

PAMLICO

TECHNICAL

INSTITUTE



GENERAL CATALOG 1978-79, 1979-80



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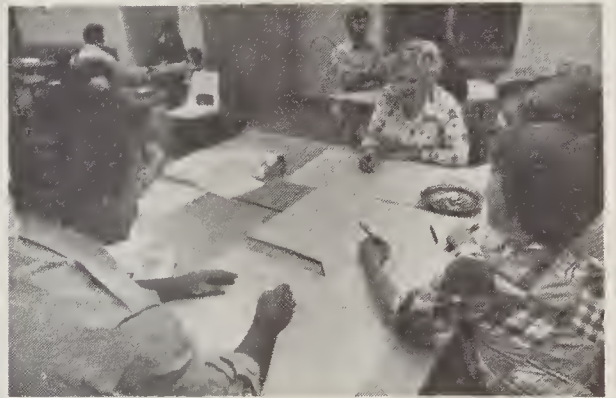
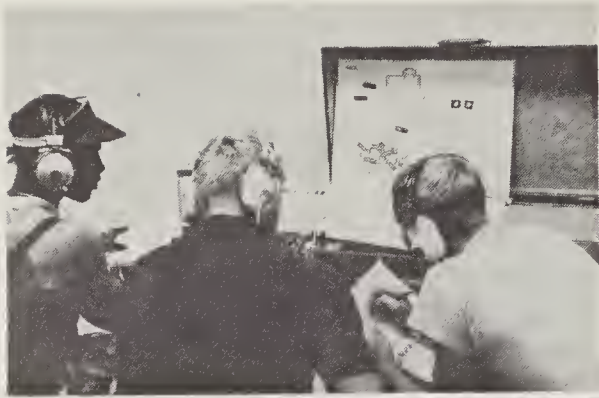
A MESSAGE FROM THE PRESIDENT

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 NORTH CAROLINA STATE
BOARD OF EDUCATION
SOUTHERN ASSOCIATION OF
COLLEGES AND SCHOOLS**

**PAMLICO TECHNICAL INSTITUTE
IS APPROVED FOR THE
TRAINING OF
VETERANS, AND ELIGIBLE DEPENDENTS**

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

The Legal and Corporate Name of the Institute 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 Institute

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SCHOOL CALENDAR

1978-1979

Fall Quarter — 1978

- September 1, Friday All Instructors Report
- September 4, Monday Labor Day, School Closed
- September 5, Tuesday Student registration and orientation. Late Registration fee of \$5.00 will be charged students paying fees after September 6. Instructors report September 5 and 6 and perform such duties as assigned by the Dean of the Institute. Library observes regular hours.
- September 7, Thursday All Classes Begin
- September 15, Friday Last day students may register for curriculum programs and pay tuition and fees. Must be completed before 2:00 P.M.
- September 15, Friday Last day students may officially withdraw from the Institute without complete loss of tuition. Last day students may drop/add courses.
- October 16-20. Pre-Scheduling for Winter Quarter
- November 22, Wednesday Quarter Ends. Instructor reports must be turned in to the office of the Dean of the Institute no later than 10:00 P.M.
- November 23, 24 Thanksgiving Holidays. School Closed

Winter Quarter — 1978

- November 30, Thursday Registration. A Late Registration fee of \$5.00 will be charged students paying fees after December 1. Instructors report for normal workday.
- December 1, Friday All Classes Begin.
- December 8, Friday Last day students may register for curriculum programs and pay tuition and fees. Must be completed before 2:00 P.M.

| | |
|----------------------------------|--|
| December 13, Wednesday | Last day students may officially withdraw from the Institute without complete loss of tuition. Last day students may drop/add courses. |
| December 19, Tuesday | All Curriculum Classes and Learning Lab Closed for Christmas Holidays at 10:00 P.M. |
| December 20-January 1 | Student/Instructor Holidays and Vacation. |
| December 22-January 1 | Staff Holidays and Vacation. School Closed. |
| January 2, Tuesday | All Classes Resume. |
| January 8-12 | Pre-Scheduling for Spring Quarter |
| February 28, Wednesday | Quarter Ends. All Instructor reports due in office of the Dean of the Institute no later than 10:00 P.M. |

Spring Quarter — 1979

| | |
|------------------------------|--|
| March 6, Tuesday | Registration. A Late Registration fee of \$5.00 will be charged students paying fees after March 7. All Instructors report. |
| March 7, Wednesday | All Classes Begin. |
| March 16, Friday | Last day students may register for curriculum programs and pay tuition and fees. Must be completed before 2:00 P.M. |
| March 16, Friday | Last day students may officially withdraw from the Institute without complete loss of tuition. Last day students may drop/add courses. |
| April 9-13 | Pre-Scheduling for Summer Quarter. |
| April 16-20 | Easter Holidays and Vacation. School Closed. |
| April 23, Monday | Classes Resume |
| May 29, Tuesday | Quarter Ends. Instructor reports due in office of the Dean of the Institute no later than 4 P.M. |

Summer Quarter — 1979

| | |
|--------------------------------|---|
| June 5, Tuesday | Registraton. A Late Registration fee of \$5.00 will be charged students paying fees after Wednesday, June 6. Instructors report for normal workday. |
| June 7, Thursday | All Classes Begin. |
| June 15, Friday | Last day student may register for curriculum programs and pay tuition and fees. Must be completed before 2:00 P.M. |
| June 15, Friday | Last day students may officially withdraw from the Institute without complete loss of tuition. Last day students may drop/add courses. |
| July 2-6 | Student/Instructors Holiday and Vacation. All curriculum classes and Learning Lab closed. |
| July 4, Wednesday | Independence Day - School Closed. |
| July 9, Monday | Classes Resume. |
| July 23-27 | Pre-Scheduling for Fall Quarter. |
| August 29, Wednesday | Quarter Ends. |
| August 30, Thursday | Graduation Exercises 8:00 P.M. Instructors report for assignment by Dean of the Institute. All final grades must be turned into Division of Student Services no later than 10:00 A.M. Other instructor reports due in the office of the Dean of the Institute no later than 4:00 P.M. |

PROPOSED SCHOOL CALENDAR

1979-80

Fall Quarter — 1979

| | |
|----------------------------------|--|
| September 3, Monday | Labor Day, School Closed |
| September 4, Tuesday | All Instructors Report |
| September 5, Wednesday | Student registration and orientation. Late Registration fee of \$5.00 will be charged students paying fees after September 6. Instructors report September 5 and 6 and perform such duties as assigned by the Dean of the Institute. Library observes regular hours. |

| | |
|----------------------------------|--|
| September 6, Thursday | All Classes Begin |
| September 14, Friday | Last day students may register for curriculum programs and pay tuition and fees. Must be completed before 2:00 P.M. |
| September 14, Friday | Last day students may officially withdraw from the Institute without complete loss of tuition. Last day students may drop/add courses. |
| October 15-19. | Pre-Scheduling for Winter Quarter |
| November 21, Wednesday | Quarter Ends. Instructor reports must be turned in to the office of the Dean of the Institute no later than 10:00 P.M. |
| November 22, 23 | Thanksgiving Holidays. School Closed. |

Winter Quarter — 1979

| | |
|----------------------------------|--|
| November 28, Wednesday | Registration. A Late Registration fee of \$5.00 will be charged students paying fees after November 30. Instructors report for normal workday. |
| November 29, Thursday | All Classes Begin. |
| December 7, Friday | Last day students may register for curriculum programs and pay tuition and fees. Must be completed before 2:00 P.M. |
| December 7, Friday | Last day students may officially withdraw from the Institute without complete loss of tuition. Last day students may drop/add courses. |
| December 19, Wednesday | All Curriculum Classes and Learning Lab Closed for Christmas Holidays at 10:00 P.M. |
| December 20-January 1 | Student/Instructor Holidays and Vacation |
| December 24-January 1 | Staff Holidays and Vacation. School Closed. |
| January 2, Wednesday | All Classes Resume. |
| January 7-11 | Pre-Scheduling for Spring Quarter. |
| February 26, Tuesday | Quarter Ends. All Instructor reports due in office of the Dean of the Institute no later than 10:00 P.M. |

