodicals, and audio-visuals.

The services of the Center's professional staff are available between the hours of 8:00 a.m. and 10:00 p.m., Monday through Thursday, and 8:00 a.m. and 4:00 p.m. on Friday.

### REGULATIONS GOVERNING USE OF LIBRARY

To help meet educational goals and objectives, the library offers a variety of types and levels of materials. The continually growing collection includes media in book format as well as magazines, pamphlets, newspapers, films, microfilm, filmstrips, slides, transparencies, charts, posters, tape readings, government documents, etc.

The library book collection is shelved in open stacks using the Dewey Decimal System, thereby making browsing and selecting an easier individual responsibility. Most books are checked out for a period of two weeks and may be renewed once. A fine of 3 cents a day is charged for overdue books. There is no limit to the number of books that may be borrowed as long as this privilege is not abused. Reference books are not to be checked out except by special permission. Some books may be placed on reserve for various courses and are subject to different check-out procedures and fines.

The non-book collection is in part on open stacks for easier browsing and the remainder is readily accessible. The indexing of all materials in the card catalog is designed to make selection a easier process. Machines for using the non-print materials are provided in individualized study canels in both the library and the learning lab. For class use, equipment may be circulated outside the LRC.

Materials not directly owned by PTI may be secured by borrowing from other libraries through a formalized inter-library loan system. The Craven-Pamlico-Carteret Regional Library Bookmobile stops at PTI monthly and, as such, may be considered another source for obtaining materials. In the library, there are also listings of free and rental materials which provide still another method of obtaining materials not housed at PTI.

Students are encouraged to use the library for reference, studying, reading, or just browsing. The librarian will be glad to assist in the location of any needed materials or information.



## THE LEARNING LABORATORY

The Learning Laboratory at Pamlico Technical Institute is designed to help you teach yourself in practically any field that might be of interest. The Lab is open both day and night for the convenience of Pamlico County citizens. Because students in the Lab may elect study times adjusted to their own conveniences and schedules, the Lab is an ideal place to learn for those who have difficulty meeting regularly scheduled classes.

Any person eighteen years of age or older may enroll in almost any level of study. Preparation for completing high school through GED is offered, with study stressed in Math, Reading, and English. In all programs of study in the Lab, the student progresses at his own rate; he neither has to wait for others to catch up nor slow down to someone else's rate. The coordinator, the person in charge of the Learning Lab, has the responsibility of locating the student's level and suggesting proper study materials and methods.

All courses of study in the Lab are free of charge. A partial listing follows:

- Math
- English
- Reading
- Science
- Social Studies
- Blueprint Reading
- Consumer Education
- The Metric System
- Basic Electronics
- Health Education

Students enrolled in curriculum classes might be especially interested in the Lab's Reading Improvement or Foreign Languages programs.

## GENERAL EDUCATIONAL DEVELOPMENT (GED) — HIGH SCHOOL COMPLETION

The Lab offers adults of the community a chance to finish high school through the GED Program. By preparing for and successfully passing the GED Exam, the individual is awarded the High School Diploma Equivalency Certificate by the North Carolina State Board of Education. The certificate is recognized almost without exception by industry, government, and colleges as the legal equivalent of a diploma from an accredited high school. The period of study varies according to the individual's background and previous education. The GED Exam is given every Friday in the Learning Lab from 8:00 a.m. to 4:00 p.m. Other testing periods may be arranged to fit individual needs. However, no more than two tests may be taken in one day. There is no charge to take the exam.

Persons interested in the GED program or taking the exam may contact the Learning Resources Center or the Chief GED Examiner.



## DEVELOPMENTAL STUDIES

The Developmental Studies Program is a flexible, student-centered program designed to increase the likelihood of success for those students who enter the Institute with academic deficiencies. Instruction is provided through individualized or small group techniques. The areas of instruction include reading and vocabulary development, grammar and composition, and mathematics.

Developmental Studies courses may be taken on a full-time basis if necessary. On the other hand, a student may enroll, with prior approval of his advisor, for one or more Developmental Studies courses in combination with one or more regular curriculum courses. If a student enrolls in the regular curriculum and finds that he is not progressing at a reasonable rate, he may drop this course and enroll in a parallel Developmental Studies course. In programmed instruction, the instructor and the Developmental Studies Coordinator may advise the student to temporarily withdraw from the course work

and spend his class time and/or unscheduled hours working with the staff of Developmental Studies until he acquires the basic skills needed to further progress in the regular curriculum.

Students needing remedial instruction are identified through high school transcripts, placement scores, and observations in admissions interviews. Students are assigned to courses depending on the extent of their deficiencies. When a student reaches a particular level while working in Developmental Studies, he may enter the regular curriculum course at the level he has reached or may exempt the course by proficiency.

Student hours in Developmental Studies will vary. Some students will spend only a few hours a week in the program while another group may spend up to one full academic year in Developmental Studies courses. Specific content in each course may vary somewhat with the student's needs and his educational objectives.

DEVELOPMENTAL STUDIES COURSE DESCRIPTIONS

	Hours Per Week	Quarter Hours Credit
ENG 091    Reading and Vocabulary I	5	0(3)*
Emphasis is on basic word attack skills including phonetics, syllabication, and implementation of diacritical markings in the dictionary.		
ENG 092    Reading and Vocabulary II	5	0(3)*
Emphasis on vocabulary and comprehension with a continuation of word attack study.		
ENG 093    Reading and Vocabulary III	5	0(3)*
Continuation of ENG 092		
ENG 094    Grammar and Composition I	5	0(3)*
Emphasis on parts of speech, sentence structure, and paragraph development.		
ENG 095    Grammar and Composition II	5	0(3)*
Continuation of ENG 094		
ENG 096    Grammar and Composition III	5	0(3)*
Continuation of ENG 095		
MAT 091    Developmental Mathematics I	8	0(6)*
Emphasis is placed on basic mathematical skills needed to perform successfully in technical and vocational programs. Course covers operations with whole numbers and fractions.		

**MAT 092 Developmental Mathematics II**

8 0(6)\*

Continuation of MAT 091, if indicated. Course content includes operations with decimals, percentage, and interest.

**MAT 093 Developmental Mathematics III**

8 0(6)\*

Continuation of MAT 092. Course content covers measurement of area, volume, perimeter, and a variety of concepts pertaining to consumer activities.

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\*Number in parenthesis indicates equivalent credit hour values.





## **TECHNICAL DIVISION**

## **TECHNICAL DIVISION**

The Technical Programs are designed to provide the technical skills for employment in business or industry. These programs are offered for those students who plan to work towards an Associate in Applied Science Degree and prepare themselves with specific specialized training for employment. Technical programs normally require two academic years for completion; however, students who do not complete the entire course of study may receive a certificate.

Courses may be transferred to other institutions or senior colleges that determine the course to be applicable to their curriculum requirements.

