

PAMLICO

TECHNICAL

INSTITUTE



GENERAL CATALOG 1977-78, 1978-79



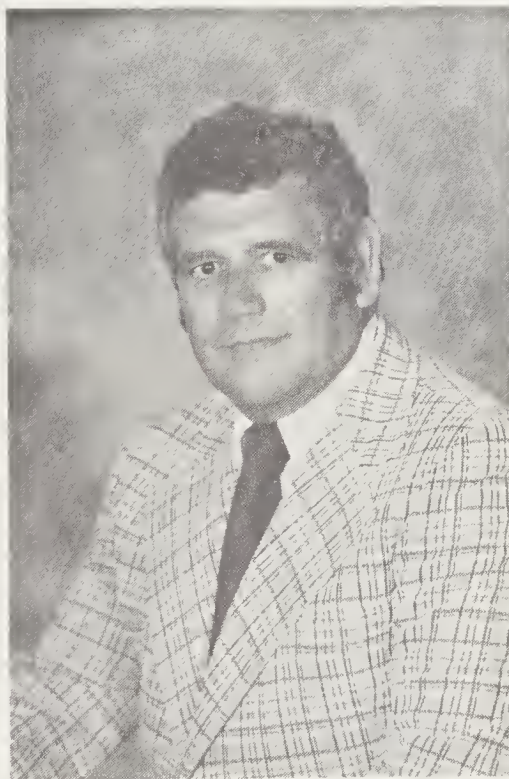
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A MESSAGE FROM THE PRESIDENT

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





"Accredited by The Southern
Association of Colleges and
Schools"

**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**

"Accredited by The 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
1977-78
Fall Quarter - 1977**

- September 5, Monday Labor Day - School closed.
- September 6-9 Student registration and orientation.
Late Registration fee of \$5.00 will be charged students paying fees after September 9. Instructors report daily and perform such duties as assigned by the Dean of the Institute. Learning Resources Center (LRC) observes regular hours.
- September 12, Monday All classes begin.
- September 16, Friday Last day students may register for curriculum programs or pay tuition and fees. Must be completed before 2:00 P.M.
- September 21, Wednesday Last day students may officially withdraw from the Institute or drop/add courses without complete loss of tuition.
- October 17-21. Pre-registration for Winter Quarter
- November 23, Friday Evening classes end.
- November 24 - 25 Thanksgiving holidays - School closed.
- November 28, Monday Day classes resume.
- November 29, Tuesday. Quarter Ends.
- November 30 - December 2 Instructors report for normal work day. Instructor reports must be turned in to the office of the Dean of the Institute no later than 10 p.m. Thursday, Dec. 1. LRC observes regular hours.

*Students attending evening classes may complete registration and payment of all fees **at the first scheduled class** session of the quarter without penalty.

**SCHOOL CALENDAR
1977-78
Winter Quarter - 1977**

- December 5, Monday *Registration. A Late Registration fee of \$5.00 will be charged students paying fees after this date. Instructors report for normal workday. LRC observes regular hours.

December 6, Tuesday	All classes begin.
December 12, Monday	Last day students may register for curriculum programs or pay tuition and fees. Must be completed before 2:00 p.m.
December 15, Thursday	Last day students may officially withdraw from the Institute or drop/add courses without complete loss of tuition.
December 16, Friday**	All curriculum classes close for Christmas holidays.
December 20 - January	Instructor holidays and vacation.
December 23 - January 1	Staff holidays and vacation.
January 2, Monday	All classes resume.
January 9 - 13	Pre-registration for Spring Quarter.
March 6, Monday	Quarter Ends.
March 7 - 8	Full-time instructors report for normal workday. All instructor reports due in office of the Dean of the Institute no later than 10 p.m. Wednesday, March 8. LRC observes regular hours.

*Students attending evening classes may complete registration and payment of all fees at **the first scheduled class** session of the quarter without penalty.

**Administrative offices will remain open during day hours on Monday, December 19 through Friday, December 23.

SCHOOL CALENDAR 1977-78 Spring Quarter - 1977

March 8, Wednesday	*Registration. A Late Registration fee of \$5.00 will be charged students paying fees after this date.
March 9, Thursday	All classes begin.
March 15, Wednesday	Last day students may register for curriculum programs or pay tuition and fees. Must be completed by 2:00 p.m.
March 17, Friday	Last day students may officially withdraw from the Institute or drop/add courses without complete loss of tuition.

March 27 - 31	Easter holidays and vacation - School closed.
April 3, Monday	All classes resume.
April 17 - 21	Pre-registration for Summer Quarter.
May 31, Wednesday	Quarter ends.
June 1-2, 5-7	Instructors report for normal holiday. All instructor reports due in office of the Dean of the Institute no later than 4 p.m., Friday, June 2, LRC observes regular hours.

*Students attending evening classes may complete registration and payment of all fees **at the first scheduled class** session of the quarter without penalty.

SCHOOL CALENDAR 1977-78 Summer Quarter - 1978

June 6 -7	*Registration. A late registration fee of \$5.00 will be charged students paying fees after Wednesday, June 7.
June 8, Thursday	All classes begin.
June 14, Wednesday	Last day students may register for curriculum program or pay tuition and fees. Must be completed by 2:00 p.m.
June 16, Friday	Last day students may officially withdraw from the Institute or drop/add courses without complete loss of tuition.
July 3 - 7	Instructor holiday and vacation.
July 4, Tuesday	Independence Day - School closed.
July 10, Monday	All classes resume.
July 24 - 28	Pre-registraion for Fall Quarter.
August 30, Wednesday	Quarter ends.
August 31, Thursday	Graduation Exercises. Instructors report for normal workday. All final grades must be turned into the Division of Student Services not later than 10 a.m., Thursday, August 31. Other instructor reports due in the office of the Dean of the Institute no later than 4 p.m., Thursday, August 31. LRC observes day hours only.

September 1, Friday Instructor vacation.

*Students attending evening classes may complete registration and payment of all fees **at the first scheduled** class session of the quarter without penalty.

1978-79 School Calendar will be published later.

BOARD OF TRUSTEES

Ray S. Alderman — Chairman

Appointment by Commissioners of Pamlico County	Expiration of Term
James B. Holton, Jr.	June 30, 1977
Oliver D. Daniels	June 30, 1979
James Ray Hunnings.	June 30, 1981
William Gibbs, Jr.	June 30, 1983

Appointed by Board of Education

Leland V. Brinson	June 30, 1977
Perry E. McCotter, Sr.	June 30, 1979
Oscar Krechel	June 30, 1983
G. Franklin Brinson, Jr.	June 30, 1981

Appointed by Governor

Ray S. Alderman	June 30, 1977
Caroline C. Godwin	June 30, 1983
George A. Lupton, Jr.	June 30, 1981

COUNTY COMMISSIONERS

Robert A. Paul — Chairman

James Spencer
John Bond

Charles Alexander
Patsy H. Sadler

STATE BOARD OF EDUCATION

W. Dallas Herring — Chairman

J. A. Pritchett
A. Craig Phillips
Larry M. Harding
John M. Reynolds
G. D. Aitken
Mrs. Evelyn S. Tyler

Richard C. Erwin
R. Barton Hayes
R. R. Manz
Earl H. Oxendine
Prezell R. Robinson
Mrs. Mildred S. Strickland

DEPARTMENT OF COMMUNITY COLLEGES

Dr. Ben E. Fountain, Jr. — President

Administrative Officers

Paul H. Johnson

President

- Donald R. Warren Dean of the Institute
B.S., High Point College; M.A., Appalachian State University; Ed.D., North Carolina State University
- Larry H. Prescott Dean of Student Services
A.A., Campbell College; B.S., East Carolina University; M.A., East Carolina University
- Gail N. Carter Dean of Learning Resources Center
B.S., Appalachian State University; M.L.S., East Carolina University - Title IX Coordinator
- Gary B. Collier Dean of Business Affairs
B.S., Pembroke State University; M.A., Appalachian State University
- Thomas G. Reed, III Dean of Continuing Education
A.B., University of Tennessee; M.A., University of Tennessee; Additional Course work at N.C. State

General Staff

- John T. Jones Counselor
B.S., East Carolina University; M.A., East Carolina University; Additional course work at North Carolina State University - Affirmative Action Coordinator
- Pamela F. Banks Director of Bookkeeping
Diploma, Hardbarger Business College

Faculty

- Charles H. Autry 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 Chairman/HRD Program
B.S.B., Appalachian State University; M.A., Appalachian State University
- Peggy Lawter Developmental Studies
B.A., Winthrop College; M.A.T., Winthrop College
- Robert W. Lee Light Construction
B.A., Elizabeth City State University
- Sandra Shipman Child Care Worker
B.S., Boston University; M.A., East Carolina University
- Patricia N. Potter Business
B.S., Atlantic Christian College
- Matthew Prescott Business
B.S., East Carolina University; M.A., East Carolina University; Additional course work at University of North Carolina

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 Administrative
Clara C. Rowland Academic
Debbie O. Jones Student Services
Verona S. Godwin Receptionist/Cashier
Doris Southerland Learning Resources Center
Frances Monk Typist
Annie Mary Keleher Continuing Education

Maintenance Staff

Gregory Dudley Maintenance
Lincoln Scott Custodian
Virginia Wilson Custodian

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 in-

stitutes and community colleges maintain an “open door” admission policy for all applicants who are high school graduates or high school dropouts 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 education 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 specialities. 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:

	Resident	Non-Resident
Full-time (12 or more credit hours):	\$33 per quarter.	\$162.50
Part-time (less than 12 credit hours):	\$2.75 per credit hours.	\$ 13.50 per credit hr.
Activity and Graduation Fee	Fulltime	\$5.00
	$\frac{3}{4}$ time (9-11 hrs.)	3.75
	$\frac{1}{2}$ time (6-8 hrs.)	2.50

Late Registration Fee — \$5.00

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.

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 the Institute 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 ap-

peal should be directed to the Chairman of the Student Appeals Committee.

The Student Appeals Committee will be composed of the following: One faculty member and one Administrator, each appointed annually by the President, and two students, appointed by the Student Affairs Committee. The Administrator appointed by the President shall serve as Chairman of the committee. The Dean of Student Services will sit ex-officio.

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 Affairs Committee.

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 Affairs Committee 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 center that dispense cakes, cookies, soft drinks, and other sundries. No cafeteria is maintained on campus.

Student Center

The student center 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.

Clubs and 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 Student Affairs Committee, and the Dean 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 SAC and the Office of Student Services. Final approval of all extra-class activities rests with the President. The SAC is under the supervision of a faculty advisor and the Office of Student Services.