Spring Quarter — 1980

| | |
|----------------------------|--|
| March 3, Monday | Registration. A Late Registration fee of \$5.00 will be charged students paying fees after March 5. All Instructors report. |
| March 4, Tuesday | All Classes Begin. |
| March 14, Friday | Last day students may register for curriculum programs and pay tuition fees. Must be completed before 2:00 P.M. |
| March 14, Friday | Last day students may officially withdraw from the Institute without complete loss of tuition. Last day students may drop/add courses. |
| April 7-11 | Easter Holidays and Vacation. School Closed. |
| April 14-18 | Pre-Scheduling for Summer Quarter. |
| April 14, Monday | Classes Resume |
| May 26, Monday | Quarter Ends. Instructor reports due in office of the Dean of the Institute no later than 4:00 P.M. |

Summer Quarter — 1980

| | |
|-----------------------------|---|
| June 2, Monday | Registration. A Late Registration fee of \$5.00 will be charged students paying fees after June 4. Instructors report for normal workday. |
| June 3, Tuesday | All Classes Begin. |
| June 13, Friday | Last day students may officially withdraw from the Institute without complete loss of tuition. Last day students may drop/add courses. |
| June 30-July 4 | Student/Instructor Holiday and Vacation. All curriculum classes and Learning Lab closed. |
| July 4, Friday | Independence Day - School Closed. |
| July 7, Monday | Classes Resume. |
| August 25, Monday | Quarter Ends. |

August 26, Tuesday Graduation Exercises 8:00 P.M. Instructors report for assignment by Dean of the Institute. All final grades must be turned into Division of Student Services no later than 10:00 A.M. Other Instructor reports due in the office of the Dean of the Institute no later than 4:00 P.M.

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
- Matthew Prescott Dean of Continuing Education
B.S. East Carolina University, M.A., East Carolina University; Additional
Course work at University of North Carolina

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 Coor-
dinator
- Peggy Hughes Counselor
B.A., Psychology; M.A. Guidance and Counseling, Newark State College,
N.J.
- Pamela F. Banks Director of Bookkeeping
Diploma, Hardbarger Business College
- Ruth Hardison Posting Clerk
Queens College

FACULTY

- Frankie Toler Auto-Diesel Mechanics
Vocational Diploma Pamlico Technical Institute, 4 years mechanic experience
- Pat Collock ABE Instructor/HRD Recruiter
B.A., North Carolina State University

Susan Twichell Developmental Studies
 B.S. Guilford College, East Carolina University Graduate Study

Robert W. Lee Light Construction
 B.A., Elizabeth City State University

Irene Gattis Early Childhood Specialists
 B.A., and M.A., University of North Carolina

Patricia N. Potter Business
 B.S., Atlantic Christian College

Gerald Carpenter Business
 Bachelor's Degree University of North Carolina, M.A., Appalachian State
 University

Warren Daughtry Industrial Mechanics
 B.A., Appalachian State University

Martha Johnson Learning Lab Coordinator
 B.A., Carson Newman, Jefferson City, Tennessee

Harold N. Way Learning Lab Coordinator
 B.A., North Carolina State University; M.A. North Carolina State University;
 Additional course work at University of New Hampshire

SECRETARIAL STAFF

Ruth Day Administrative

Lois L. Davis Academic

Judy S. Jennings Student Services

Gwen Greene Receptionist/Cashier

Doris Southerland Learning Resources Center

Frances Monk Typist

. Continuing Education

MAINTENANCE STAFF

Gregory Dudley Maintenance

Lincoln Scott Custodian

Virginia Wilson Custodian

Larry Squires Grounds

CETA INSTRUCTORS

Wilton Avent Masonry

Kent Flowers Construction

Jasper Hayes Masonry

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 in-

dividual 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 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. The new building was occupied in the spring of 1976. Full accreditation was achieved in the fall of 1977.

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

PHILOSOPHY OF THE INSTITUTION

Pamlico Technical Institute operates under the "open door" policy as set forth by the Department of Community Colleges and the State Board of Education. Specifically, the State Board of Education recommends that all technical institutes and community colleges maintain an "open door" admission policy for all applicants who are high school graduates or high school 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 is accredited with the Southern Association of Colleges and Schools and the N.C. State Board of Education.

EDUCATIONAL OPPORTUNITIES

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

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

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

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



General Information



GENERAL INFORMATION

TUITION AND FEES

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

| | Resident | Non-Resident |
|--|-------------------------|------------------------|
| Full-time (12 or more credit hours); | \$39 per quarter. | \$198.00 |
| Part-time (less than 12 credit hours); | \$3.25 per credit hours | \$16.50 per credit hr. |
| Activity and Graduation Fee | | |
| Full-Time | Fulltime | \$5.00 |
| Three-Quarter Time (9-11 hrs). | ¾ time (9-11 hrs.) | 3.75 |
| One-Half Time (6-8 hrs.) | ½ time (6-8 hrs.) | 2.50 |
| Persons over age 65 No Tuition Charged | | |
| 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 appeal 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.

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

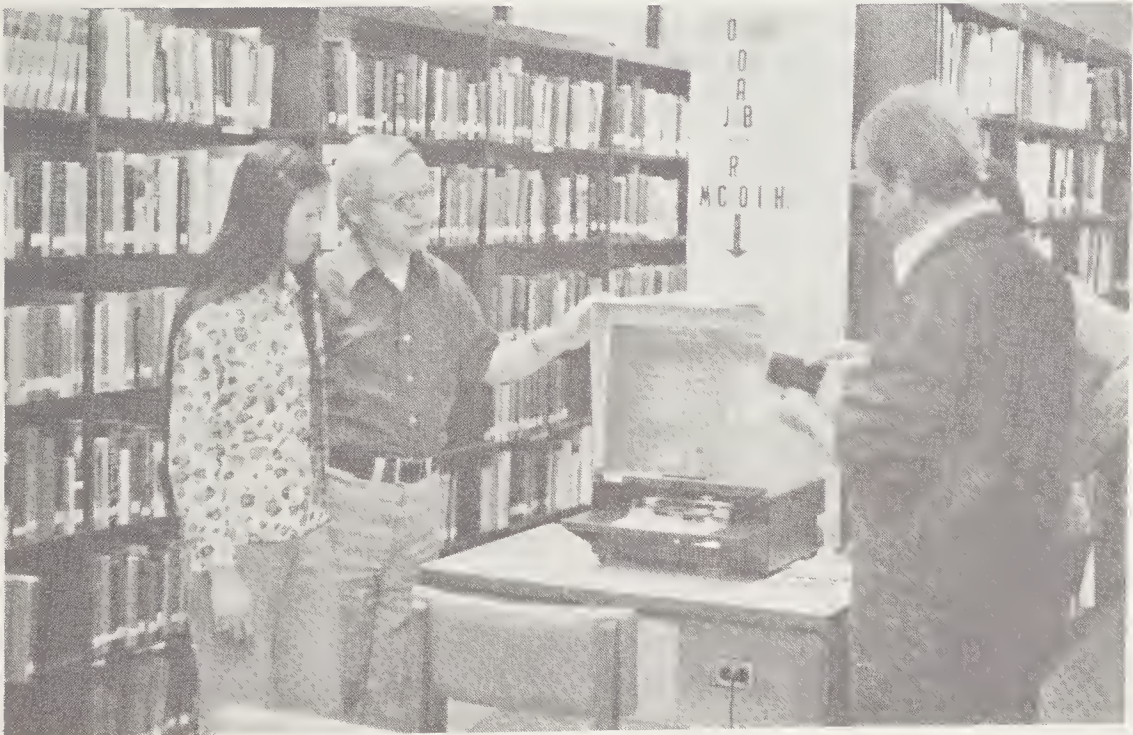
First Aid Kits are located in all departments and offices. No other health facility is available on campus. All students are required to complete a health questionnaire which gives a personal health record. The Medical Center in Bayboro is the nearest medical facility and referrals are made to the county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

Student Financial Aid Consumer Information

Information about financial assistance and other data required by the U.S. Office of Education is available in another section in this bulletin. Additional information is available in the Student Services Office.