### **A.A.S. DEGREE PROGRAMS**

Business Administration

Secretarial Science

Executive Secretarial Option

General Office Technology Option

Accounting

### **TECHNICAL PROGRAMS UNDER CONSIDERATION FOR FUTURE ADDITION TO THE CURRICULUM.**

Commercial Art and Advertising Design

Associate Degree in General Education with College Transfer Option

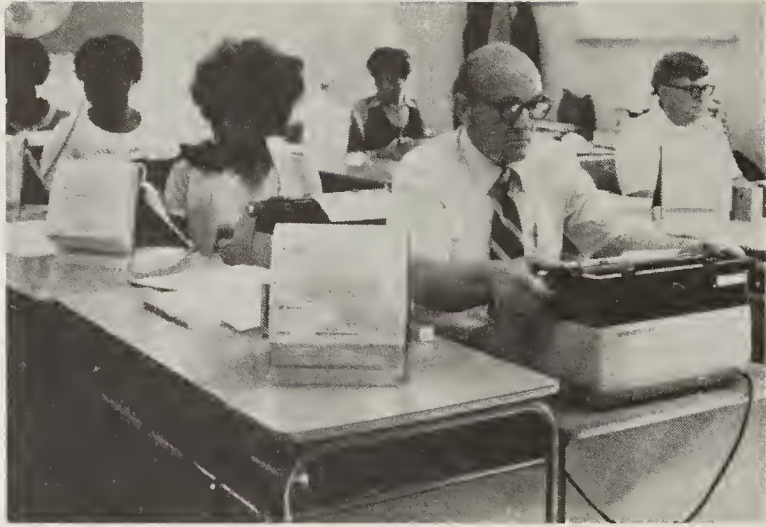
Agriculture Science and Mechanization with Technical Specialty Option

Electrical — Electronics Engineering Technology

### **ADMISSION REQUIREMENTS**

An applicant for the Associate in Applied Science Degree Program must meet the following requirements:

1. Have a high school diploma or the equivalent.
2. Be eighteen years old or older or his high school class must have been graduated.
3. Complete placement tests when required.
4. Have a personal interview with an Admissions Counselor.
5. Submit all required medical reports.
6. Provide a high school transcript along with all other post-secondary academic records.



## **BUSINESS ADMINISTRATION**

The business administration curriculum is designed to develop an understanding of the principles of organization and management in business operations; an understanding of our economy through study and analysis of the role of production and marketing; a knowledge in specific elements of accounting, finance, and business laws; an understanding and skill in effective business laws; an understanding and skill in effective business communications; and, a knowledge of human relations as it applies 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. Examples of tasks performed by graduates are as follows: 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 fields such as: advertising, banking, credit, finance, retailing, wholesaling, hotel, tourist, and travel industry, insurance, transportation, and communications.

# BUSINESS ADMINISTRATION

T-018

## SUGGESTED SEQUENCE OF COURSES BY QUARTERS

		Hours Per Week		Quarter
		Class	Lab	Hours
Course Title				Credit
FIRST QUARTER				
ENG 101	Grammar	3	0	3
BUS 102	Typewriting	3	2	4
MAT 110A	Business Mathematics	3	0	3
BUS 101	Introduction to Business	5	0	5
	General Education Elective	3	0	3
		17	2	18
SECOND QUARTER				
ENG 102	Composition	3	0	3
MAT 110B	Business Mathematics	3	0	3
BUS 103	Typewriting	3	2	4
BUS 115	Business Law I	3	0	3
ECO 102	Economics I	3	0	3
	General Education Elective	3	0	3
		18	2	19
THIRD QUARTER				
ENG 103	Report Writing	3	0	3
BUS 116	Business Law II	3	0	3
ECO 104	Economics II	3	0	3
BUS 110	Office Machines	3	2	4
BUS 239	Marketing	5	0	5
		17	2	18
FOURTH QUARTER				
ENG 206	Business Communications	3	0	3
BUS 120A	Accounting I	3	2	4
BUS 123	Business Finance	3	0	3
BUS 232	Sales Development	3	0	3
EDP 104	Introduction to Data Processing	3	2	4
		15	4	17
FIFTH QUARTER				
ENG 204	Oral Communications	3	0	3
BUS 243	Advertising	3	2	4
BUS 235	Business Management	3	0	3
BUS 120B	Accounting II	3	2	4
BUS 247	Business Insurance	3	0	3
		15	4	17
SIXTH QUARTER				
BUS 121	Accounting III	5	2	6
BUS 229P	Personal Income Taxes	3	2	4
BUS 272	Principles of Supervision	3	0	3
BUS 285P	Small Business Seminar	2	0	2
	General Education Elective	3	0	3
		16	4	18

## **SECRETARIAL SCIENCE TECHNOLOGY**

The demand for better qualified secretaries in an expanding economy is well documented. 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 purpose of the secretarial science program is to provide a course of instruction that will give specialized training in the skills needed by a student in the business world.

The secretarial science curriculum at Pamlico Technical Institute allows the student to choose between two options—executive secretarial and general office technology. The executive secretarial option provides training in specific office skills, including shorthand; the general office option provides training in the same skills, with the exception of shorthand.

### **EXECUTIVE SECRETARIAL OPTION**

The executive secretarial option is designed to train students in the necessary skills in typing, dictation, transcription, filing, office machines, and communication. The special training in secretarial subjects is supplemented by courses in business mathematics, accounting, management procedures, business law, economics, and human relations. The student is also given the opportunity to examine the various business functions and their relationship to office work.

The executive secretary is the boss's right hand and must bring to the position, along with basic skills of shorthand, typing, and English, an understanding of office procedure, accounting, human relations, and the place of business and industry in the American economic system.

**EXECUTIVE SECRETARIAL  
T-030  
SUGGESTED SEQUENCE OF COURSES BY QUARTERS**

		Hours Per Week		Quarter
Course Title		Class	Lab	Hours Credit
<b>FIRST QUARTER</b>				
ENG 101	Grammar	3	0	3
BUS 102	Typewriting	3	2	4
MAT 110A	Business Mathematics	3	0	3
BUS 101	Introduction to Business	5	0	5
	General Education Elective	3	0	3
		<u>17</u>	<u>2</u>	<u>18</u>
<b>SECOND QUARTER</b>				
ENG 102	Composition	3	0	3
BUS 103	Typewriting	3	2	4
MAT 110B	Business Mathematics	3	0	3
BUS 115	Business Law I	3	0	3
BUS 106	Shorthand	3	2	4
	General Education Elective	3	0	3
		<u>18</u>	<u>4</u>	<u>20</u>
<b>THIRD QUARTER</b>				
ENG 103	Report Writing	3	0	3
BUS 110	Office Machines	3	2	4
BUS 107	Shorthand (Law)	3	2	4
BUS 104	Typewriting	3	2	4
BUS 112	Filing	3	0	3
	General Education Elective	3	0	3
		<u>18</u>	<u>6</u>	<u>21</u>
<b>FOURTH QUARTER</b>				
ENG 206	Business Communications	3	0	3
BUS 120A	Accounting I	3	2	4
EDP 104	Introduction to Data Processing	3	2	4
BUS 205	Typewriting	3	2	4
BUS 108	Shorthand	3	2	4
		<u>15</u>	<u>8</u>	<u>19</u>
<b>FIFTH QUARTER</b>				
ENG 204	Oral Communications	3	0	3
BUS 120B	Accounting II	3	2	4
BUS 206	Dictation and Transcription	3	2	4
ECO 102	Economics	3	0	3
BUS 117	Office Dupllicating Processes	2	2	3
		<u>14</u>	<u>6</u>	<u>17</u>
<b>SIXTH QUARTER</b>				
BUS 207	Dictation and Transcription	3	2	4
BUS 272	Principles of Supervision	3	0	3
BUS 214	Secretarial Procedures	3	2	4
BUS 134	Personal Development	3	0	3
	General Education Elective	3	0	3
		<u>15</u>	<u>4</u>	<u>17</u>

## **GENERAL OFFICE TECHNOLOGY OPTION**

The general office option provides specialized training in skill areas such as typing, filing, machine transcription, and office machines. This training is supplemented by related courses in business mathematics, accounting, management procedures, business law, economics, sales development, advertising, and human relations.