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

Use of Institute Telephone

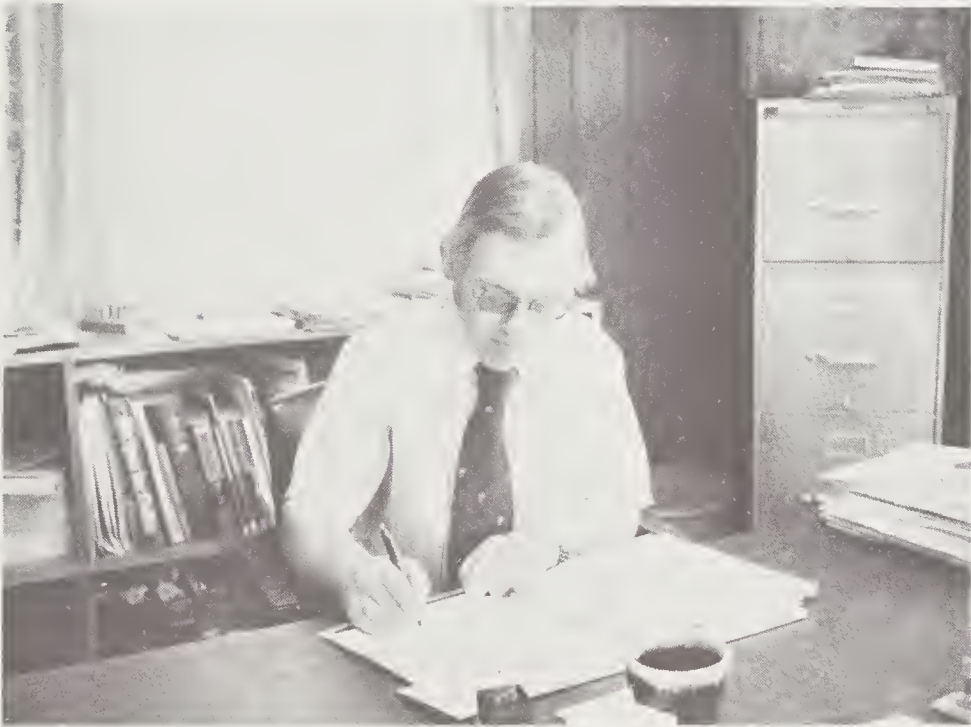
A public telephone is provided for student use and is located in the student center. Students are cautioned against having parents and friends call during class time as students will be called out of class only to receive emergency calls.

Health Services

First Aid Kits are located in all departments and offices. No other health facility is available on campus. All students are required to complete a health questionnaire which gives a personal health record. The Medical Center in Bayboro is the nearest medical facility and referrals are made to the county health department. The institution reserves the right to require a doctor's medical examination if deemed necessary.



ADMISSIONS



ADMISSIONS

Open Door Policy

A high school diploma or its equivalent is required for admission to full-time educational programs. The equivalency certificates from other states must meet the minimum requirements established by North Carolina. 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.

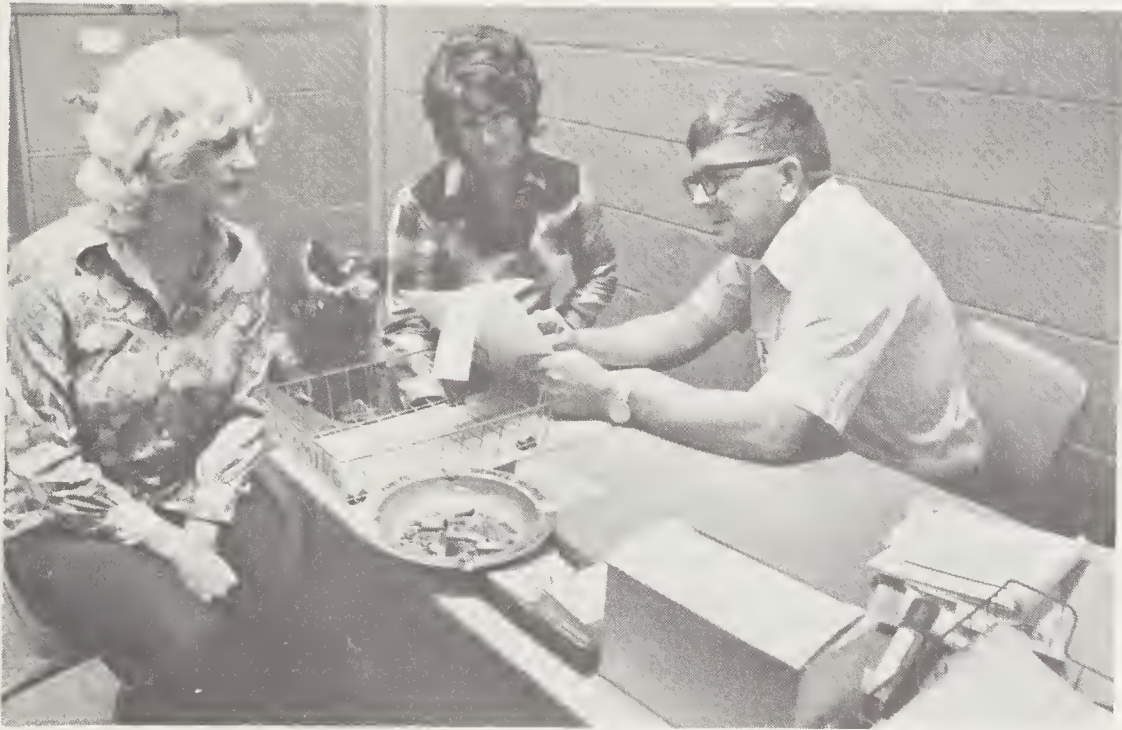
Following receipt of his application, the student will be invited to come for a placement interview with an admissions counselor. The student and the counselor review together the student's application, his career objectives, and the requirements of the various programs of study. Through this process 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 year 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 185
Highway 306, South
Grantsboro, North Carolina 28529
Telephone: 249-1851 or 249-1861 (Area Code 919)



ACADEMIC REGULATIONS



ACADEMIC REGULATIONS

Establishment of Residency

Students who are not legal residents of North Carolina must pay non-resident tuition. A legal resident is defined as follows:

An individual who has established and maintained his residence in North Carolina for a period of at least twelve months and possessing the intent to remain in North Carolina.

Registration

The school year consists of four quarters. Students who are pursuing a curriculum must register at the beginning of each quarter as they progress toward their educational objectives. All students will register during the prescribed registration period for that quarter (see school calendar). A late registration fee will be charged when registration occurs after the ending date as stated in the catalogue.

Pre-Registration — Pre-registration is usually held around the middle of the quarter and is a time when the student and his advisor can review the student's academic progress and plan courses for the upcoming quarter. Only those students currently enrolled are allowed to pre-register.

Those students failing to pre-register at their designated time must complete registration on Registration Day.

Late Registration — A student may register late for class, providing:

- The class is not canceled or closed.
- Receive special permission.
- Pays late registration fee.

Student Classification

Freshman — A student who has earned less than forty five quarter hours of credit.

Sophomore — A student who has earned more than forty-five quarter hours credit.

Full-time Student — A student who carries a twelve quarter hour load.

Part-time Student — A student who is registered for eleven quarter hours or less.

Special Student — A full-time or part-time student not seeking a degree or diploma. Audit students are also included in this classification.

Waiver by Proficiency

The requirement that a student complete a specific course as a part of an overall educational program may be waived upon successful completion of a

proficiency examination. Proficiency examinations are developed and administered at the department level. The test may be any one or a combination of the following:

- Written test.
- Evaluation of manipulative skills.
- Student oral interview.

A copy of the written examination and or a written summary of criteria used in assessing proficiency must be submitted by the appropriate faculty member for inclusion in the student's permanent file.

Credit by proficiency test may be administered prior to the student's official enrollment at the Institute. In no instance, however, should such examinations be administered after the close of the official Drop/Add period set in the School Catalog. Questions in this matter should be directed to the Dean of the Institute.

Acceptable performance on a proficiency examination for a specific course will be so noted on the student's official transcript with the letter Z. As no credit hours are earned through the waiver of a course requirement, the student's grade point average is unaffected. There is no refund of tuition for students earning waiver through proficiency examination; however, students may be allowed to enroll in a course of similar hours for which they are qualified without additional charge.

Credit by Challenge Examination

Students, who feel that they have mastered sufficiently the content of a specific course, may request a challenge examination. Challenge examinations are developed and administered at the departmental level. They are administered at any point during the course after the official Drop/Add period. A copy of the Challenge Examination shall be placed in the student's permanent folder. Credit hours and grades earned shall be used in computing the student's grade point average. There is no refund of student tuition. Questions in this matter should be directed to the Dean of the Institute.

ATTENDANCE POLICY

Class 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, except as provided in number 2 below.
- 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 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 Institute, and Counselor.
- Instructors are expected to recognize and honor official institutional excuses, i.e., excuse students without penalty for absences due to participation in authorized institutional activities, death in the family and personal illnesses of students excused by the Dean of Students, Counselor, or a Doctor's note.

Dropping and/or Adding Courses

You may change classes during the 10 day drop/add period without penalty. After this period, to avoid a failure, you must officially withdraw. Follow these procedures:

- Obtain Registration Change Notice form from Student Services Office and have approved.
- Have your instructor(s) initial it.
- Have your advisor sign it (usually Dept. Head or major instructor).
- Have the business office make final check and pick up your copy.

Since attendance requirements vary with each course and instructor, all students are automatically dropped from the instructor's roll after the fifth consecutive class absence. Evening students after second consecutive class session. Re-entrance must be approved by the Dean of Student Services in coordination with Department Chairman. After the seventh week of the quarter, withdrawal without penalty can only be done in the case of an emergency e.g. Death or serious illness in immediate family. Migration created by change in employment of self or family.

Probation Policy

Curriculum credit students who fail to maintain a 1.5 grade point average are placed on academic probation for a period not to exceed one quarter (11 weeks). Normally, probationary status requires the student:

- To participate in individual or group counseling sessions, and
- To register for a reduced course load while on probation.

Students enrolled in other educational activities such as learning laboratories, guided studies, etc., are required to demonstrate acceptable progress towards an identified educational goal, (e.g. High School Equivalency). "Acceptable Progress" is defined as the successful and systematic completion of learning objectives within an acceptable time frame. The identification of students who fail to demonstrate "Acceptable Progress" is the responsibility of the instructor.

To remove probation, students must earn a minimum of a "C" average on all courses taken during the quarter of probation. **Students who fail to maintain this minimum average are not eligible to re-enroll in his choice of curriculum.** However, a student may be redirected through counseling services and approval of the Dean of Student Services.

Students who earn a minimum "C" average during probation but do not attain the overall 2.0 grade point average required for graduation may be allowed to pursue their course of study on a non-probationary status subject to the following conditions:

- It is reasonable to assume that the student will be able to meet all requirements for graduation.
- Approval of the student's major advisor and the Dean of Student Services.
- Special restrictions (limited course load, redirection into another curriculum, etc.) which may be imposed to insure educational progress.

Students enrolled in learning laboratories, open labs, etc., who fail to demonstrate acceptable progress towards educational goals may be placed on probation upon recommendation of their advisor. Any student failing to remove satisfactorily the cause of his probation within a reasonable period of

time (Not to exceed one academic quarter), shall be subject to a loss of VA benefits and possible dismissal from the Institute.