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 complete 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.

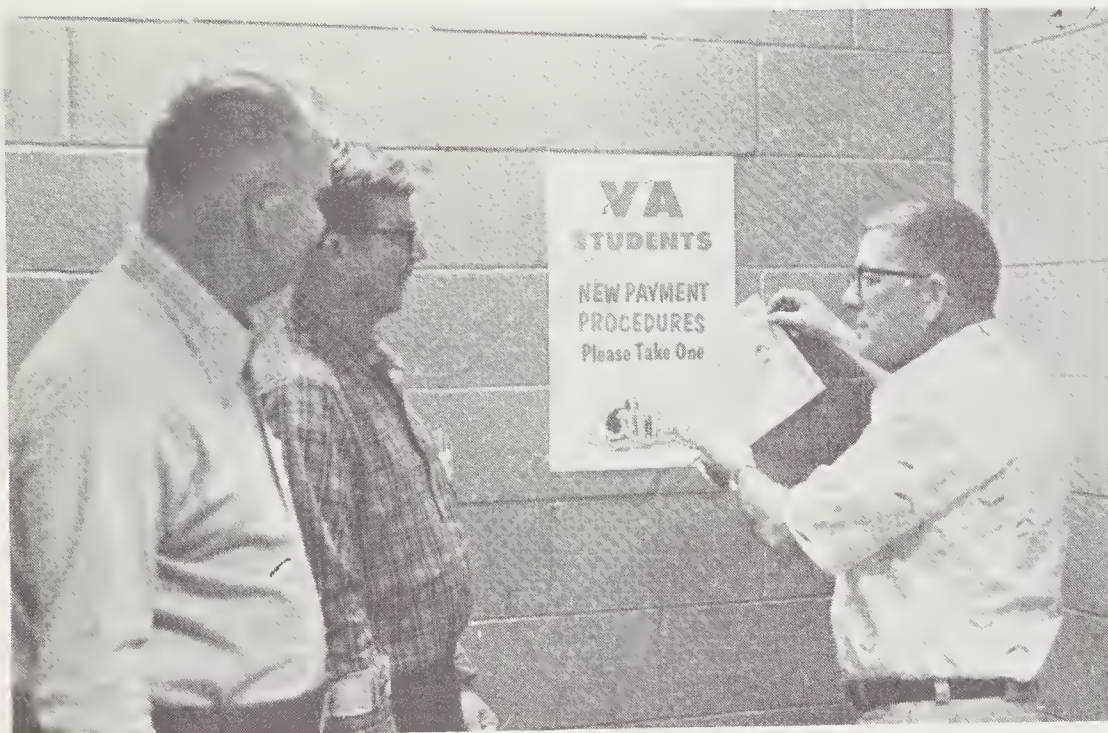
Generally, educational placement tests are given periodically during the year to aid in placement of students in courses. Such tests are only for placement purposes and are not admission tests.

Persons of known undesirable character may be refused admission. If refusal is necessary, any appeals must follow institution appeals procedures for students as outlined in PTI affirmation action plan.

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 28528
Telephone: 249-1851 or 249-1852 (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-Scheduling — Pre-scheduling 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-schedule.

Those students failing to pre-schedule 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. However, some courses may be added after this period if student has paid the maximum tuition rate (\$39.00). Follow these procedures:

- Obtain Registration Change Notice form from Student Services Office and have approved.
- Have your instructor(s) initial it and indicate last day of actual attendance.
- 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, (final grade of F), 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

TECHNICAL PROGRAMS

1. **First Probation** — Students with a grade point average less than 1.25 upon completion of the first quarter will be placed on academic probation and will be required to consult with a counselor for advice.

2. **Second Probation** — A second consecutive academic probation will require that students remain on academic probation. They will be notified as in the first probation. Students will be required to meet with a counselor for advice and a reduction in course load to less than full-time status may be required.

3. **Third Probation** — A third consecutive academic probation will require a re-examination of the students' progress. This review will include close consultation between the counselors, advisors, and instructors, including the Dean of Student Services when deemed necessary. At this point the student may be required to withdraw or be redirected in another curriculum.

VOCATIONAL — CERTIFICATION PROGRAMS

1. **First Probation** — Students with a grade point average of less than 1.25 upon completion of the first quarter will be placed on academic probation and will be required to consult with a counselor for advice.

2. **Second Probation** — A second consecutive academic probation will require a re-examination of the students' progress. This review will include close consultation between the counselors, advisors, and instructors, including the Dean of Student Services when deemed necessary. At this point the student may be required to withdraw or be redirected in another curriculum.

NOTE: Student will be placed on probation when their cumulative grade-point average is less than the following:

| Associate in Applied Science Degree Students | Cumulative Quarter Hours Attempted | Cumulative Grade Point Average |
|--|------------------------------------|--------------------------------|
| | 1-16 | 1.25 |
| | 17-32 | 1.50 |
| | 33-48 | 1.85 |
| | 49-64 | 1.95 |
| | 65-80 | 2.00 |
| | 81-over | 2.00 |
| Diploma Certificate Students | 1-15 | 1.25 |
| | 16-38 | 1.50 |
| | 39-51 | 2.00 |
| | 52-over | 2.00 |

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.

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.

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.

Withdrew Passing/Withdrew Failing is awarded only when the student completes an official withdrawal form. **WP** carries no penalty; hours attempted will be calculated for G.P.A. purposes if a **WF** is awarded.

Failure to officially withdraw will cause an automatic F.

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.

There is no refund on such yearly payments as activity fee, insurance premium fee, graduation fee, and any special fees such as late registration.

In all refund cases, the student must officially withdraw and complete the Request for Refund Form. The Business Office will execute and mail the refund after all necessary forms, and steps have been completed as stated above.

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 Committee 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
Industrial Mechanics

Certificate Programs

Masonry
Home and Hospital Aide

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 | Executive Secretarial |
| Agricultural Science | General Office Technology |
| Business Administration | Early Childhood Specialist |

Technical Specialty

Agricultural Science and Mechanization (VA Farm Cooperative)

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 may be awarded upon satisfactory completion of curriculum course work at less than the level specified for the Associate in Applied Science Degree or the Diploma. A program less than twelve months full-time is a Certificate Program.

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 the Institute for effectively carrying out the advisor duties. The objectives of the faculty advisor should be as follows:

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

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

To maintain an academic progress file on each advisee.

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

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

The advisor system is a cooperative effort between the advisor and the student services division. Student Services directly assigns new students to advisors. Usually this will be the major instructors. 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

Records are maintained in a fire-proof vault in the Student Services Office. Student records may be sent to other institutions, business or authorized persons only when requested by the student in writing. A form is available in the Office of Student Services. Information concerning the procedures for viewing records is available in the Student Services Office.

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 individually 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. The student chairperson is an ex-officio non-voting member of the Board of Trustee.

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 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 follows:

- 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



Purpose

Financial Aid may be broadly defined as those expense-reducing means awarded directly to or for a student to meet or help meet his educational expenses. The central focus of the Financial Aid Office is on the student and his own specific needs. The following procedures are used in establishing and maintaining the Financial Aid Program at this institution.