There is a broad field open to the graduate of this program. The graduate may be employed as an accounting clerk, file clerk, typist, machine transcriptionist, receptionist, or in a variety of other capacities.

**GENERAL OFFICE TECHNOLOGY**  
**T-033**  
**SUGGESTED SEQUENCE OF COURSES BY QUARTER**

		Hours Per Week		Quarter
Course Title		Class	Lab	Hours Credit
FIRST QUARTER				
ENG 101	Grammar	3	0	3
BUS 102	Typewriting	3	2	4
MAT 110A	Business Mathematics	3	0	3
BUS 101	Introduction to Business	5	0	5
	General Education Elective	3	0	3
		17	2	18
SECOND QUARTER				
ENG 102	Composition	3	0	3
BUS 103	Typewriting	3	2	4
MAT 110B	Business Mathematics	3	0	3
BUS 115	Business Law I	3	0	3
ECO 102	Economics	3	0	3
	General Education Elective	3	0	3
		18	2	19
THIRD QUARTER				
ENG 103	Report Writing	3	0	3
BUS 110	Office Machines	3	2	4
BUS 116	Business Law II	3	0	3
BUS 104	Typewriting	3	2	4
BUS 112	Filing	3	0	3
	General Education Elective	3	0	3
		18	4	20
FOURTH QUARTER				
ENG 206	Business Communications	3	0	3
BUS 120A	Accounting I	3	2	4
EDP 104	Introduction to Data Processing	3	2	4
BUS 205	Typewriting	3	2	4
BUS 123	Business Finance	3	0	3
		15	6	18
FIFTH QUARTER				
ENG 204	Oral Communications	3	0	3
BUS 120B	Accounting II	3	2	4
BUS 212	Machine Transcription — Executive	1	2	2
BUS 117	Duplicating Processes	2	2	3
BUS 229P	Personal Income Taxes	3	2	4
BUS 243	Advertising	3	2	4
		15	10	20
SIXTH QUARTER				
BUS 272	Principles of Supervision	3	0	3
BUS 214	Secretarial Procedures	3	2	4
BUS 134	Personal Development	3	0	3
BUS 121	Accounting III	5	2	6
	General Education Elective	3	0	3
		17	4	19

## ACCOUNTING

Accounting is one of the fastest growing employment fields in America today, and the job outlook for good accountants will continue to expand. In general, accounting is concerned with measuring and reporting various functions of business and governmental organizations.

More specific duties and responsibilities of the accountant will 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, and advise management in areas of financial affairs.

The graduate 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 experiences should prepare them to become office managers, accounting supervisors, and to fill other responsible positions in a business firm.



**ACCOUNTING**  
**T-016**  
**SUGGESTED SEQUENCE OF COURSES BY QUARTER**

		Hours Per Week		Quarter
Course Title		Class	Lab	Hours Credit
<b>FIRST QUARTER</b>				
ENG 101	Grammar	3	0	3
BUS 102	Typewriting	3	2	4
MAT 110A	Business Mathematics	3	0	3
BUS 101	Introduction to Business	5	0	5
BUS 120A	Accounting I	3	2	4
		<hr/> 17	<hr/> 4	<hr/> 19
<b>SECOND QUARTER</b>				
ENG 102	Composition	3	0	3
BUS 120B	Accounting II	3	2	4
ECO 102	Economics I	3	0	3
BUS 115	Business Law I	3	0	3
MAT 110B	Business Mathematics	3	0	3
		<hr/> 15	<hr/> 2	<hr/> 16
<b>THIRD QUARTER</b>				
ENG 103	Report Writing	3	0	3
ECO 104	Economics II	3	0	3
BUS 110	Office Machines	3	2	4
BUS 121	Accounting III	5	2	6
BUS 116	Business Law II	3	0	3
		<hr/> 17	<hr/> 4	<hr/> 19
<b>FOURTH QUARTER</b>				
ENG 206	Business Communications	3	0	3
BUS 122	Accounting IV	5	2	6
BUS 225	Cost Accounting	3	2	4
BUS 123	Business Finance	3	0	3
		<hr/> 14	<hr/> 4	<hr/> 16
<b>FIFTH QUARTER</b>				
ENG 204	Oral Communications	3	0	3
BUS 222	Intermediate Accounting	5	2	6
BUS 255	Interpreting Accounting Records	3	0	3
BUS 269	Auditing	3	2	4
	General Education Elective	3	0	3
		<hr/> 17	<hr/> 4	<hr/> 19
<b>SIXTH QUARTER</b>				
BUS 223	Intermediate Accounting	5	2	6
BUS 229	Income Taxes	3	2	4
BUS 272	Principles of Supervision	3	0	3
BUS 285P	Small Business Seminar	2	0	2
	General Education Elective	3	0	3
		<hr/> 16	<hr/> 4	<hr/> 18

## TECHNICAL COURSE DESCRIPTIONS

The courses listed below constitute the content of the Technical Program. Freshman-level courses are numbered 100 through 199 and sophomore courses from 200 through 299. Where possible, courses should be pursued in normal sequence with prerequisite courses taken as indicated.

One quarter hour of credit is earned for a class meeting one hour each week for the duration of the quarter with the exception of regular laboratories and "manipulative laboratories." "Manipulative laboratory" involves development of skill and job proficiency and credit for one quarter hour is given for each three of the laboratory hours. One quarter hour is given for each two regular laboratory hours.

*By approval of the Department Chairman*, students may enroll in classes for which they have not completed the prerequisite course(s).

### BUSINESS

	HOURS		
	Class	Lab	Credit
<b>BUS 101 Introduction to Business</b>	5	0	5

A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management. Prerequisite: None

<b>BUS 102 Typewriting</b>	3	2	4
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Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, principal parts of the machine, and theory. The student will type memos, postal cards, and simple horizontal and vertical centering problems. Prerequisite: None

<b>BUS 103 Typewriting, Elementary</b>	3	2	4
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The student will review typing fundamentals and develop increased accuracy and speed. Emphasis continues to be placed on correct techniques. The student will learn to type different styles of business letters, simple reports, tabulation, and other special communication forms. Speed requirement, minimum 35 GWAM for five minutes with a maximum of five errors. Prerequisite: BUS 102 or equivalent.

<b>BUS 104 Typewriting, Intermediate</b>	3	2	4
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Emphasis is placed on production typing problems and speed building. Attention is given to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are technical papers, tables with horizontal rulings, and selected executive communications. Speed requirement, minimum 40 GWAM for five minutes with a maximum of five errors. Prerequisite: BUS 103 or equivalent.