The 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

Explanation of Grades

A grade of "I" 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 depending on the student's individual needs and upon close counseling by his major advisor, instructor, counselor, or the Dean of Student Services. The instructor makes the final decision.

All students must maintain an overall grade point average of 2.0 and satisfactorily complete all required courses to be eligible for graduation.

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.

Students auditing courses or classified as special credit students are not required to take examinations or hand in written work, but may do so if they wish. No grade or credit toward a degree or diploma is given.

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.

Refund Policy

Tuition refunds for students shall not be made unless the student is, in the

judgement of the institution, compelled to withdraw for unavoidable reason. (Death or Serious Illness in immediate family; migration created by change in employment of self or family). In such cases, two thirds ($\frac{2}{3}$) of the student's tuition may be refunded if the student withdraws within (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 complete withdrawal of such students.

There is no refund on such yearly payments as activity fee, insurance premium fee, graduation fee, and diploma once it is ordered, and special fees such as for late registration.

In all refund cases, the student must initiate his withdrawal through the Student Services Office. The Business Office will make the allowable refund only after written request is received from the Student Services Office.

Fee Paying Regulations

Paying and collecting of fees is established by law and is the responsibility of the Business Office. The following procedures must be followed by all students in order to register:

1. The Institute operates on a cash payment basis.
2. No books will be sold on credit unless the Business Office has official authorization to bill a third party. (Examples: Vocational Rehabilitation—both State and Veterans program; CETA program, etc.)
3. Tuition credit will not be allowed except in those cases where the Business Office has official authorization to bill a third party.

Transfer Students

Students desiring to transfer credits to Pamlico Technical Institute from other institutions must be in good standing at that institution and must submit the following:

- A complete application blank.
- A complete health questionnaire.
- Official transcript(s) and a catalogue or course descriptions from institutions previously attended.

There is no limit to the number of hours that may be transferred from other institutions; however, the final quarter of the student's work towards the degree or diploma must be completed at Pamlico Technical Institute. Furthermore, only courses with a grade C will be considered for transfer. In order to receive transfer credit, the student must submit the transfer credit evaluation form available in the office of Student Services. NOTE: As a part of the evaluation of transfer credits, students may be required to take a proficiency examination in a specific course or courses before completing registration. Students desiring to transfer between programs may receive credit for all applicable courses with a C average as verified by transcript of the students' permanent record.

Readmission of Curriculum Students

Students re-entering Pamlico Technical Institute after one or more quarters out of school will follow normal registration procedures. If the student was out of school as a result of disciplinary action, he must appear before the Appeals Com-

mittee and petition for readmission to the Institute. If the returning student was on academic probation at the time of his leaving, the probation policy will remain in effect and determine the conditions of his readmission.

PROGRAMS OF STUDY

Vocational Programs Diploma

Vocational curricula are designed to provide the student with skills, trades, and vocations to meet the needs of local and area industry. These programs are:

- Auto-Diesel Mechanics
- Light Construction
- Child Care Worker
- Home and Hospital Aid

Certificate Programs

- Masonry
- Carpentry

Technical Programs — (A.A.S. Degree)

The technical programs offered at Pamlico Technical Institute prepare the student to become a competent technician. These curricula are designed for career preparation with a background in general education. Technical Programs are:

- Accounting
- Business Administration
- Executive Secretarial
- General Office Technology
- General Education with College Transfer Option (Contracted with E.C.U.)

Technical Specialty

- Agricultural Science and Mechanization

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 and Diploma 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.
5. Final Quarter of student's work must be completed at Pamlico Technical Institute.

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.

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 ad-

visors. 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

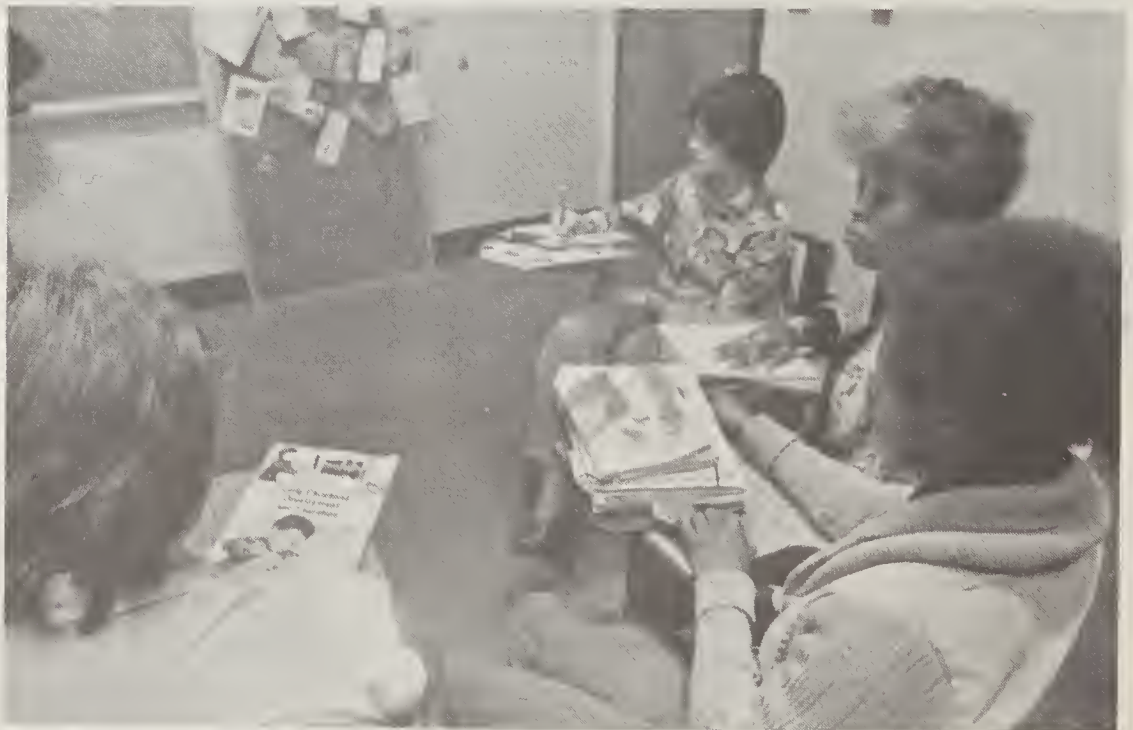
The Institute does not have dormitory facilities, but the Office of Student Services will assist students in arranging living accommodations available within the local community.

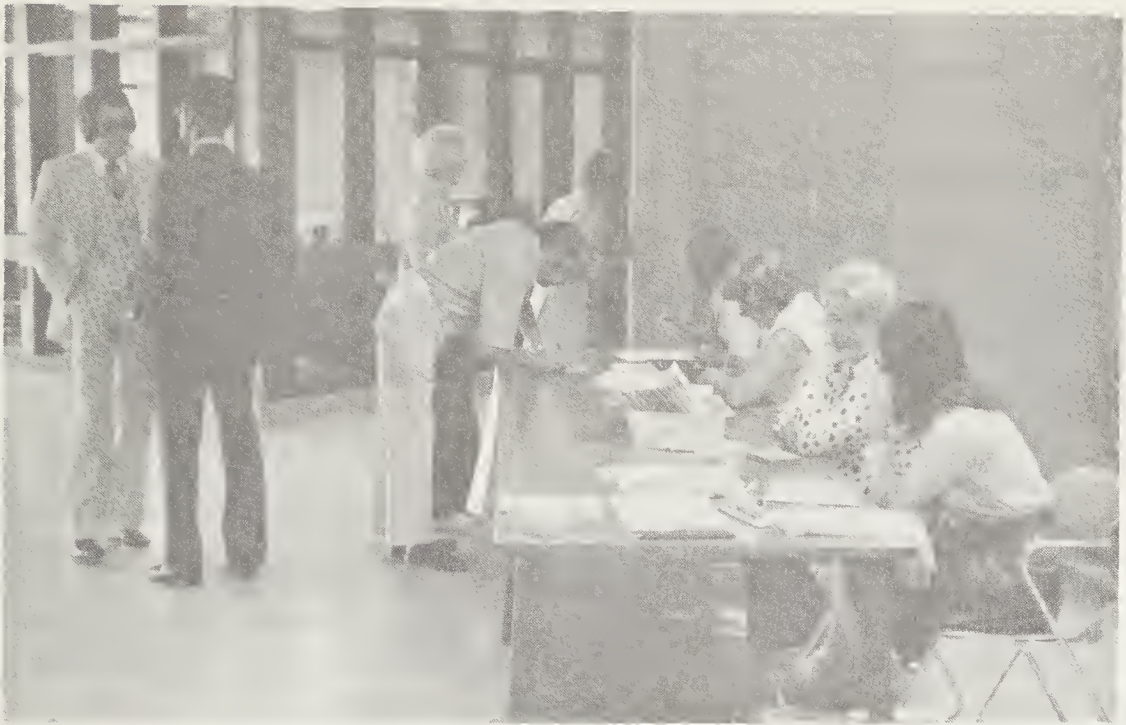
Placement Services

Pamlico Technical Institute provides a job placement service for all students upon request. The placement office maintains a current file of prospective employers and provides these employers with personal data sheet on students meeting the job demands. Representatives from business and industry from a wide geographical area are encouraged to visit the campus to interview prospective students.

Organizations

Student clubs, groups, and organizations can make many positive contributions to the accomplishment of the objectives of the Institute. Accordingly, participation in approved campus clubs, groups, and organizations is encouraged.





Procedures for organizing and securing approval of campus clubs, groups, and organizations are outlined below.

1. The proposed club or organization submits a petition to the Student Affairs Committee for recognition and approval as a campus organization.
 - a. A copy of its proposed constitution or bylaws is attached to the petition.
 - b. The petition contains the names of the organizers of the club.
 - c. The petition contains the names of the faculty advisor(s) of the club.
2. The Student Affairs Committees reviews the petition and makes the final recommendation.
3. Clubs and organizations approved to operate on the campus are required to:
 - a. Submit annually the names of its officers and faculty advisor to the Dean of Students.
 - b. Request approval of the Dean of Students to conduct all special events, social functions, fund raising drives, or other activities.

Athletic Program

Intramural Sports — The Institute has no organized intramural sports, but does provide for its students an opportunity to participate in local recreational programs and field day exercises.

Student Rights

Although attendance at the Institute is a privilege extended to the student by the community and state, the student enjoys certain rights which are as follows:

- The right to expect an education of high quality.
- The right to develop one's potential within the framework of his abilities.
- The right to inquire about and to recommend improvements in policies, regulations, and procedures affecting the welfare of students through appropriate student representation and administrative offices.
- The right to fair hearing and appeal when a standard is applied to them in-

dividually or as a member of a group or organization. Hearings or appeals shall include statements of the evidence or facts and shall provide an opportunity to present all pertinent evidence or views.