1. The primary purpose of the Financial Aid Program is to provide assistance to students, who without such aid, would be unable to attend this Institute.
2. Financial aid is administered by the Dean of Student Services.
3. The Financial Aid Program is individualized by counseling. Financial need is appraised in relation to social, economic, and vocational needs.
4. A Financial Aid Advisory Committee composed of faculty and administration, is appointed by the Dean of Student Services. This committee *recommends* policy and offers advice concerning operations of the Financial Aid Program.
5. The aid office strives to provide factual information about the types of aid available through publications and other communications.
6. The Institute realizes the fact that the family of a student is expected to make a maximum effort consistent within its available resources to assist the student with his educational expenses. Financial assistance from the Institute is considered as supplementary to the efforts of the family.
7. The Financial Aid Office works very closely with the Business Office making sure that lines of communication between the students and the two departments are clear.
8. In no way does the Financial Aid Office guarantee to provide total unmet needs to a student.

Financial Aid Programs

The Institute participates in various programs provided from federal resources.

Federally Funded Programs

1. Basic Educational Opportunity Grant (BEOG)
2. Supplemental Educational Opportunity Grant (SEOG)
3. College Work Study (on and off campus)

State Administered Programs

1. Department of Community Colleges and Technical Institute Vocational Loan Program.
2. North Carolina Student Incentive Grant Program (NCSIG)

Private Foundation or Loans

1. College Foundation, Incorporated North Carolina Insured Student Loan Program.
2. Kermit Sadler Memorial Loan Fund (Emergency Loan)

Other Sources of Financial Aid

The aid office only provides informational and reporting services to these programs. No funds or disbursement of checks are handled through the institution.

1. Veterans Benefits
2. Vocational Rehabilitation
3. Social Security
4. Comprehensive Employment Training Act (CETA)
5. Coastal Progress, Inc.

Write to the Financial Aid Office for detailed information about these programs.

Application Procedures

The following steps must be followed in order for a student to be considered for financial aid:

1. Complete program admissions applications procedures as stated in the catalogue.
2. When student has indicated or requested financial aid, proper application forms and information will be mailed.
3. Student may use a uniform multi-data entry form provided by CCS or ACT.
NOTE: No final award can be made on any institutional based financial aid fund until a student has been determined either eligible or ineligible for BEOG. This is the *floor* of a financial aid package.
4. The student must have an interview with the Financial Aid Officer or Counselor to discuss the information available. More information may be required by the aid officer.

Determination of Awards

The following must be completed before any determination of awards can be made:

1. Must have all admission requirements complete and on file in the Admissions Office.
2. Must have completed satisfactorily an institutional Financial Aid Supplement.
3. Must have completed an interview with the Financial Aid Officer or Counselor.
4. Must read and have notarized the Student Affidavit as required by the Department of HEW. Also, must read and sign the Student Financial Aid Information Sheet Regulations.

Actual Award Determination

It is the responsibility of the financial aid officer to determine the student's level of need, and also the circumstances which may suggest the type(s) of aid which are best suited. In some cases the Advisory Committee may enter into the decision of financial awards. For example, it may not be desirable for a particular student to devote time to work because of study problems; another may prefer

work opportunities to loans in order to save the maximum loan amount for advanced studies; or a higher proportion of grant aid may be advisable for a freshman, with adjustment to more work or loan in the sophomore year. Therefore, it is essential that the financial aid officer carefully analyze student needs in relation to the resources available to them. In summary, a financial aid "package" is developed after all consideration is given concerning the available resources of the student. It should be understood that the institution cannot guarantee to any student the ability to meet all unmet financial needs. The advisory committee may assist in determining questionable or exceptional cases.

Notification of Awards

After all application procedures have been completed, the student will receive in writing his final award notification. This is completed as follows:

1. When a BEOG (SER) is submitted, a preliminary report is mailed to the student.
2. If the student has applied for other sources of aid and all procedures have been completed, the student will be notified of additional "package" awards.
3. When all required forms have been signed and returned the information is transferred to a Financial Aid Control Card and filed.

Disbursement of Awards

All students are required to pay their tuition, fees, and books at the time of registration in cash. For the first enrollment period of an academic year students who can demonstrate exceptional financial hardships may be allowed to enroll based on a fee-deduction procedure from their BEOG, SEOG, or CWS. The *Advisory Committee* will determine whether a student is eligible for this type of enrollment procedure. The student may be required to furnish additional information to this committee to support his hardship status. *The student in question (not being able to make first cash payment) will be allowed to attend classes by permission from the Dean of Student Services.* If the committee finds that the student does not have a financial hardship, he will be required to pay all fees in cash as required of other students in order to continue classes. It is advised that this special procedure be completed in advance of registration.

Veterans

The Veterans Benefit Law provides financial assistance to any Veteran who is eligible. Eligibility is determined by the regional office. When a Veteran enrolls in an approved course, he must pursue that exact curriculum listed in the school catalog, must provide the Regional Office, with exact records of attendance, and must maintain good conduct and academic progress according to the school's standards.

Technical Credit Hours

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

Vocational

Contact Hours Per Week

| | |
|------------|--------------------|
| 22 or more | Full-Time |
| 16-21 | $\frac{3}{4}$ Time |
| 11-15 | $\frac{1}{2}$ Time |

Farm Cooperative

Contact Hours

| | |
|----|-----------|
| 10 | Full-Time |
| 5 | Half-Time |

NOTE: Enrollment less than $\frac{1}{2}$ time VA will pay tuition cost only.

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 audiovisuals.

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.

NOTE: The Learning Lab is open only during the regularly scheduled class days listed in the School calendar. The library facilities are closed only on those days when the school itself is closed.

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 of 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.

Many of the Associate Degree program offer evening courses if sufficient interests exists. A complete lists of projected evening courses may be obtained by contacting the Institute's Division of Student Services.

A.A.S. DEGREE PROGRAMS

Agricultural Science
Agricultural Science and Mechanization
(Technical Specialty)
Early Childhood Associate
Business Administration
 Secretarial Science Technology
 Executive Secretarial Option
 General Office Technology Option
Accounting

Admission Requirements

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

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 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.

AGRICULTURAL SCIENCE AND MECHANIZATION TECHNICAL SPECIALTY T-017

The 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.

AGRICULTURAL SCIENCE (T-126)

The Agricultural Science 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. 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 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, agronomy, welding and farm lubrication.

This curriculum is approved for training electrification under the Veteran Farm Cooperative Program and theregular G.I. Bill.

Students enrolled in the Farm Cooperative Program will follow the curriculum set forth for Agricultural Science (T-126) with the exception of the General Education Elective Courses.



AGRICULTURAL SCIENCE T-126

The curriculum provides instruction necessary in developing basic knowledge and skills required in the successful operation and management of a farming program involving general field crops and livestock. The current trend to larger farming operations requires more mechanization and increased outlays of capital; thus, the need for trained farmers becomes increasingly critical. The objective of this curriculum is to provide the managerial and operative training needed for successful farm operation.