<b>BUS 106 Beginning Shorthand</b>	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. Prerequisite: None			
<b>BUS 107 Intermediate Shorthand</b>	3	2	4
Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: BUS 106 or equivalent			
<b>BUS 108 Advanced Shorthand</b>	3	2	4
Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: BUS 107 or equivalent			
<b>BUS 110 Office Machines</b>	3	2	4
A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full-keyboard adding machines, printing calculators, rotary calculators, and electronic calculators. Prerequisite: MAT 110A			
<b>BUS 112 Filing</b>	3	0	3
Fundamentals of indexing and filing, combining theory and practice by the use of a practice set. Coverage is given to four basic correspondence filing systems—alphabetic, numeric, subject, and geographic. Prerequisite: None			
<b>BUS 115 Business Law I</b>	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. Prerequisite: None			
<b>BUS 116 Business Law II</b>	3	0	3
Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights. Prerequisite: BUS 115			
<b>BUS 117 Office Duplicating Processes</b>	2	2	3
This course is designed to prepare students to operate machines used in duplicating processes which they will most often come in contact with on the job. An understanding of the functions of each machine and how they simplify office work will be developed. An appreciation for accuracy of machine work should be developed as well as a duplicating machines vocabulary. Prerequisite: BUS 103			

<b>BUS 120A Accounting I</b>	<b>3</b>	<b>2</b>	<b>4</b>
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Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: MAT 110A

<b>BUS 120B Accounting II</b>	<b>3</b>	<b>2</b>	<b>4</b>
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A continuation of BUS 120A. The student will devote his time to receivables, inventories, depreciation, deferrals and accruals, systems and control, and payroll taxes. Prerequisite: BUS 120A

<b>BUS 121 Accounting III</b>	<b>5</b>	<b>2</b>	<b>6</b>
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The student will gain a basic knowledge of accounting principles appropriate to a partnership and corporation form of organization. The student will devote his time to partnership and corporation accounting operation. Prerequisite: BUS 120B

<b>BUS 122 Accounting IV</b>	<b>5</b>	<b>2</b>	<b>6</b>
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Principles, techniques, and tools of accounting are applied to the corporate form of business, with emphasis on the special journals and reports used by a corporation. This course also includes more in-depth look at some of the concepts introduced in BUS 121. Prerequisite: BUS 121

<b>BUS 123 Business Finance</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing. Prerequisite: None

<b>BUS 124 Business Finance</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Financing, federal, state, and local government and the ensuing effects upon the economy. Factors affecting supply of funds, monetary and credit policies. Prerequisite: BUS 123

<b>BUS 125P Personal Finance</b>	<b>3</b>	<b>0</b>	<b>3</b>
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A general course designed to aid a student to better use his finances, with emphasis on family money management. In addition, other topics to be studied include the role of the consumer in our society, buying good health care and services, and consumer protection. Prerequisite: None

<b>BUS 134 Personal Development</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Designed to help the student recognize the importance of physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on poise, grooming, and methods of personal improvement. Prerequisite: None

**BUS 183 Terminology and Vocabulary** 3 0 3

To develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices. Prerequisite: None

**BUS 205 Advanced Typewriting** 3 2 4

Emphasis is placed in the development of individual production rates. The student learns the techniques needed in planning and typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, statistical tabulation, and the typing of reports, manuscripts and legal documents. Speed requirements, minimum 45 GWAM for five minutes with a maximum of five errors. Prerequisite: BUS 104

**BUS 206 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. Minimum dictation rate of 80 words per minute required for five minutes of new material. Prerequisite: BUS 108

**BUS 207 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. Minimum dictation rate of 90 words per minute required for five minutes on new material. Prerequisite: BUS 206

**BUS 208 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. Minimum dictation rate of 100 words per minute required for five minutes on new material. Prerequisite: BUS 207

**BUS 210 Typing Office Practice** 2 3 3

A course designed to familiarize the student with the forms and routine found in a typical business. Emphasis is placed upon correct procedures and adaptability to varying office methods. Prerequisite: BUS 104

**BUS 212 Machine Transcription — Executive** 1 2 2

A study and practice course in the use of transcribing machines in business dictation. Proficiency in word usage, correct grammar, and letter styles will be emphasized. Prerequisite: Minimum typing speed of 35 GWAM

<b>BUS 214 Secretarial Procedures</b>	3	2	4
Designed to acquaint the student with the responsibilities encountered by a secretary during the workday. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims. Prerequisite: BUS 104			
<b>BUS 219 Credit Procedures and Problems</b>	3	0	3
Principles and practices in the extension of credit, collection procedures, laws pertaining to credit extension and collection are included. Prerequisite: None			
<b>BUS 222 Accounting (Intermediate)</b>	5	2	6
Thorough treatment of the field of general accounting, providing the necessary foundation for specialized studies that follow. The course includes, among other aspects, the balance sheet, income and surplus statements, fundamental processes of recording, cash and temporary investments, and analysis of working capital. Prerequisite: BUS 121			
<b>BUS 223 Accounting (Intermediate)</b>	5	2	6
A comprehensive study of accounting principles introduced in earlier courses with special emphasis placed on long-lived assets, intangible assets, liabilities, owners equity accounts, and special accounting problems. Prerequisite: BUS 222			
<b>BUS 225 Cost Accounting</b>	3	2	4
Nature and purposes of cost accounting; accounting for direct labor, materials, and factory burden; job costs and standard cost principles and procedures; selling and distribution cost; budgets, and executive use of cost figures. Prerequisite: BUS 121			
<b>BUS 229 Income Taxes</b>	3	2	4
A comprehensive study of federal and state income taxes including both personal and business tax returns. Prerequisite: BUS 121			
<b>BUS 229P Personal Income Taxes</b>	3	2	4
The student will become familiar with tax terminology. The course is designed to allow the student to gain proficiency in filing a basic Federal and North Carolina State Individual Income Tax Return. Prerequisite: None			

**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. Prerequisite: None

**BUS 235 Business Management** 3 0 3

Principles of Business Management including overview of major function of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business-qualifications and requirements. Prerequisite: None

**BUS 239 Marketing** 5 0 5

A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process. Prerequisite: None

**BUS 243 Advertising** 3 2 4

The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals, product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media. Prerequisite: None

**BUS 247 Business Insurance** 3 0 3

A study of the basic principles of risk insurance and their application. A survey of the various types of insurance is made. Prerequisite: None

**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 266 Budget and Record Keeping** 3 0 3

The basic principles, methods, and procedures for preparation and operating of budgets. Special attention is given to the involvement of individual departments and the role they play. Emphasis on the necessity for accurate record keeping in order to evaluate the effectiveness of budget planning. Prerequisite: BUS 121

**BUS 269 Auditing**

3 2 4

Principles of conducting audits and investigations; setting up accounts based upon audits, collecting data on working papers; arranging and systemizing the audit, and writing the audit report. Emphasis placed on detailed audits, internal auditing, and internal control. Prerequisite: BUS 121

**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 is on securing an effective work force and the role of the supervisor. Methods of supervision are stressed. Prerequisite: None

**BUS 285P Small Business Seminar**

2 0 2

The purpose of this course is to enable the student of business to bring all knowledges gained in prior business courses together as a total unit. Speakers from the business community and field trips will be utilized. The students will be encouraged to continue their quest for self-improvement in the business world. This course will be taught during the spring quarter. Prerequisite: None

**EDP 104 Introduction to Data Processing Systems**

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 detail study of particular computer problems. This course is a prerequisite for all programming courses. Prerequisite: None

**GENERAL EDUCATION****ECONOMICS****ECO 102 Economics**

3 0 3

Course designed to examine the elements, processes, and structures of the United States Economy. Attention will be given to the economics of the individual, the firm, and the industry. Special emphasis shall be placed upon supply and demand, costs, price, competition, and income distribution. Prerequisite: None