Student Affairs Committee

The Student Affairs Committee is composed of representatives from each program offered at the Institute. Normally, one representative from each program (day and evening) will be selected by fellow students and appointed by the President of P.T.I. The Deans of Students Services and Business Affairs, the evening supervisor, and a faculty representative will serve as advisors to the committee.

The responsibilities of the Student Affairs Committee are as follows: (1) To organize all student activities sanctioned by the Institute. (2) To serve as a liaison between the student body and the Administration of the Institute. Members of the Committee are expected to develop proposals for activities which are then submitted to the President for his approval. The Committee is responsible for the orderly conduct of approved activities in accordance with school policy. As one means of developing better communication between students and administration, this committee may review policy affecting general student welfare and submit appropriate suggestions for revisions, clarifications, etc. to the President for his consideration.

Student members will be elected in September and may serve for a period of one year subject to conditions set forth in the official by-laws. Student members must maintain a 2.0 grade point average. Professional members serving on the Committee may be replaced at the discretion of the President.

The Faculty Advisor System

Students are assigned a faculty advisor. Usually he/she will be your major instructor. Your advisor will assist you in program planning, scheduling, and registration.

Awards Ceremonies

An annual awards night (or formal graduation exercise) is held to note the accomplishments of students. The date is listed in the school calendar.

●Awards presented are:

A.A.S. Degree — Two year technical or General Education full-time or part-time programs.

Vocational Diplomas — One year vocational full-time or part-time programs.

Certificates — Less than one year or short courses.

Special Adult Awards Certificate — Students who complete the high school preparatory course and pass the GED (General Education Development Test). The High School Equivalent certificate is mailed directly to the student from the state of North Carolina.

Selected students who perform exceptional tasks in short courses, general adult, or occupational extension programs.

PTI Rings

Students may order a ring by contacting the Dean of Student Services. Requirements are:

- Completion of a full-time credit program or
- Passed the GED test for high school equivalency.

Student Involvement in Political Activities

Pamlico Technical Institute endorses the concept of citizenship development. Because the Institute believes that its students should become as knowledgeable as possible about the various political candidates and their platforms, it permits group activities in support of a candidate or candidates provided the guidelines as set forth below are followed:

- Space will be provided for group discussions or planning sessions. The time and space shall be agreed upon jointly by the Student Affairs Committee Chairman, and the Dean of Business Affairs.
- Activity in the halls must in no way interfere with classes or the instructional process.
- Signs or posters in support of a candidate or candidates will be permitted in the student lounge area only.
- Rallies may be held in the late afternoon between the hours of 4:00 p.m. and 7:00 p.m.
- On-campus activities must in no way indicate that Pamlico Technical Institute is supporting a particular political candidate.

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. Contact financial aid officer in student services for applications and information.

Basic Educational Opportunity Grant Program (BEOG)

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 Supplemental Educational Opportunity Grant Program (SEOG)

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 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 under federally supported Work-Study Programs.

Students may work up to 20 hours per week while attending classes fulltime. 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 fulltime 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

Colleges;

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.

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.

Technical

Credit Hours

12 up	Full-Time
9-11	$\frac{3}{4}$ Time
6-8	$\frac{1}{2}$ Time

Vocational

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	$\frac{3}{4}$ Time
11-15	6-8	$\frac{1}{2}$ Time

Farm Cooperative

Contact Hours

10	Full-Time
5	Half-Time

Children of Veterans

The Veterans Administration offers education 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	Limited
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.

North Carolina Insured Student Loan Program

Applicants must be legal residents of North Carolina enrolled or accepted for full-time enrollment in an eligible college, university, technical, or vocational school. Students are urged to apply for the minimum amount required to meet their educational expense. Requests for loans may not exceed \$2500 during the academic year or \$1250 per semester. Students in good standing may reapply each year if funds are needed, but may borrow no more than \$10,000 during their educational program.

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. Students, faculty and people in the community are encouraged to use the facilities and resources.

Library and Audio-Visuals

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 recordings, 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 three (3) weeks and may be renewed once. A fine of three 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 an easier process. Machines for using the non-print materials are provided in individualized study carrels. For class use, equipment may be circulated outside the LRC. All individuals are encouraged to make collection suggestions.

Materials not directly owned by PTI may be secured by borrowing from other libraries through a formalized interlibrary 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 provides still another method of obtaining materials not housed at PTI.

Students are encouraged to use the Library for reference, studying, reading, or just browsing. An LRC handbook is available to help answer questions. The Librarian will also 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 in 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 Learning 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 second and fourth Thursday night and Friday each month, with the exception of holidays. The exam consists of five tests; however, no more than three may be taken in one day. Please contact the Lab Coordinator at least 48 hours in advance to schedule for testing. 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.

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

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**

		Course Title	Hours Per Week		Quarter Hours Credit
			Class	Lab	
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
			<u>17</u>	<u>2</u>	<u>18</u>
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
			<u>18</u>	<u>2</u>	<u>19</u>
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
			<u>17</u>	<u>2</u>	<u>18</u>
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
			<u>15</u>	<u>4</u>	<u>17</u>
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	120B	Accounting II	3	2	4
BUS	247	Business Insurance	3	0	3
			<u>15</u>	<u>4</u>	<u>17</u>
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
			<u>16</u>	<u>4</u>	<u>18</u>

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**

Course Title			Hours Per week		Quarter Hours Credit
			Class	Lab	
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
			<u>17</u>	<u>2</u>	<u>18</u>
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
BUS	106	Shorthand	3	2	4
		General Education Elective	3	0	3
			<u>18</u>	<u>4</u>	<u>20</u>
THIRD QUARTER					
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>
FOURTH QUARTER					
ENG	206	Business Communications	3	0	3
BUS	120A	Accounting I	3	2	4
EDP	104	Introduction to Data Processing	3	4	4
BUS	205	Typewriting	3	2	4
BUS	108	Shorthand	3	2	4
			<u>15</u>	<u>8</u>	<u>19</u>
FIFTH QUARTER					
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 Duplicating Processes	2	2	3
			<u>14</u>	<u>6</u>	<u>17</u>
SIXTH QUARTER					
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**

		Course Title	Hours Per Week		Quarter Hours Credit
FIRST QUARTER			Class	Lab	
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>

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
			<u>18</u>	<u>2</u>	<u>19</u>

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
			<u>18</u>	<u>4</u>	<u>20</u>

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
			<u>15</u>	<u>6</u>	<u>18</u>

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
			<u>15</u>	<u>10</u>	<u>20</u>

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
			<u>17</u>	<u>4</u>	<u>19</u>

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

Course Title			Hours Per Week		Quarter Hours Credit
			Class	Lab	
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
BUS	120A	Accounting I	3	2	4
			<u>17</u>	<u>4</u>	<u>19</u>
SECOND QUARTER					
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
			<u>15</u>	<u>2</u>	<u>16</u>
THIRD QUARTER					
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
			<u>17</u>	<u>4</u>	<u>19</u>
FOURTH QUARTER					
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
			<u>14</u>	<u>4</u>	<u>16</u>
FIFTH QUARTER					
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
			<u>17</u>	<u>4</u>	<u>19</u>
SIXTH QUARTER					
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
			<u>16</u>	<u>4</u>	<u>18</u>

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
BUS 101	Introduction to Business	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				
BUS 102	Typewriting	3	2	4
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				
BUS 103	Typewriting, Elementary	3	2	4
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 communications forms. Speed requirement, minimum 35 GWAM for five minutes with a maximum of five errors. Prerequisite: BUS 102 or equivalent.				
BUS 104	Typewriting, Intermediate	3	2	4
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.				
BUS 106	Beginning Shorthand	3	2	4
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases. Prerequisite: None				
BUS 107	Intermediate Shorthand	3	2	4
Continued study of theory with greater emphasis on dictation and elementary				

transcription. Prerequisite: BUS 106 or equivalent

BUS 108 Advanced Shorthand 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

BUS 110 Office Machines 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

BUS 112 Filing 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

BUS 115 Business Law I 3 0 3

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. Prerequisite: None

BUS 116 Business Law II 3 0 3

Includes the study of laws pertaining to bailments, sales, riskbearing, partnership-corporation, mortgages, and property rights. Prerequisite: BUS 115

BUS 117 Office Duplicating Processes 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

BUS 120A Accounting I 3 2 4

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

BUS 120B Accounting II 3 2 4

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

BUS 121 Accounting III 5 2 6

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

BUS 122 Accounting IV 5 2 6

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

BUS 123 Business Finance	3	0	3
Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing. Prerequisite: None			
BUS 124 Business Finance	3	0	3
Financing, federal, state, and local government and the ensuing effects upon the economy. Factors affecting supply of funds, monetary and credit policies. Prerequisite: BUS 123			
BUS 125P Personal Finance	3	0	3
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			
BUS 134 Personal Development	3	0	3
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

BUS 214 Secretarial Procedures 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

BUS 219 Credit Procedures and Problems 3 0 3

Principles and practices in the extension of credit, collection procedures, laws pertaining to credit extension and collection are included. Prerequisite: None

BUS 222 Accounting (Intermediate) 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

BUS 223 Accounting (Intermediate) 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

BUS 225 Cost Accounting 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

BUS 229 Income Taxes 3 2 4

A comprehensive study of federal and state income taxes including both personal and business tax returns. Prerequisite: BUS 121

BUS 225 Cost Accounting 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

BUS 229 Income Taxes 3 2 4

A comprehensive study of federal and state income taxes including both personal and business tax returns. Prerequisite: BUS 121

BUS 229P Personal Income Taxes 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 knowledge 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

A basic course to aid students in acquiring a comprehensive understanding of the principles and procedures of processing data by automatic means.

GENERAL EDUCATION

ECONOMICS

		HOURS		
		Class	Lab	Credit
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
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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 economy will be explored by dealing with international trade and payments. Prerequisite: ECO 102

ECO 108	Consumer Economics	3	0	3
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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
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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
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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
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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

ENG 204	Oral Communication	3	0	3
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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, self-protection improvement. The student learns to produce effective oral presentation through practical exercises in speech-making. Prerequisite: ENG 102

ENG 206 Business Communications 3 0 3

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

	HOURS		
	Class	Lab	Credit
MAT 110A Business Mathematics	3	0	3

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.

MAT 110B Business Mathematics 3 0 3

A continuation of MAT 110A. Prerequisite: MAT 110A

SOCIAL SCIENCE

POL 103 State and Local Government and Politics 3 0 3

A study of state and local political systems, with special emphasis being placed on North Carolina. Prerequisite: None

POL 201 U.S. Government and Politics 3 0 3

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

Child Care Worker

Masonry (Certificate)

Light Construction

Home and Hospital Aide (Certificate)

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.
7. Other specific course requirements.