AGRICULTURAL SCIENCE T-126

Suggested Sequence of Courses by Quarter

| Course Title | | Hours Per Week | | Quarter Hours Credit | |
|-----------------------|-----|------------------------------------|-----------|----------------------------|-----------|
| | | Class | Lab | | |
| FIRST QUARTER | | | | | |
| ASM | 101 | Farm Machinery Operations & Repair | 5 | 0 | 5 |
| ASM | 106 | Farm & Home Construction | 3 | 2 | 4 |
| | | Elective | 3 | 0 | 3 |
| | | | <u>11</u> | <u>2</u> | <u>12</u> |
| SECOND QUARTER | | | | | |
| ASM | 102 | Farm Record & Taxes | 3 | 0 | 3 |
| ASM | 104 | Soil Science & Fertilization | 5 | 2 | 6 |
| | | Elective | 3 | 0 | 3 |
| | | | <u>11</u> | <u>2</u> | <u>12</u> |
| THIRD QUARTER | | | | | |
| ASM | 202 | Livestock Housing & Equipment | 5 | 0 | 5 |
| ASM | 210 | Farm Forest Management | 5 | 0 | 5 |
| | | Elective | 3 | 0 | 3 |
| | | | <u>13</u> | <u>0</u> | <u>13</u> |
| FOURTH QUARTER | | | | | |
| ASM | 103 | Soybean Production | 3 | 0 | 3 |
| ASM | 105 | Agricultural Chemicals | 5 | 2 | 6 |
| | | Elective | 3 | 0 | 3 |
| | | | <u>11</u> | <u>2</u> | <u>12</u> |
| FIFTH QUARTER | | | | | |
| ASM | 206 | Livestock Diseases & Parasites | 3 | 2 | 4 |
| ASM | 209 | Agricultural Programs & Agencies | 5 | 0 | 5 |
| | | Elective | 3 | 0 | 3 |
| | | | <u>11</u> | <u>2</u> | <u>12</u> |

| Course Title | Hours Per Week | | Quarter Hours Credit | |
|-------------------------|-----------------------------------|-----------|----------------------|------------|
| | Class | Lab | | |
| SIXTH QUARTER | | | | |
| ASM 110 | Conservation of Natural Resources | 5 | 0 | 5 |
| ASM 208 | Pastures & Forage Crops | 3 | 2 | 4 |
| | Elective | 3 | 0 | 3 |
| | | <u>11</u> | <u>2</u> | <u>12</u> |
| SEVENTH QUARTER | | | | |
| ASM 118 | Small Engine Repair | 3 | 2 | 4 |
| ASM 204 | Beef & Dairy Production | 5 | 0 | 5 |
| | Elective | 3 | 0 | 3 |
| | | <u>11</u> | <u>2</u> | <u>12</u> |
| EIGHTH QUARTER | | | | |
| ASM 117 | Internal Combustion Engines | 3 | 2 | 4 |
| ASM 123 | Ornamental Horticulture | 5 | 0 | 5 |
| | Elective | 3 | 0 | 3 |
| | | <u>11</u> | <u>2</u> | <u>12</u> |
| Ninth Quarter | | | | |
| ASM 201 | Agricultural Marketing | 5 | 0 | 5 |
| ASM 205 | Farm Machinery Repair | 3 | 2 | 4 |
| | Elective | 3 | 0 | 3 |
| | | <u>11</u> | <u>2</u> | <u>12</u> |
| TENTH QUARTER | | | | |
| ASM 111 | Swine Production | 5 | 0 | 5 |
| ASM 203 | Fruit & Vegetable Production | 3 | 2 | 4 |
| | | <u>8</u> | <u>2</u> | <u>9</u> |
| ELEVENTH QUARTER | | | | |
| ASM 108 | Techniques of Welding | 3 | 2 | 4 |
| ASM 112 | Agricultural Economics | 5 | 0 | 5 |
| | | <u>8</u> | <u>2</u> | <u>9</u> |
| TWELFTH QUARTER | | | | |
| ASM 107 | Farm Electrification | 5 | 2 | 6 |
| ASM 121 | Weed Identification & Control | 3 | 0 | 3 |
| | | <u>8</u> | <u>2</u> | <u>9</u> |
| | | | | <u>136</u> |



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, and 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 communication.

BUSINESS ADMINISTRATION
T-018
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 | 101 | Introduction to Business | 5 | 0 | 5 |
| BUS | 102 | Typewriting | 3 | 2 | 4 |
| BUS | 119-A | Business Mathematics | 3 | 0 | 3 |
| | | 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 |
| BUS | 115 | Business Law | 3 | 0 | 3 |
| BUS | 119-B | Business Mathematics | 5 | 0 | 5 |
| ECO | 102 | Economics | 3 | 0 | 3 |
| | | | <u>17</u> | <u>2</u> | <u>18</u> |
| THIRD QUARTER | | | | | |
| ENG | 204 | Oral Communications | 3 | 0 | 3 |
| BUS | 110 | Office Machines | 3 | 2 | 4 |
| BUS | 116 | Business Law | 3 | 0 | 3 |
| BUS | 239 | Marketing | 5 | 0 | 5 |
| ECO | 104 | Economics | 3 | 0 | 3 |
| | | | <u>17</u> | <u>2</u> | <u>18</u> |
| FOURTH QUARTER | | | | | |
| ENG | 206 | Business Communications | 3 | 0 | 3 |
| BUS | 120-A | Accounting | 3 | 2 | 4 |
| BUS | 215 | Introduction to Banking | 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 | 103 | Report Writing | 3 | 0 | 3 |
| BUS | 120-B | Accounting | 3 | 2 | 4 |
| BUS | 229-P | Personal Income Taxes | 3 | 2 | 4 |
| BUS | 235 | Business Management | 3 | 0 | 3 |
| BUS | 243 | Advertising | 3 | 2 | 4 |
| | | | <u>15</u> | <u>6</u> | <u>18</u> |
| SIXTH QUARTER | | | | | |
| BUS | 121 | Accounting | 5 | 2 | 6 |
| BUS | 247 | Business Insurance | 3 | 0 | 3 |
| BUS | 272 | Principles of Supervision | 3 | 0 | 3 |
| BUS | 285-P | Small Business Seminar | 2 | 0 | 2 |
| | | Elective | 3 | 0 | 3 |
| | | | <u>16</u> | <u>2</u> | <u>17</u> |

106

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 Quarter

| Course Title | | | Hours Per Week | | Quarter Hours Credit |
|-----------------------|-------|---------------------------------|----------------|-----------|----------------------------|
| | | | Class | Lab | |
| FIRST QUARTER | | | | | |
| ENG | 101 | Grammar | 3 | 0 | 3 |
| BUS | 101 | Introduction to Business | 5 | 0 | 5 |
| BUS | 102 | Typewriting | 3 | 2 | 4 |
| BUS | 119-A | Business Mathematics | 3 | 0 | 3 |
| | | 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 |
| BUS | 106 | Shorthand | 3 | 2 | 4 |
| BUS | 115 | Business Law | 3 | 0 | 3 |
| BUS | 119-B | Business Mathematics | 5 | 0 | 5 |
| | | | <u>17</u> | <u>4</u> | <u>19</u> |
| THIRD QUARTER | | | | | |
| ENG | 204 | Oral Communications | 3 | 0 | 3 |
| BUS | 104 | Typewriting | 3 | 2 | 4 |
| BUS | 107 | Shorthand | 3 | 2 | 4 |
| BUS | 110 | Office Machines | 3 | 2 | 4 |
| BUS | 112 | Filing | 3 | 0 | 3 |
| BUS | 134 | Personal Development | 3 | 0 | 3 |
| | | | <u>18</u> | <u>6</u> | <u>21</u> |
| FOURTH QUARTER | | | | | |
| ENG | 206 | Business Communications | 3 | 0 | 3 |
| BUS | 108 | Shorthand | 3 | 2 | 4 |
| BUS | 120-A | Accounting | 3 | 2 | 4 |
| BUS | 205 | Typewriting | 3 | 2 | 4 |
| EDP | 104 | Introduction to Data Processing | 3 | 2 | 4 |
| | | | <u>15</u> | <u>8</u> | <u>19</u> |
| FIFTH QUARTER | | | | | |
| ENG | 103 | Report Writing | 3 | 0 | 3 |
| BUS | 117 | Office Duplicating Processes | 2 | 2 | 3 |
| BUS | 120-B | Accounting | 3 | 2 | 4 |
| BUS | 206 | Dictation and Transcription | 3 | 2 | 4 |
| ECO | 102 | Economics | 3 | 0 | 3 |
| | | | <u>14</u> | <u>6</u> | <u>17</u> |
| SIXTH QUARTER | | | | | |
| BUS | 207 | Dictation and Transcription | 3 | 2 | 4 |
| BUS | 214 | Secretarial Procedures | 3 | 2 | 4 |
| BUS | 272 | Principles of Supervision | 3 | 0 | 3 |
| BUS | 216-P | Office Practicum | 1 | 6 | 3 |
| | | | <u>10</u> | <u>10</u> | <u>14</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