**ECO 104 Economics**

3 0 3

Greater depth in the study of economics focusing on an analysis of the American economy as a whole. This course will include national income, production, economic fluctuations, monetary and fiscal policies, taxation, and debt. Our national economy in relation to the world wide will be explored by dealing with international trade and payments. Prerequisite: ECO 102

**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. Prerequisite: None

**ENGLISH****ENG 101 Grammar**

3 0 3

Designed to aid the student in the improvement of self-expression in written communication. A functional approach is taken to syntax, diction, sentence structure, and punctuation. The student learns to apply the principles of English grammar and to analyze and improve his own writing. Prerequisite: None

**ENG 102 Composition**

3 0 3

An intensive study of composition based on reading and class discussion. Frequent theme assignments are utilized to reinforce correct writing and to develop an organized sequence of thought, using appropriate rhetorical methods. Prerequisite: ENG 101

**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 business and industrial reports, using special writing techniques and graphic devices, are completed by the students. Emphasis is placed on developing the report in relation to its function. Practical application in the preparation of a full-length report is required of each student. Prerequisite: ENG 102

<b>ENG 204 Oral Communication</b>	<b>3</b>	<b>0</b>	<b>3</b>
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A study of basic concepts and principles of oral communications to enable the student to communicate more effectively with others. Particular emphasis varies according to individual class needs, but generally includes voice, verbal, and self-projection improvement. The student learns to produce effective oral presentation through practical exercises in speech-making. Prerequisite: ENG 102

<b>ENG 206 Business Communications</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Develops skills in the techniques of written business communications. Emphasis is on the fundamental approach in the writing of business letters and memos. The student learns to humanize messages through a natural, psychological approach to letters involving credit, collections, complaints, orders, and inquiries. Prerequisite: ENG 102

**MATHEMATICS**

<b>MAT 110A Business Mathematics</b>	<b>3</b>	<b>0</b>	<b>3</b>
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This is a two-quarter course which reviews basic mathematical principles and practices. It stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business. Prerequisite: Satisfactory evidence of a knowledge of the four functions of mathematics.

<b>MAT 110B Business Mathematics</b>	<b>3</b>	<b>0</b>	<b>3</b>
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A continuation of MAT 110A. Prerequisite: MAT 110A

**SOCIAL SCIENCE**

<b>POL 103 State and Local Government and Politics</b>	<b>3</b>	<b>0</b>	<b>3</b>
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A study of state and local political systems, with special emphasis being placed on North Carolina. Prerequisite: None

<b>POL 201 U. S. Government and Politics</b>	<b>3</b>	<b>0</b>	<b>3</b>
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A course dealing with the American Political System. Attention will be given to basic political concepts, structures, powers, procedures, and problems on the national level. Prerequisite: None

**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. Motivation, feelings, and emotions are considered with particular reference on everyday problems. 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. Prerequisite: None

**SSC 201 Social Science**

3 0 3

An integrated course in the social sciences drawing from the fields of Anthropology, Sociology, and Psychology. Prerequisites: None

**SSC 202 Social Science**

3 0 3

A further study of the social sciences, with emphasis on history, geography, economics, and political science. Prerequisite: None

**SSC 205 American Institutions**

3 0 3

A study of the individual as a citizen in a democratic society and his relationship to the major American social, economic, and political institutions. Prerequisite: None



## **VOCATIONAL DIVISION**

## **VOCATIONAL DIVISION**

In every area of the country, skilled tradesmen are in great demand. People trained to operate, repair, or maintain equipment are constantly being sought by industry. Service agencies, one of the fastest growing industries, are constantly seeking additional employees. Many graduates of vocational programs have more than one offer of employment.

Vocational programs offer emphasis on manipulative skills and classroom instruction in order to give the student both academic and practical instruction. Students spend from twenty-two to thirty hours per week either in the classroom or in the shop. Outside preparation is also required.

The student who successfully completes the twelve months vocational program is awarded a diploma.

### **VOCATIONAL PROGRAMS**

Auto-Diesel Mechanics

Electrical Installation and Maintenance

Light Construction

### **VOCATIONAL PROGRAMS UNDER CONSIDERATION FOR FUTURE ADDITION TO THE CURRICULUM.**

Masonry

Vending Machine Maintenance

### **ADMISSION REQUIREMENTS**

An applicant for the diploma program should meet the following requirements:

1. A high school diploma or equivalency diploma is preferred although not required.
2. Applicant must be eighteen years old or older or his high school class must have graduated.
3. Complete placement test when required.
4. Have a personal interview with an Admissions Counselor.
5. Submit all required medical reports.
6. Provide a high school transcript along with all other post-secondary academic records.

## AUTO-DIESEL MECHANICS

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust auto-diesel 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 transportation 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 and diesel-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.

Auto-diesel 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. 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.

Mechanics in smaller shops usually are general mechanics qualified to perform a variety of repair jobs. A large number specialize in 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.



# AUTO-DIESEL MECHANICS

V-013

## SUGGESTED SEQUENCE OF COURSES BY QUARTERS

		Hours Per Week		Quarter
Course Title		Class	Lab	Hours Credit
<b>FIRST QUARTER</b>				
PME 1101	Internal Combustion Engines	3	12*	7
MAT 1101	Fundamentals of Mathematics	5	0	5
ENG 1101-P	Communications I	3	0	3
PSY 1101	Human Relations	3	0	3
		—	—	—
		14	12	18
<b>SECOND QUARTER</b>				
DSE 1146	Introduction to Diesel	3	6*	5
PME 1102	Automotive Electrical & Fuel Systems	5	12*	9
		—	—	—
		8	18	14
<b>THIRD QUARTER</b>				
PME 1121	Automotive Braking Systems	2	3*	3
PME 1123	Automotive Chassis & Suspension	3	6*	5
WLD 1101	Basic Arc & Gas Welding	2	3*	3
DSE 1150	Diesel Tune-up & Troubleshooting	2	3*	3
		—	—	—
		9	15	14
<b>FOURTH QUARTER</b>				
PME 1103	Principles of Auto Air Conditioning	3	3*	4
PME 1124	Automotive Power Train Systems	3	9*	6
PME 1104	Emission Control Systems	2	3*	3
		—	—	—
		8	15	13

\*Indicates Manipulative Laboratory

## ELECTRICAL INSTALLATION AND MAINTENANCE

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

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

## ELECTRICAL INSTALLATION AND MAINTENANCE

### V-018

### SUGGESTED SEQUENCE OF COURSES BY QUARTERS

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
FIRST QUARTER				
MAT 1101	Fundamentals of Mathematics	5	0	5
PSY 1101	Human Relations	3	0	3
ENG 1101-P	Communications I	3	0	3
ELC 1112	Introduction to Electricity	5	9*	8
DFT 1110	Blueprint Reading: Residential Wiring	0	3*	1
		—	—	—
		16	12	20
SECOND QUARTER				
PHY 1103-P	Basic Science	3	2	4
ELC 1124	Residential Wiring	5	9*	8
DFT 1113	Blueprint Reading: Commercial Wiring	0	3*	1
		—	—	—
		8	14	13
THIRD QUARTER				
ELC 1125A	Commercial Wiring	5	12*	9
ELC 1131	National Electrical Code	3	0	3
DFT 1121P	Electrical Drafting	2	3*	3
		—	—	—
		10	15	15
FOURTH QUARTER				
ELC 1113	AC & DC Machine and Control	5	9*	8
ELC 1125B	Industrial Wiring	3	9*	6
		—	—	—
		8	18	14

\*Indicates Manipulative Laboratory

## LIGHT CONSTRUCTION

This curriculum is designed to prepare the individual to enter the construction industry with a background in both shop skills and related technical expertise. A knowledge of mathematics, blueprint reading, methods of construction, and the utility of various building materials is essential.