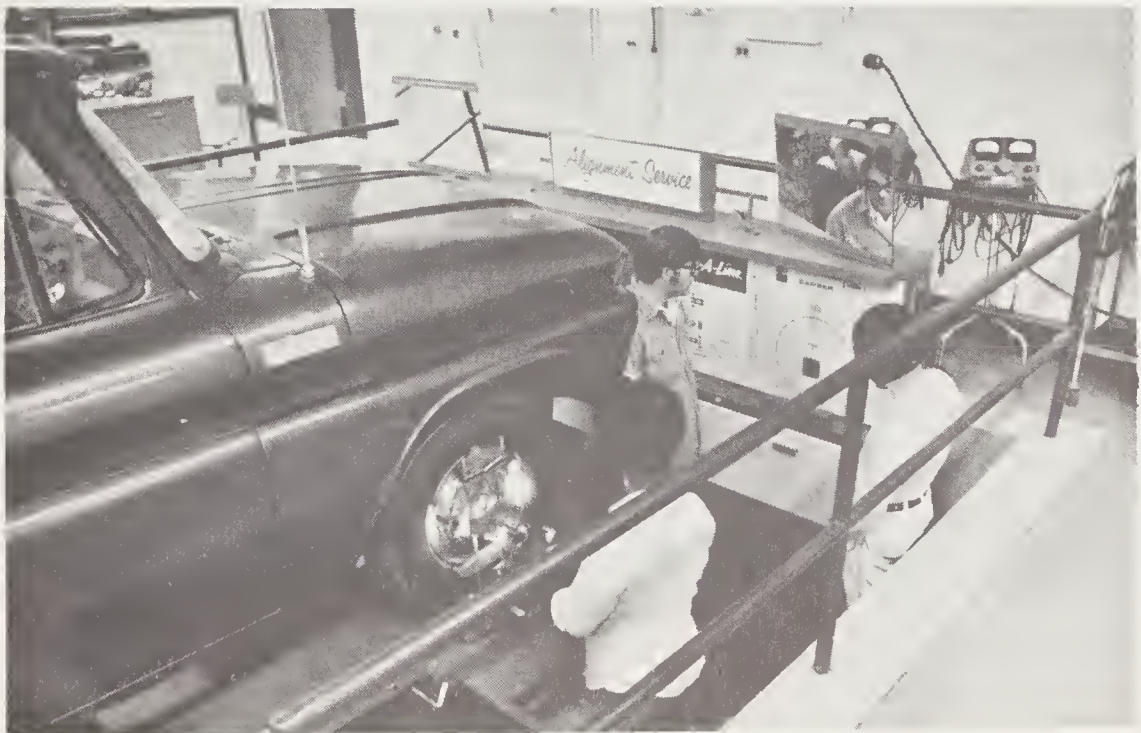
AUTO-DIESEL MECHANICS

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 QUARTER

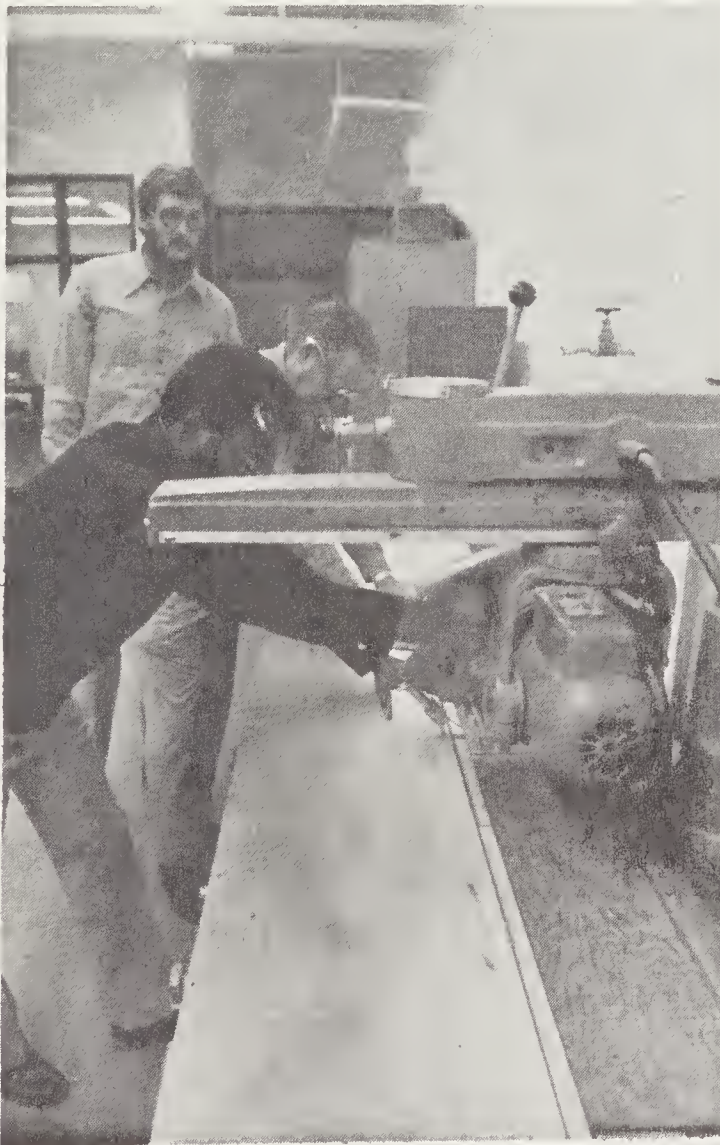
Course Title			Hours Per week		Quarter Hours Credit
			Class	Lab	
FIRST QUARTER					
PME	1101	Internal Combustion Engines	3	12*	7
MAT	1101	Fundamentals of Mathematics	5	0	5
ENG	1101-P	Communications I	3	0	3
PSY	1101	Human Relations	3	0	3
			<u>14</u>	<u>12</u>	<u>18</u>
SECOND QUARTER					
DSE	1146	Introduction to Diesel	3	6*	5
PME	1102	Automotive Electrical & Fuel Systems	5	12*	9
			<u>8</u>	<u>18</u>	<u>14</u>
THIRD QUARTER					
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
			<u>9</u>	<u>15</u>	<u>14</u>
FOURTH QUARTER					
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
			<u>8</u>	<u>15</u>	<u>13</u>

*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

Course Title		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 II	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

*Indicates 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
PME	1101 Internal Combustion Engine	3	12	7
<p>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.</p>				
DSE	1146 Introduction to Diesel	3	6	5
<p>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.</p>				
PME	1102 Automotive Electrical and Fuel Systems	5	12	9
<p>A thorough study of the electrical and fuel systems of the automobile, including 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.</p>				
PME	1121 Automotive Braking Systems	2	3	3
<p>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</p>				
PME	1123 Automotive Chassis and Suspensions	3	6	5
<p>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</p>				
WLD	1101 Basic Arc and Gas Welding	2	3	3
<p>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</p>				
DSE	1150 Diesel Tune-Up and Trouble Shooting	2	3	3
<p>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</p>				

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 Emmission 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

LIGHT CONSTRUCTION

CON 1101-P Construction I 3 12 7
 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 woodworking 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

CON 1104-P Construction IV 3 15 8

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 jambs, 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 supporting 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 applications 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 5 0 5

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 3 0 3

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation. Prerequisite: None

PHY 1103-P Basic Science 3 2 4

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 3 0 3

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

DFT 1109-P Basic Blueprint Reading 3 0 3

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

Child Care Worker

There is presently an acute shortage of personnel prepared to work with the preschool child. With many mothers of young children returning to the labor market, the number of young children in out-of-the-home care is increasing rapidly. Recent studies have re-emphasized the importance of fostering optimal development during the early years of life. The curriculum includes both the classroom and field experiences for each student. The classroom includes theoretical topics, demonstrations of practical applications, and student discussions to promote understandings of the developmental philosophy toward early childhood. The field experience provides the opportunity for an individual to work with the young child.

The child care worker assists professional personnel in developing and implementing planned programs of activities for young children. Graduates of this program may find employment in day care centers, nursery schools, kindergartens, child development centers, institutions, camps and recreation centers.



SUGGESTED CURRICULUM CHILD CARE WORKER

Course Title			Hours Per Week		Quarter Hours Credit
			Class	Lab	
FIRST QUARTER					
EDU	1001	Introduction to Early Childhood Education	3	0	3
EDU	1002	Health and Safety of Young Children	3	0	3
EDU	1016a	Activities for Young Children	3	0	3
PSY	1004	Human Growth and Development: Prenatal and Infant	3	0	3
ENG	1101p	Communications I	3	0	3
EDU	1004	Seminar and Field Experience in Child Care I	<u>1</u>	<u>6</u>	<u>3</u>
			16	6	18
SECOND QUARTER					
PSY	1005	Human Growth and Development: Early Childhood	3	0	3
EDU	1005	Working with the Young Child	3	0	3
EDU	1006	Communicating Effectively with the Young Child	3	0	3
EDU	1016b	Activities for Young Children (cont.)	3	0	3
EDU	1017p	Seminar and Field Experience in Child Care II	<u>3</u>	<u>9</u>	<u>6</u>
			15	9	18
THIRD QUARTER					
EDU	1010	Working with the Young Child with Problems	3	0	3
EDU	1012	Parent Education	3	0	3
EDU	1011	Conceptual and Language Development	3	0	3
EDU	1016	Administration and Supervision in a Preschool Facility	3	0	3
EDU	1018p	Seminar and Field Experience in Child Care III	<u>3</u>	<u>9</u>	<u>6</u>
			15	9	18

CHILD CARE WORKER PROGRAM

COURSE DESCRIPTIONS

EDU 1001 Introduction to Early Childhood Education 3 0 3

This course is designed to promote understanding of role and responsibilities of the child care worker. It includes a study of personal adjustment, development sequence in children, and the importance of the adult-child relationship. Prerequisite: None

EDU 1002 Health and Safety of Young Children 3 0 3

Study of means of understanding factors which influence physical and emotional health during infancy and childhood. Focus on practices and procedures for promoting good health among children in group care. Prerequisite: None

EDU 1004 Seminar and Field Experience in Child Care
1 6 3

Experience in a child care setting to develop further skill in working with young children and to participate in their care under the supervision of the teacher. Assist with programming activities adapting to the needs of various children. Experience will be related to classroom learning through assignments, group discussions and conferences. Satisfactory performance in EDU 1004 is required for completion of course for child care workers. Prerequisite: None

EDU 1005 Working with the Young Child 3 0 3

A study of behavior in young children. Students learn to redirect children's activities by use of behavior management techniques. Prerequisite: None

EDU 1006 Communicating Effectively with the Young Child 3 0 3

Study of communication skills in the child care program. Remedial approaches to improving the student's oral communication by serving as an effective model. Case studies provide opportunities to analyze problems of adult-child communication and to derive guidelines for establishing effective communication. Prerequisite: None

EDU 1010 Working with the Young Child with Problems 3 0 3

Further study of behavior in relation to developmental stages, with emphasis on behavior which is symptomatic of emotional or physical handicaps. Effective interaction and other types of remedial help are explored. Parental problems are also discussed. Prerequisite: None

EDU 1011 Conceptual and Language Development 3 0 3

Study of means for helping children develop in their ability to communicate and to formulate concepts about their environment. Emphasis is on utilization of all facets of the program to reinforce concept development and to increase vocabulary through stimulation of oral communication. Prerequisite: None