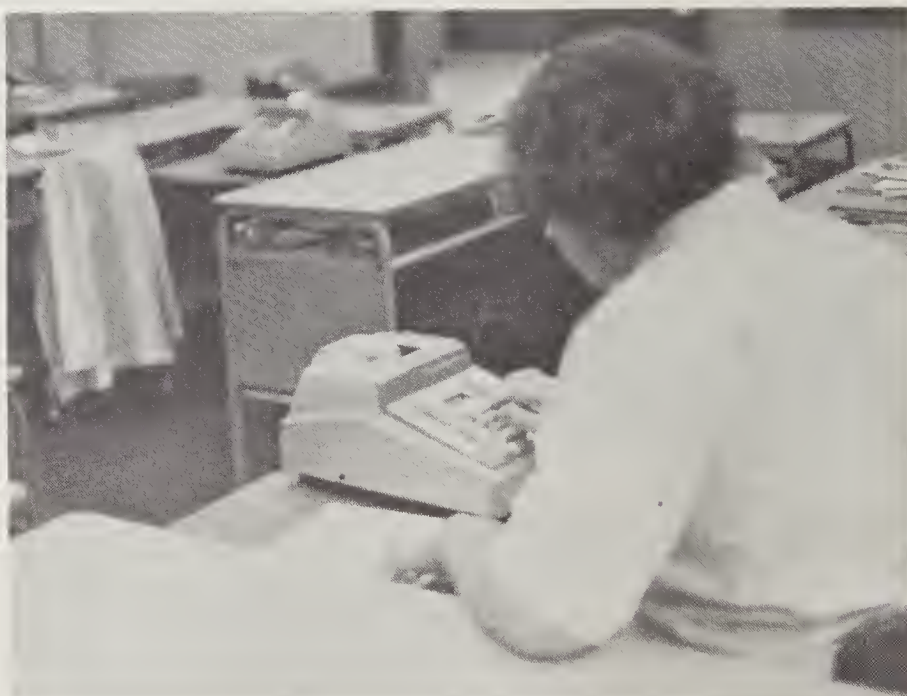
| Course Title | Hours Per Week | | Quarter Hours Credit | |
|-----------------------|---------------------------------|-----------|----------------------|------------|
| | Class | Lab | | |
| FIRST QUARTER | | | | |
| ENG 101 | Grammar | 3 | 0 | 3 |
| BUS 101 | Introduction to Business | 5 | 0 | 5 |
| BUS 102 | Typewriting | 3 | 2 | 4 |
| BUS 119-A | Business Mathematics | 3 | 0 | 3 |
| | 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 |
| BUS 115 | Business Law | 3 | 0 | 3 |
| BUS 119-B | Business Mathematics | 5 | 0 | 5 |
| ECO 102 | Economics | 3 | 0 | 3 |
| | | <u>17</u> | <u>2</u> | <u>18</u> |
| THIRD QUARTER | | | | |
| ENG 204 | Oral Communications | 3 | 0 | 3 |
| BUS 104 | Typewriting | 3 | 2 | 4 |
| BUS 110 | Office Machines | 3 | 2 | 4 |
| BUS 112 | Filing | 3 | 0 | 3 |
| BUS 134 | Personal Development | 3 | 0 | 3 |
| | | <u>15</u> | <u>4</u> | <u>17</u> |
| FOURTH QUARTER | | | | |
| ENG 206 | Business Communications | 3 | 0 | 3 |
| BUS 120-A | Accounting | 3 | 2 | 4 |
| BUS 205 | Typewriting | 3 | 2 | 4 |
| BUS 215 | Introduction to Banking | 3 | 0 | 3 |
| EDP 104 | Introduction to Data Processing | 3 | 2 | 4 |
| | | <u>15</u> | <u>6</u> | <u>18</u> |
| FIFTH QUARTER | | | | |
| BUS 210 | Typing Office Practice | 2 | 3 | 3 |
| BUS 117 | Office Duplicating Processes | 2 | 2 | 3 |
| BUS 120-B | Accounting | 3 | 2 | 4 |
| BUS 212 | Machine Transcription | 1 | 2 | 2 |
| BUS 229-P | Personal Income Taxes | 3 | 2 | 4 |
| | | <u>11</u> | <u>11</u> | <u>16</u> |
| SIXTH QUARTER | | | | |
| BUS 214 | Secretarial Procedures | 3 | 2 | 4 |
| BUS 272 | Principles of Supervision | 3 | 0 | 3 |
| BUS 216-P | Office Practicum | 1 | 6 | 3 |
| | Elective | 3 | 0 | 3 |
| | | <u>10</u> | <u>8</u> | <u>13</u> |
| | | | | <u>100</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

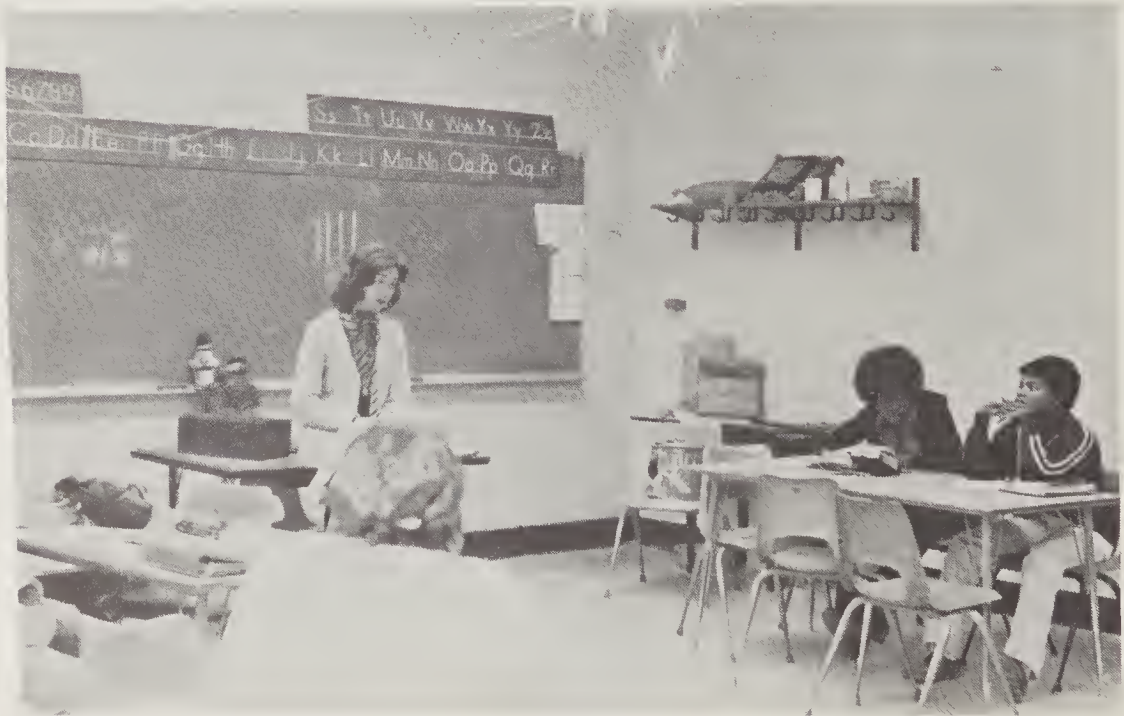
Suggested Sequence of Courses by Quarter