Graduates may work on new construction as well as the maintenance and repair of residential and/or commercial structures. He will be able to figure lumber, speak the language of the contractor, interpret the laymen's request, estimate materials and cost, and prepare detailed drawings for cabinet work and alterations.



# LIGHT CONSTRUCTION

## V-029

### SUGGESTED SEQUENCE OF COURSES BY QUARTERS

		Hours Per Week		Quarter
		Class	Lab	Hours
				Credit
FIRST QUARTER				
CON 1101-P	Construction I	3	12*	7
MAT 1101	Fundamentals of Mathematics	5	0	5
ENG 1101-P	Communications I	3	0	3
PSY 1101	Human Relations	3	0	3
		—	—	—
		14	12	18
SECOND QUARTER				
CON 1102-P	Construction II	5	12*	9
DFT 1145	Specifications and Contracts	1	0	1
DFT 1110-P	Blueprint Reading: Building Trades	2	3*	3
		—	—	—
		8	15	13
THIRD QUARTER				
CON 1103-P	Construction III	3	12*	7
MAT 1114-P	Construction Estimating	3	3*	4
ELC 1123-P	Electrical Installation	2	3*	3
		—	—	—
		8	18	14
FOURTH QUARTER				
CON 1104-P	Construction IV	3	15*	8
PLU 1115	Plumbing Installation	2	6*	4
		—	—	—
		5	21	12

\*Indicative Manipulative Laboratory

## VOCATIONAL COURSE DESCRIPTIONS

The courses listed below constitute the content of the Vocational Program. Courses are numbered 1000 through 2000. Courses should be pursued in normal sequence with prerequisite courses taken as indicated.

One quarter hour of credit is earned for a class meeting one hour each week for the duration of the quarter, with the exception of regular laboratories and "manipulative laboratories." "Manipulative Laboratory" involves development of skills and job proficiency, and credit for one quarter hour is given for each three laboratory hours. Credit for one quarter hour is given for each two hours in regular laboratories.

*By approval of the Department Chairman*, students may enroll in classes for which they have not completed the prerequisite course(s).

AUTO-DIESEL MECHANICS

	HOURS		
	Class	Lab	Credit
<b>PME 1101 Internal Combustion Engine</b>	3	12	7
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts; engine fuel and exhaust systems; cooling systems; proper engine lubrication; and methods of testing, diagnosing, and repairing of engines. Prerequisite: None			
<b>DSE 1146 Introduction to Diesel</b>	3	6	5
The student will be introduced to the field of diesel, composed of automotive, commercial trucks, power plants and marine use. The student will learn the fundamentals and theory in internal combustion engines. He will learn to identify each part and explain how they work. The student will be able to identify the different designs of diesel engines and how they differ. Prerequisite: None			
<b>PME 1102 Automotive Electrical and Fuel Systems</b>	5	12	9
A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanisms, generators, ignitions, accessories and wiring, fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system. Prerequisite: None			
<b>PME 1121 Automotive Braking Systems</b>	2	3	3
Principles and functions of the components of automotive brakes. Practical job instruction in adjusting and repairing of master cylinders, wheel cylinders, fluid lines, and power system. A study of brake lining and drum repair. Prerequisite: None			
<b>PME 1123 Automotive Chassis and Suspensions</b>	3	6	5
Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension and steering. Units to be studied are shock absorbers, springs, steering systems, steering linkage, and front end, Prerequisite: None			

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice for surface weldings: bronze welding, silver soldering, and flame-cutting methods applicable to mechanical repair work. Welding demonstrations by the instructor and practice by students in the use of the arc welding process to fabricate steel. Welded joints are discussed and welded in various positions. Care and maintenance of the arc welder are applied in this course. Prerequisite: None

DSE 1150    Diesel Tune-Up and Trouble Shooting

2        3        3

The student will be able to make adjustments, to torque lines, or to service all engine components after a period of road service and to make analysis and corrective action required to eliminate problems in engine operation. Prerequisite: None

PME 1103    Principles of Auto Air Conditioning

3        3        4

General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanism, the methods of operation, and control; proper handling of refrigerants in changing the system. Prerequisite: None

PME 1124    Automotive Power Train Systems

3        9        6

Principles and functions of automotive power train systems: clutches, transmission gears, torque converters, drive shaft assemblies, rear axles, and differentials. Identification of troubles, servicing, and repair. Prerequisite: None

PME 1104    Emission Control Systems

2        3        3

A thorough study of the capability of an emission control system to effectively reduce the volume of air pollutants released through an automotive breathing and exhaust system and operating principles which apply to control systems currently in use in the automotive market. Prerequisite: None

ELECTRICAL INSTALLATION AND MAINTENANCE

ELC 1112 Introduction to Electricity 5 9 8

A study of the structure of matter and the electron theory, including the relationship between voltage, current, and resistance in series and parallel circuits. Laboratory work consists of materials and tool recognition and use; installation of boxes, wire, switches, and other devices; and, the proper connection of these devices. Prerequisite: None

DFT 1110 Blueprint Reading: Residential Wiring 0 3 1

A study of residential blueprints and specifications dealing with the mechanical, structural, and electrical trades with the emphasis on installation of the electrical systems. Prerequisite: None

ELC 1124 Residential Wiring 5 9 8

Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential application such as: services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, and National Electrical Code regulations in actual building mock-ups. Prerequisite: ELC 1112, DFT 1110

DFT 1113 Blueprint Reading: Commercial Wiring 0 3 1

Interpretation of schematics, diagrams, and blueprints applicable to electrical installations, with emphasis on electrical plans for domestic and commercial buildings. Sketching schematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes will be part of this course. Prerequisite: DFT 1110

ELC 1125A Commercial Wiring 5 12 9

Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in commercial applications. This includes services, switchboards, lighting, fusing, wire sizes, branch circuits, and conduit bending. Actual building mock-ups and live projects are used. Prerequisite: ELC 1112, ELC 1124

A study of the National Electrical Code, its purpose, and the extent of the fields covered. A detailed analysis of its provisions for single-family dwellings, multi-family dwellings, commercial, industrial, specialized, and hazardous locations is made. Prerequisite: None

The study and application of basic drafting skills as they apply to the electrical construction trade. Included are the practices of drawing basic floor plans for commercial and residential plans, of electrical wiring symbols as they apply to blueprints, and of internal diagrams for major electrical junctions as found in the building trades. Prerequisite: None

Interpretation and design of control circuits of motor control is the primary text of this course. Included is a study of all types of control equipment such as starters, timers, pushbuttons, time clocks, and relays. Prerequisite: ELC 1112, DFT 1113

Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in industrial applications. This includes services, panelboards, lighting systems, plug-in, and power duct system. Prerequisite: ELC 1125A

**LIGHT CONSTRUCTION**

History of the carpentry trade and exploration of current trends in the construction industry. Practical experience in the operation, care and safe use of hand, portable power, and wood-working machine tools in cutting, shaping, smoothing, and joining construction materials. Practical use of construction wood and plywood involving board and square feet calculations, lumber size, and lumber grades will be emphasized. Prerequisite: None