EDU 1012 Parent Education 3 0 3

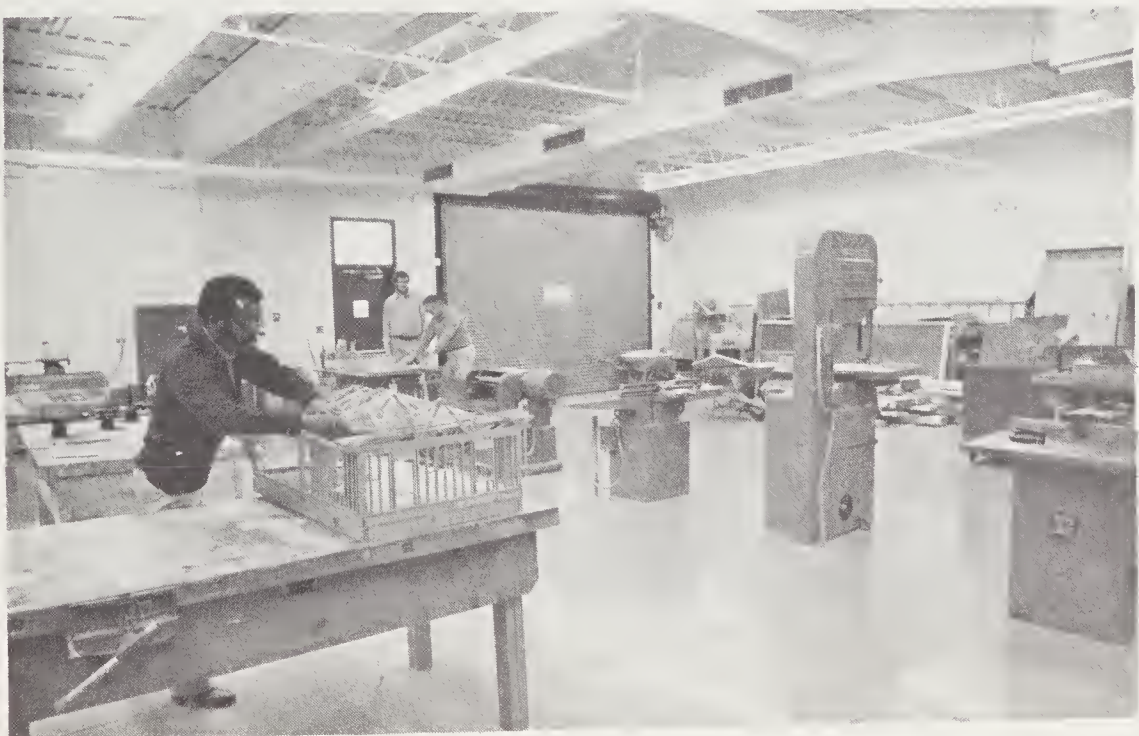
A study of family counseling techniques. Ways parents can be involved in the child development center and the role of child care worker in aiding parents in guidance of the child's development. Prerequisite: None

EDU 1016	Administration and Supervision in a Preschool Facility	3	0	3
Assist students to develop philosophy of pre-school education which can serve as a guide in establishing policies and procedures for the operation of a center for group care of young children. Emphasis is given to principles of supervision and techniques for promoting acceptance of a philosophy by the total staff. Prerequisite: None				
EDU 1016B	Creative Activities for Young Children	6	0	6
Designed to help students develop an understanding of factors contributing toward a creative climate for young children's living and growing. Activities in art, music, science, manipulative skills and inter-personal relationships will be considered with students planning activities to be implemented in the practicum. Prerequisite: None (Note: This course may be taught in three hour sessions extending over two quarters)				
EDU 1017P	Seminar and Field Experience in Child Care II	3	9	6
Designed to provide students with a continued experience in child care centers. Students will assist in and direct in programming activities for young children and analyze problems encountered. The individual needs of the child will be considered as well as the importance of the adult-child relationship.				
EDU 1018P	Seminar and Field Experience in Child Care III	3	9	6
Experience in various settings designed to help students develop effective techniques to use when working with normal or developmentally delayed children. Students will assist in the development and administration of various programs in these centers and modify activities according to a child's needs.				
ENG 1101P	Communications I	3	0	3
A concentrated effort to improve student's ability to comprehend what he reads. Reading faults of the individual are analyzed for improvement, and principles of vocabulary building are stressed. Prerequisite: None				
PSY 1004	Human Growth and Development: Prenatal and Infancy	3	0	3
A detailed study of the developmental sequence of the prenatal and infant periods, with emphasis on developmental influences and conditions necessary for optimum development of individuals. Prerequisite: None				
PSY 1005	Human Growth and Development: Early Childhood	3	0	3
A detailed study of the developmental sequence during the preschool period, ages 2-6. Emphasis given to factors influencing development and the relationship of early childhood in later realization of potential. Prerequisite: PSY 1004				
PSY 1102	Marriage and Family Relations	3	0	3
This course is designed to help the student understand family patterns, their financial problems, budgeting, etc. This course will enable the student to work more effectively with families of the children they are associated with. The lab will enable students to make home visits and do case studies.				

MASONRY PROGRAM

SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
FIRST QUARTER			
MAS 1101-P Bricklaying I	3	9	6
MAT 1112-P Building Trades Math	3	0	3
	<u>6</u>	<u>9</u>	<u>9</u>
SECOND QUARTER			
MAS 1103-P Bricklaying II	3	9	6
DFT 1109-P Blueprint Reading: Building Trades	3	0	3
	<u>6</u>	<u>9</u>	<u>9</u>
THIRD QUARTER			
MAS 1105-P Bricklaying III	3	9	6
DFT 1111 Blueprint Reading — Sketching	0	3	1
	<u>3</u>	<u>12</u>	<u>7</u>



COURSE DESCRIPTIONS

MAS 1101-P Bricklaying I 3 9 6

This course is designed to provide instruction in the history of the bricklaying trade, masonry, terminology, basic manufacturing processes, and different types of raw materials relevant to the masonry trade. The use, care, and maintenance of equipment and tools are studied. Safety procedures are stressed. The student develops basic manipulative skills in shop practices and demonstrations. Prerequisite: None

MAT 1112-P Building Trades Mathematics 3 0 3

Practical problems dealing with the volume, weights, ratios, mensuration, and basic estimating practices for building trades. Prerequisite: None

MAS 1103-P Bricklaying II 3 9 6

This course is designed to give the student practice in various construction segments such as walls, chimneys, foundations, etc. Types of concrete, mixing, control of joints and finishing techniques are studied. The proper use of bonds, wall ties, caulking methods, and expansion strips are studied. Prerequisite: None

DFT 1109-P Basic Blueprint Reading 3 0 3

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

MAS 1105-P Bricklaying III 3 9 6

This course is designed to give the student a basic understanding and practice in the layout and construction of fireplaces, glazed tile panels, and floors, lintels, arches, and modular masonry construction. The cleaning processes used for masonry structures are practiced. Prerequisite: None

DFT 1111 Blueprint Reading & Sketching 0 3 1

Principles of interpreting blueprints and specifications common to the building trade. Practice in reading details for grades, foundations, walls, elevations, chimneys, fireplaces, arches and cavity wall construction. Development of proficiency in making three view and pictorial sketches. Prerequisite: None

TECHNICAL SPECIALITY AGRICULTURAL SCIENCE AND MECHANIZATION WITH TECHNICAL SPECIALTY OPTION

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

Graduates of the Agricultural Science and Mechanization curriculum should be able to function effectively in farm operations and management. They should possess skills in the areas of animal science, farm machinery operation and maintenance, farm building construction and repair, and agronomy.

This curriculum is approved by the Veterans Administration for farm cooperative training.



PAMLICO TECHNICAL INSTITUTE

AGRICULTURAL SCIENCE AND MECHANIZATION PROGRAM

SCHOOL CALENDAR

1976-77

September 30, 1976	First Quarter Begins
November 25, 1976	Thanksgiving Holiday
December 15, 1976	First Quarter Ends
December 16, 1976	Second Quarter Begins
December 22, 1976	Christmas Holidays Begin
December 29, 1976	Classes Resume
January 1, 1977	New Year's Holiday
March 2, 1977	Second Quarter Ends
March 3, 1977	Third Quarter begins
May 18, 1977	Third Quarter Ends
May 19, 1977	Fourth Quarter Begins
July 4, 1977	Independence Day Holiday
August 4, 1977	Fourth Quarter Break
September 28, 1977	Fourth Quarter Ends

Legal Holidays

Thanksgiving	1 Day
Christmas	5 Days
New Year's Day	1 Day
Independence Day	1 Day

1977-78

October 3, 1977	First Quarter Begins
November 24, 1977	Thanksgiving Holiday
December 16, 1977	First Quarter Ends
December 19, 1977	Second Quarter Begins
December 21, 1977	Christmas Holidays Begin
December 28, 1977	Classes Resume
January 2, 1978	New Year's Holiday
March 3, 1978	Second Quarter Ends
March 6, 1978	Third Quarter Begins
May 19, 1978	Third Quarter Ends
May 22, 1978	Fourth Quarter Begins
July 4, 1978	Independence Day Holiday
August 7, 1978	Fourth Quarter Break
September 29, 1978	Fourth Quarter Ends

Legal Holidays

Thanksgiving	1 Day
Christmas	5 Days
New Year's Day	1 Day
Independence Day	1 Day

AGRICULTURAL SCIENCE AND MECHANIZATION

T-017

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Hours Per Week		Quarter Hours
			Class	Lab	Credit
FIRST QUARTER					
ASM	101	Farm Machinery Operation and Maintenance	5	0	5
ASM	106	Farm and Home Construction	3	2	4
			<u>8</u>	<u>2</u>	<u>9</u>
SECOND QUARTER					
ASM	102	Farm Records and Taxes	3	0	3
ASM	104	Soil Science and Fertilization	5	2	6
			<u>8</u>	<u>2</u>	<u>9</u>
THIRD QUARTER					
ASM	210	Farm Forest Management	5	0	5
ASM	202	Livestock Housing and Equipment	5	0	5
			<u>10</u>	<u>0</u>	<u>10</u>
FOURTH QUARTER					
ASM	105	Agricultural Chemicals	5	2	6
ASM	103	Soybean Production	3	0	3
			<u>8</u>	<u>2</u>	<u>9</u>
FIFTH QUARTER					
ASM	209	Agricultural Programs and Agencies	5	0	5
ASM	206	Livestock Disease and Parasites	3	2	4
			<u>8</u>	<u>2</u>	<u>9</u>
SIXTH QUARTER					
ASM	110	Conservation of Natural Resources	5	0	5
ASM	208	Pastures and Forage Crops	3	2	4
			<u>8</u>	<u>2</u>	<u>5</u>
SEVENTH QUARTER					
ASM	207	Poultry Enterprises	5	0	5
ASM	203	Fruit and Vegetable Production	3	2	4
			<u>8</u>	<u>2</u>	<u>9</u>
EIGHTH QUARTER					
ASM	111	Swine Production	5	0	5
ASM	117	Internal Combustion Engines	3	2	4
			<u>8</u>	<u>2</u>	<u>9</u>