| Course Title | Hours Per Week | | Quarter Hours Credit | |
|-----------------------|---------------------------------|-----------|----------------------|-----------|
| | Class | Lab | | |
| FIRST QUARTER | | | | |
| ENG 101 | Grammar | 3 | 0 | 3 |
| BUS 102 | Typewriting | 3 | 2 | 4 |
| BUS 101 | Introduction To Business | 5 | 0 | 5 |
| BUS 119-A | Business Mathematics | 3 | 0 | 3 |
| BUS 120-A | Accounting | 3 | 2 | 4 |
| | | <u>17</u> | <u>4</u> | <u>19</u> |
| SECOND QUARTER | | | | |
| ENG 102 | Composition | 3 | 0 | 3 |
| BUS 115 | Business Law | 3 | 0 | 3 |
| BUS 119-B | Business Mathematics | 5 | 0 | 5 |
| BUS 120-B | Accounting | 3 | 2 | 4 |
| ECO 102 | Economics | 3 | 0 | 3 |
| | | <u>17</u> | <u>2</u> | <u>18</u> |
| THIRD QUARTER | | | | |
| ENG 204 | Oral Communications | 3 | 0 | 3 |
| BUS 110 | Office Machines | 3 | 2 | 4 |
| BUS 116 | Business Law | 3 | 0 | 3 |
| BUS 121 | Accounting | 5 | 2 | 6 |
| ECO 104 | Economics | 3 | 0 | 3 |
| | | <u>17</u> | <u>4</u> | <u>19</u> |
| FOURTH QUARTER | | | | |
| ENG 206 | Business Communications | 3 | 0 | 3 |
| BUS 122 | Accounting | 5 | 2 | 6 |
| BUS 215 | Introduction to Banking | 3 | 0 | 3 |
| BUS 225 | Cost Accounting | 3 | 2 | 4 |
| | | <u>14</u> | <u>4</u> | <u>16</u> |
| FIFTH QUARTER | | | | |
| ENG 103 | Report Writing | 3 | 0 | 3 |
| BUS 222 | Intermediate Accounting | 5 | 2 | 6 |
| BUS 255 | Interpreting Accounting Records | 3 | 0 | 3 |
| BUS 269 | Auditing | 3 | 2 | 4 |
| | 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 285-P | Small Business Seminar | 2 | 0 | 2 |
| | Elective | 3 | 0 | 3 |
| | | <u>16</u> | <u>4</u> | <u>18</u> |

109

EARLY CHILDHOOD ASSOCIATE

The purpose of the curriculum is to provide the opportunity for students to acquire the knowledge, understanding, attitudes, and skills needed to work effectively with young children. As more and more mothers work outside the home, there are increasing demands for good group care of young children. Head Start programs for four-year-olds need competent staffing. Also, all five-year-olds are now entitled to public kindergartens. Handicapped children by law have the right to a free and public education. All this means that there is a need for trained paraprofessionals to work with young children.



The responsibilities of employment as a paraprofessional are quite varied and require a person with good interpersonal skills and adaptability, as well as love for children. The major function is the care and guidance of young children. This includes a concern for the mental, social, physical, and emotional growth and development of the child. In a school or a child development center, this may include outdoor play, storytelling, language and communication skills, experiences with music, art and dramatic activities, field trips, food preparation and service and other routines. In addition, early childhood workers must be able to work effectively with other staff, parents, and when necessary, provide guidance in improving the child's home experiences. Graduates may choose to work in any one of the following settings:

- (1) Kindergarten — teacher's aide
- (2) Head Start — teacher's aide
- (3) Center for developmentally disabled (Handicapped)
- (4) Facilities providing residence care for exceptional children
- (5) Rehabilitation clinics
- (6) Family day care (in private home)
- (7) Camps and recreation centers
- (8) Day care center — teacher, aide, or director (One might organize and operate a child care facility)
- (9) Nursery school — teacher or aide

Many of the courses listed in the Early Childhood Associate Curriculum may be offered during evening hours if sufficient student interest exist. A complete listing of projected evening courses may be obtained by contacting the Institute's Division of Student Services.

EARLY CHILDHOOD ASSOCIATE

T-073

Suggested Sequence of Courses by Quarter

| | | Course Title | Hours Per Week | | Quarter Hours Credit |
|---------------------------|-------|--|----------------|-----|----------------------------|
| | | | Class | Lob | |
| FIRST QUARTER | | | | | |
| ENG | 110 | Reading Improvement | 3 | 0 | 3 |
| PSY | 100 | Interpersonal Relationships for Early Childhood Workers | 2 | 0 | 2 |
| PSY | 115 | Human Growth & Development | 3 | 0 | 3 |
| EDU | 230-P | Intro to Early Childhood Education | 3 | 0 | 3 |
| HEA | 105 | Family, School & Community Health | 3 | 0 | 3 |
| EDU | 106 | Seminar/Practicum | 1 | 6 | 4 |
| | | | 15 | 6 | 18 |
| SECOND QUARTER | | | | | |
| ENG | 101 | Grammar | 3 | 0 | 3 |
| PSY | 116 | Human Growth & Development | 3 | 0 | 3 |
| EDU | 233 | Nutrition for Children | 3 | 0 | 3 |
| EDU | 102-P | Programming for Young Children | 3 | 0 | 3 |
| EDU | 201-A | Creative Activities for Young Children | 3 | 0 | 3 |
| EDU | 107 | Seminar/Practicum | 1 | 6 | 4 |
| | | | 16 | 6 | 19 |

| Course Title | | | Hours Per Week | | Quarter Hours Credit |
|-----------------------|-------|---|----------------|-----------|----------------------------|
| | | | Class | Lab | |
| THIRD QUARTER | | | | | |
| ENG | 102 | Composition | 3 | 0 | 3 |
| BUS | 102 | Typewriting | 3 | 2 | 4 |
| BUS | 134 | Personal Development | 3 | 0 | 3 |
| HUM | 100 | Cultural Enrichment | 0 | 2 | 1 |
| EDU | 201-B | Creative Activities for Young Children | 3 | 0 | 3 |
| EDU | 108 | Seminar/Practicum | 1 | 6 | 4 |
| | | | <u>13</u> | <u>10</u> | <u>18</u> |
| FOURTH QUARTER | | | | | |
| ENG | 103 | Report Writing | 3 | 0 | 3 |
| BUS | 119-A | Business Math | 3 | 0 | 3 |
| PSY | 206 | Applied Psychology | 3 | 0 | 3 |
| SSC | 205 | American Institutions | 3 | 0 | 3 |
| EDU | 111 | Conceptual & Language Development of the Young Child | 3 | 0 | 3 |
| EDU | 222 | Seminar/Practicum | 1 | 6 | 4 |
| | | | <u>16</u> | <u>6</u> | <u>19</u> |
| FIFTH QUARTER | | | | | |
| ENG | 204 | Oral Communication | 3 | 0 | 3 |
| EDU | 204 | Parent Education | 3 | 0 | 3 |
| ECO | 108 | Consumer Economics | 3 | 0 | 3 |
| SOC | 211 | Marriage and the Family | 3 | 0 | 3 |
| EDU | 223 | Seminar/Practicum | 1 | 6 | 4 |
| | | Elective | 3 | 0 | 3 |
| | | | <u>16</u> | <u>6</u> | <u>19</u> |
| SIXTH QUARTER | | | | | |
| EDU | 203 | The Exceptional Child | 3 | 0 | 3 |
| EDU | 210 | Administration and Supervision of a Preschool Facility | 3 | 0 | 3 |
| EDU | 227 | Educating the Disadvantaged Student | 3 | 0 | 3 |
| SOC | 108 | Community Resources | 3 | 0 | 3 |
| EDU | 224 | Seminar/Practicum | 1 | 6 | 4 |
| | | Elective | 3 | 0 | 3 |
| | | | <u>16</u> | <u>6</u> | <u>19</u> |
| | | | | | <u>112</u> |
| ELECTIVES | | | | | |
| SSC | 201 | Social Science | | | |
| SSC | 202 | Social Science | | | |
| ECO | 102 | Economics | | | |
| BUS | 123 | Business Finance | | | |
| BUS | 235 | Business Management | | | |
| BUS | 117 | Office Duplicating Processes | | | |
| BUS | 272 | Principles of Supervision | | | |
| BUS | 112 | Filing | | | |
| ENG | 206 | Business Communication | | | |
| POL | 103 | State and Local Government and Politics | | | |
| POL | 201 | U.S. Government and Politics | | | |

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 advisor, students may enroll in classes for which they have not completed the prerequisite course(s).