**CON 1102-P Construction II**

5 12 9

Use of fasteners and adhesives such as nails and wood screws, metal fasteners, concrete and masonry, and glue and mastics. Introduction to plans, specifications, and codes related to home construction. Practical application of footings, foundations, and transit uses. Construction and finishing of interior cabinets. Prerequisite: None

**DFT 1145 Specifications & Contracts**

1 0 1

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. Prerequisite: None

**DFT 1110-P Blueprint Reading: Building Trades**

2 3 3

Principles of interpreting blueprints and trade specifications common to the building trades. Development of proficiency in making three-view and pictorial sketches. Prerequisite: None

**CON 1103-P Construction III**

3 12 7

Floor framing, wall framing, floor beam with ledger strips, floor joist, bridging, subfloor, and shoe sole plate. Also wall studs, wall corners, and tees for intersecting walls; window and door headers, top plates, double plates, bracing, ceiling joists, purlins, headers for inside doors, and case openings will be studied. This course will also include roof framing, rafters, ridge board, roof bracing, roof truss, framing in gable, louver, roof sheathing, felt paper, and shingles. Prerequisite: None

**MAT 1114-P Construction Estimating**

3 3 4

This is a practical mathematics course in estimating costs from prints and specifications especially for the electrical and plumbing installations. Other problems are selected to insure the mastery of the basic principles of mathematics essential to the electrical and plumbing trades. Prerequisite: MAT 1101

**ELC 1123-P Electrical Installation**

2 3 2

Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as: services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, and National Electrical Code regulations in actual building mock-ups. Prerequisite: None

Exterior wall, interior wall, ceiling, and floor finish; insulation batts, sheetrock, wood panels, ceiling tile, hardwood flooring, and under layment board will be studied. This course will also cover doors and interior trim. (Crown molding, door jams, door trim, interior door locks, sliding and bi-fold doors, doors and interior trim, base board, shoe molding, metal threshold, and basic masonry, including mortars and masonry units, layout a corner with brick, and the proper use of the trowel and level.) Prerequisite: None

**PLU 1115 Plumbing Installations**

2 6 4

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 and 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 installations. Prerequisite: None

**GENERAL EDUCATION****ENG 1101-P Communications I**

3 0 3

Reading improvement. A course designed to improve the student's ability to read accurately and rapidly. Emphasis is placed on recognition of the main idea, how to read for facts and supportnig details, and total comprehension. Prerequisite: None

**ENG 1104-P Communications II**

5 0 5

Development of the student's job seeking skills. A practical approach is taken to writing job application letters, writing resumes, filling out job application and other business forms, and job interviews. Journals and publications in the student's chosen field are emphasized. Prerequisite: None

**MAT 1101**

**Fundamentals of Mathematics**

505

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid-geometric figures used in industry; measurement of surfaces and volume. Introduction to algebra used in trades. Practice in depth. Prerequisite: None

**PSY 1101**

**Human Relations**

303

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. Prerequisite: None

**PHY 1103-P**

**Basic Science**

324

A study of the properties of solids, liquids, gases, and basic electrical principles. A thorough working knowledge of heat, and thermometry, principles of force, motion, work, energy, and power. Prerequisite: None

**BUS 1103**

**Small Business Operations**

303

An introduction to the business world, problems of small business operations, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations. Prerequisite: None .

**DFT 1109-P**

**Basic Blueprint Reading**

303

This course is designed to give the student a basic knowledge of blueprint reading. With this basic background the student will be able to read blueprints in future classes. It is not the purpose of this course to give the student instruction in drafting. Prerequisite: None



## **CONTINUING EDUCATION**

# ADULT EDUCATION

## GENERAL INFORMATION

An important function of Pamlico Technical Institute is to provide general education opportunities to the adults of Pamlico County. Adults interested in up-grading courses, skill improvements, high school completion, or personal interest classes will find such programs explained on the following pages. Additional information about any program in this section may be obtained by contacting the Director of Continuing Education, Pamlico Technical Institute.

## ADMISSION

Any adult living within a commuting distance of the Institute is eligible to attend adult education classes offered by the Institute on campus or at any of the many adult classes offered throughout Pamlico County. Any student admitted to class must have reached his 18th birthday and his regular public school class must have graduated.

## CLASS LOCATION

A number of adult classes are held on the Institute campus. Other classes are conducted in communities of the county. New classes may be established whenever a sufficient number of persons in a given community show interest in having classes brought to their community.

## FEEES

A fee of \$2.00 is charged for each adult education course offered by the Institute. The additional cost to the student will be the purchase of a textbook when required by the course.

Adult Driver Education fee is \$16.00.

Recreational courses are self-supported entirely by the fees of the class members. The amount may vary from \$10.00-\$20.00.

NOTE: All State Fees are subject to change by action of the North Carolina Board of Education.

## ATTENDANCE

Adults are expected to attend classes regularly. Attendance records are maintained by class teachers. Students who miss five (5) consecutive classes are dropped from the class.

## CERTIFICATES

Certificates are awarded students meeting minimum requirements for many of the classes and programs for adults.

## **ADULT BASIC EDUCATION (GRADES 1-8)**

Adult Basic Education (ABE) provides educational opportunities for adults who did not complete their schooling. ABE provides adults with education to the level they desire from basic reading and writing up through high school completion.

The courses taught in ABE vary according to the needs of the individual. However, there are four general areas of instruction:

- Literacy Education
- High School Preparation
- Social, Cultural, and Citizenship Training
- Consumer Economics

Classes are taught in local communities where there is sufficient interest. No registration fee is required and materials are provided by the Institute.

## **HIGH SCHOOL COMPLETION PROGRAM (GED)**

Pamlico Technical Institute provides opportunities for high school completion for adults (18 years or older and whose regular public school class has graduated). Adults may attend the Institute's Learning Lab at no charge and prepare to take the High School Equivalency Exam.

## **CULTURAL DEVELOPMENT AND GENERAL INTEREST CLASSES**

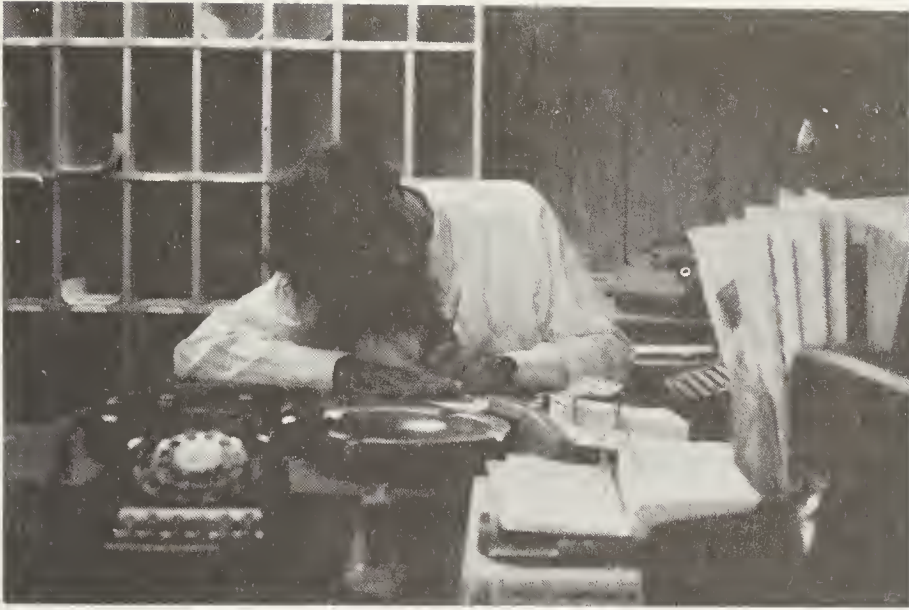
The cultural development program enables the adult to learn a skill in an area of his own interests. The cultural development courses offered are not Institute credit courses, but in most instances carry the character of Institute instruction. All classes offered by the Institute are open to the adults of the community through the Continuing Education Department.