NINTH QUARTER

ASM 118	Small Engine Repair	3	2	4
ASM 201	Agricultural Marketing	<u>5</u>	<u>0</u>	<u>5</u>
		8	2	9

TENTH QUARTER

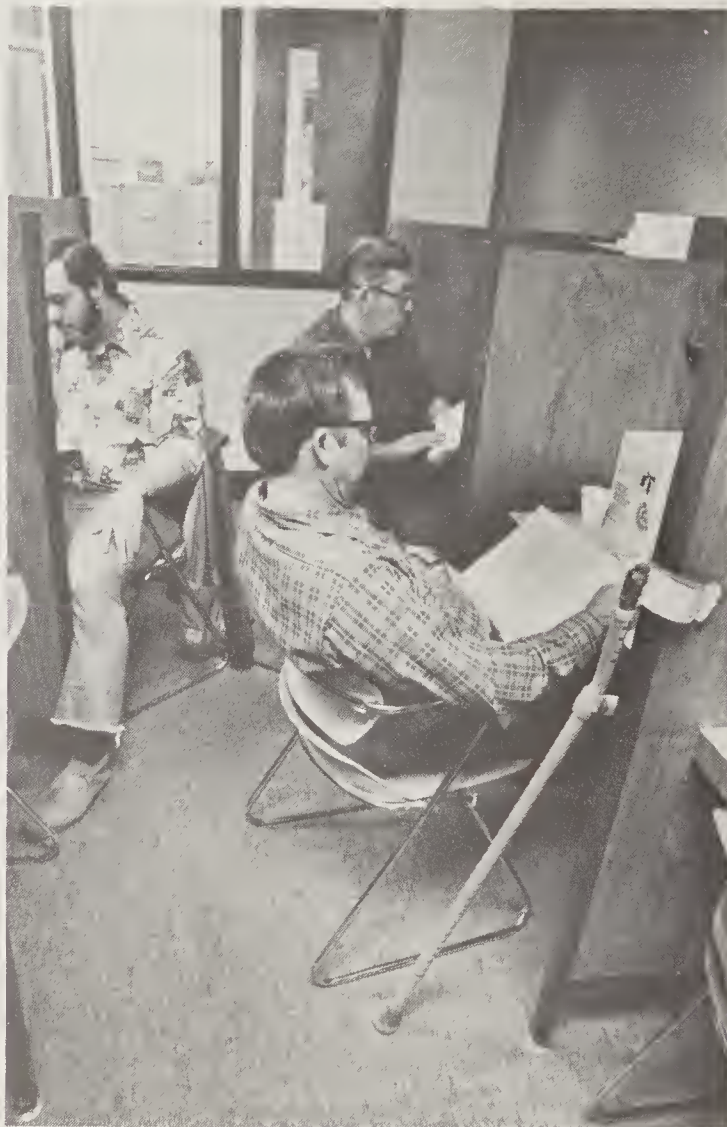
ASM 109	Agricultural Mechanics	3	2	4
ASM 204	Beef and Dairy Products	<u>5</u>	<u>0</u>	<u>5</u>
		8	2	9

ELEVENTH QUARTER

ASM 108	Techniques of Welding	3	2	4
ASM 211	General Poultry Science	<u>3</u>	<u>2</u>	<u>4</u>
		6	4	8

TWELFTH QUARTER

ASM 107	Farm Electrification	5	2	6
ASM 121	Weed Identification and Control	<u>3</u>	<u>0</u>	<u>3</u>
		8	2	9



AGRICULTURAL SCIENCE AND MECHANIZATION

ASM 101 Farm Machinery Operation and Maintenance 5 0 5

Care, repair, and selection of the large units of farm equipment operating principles of self-propelled and tractor-drawn equipment will be studied in the classroom and the field. Such equipment as balers, combines, corn pickers, cotton pickers, and peanut harvesters will be included. Prerequisite: None

ASM 102 Farm Records and Taxes 3 0 3

An introductory course to accounting methods related to the farm business which acquaints the student with terminology, basic principles, and techniques used in recording transactions. Practical application of the principles learned are made by working deductions, depreciation, and tax schedules applicable to farmers. Prerequisite: None

ASM 103 Soybean Production 3 0 3

An examination of the production and projected economic impact of soybeans in Eastern North Carolina. Attention will be given soil preparation, planting, plant projection, harvesting, and marketing of soybeans within the context of a primary money crop. Prerequisite: None

ASM 104 Soil Science and Fertilization 5 2 6

A course dealing with basic principles of efficient classification, evaluation, and management of soils; care, cultivation, and fertilization of the soil and conservation of soil fertility. Prerequisite: None

ASM 105 Agricultural Chemicals 5 2 6

A study of farm chemical pesticides, their ingredients, formulation, and farm application, with emphasis on the effective and safe use of chemicals in agricultural pest control. Prerequisite: None

ASM 106 Farm and Home Construction 3 2 4

This course deals with the fundamentals of farm carpentry, fences, concrete, and masonry. Part of the course gives students an opportunity to learn and practice home construction projects such as kitchen cabinets. The study also includes the farm water needs and waste disposal. Attention is given to planning farm water and plumbing systems and their proper care and maintenance. Prerequisite: None

ASM 107 Farm Electrification 5 2 6

A study of the basic principles and systems and their application to agricultural production with emphasis upon equipment for controlling the utilization of electricity. Prerequisite: None

ASM 109 Agricultural Mechanics 3 2 4

The student receives the current trends in agricultural mechanization in addition to practical shop application. The principles and fundamentals of tractor operation, agricultural chemicals application equipment, and the repair, modification, and maintenance of these items is covered. Prerequisite: None

ASM 110 Conservation of Natural Resources 5 0 5

An introduction to soil conservation, covering what is included in soil and water conservation, the public interest in soil and water conservation, who is involved in soil and water conservation, the available resources to carry out soil and water conservation measures, and the relationship of specialized knowledge

in agronomy, biology, economics, engineering, soils, forestry, and recreation.
Prerequisite: None

ASM 111 Swine Production 5 0 5

Development of the swine producing and marketing industries, principles, and practices of selection, breeding, feeding, housing, marketing, and management of swine. Prerequisite: None

ASM 117 Internal Combustion Engines 3 2 4

Tractor engine fundamentals. Principles of engine operation, including horsepower calculations, efficiency, combustion theory, types of engines, cylinder and valve arrangements, lubrication, fuel and cooling systems. Laboratory work consisting of demonstrations, disassembly, inspection, and reassembly of various engines. Prerequisite: None

ASM 118 Small Engine Repair 3 2 4

This course is designed to give the student mechanical knowledge in order to adjust, maintain, and repair small gasoline engines. Prerequisite: None

ASM 121 Weed Identification and Control 3 0 3

A study of common weeds native to Eastern North Carolina and the accepted techniques whereby these weeds are effectively controlled. Safety in the application of appropriate chemicals will be stressed. Prerequisite: None

ASM 201 Agricultural Marketing 5 0 5

An analysis of the functions of marketing in the economy and a survey of the problems marketing faces. A review of the market structure and the relationship of local; terminal, wholesale, retail, and foreign markets. Problems in the operations of marketing firms including buying and selling, processing, standardization and grading, risk-taking and storage, financing, efficiency, and cooperation. Discussion of procedures of marketing such commodities as grain, cotton, livestock and tobacco. Prerequisite: None

ASM 202 Livestock Housing and Equipment 5 0 5

A study of the housing and equipment utilized in efficient livestock production and marketing. Farm livestock structures. Automatic feeding and watering systems. Specialized equipment for care of livestock and maintenance of quality livestock products. Prerequisite: None

ASM 203 Fruit and Vegetable Production 3 2 4

A course dealing with fruit and vegetable production. A study of the importance and principles of production and marketing of the major vegetable crops. Identification and methods of production and marketing of the principal tree and small fruits. Prerequisite: None

ASM 204 Beef and Dairy Products 5 0 5

A study of beef and dairy production. This includes their selection breeding, feeding, care and management. Prerequisite: None

ASM 108 Techniques of Welding 3 2 4

This course will cover both arc and gas welding. The safe and correct methods of assembling and operating welding equipment will be stressed. Welding joints and flame cutting are discussed and practiced in various positions that are applicable to metal repair work and steel fabrication. Care, maintenance, and selecting welding equipment and supplies are applied to this course. Prerequisite: None

ASM 206 Livestock Diseases and Parasites	3	2	4
A course dealing with the common diseases and parasites of livestock, sanitation practices and procedures with emphasis on the cause, damage, symptoms, prevention, and treatment of parasites and diseases, and management factors relating to disease and parasite prevention and control. Prerequisite: None			
ASM 207 Poultry Enterprise	5	0	5
A review of the growth of the various poultry enterprises – including marketing eggs, hatching eggs, and broiler production; marketing procedures; determining and controlling costs and production; choosing breeds and determining flock size, feeding systems, conversion ratios, labor efficiency, and other management factors. Prerequisite: None			
ASM 208 Pastures and Forage Crops	3	2	4
A study of the major grasses and legumes of economic importance in North Carolina. Attention will be given to management, soil types, fertilization, harvesting and nutrient value. Prerequisite: None			
ASM 209 Agricultural Programs and Agencies	5	0	5
A review of the public agricultural programs and agencies that provide services, including financial aid for agricultural producers. The objectives, organization, functions, and services of these organizations. Prerequisite: None			
ASM 209 Agricultural Programs and Agencies	5	0	5
A review of the public agricultural programs and agencies that provide services, including financial aid for agricultural producers. The objectives, organization, functions, and services of these organizations. Prerequisite: None			
ASM 210 Farm Forest Management	5	0	5
A course dealing with the fundamentals of forestry and farm forestry problems, including planting, thinning, harvesting, and marketing. Prerequisite: None			
ASM 211 General Poultry Science	3	2	
An introduction to the science of poultry production. The major phases of the study include the history of the poultry industry; the anatomy and physiology of the chicken, the breeds and varieties; the breeding principles, the principles of incubation, brooding, rearing, feeding, housing, and management; marketing poultry products, and the science of disease and parasite prevention and control. Prerequisite: None			

CERTIFICATE PROGRAM

HOME AND HOSPITAL AIDE

OBJECTIVE OF CURRICULUM

To prepare qualified men and women to function safely and effectively in assisting individuals and their families with these activities in daily living that they can no longer perform unaided during periods of convalescence or subacute illnesses in an institutional or home setting.