Classes offered each quarter will vary according to seasonal nature and demand. Before any class can definitely be scheduled, there must be an indication through applications that a sufficient number of adults will be enrolled.

Prepared listings of proposed classes are available each quarter and may be obtained by contacting the Continuing Education Division.

Examples of Cultural Development and General Interest Courses are:

- Sewing
- Tailoring
- Dancing
- Knitting
- Drapery Making
- Guitar
- Decoupage
- Portrait Painting
- Ceramics



## **EXTENSION EDUCATION**

### **FIRE SERVICE TRAINING**

The growing Coastal Plain area of North Carolina requires expansion of fire fighting units and continuous upgrading of fire fighting personnel. The Fire Service Training Program provides training sessions in local departments. This allows the men to be trained as an organized group utilizing equipment that would ordinarily be used in controlling fires.

Fire Service classes include the following areas of study:

- Portable Fire Extinguishers
- Salvage and Overhaul Practices
- Fire Apparatus Practices
- Protective Breathing Equipment
- Firefighting Procedures
- Hose Practices
- Fire Steam Practice
- Forcible Entry
- Rope Practices
- Ladder Practices
- Ventilation
- Rescue Practices
- Industrial Fire Brigade
- First Aid

### **HOSPITALITY AND TOURISM EDUCATION**

The hospitality industry is the third largest industry in North Carolina and affords many employment opportunities to the people of this state. Hospitality training programs are available through the Institute. Training can be provided for personnel in the motel, restaurant, service station, hospital, and retail business, if sufficient interest is shown. Some of the subject areas covered are:

- Food and Beverage Management and Service
- Food and Beverage Purchasing

Food and Beverage Controls  
Maintenance and Engineering  
Supervisory Housekeeping  
Service Station Attendant Training  
Waiter-Waitress Training  
Housekeeping Training  
Human Relations  
Communication  
Sales Promotion  
House-Motel Law  
Economics  
Accounting  
Front Office Procedure  
School Food Service

## **NEW INDUSTRY TRAINING**

The creation of more and better paying jobs in North Carolina by promoting the expansion of existing industries and by attracting new industries to the state was a major consideration in the original establishment of the Industrial Education Center. The Department of Community Colleges, working with the local institution, will develop and fund legitimate training programs, tailor-made for each industry, to meet the immediate trained manpower needs when the plant, new or expanded, is ready to go into production.

## **MANAGEMENT DEVELOPMENT PROGRAM**

The Management Development Program is designed to upgrade the supervisory and mid-management personnel in business and industry. Classes are scheduled in accordance with the needs of industry.

Examples of courses available are:

Principles of Supervision  
Job Relations Training  
Science of Human Relations  
Art of Motivating People  
Economics in Business and Industry  
Effective Communications  
Effective Writing  
Effective Speaking  
Speed Reading  
Work Measurement  
Job Methods  
Conference Leadership Training  
Instructor Training  
Creative Thinking  
Industrial Safety and Accident Prevention  
Industrial First Aid

- Employee Evaluation and Interviewing
- Job Analysis Training
- Job Instruction Training
- Supervision in Hospitals
- Motion and Time Study (For Supervisors)
- Management Primer
- Transportation and Traffic Managements
- Principles of Business and Industrial Management
- Labor Laws for Supervisors
- Pre-Supervisory Training

## TRAINING SERVICES TO BUSINESS AND INDUSTRY

The Vocational Extension classes are conducted by Pamlico Technical Institute to fit the needs of industry and business and to provide training desired by employed individuals of the area. Because of the flexibility of these programs, courses are tailored to specific group needs. New programs are initiated as the need is indicated by surveys, interviews, and sufficient enrollment in individual classes. Some examples of courses offered are:

- Blueprint Reading for All Trades
- Basic Electricity
- Electronics
- Welding
- Brick Masonry
- Refrigeration and Air-Conditioning
- Plumbing
- Electrical Wiring
- Industrial Sewing
- Mathematics
- Seafood Processing

In-plant programs are designed to improve and enhance employee skills. Industry is invited to discuss their needs with the Director of Continuing Education.

## VOCATIONAL EXTENSION COURSES

Pamlico Technical Institute offers a variety of vocational extension courses through its evening program both at the Institute and at various facilities throughout the county. These courses afford the opportunity for up-grading, and/or pre-employment training. Examples of Vocational Extension Courses are:

- Carpentry
- Brick Masonry
- Emergency Medical Technician
- Ambulance-Attendant Training
- Industrial Sewing
- Farm Tractor Mechanics
- Blueprint Reading
- Waiter-Waitress Training
- Small Engine Repair
- Furniture Upholstering

## **ADDITIONAL PROGRAMS AT NEARBY INSTITUTIONS**

One community college and two technical institutes are located within relatively easy driving distance from Pamlico Tech. They offer programs which are not presently offered at Pamlico Tech. Most of these degree or diploma programs, however, contain course requirements which may be taken at Pamlico Technical Institute before transfer is necessary. Students who prefer a degree or diploma offered at following institutions should contact the admissions counselor at Pamlico Tech about specific details:

### **COLLEGE TRANSFER**

#### **Craven Community College, New Bern, N.C.**

- A.A. Degree—College Transfer
- Pre-Business
- Pre-Business Education
- Pre-Education (Elementary)
- Pre-Education (Secondary)
- Pre-Liberal Arts (Pre-Professional)

### **ASSOCIATE IN APPLIED SCIENCE DEGREE**

#### **Craven Community College, New Bern, N.C.**

- Education Assistant (Teacher Aide)
- Mechanical Drafting & Design Technology
- Nursing

#### **Beaufort County Technical Institute, Washington, N.C.**

- Electrical Technology
- Library Assistant
- Police Science
- Early Childhood Spec.

#### **Carteret Technical Institute, Morehead City, N.C.**

- Commercial Fisheries Technology
- Radiologic Technology
- Recreation Therapy
- Police Science

# DIPLOMA PROGRAMS

**Craven Community College, New Bern, N.C.**

- Cosmetology
- Drafting—Mechanical
- Electronic Servicing
- Machinist
- Practical Nurse Education
- Welding
- Air Conditioning & Refrigeration
- Auto Body Repair

**Beaufort County Technical Institute, Washington, N.C.**

- Drafting—Mechanical
- Drafting—Building Trades
- Heavy Equipment Operator
- Medical Laboratory Assistant
- Nursing Assistant
- Waste Treatment Plant Operator
- Machinist
- Cosmetology

**Carteret Technical Institute, Morehead City, N.C.**

- Air Condition & Refrigeration
- Cosmetology
- Nurse Assistant
- Outboard Motor Repair
- Practical Nursing
- Welding





**PAMLICO TECHNICAL INSTITUTE**  
**Highway 306 South**  
**Grantsboro, North Carolina 28529**