Curriculum Outline

Course Title			Hours Per Week		Quarter Hours Credit
			Class	Lab	
FIRST QUARTER					
HA	1101	Home and Hospital Aide I	10	15	15
ENG	1101-P	Reading Improvement	3	0	3
			<u>13</u>	<u>15</u>	<u>18</u>
SECOND QUARTER					
HA	1102	Home and Hospital Aide II	10	15	15
PSY	1101	Human Relations	3	0	3
			<u>13</u>	<u>15</u>	<u>18</u>

Total Quarter Hours Credit 36

COURSE DESCRIPTION

Home and Hospital Aide I

The course is designed to introduce the student to the role of the health worker. Classroom teaching emphasizes basic nursing skills needed to care for patients in hospital setting. Basic principles of communication, growth and development, family living and the illness-wellness concept are integrated throughout the quarter. Concurrent clinical practice is provided. A total of 25 hours of instruction per week is given.

Home and Hospital Aide II

The course is designed to increase the student's ability in the basic nursing skills and to enable him to adapt these skills to the home setting. Classroom teaching emphasizes more advanced nursing skills, principles of nutrition and meal preparation, interpersonal relationships and how to apply for or resign from position. (Concurrent clinical practice is provided. A total of 25 hours of instruction per week is given.)

English 1101-P Reading Improvement

The course is designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition to increase eye coordination to train for comprehension in larger units.

Psychology 1101 Human Relations

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.

GENERAL EDUCATION

GENERAL EDUCATION WITH COLLEGE TRANSFER OPTIONS

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title		Hours Per Week		Quarter Hours Credit
		Class	Lab	
FIRST QUARTER				
MATH 045	General College Mathematics	5	0	5
ENGL 030	English Composition	5	0	5
SPCH 119	Voice and Diction	3	0	3
	Elective	3	0	3
		<u>16</u>	<u>0</u>	<u>16</u>
SECOND QUARTER				
MATH 063	College Algebra I	5	0	2
ENGL 031	English Composition	5	0	5
HIST 050	American History to 1877	5	0	5
	Elective	4	0	4
		<u>19</u>	<u>0</u>	<u>16</u>
THIRD QUARTER				
MATH 064	College Algebra II	5	0	3
ENGL 170	Major American Writers	3	0	3
HIST 051	American History Since 1877	5	0	5
ART 117	Art Appreciation	2	0	2
	Elective	3	0	3
		<u>18</u>	<u>0</u>	<u>16</u>
FOURTH QUARTER				
BIOL 070	Principles of Biology I	3	0	3
BIOL 070L	Principles of Biology Laboratory	0	3	1
BIOL 010	National Government	5	0	5
SPCH 217	Public Speaking	3	0	3
	Elective	4	0	4
		<u>15</u>	<u>3</u>	<u>16</u>

FIFTH QUARTER

BIOL 071	Principles of Biology II	3	0	3
BIOL 071L	Principles of Biology Laboratory	0	3	1
PSYC 050	General Psychology I	3	0	3
SOCI 110	Introduction to Sociology	5	0	5
	Elective	4	0	4
		<u>15</u>	<u>3</u>	<u>16</u>

SIXTH QUARTER

BIOL 090	Perspectives in Biology	4	0	4
MUSC 120	Music Appreciation	2	0	2
PSYC 051	General Psychology II	3	0	3
PHIL 001	Introduction to Philosophy I	3	0	3
	Elective	4	0	4
		<u>16</u>	<u>0</u>	<u>16</u>

GENERAL EDUCATION

		HOURS		
		Class	Lab	Credit
ART 117	Art Appreciation An exploration of the visual experience with emphasis on contemporary art. Prerequisite: None	2	0	2
BIOL 070	Principles of Biology I Molecular basis of cell structure and activities with emphasis on bioenergetics cellular and organismal control systems; reproduction. Prerequisite: None	3	0	3
BIOL 070L	Principles of Biology Laboratory Three laboratory hours per week. Prerequisite: None	0	3	1
BIOL 071	Principles of Biology II Basic patterns in reproduction and development; genetics with an introduction to molecular aspects; the diversity of organisms; mechanisms of evolution; communication and behavior; ecosystems. Prerequisite: BIOL 070, 070L	3	0	3
BIOL 071L	Principles of Biology Laboratory Three laboratory hours per week. Prerequisites 1501L, 070, 070L.	0	3	1
BIOL 090	Perspective in Biology Treatment in depth of topics in biology such as evolution, history of photosynthesis, molecular biology in medicine, and space biology. May be elected as the third course in the biology sequence by non-science majors. This course will not satisfy the requirements for Biology and other science majors. Prerequisite: BIOL 071, 071L	4	0	4
ENGL 030	Composition Rhetorical analysis of essays; frequent themes based on reading selections. Introduction to the techniques of research and documentation. Laboratory work will be required for students who are deficient in basic language skills. Prerequisite: None	5	0	5
ENGL 031	Composition Analysis of fiction, drama, and poetry. Analytical and critical themes. Prerequisite: ENGL 030	5	0	5
ENGL 170	Major American Writers Major works of American literature before World War II. Prerequisite: 030, 031	3	0	3
HIST 050	American History to 1877 The history of the United States from the discovery of America in 1492 to the end of Reconstruction. Prerequisite: None	5	0	5
HIST 051	American History from 1877 The history of the United States from the end of Reconstruction to the present. Prerequisite: None	5	0	5
MATH 045	General College Mathematics An elementary college-level course. May not be used to satisfy the general education mathematics requirements. Prerequisite: None	5	0	5

MATH 063 College Algebra I	5	0	2
Remedial work work in high school algebra. Prerequisite: Equivalent of two years of high school mathematics.			
MATH 064 College Algebra II	5	0	3
Sets, linear, quadratic, polynomials and exponential functions, inequalities, permutations, combinations, and the binomial theorem. Prerequisite: MATH 063 or equivalent.			
MUSC 120 Music Appreciation	2	0	2
Introduction to the basic materials of music and the utilization of these in the understanding and enjoyment of music of different styles and periods. Musical elements, forms, stylistic features, and the role of music in our society. Emphasizes development of aural awareness. Prerequisite: None			
PHIL 001 Introduction to Philosophy I	3	0	3
Plato's early and middle dialogues. Prerequisite: None			
POLS 010 National Government	5	0	5
American national government with emphasis on basic concepts, structures, powers, procedure and problems. Prerequisite: None			
PSYC 050 General Psychology I	3	0	3
The fundamental principles underlying human behavior. Prerequisite to all other psychology courses. Prerequisite: None			
PSYC 051 General Psychology II	3	0	3
A continuation of Psychology 050 covering more technical aspects of basic psychological principles governing behavior. Cannot be taken by students who have had Psychology 100. Prerequisite: PSYC 050.			
SOCI 110 Introduction to Sociology	5	0	5
The nature, concepts, and principles of sociology; society, culture, socialization, groups, institutions and organization, the class system, social change, and social processes. Prerequisite: None			
SPCH 119 Voice and Diction	3	0	3
Improvement or articulation, pronunciation, and delivery of simple speeches and readings. Prerequisite: None			
SPCH 217 Public Speaking	3	0	3
Means of public address, the outlining and presentation of speeches for all occasions. Prerequisite: None			

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

V-Eng. 091	Reading and Vocabulary I	3	0(3)*
V-Eng. 092	Reading and Vocabulary II	3	0(3)*
V-Eng. 093	Reading and Vocabulary III	3	0(3)*
T-Eng. 091	Reading and Vocabulary I	3	0(3)*
T-Eng. 192	Reading and Vocabulary II	3	0(3)*
T-Eng. 093	Reading and Vocabulary III	3	0(3)*
T-Eng. 094	Grammar and Composition I	3	0(3)*
T-Eng. 094	Grammar and Composition I	3	0(3)*
T-Eng. 095	Grammar and Composition II	3	0(3)*
T-Eng. 096	Grammar and Composition III	3	0(3)*
V-Mat. 091	Developmental Mathematics I	5	0(5)*
V-Mat. 092	Developmental Mathematics II	3	0(5)*
V-Mat. 093	Developmental Mathematics III	5	0(5)*
T-Mat. 091	Developmental Mathematics I	3	0(3)*
T-Mat. 092	Developmental Mathematics II	3	0(3)*
T-Mat. 093	Developmental Mathematics III	3	0(3)*

T-Eng. 091	Reading and Vocabulary I	3	0(3)*
V-Eng. 091	Reading and Vocabulary I	3	0(3)*

Emphasis on basic word attack skills including phonetics, syllabication, and implementation of discritical markings in the dictionary.

T-Eng. 092	Reading and Vocabulary II	3	0(3)*
V-Eng. 092	Reading and Vocabulary II	3	0(3)*

Emphasis on vocabulary and comprehension with a continuation of word attack study.

T-Eng. 093	Reading and Vocabulary III	3	0(3)*
V-Eng. 093	Reading and Vocabulary III	3	0(3)*

Continuation of Eng. 092

T-Eng. 094	Grammar and Composition I	3	0(3)*
	Emphasis on parts of speech, sentence structure, and paragraph development.		

T-Eng. 095	Grammar and Composition II	3	0(3)*
	Continuation of Eng. 094.		

T-Eng. 096	Grammar and Composition III	3	0(3)*
	Continuation of Eng. 095.		

T-Mat. 091	Developmental Mathematics I	3	0(3)*
V-Mat. 091	Developmental Mathematics I	5	0(5)*

Emphasis is placed on basic mathematical skills needed to perform successfully in technical and vocational programs. Course covers operations with whole numbers and fractions.

T-Mat. 092	Developmental Mathematics II	3	0(3)*
V-Mat. 092	Developmental Mathematics II	5	0(5)*

Continuation of Mat. 091, if indicated. Course content includes operations with decimals and percentages.

T-Mat. 093	Developmental Mathematics III	3	0(3)*
V-Mat. 093	Developmental Mathematics III	5	0(5)*

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

*Number in parenthesis indicates equivalent credit hour values for Institutional use only.

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 upgrading 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 Dean 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.

FEES

A fee of \$5.00 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.

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 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 controlled 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

The creation of more and better paying jobs in North Carolina by promoting the expansion of existing industry 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 OTHER 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 Tech. Before transfer is necessary, students who prefer a degree or

diploma offered at the following institutions should contact the admissions counselor for specific details.

Associate in Applied Science Degree - Technical

Craven Community College - New Bern, N.C.

- Criminal Justice
- Drafting and Design
- Educational Assistant
- Industrial Maintenance
- Nursing

Carteret Technical Institute - Morehead City, N.C.

- Commercial Fisheries Technology
- Radiologic Technology
- Recreation Therapy

Beaufort County Technical Institute - Washington, N.C.

- Electrical Engineering Technology
- Industrial Management

DIPLOMA PROGRAMS

Craven Community College

- Air Conditioning and Refrigeration
- Auto Body Repair
- Cosmetology
- Electrical Installation
- Electronic Servicing
- Machinist

Carteret Technical Institute

- Marine Diesel Mechanics
- Vocational Fisheries

Beaufort County Technical Institute

- Drafting-Building Trades
- Heavy Equipment Mechanics
- Medical Laboratory Assistant
- Nurse Assistant

PAMLICO TECHNICAL INSTITUTE
Highway 306 South
Grantsboro, North Carolina 28529