AGRICULTURAL SCIENCE AND MECHANIZATION

| ASM | 101 | Farm Machinery Operation and Maintenance | HOURS | | |
|-----|-----|--|-------|-----|--------|
| | | | Class | Lab | Credit |
| | | | 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 |
|-----|-----|------------------------|---|---|---|

As 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 in-

cludes 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

HOURS
Class Lab Credit

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 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 selection welding equipment and supplies are applied to this course. 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 112 Agricultural Economics **5 0 5**

An introduction to economics, the functions of the economic system and agriculture's role in the economy. A review of the functions of the manager and an introduction to the principles he uses in making decisions to adjust to changing conditions. Analysis of the main sources of change which affect agricultural farming. 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

| | | | HOURS | | |
|---|---|--|----------|----------|----------|
| | | | Class | Lab | Credit |
| ASM 123 | Ornamental Horticulture | | 5 | 0 | 5 |
| A study of the principles of care and selection of plants, shrubs, trees, and grasses for the home landscape. Demonstrations shall be utilized in the development of skills and practices needed in landscaping planning. 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 Production | | 5 | 0 | 5 |
| A study of beef and dairy production. This includes their selection, breeding, feeding, care and management. Prerequisite: None. | | | | | |
| ASM 205 | Farm Machinery Repair | | 3 | 2 | 4 |
| A study of the maintenance and repair of basic farm machinery and equipment. Emphasis is place upon preventive maintenance through appropriate use and care. Prerequisite: None | | | | | |
| ASM 206 | Livestock Diseases and Parasites | | 3 | 2 | 4 |
| A course dealing with the common disease and parasites of livestock, sanitation practices, and treatment of parasites and diseases, and management factors relating to disease and parasite prevention and control. Prerequisite: None | | | | | |
| ASM 208 | Pastures and Forage Crops | | 3 | 2 | 4 |
| A study of the major grasses and legumes of economics 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 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 | | | | | |

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 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, III 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 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 Shorthand 3 2 4

Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: BUS 106 or equivalent.

BUS 108 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, and electronic calculators. Prerequisite: BUS 119-A

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

| | | | HOURS | | |
|--|-------------------------------------|--|----------|----------|----------|
| | | | Class | Lab | Credit |
| BUS 115 | Business Law | | 3 | 0 | 3 |
| A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. Prerequisite: None | | | | | |
| BUS 116 | Business Law | | 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 119A | Business Mathematics | | 3 | 0 | 3 |
| An introductory course for students without the math background needed to enter BUS 119B. Content includes practical number theory, and basic operations as applied to whole numbers, common fractions, and decimals. Students will be introduced to percentages, ratios, and evaluation of formulas. Prerequisite: Placement Test | | | | | |
| BUS 119-B | Business Mathematics | | 5 | 0 | 5 |
| This course stressed the fundamental operations of mathematics and their application to business problems including payroll, price marketing, interest and discounts, commissions, and taxes. Prerequisite: BUS 119A or placement. | | | | | |
| BUS 120-A | Accounting | | 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: BUS 119A. | | | | | |
| BUS 120-B | Accounting | | 3 | 2 | 4 |
| A contribution of BUS 120-A. The student will devote his time to receivables, inventories, depreciation, deferrals and accruals, systems and control, and payroll taxes. Prerequisite: BUS 120-A. | | | | | |
| BUS 121 | Accounting | | 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 | | 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 | | | | | |

| | | | HOURS | | |
|---|------------------------------------|--|----------|----------|----------|
| | | | Class | Lab | Credit |
| BUS 124 | Business Finance | | 3 | 0 | 3 |
| <p>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.</p> | | | | | |
| BUS 125-P | Personal Finance | | 3 | 0 | 3 |
| <p>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</p> | | | | | |
| BUS 134 | Personal Development | | 3 | 0 | 3 |
| <p>Designed to help the student recognize the importance of physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on pose, grooming, and methods of personal improvement. Prerequisite: None</p> | | | | | |
| BUS 183 | Terminology and Vocabulary | | 3 | 0 | 3 |
| <p>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</p> | | | | | |
| BUS 205 | Typewriting | | 3 | 2 | 4 |
| <p>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</p> | | | | | |
| BUS 206 | Dictation and Transcription | | 3 | 2 | 4 |
| <p>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</p> | | | | | |
| BUS 207 | Dictation and Transcription | | 3 | 2 | 4 |
| <p>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.</p> | | | | | |
| BUS 208 | Dictation and Transcription | | 3 | 2 | 4 |
| <p>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 of new material. Prerequisite: BUS 207</p> | | | | | |
| BUS 210 | Typing Office Practice | | 2 | 3 | 3 |
| <p>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.</p> | | | | | |

| | | | HOURS | | |
|---|---------------------------------------|--|----------|----------|----------|
| | | | Class | Lab | Credit |
| BUS 212 | Machine Transcription | | 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 215 | Introduction to Banking | | 3 | 0 | 3 |
| The course is designed to introduce the student to the world of banking and the realities of finance as it relates to the present-day economy. Prerequisite: None. | | | | | |
| BUS 216-P | Office Practicum | | 1 | 6 | 4 |
| Students are provided opportunities to employ skills and knowledge acquired in prior quarter of instruction. Students are assigned to work in a business, technical, or professional office for a minimum of seven hours per week. (Limited to sixth quarter students except by permission of the Dean of the Institute). | | | | | |
| 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 | Intermediate Accounting | | 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 | Intermediate Accounting | | 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 229-P | 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 | | | | | |

| | | | HOURS | | |
|---|--|--|----------|----------|----------|
| | | | Class | Lab | Credit |
| 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 survey 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 supervisors, 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 285-P | 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.

EARLY CHILDHOOD ASSOCIATE/ CHILD CARE WORKER

| | | HOURS | | |
|--|---|----------|----------|----------|
| | | Class | Lab | Credit |
| EDU 102-P | Programming for Young Children | 3 | 0 | 3 |
| A study of the types of experience and facilities which will promote optimal development of young children. Guidelines for identifying, planning, organizing, and implementing appropriate programs are derived through group discussions and individual projects. Prerequisite: EDU 230-P | | | | |
| EDU 106 | Seminar/Practicum | 1 | 6 | 4 |
| Experience in a child care setting to develop skill in working with young children and to participate in their care under the supervision of the teacher. Experience will be related to classroom learning through assignments, group discussions, and conferences. Prerequisite: None | | | | |
| EDU 107 | Seminar/Practicum | 1 | 6 | 4 |
| Designed to provide students with a continued experience in child care. Students will assist in programming activities for young children and analyze problems encountered. Prerequisite: EDU 106 | | | | |
| EDU 108 | Seminar/Practicum | 1 | 6 | 4 |
| Continued experience in "learning by doing" whereby the student may correlate his/her knowledge and skills in work situation. Particular focus will be on adapting to the needs of individual children. Prerequisite: EDU 107 | | | | |
| EDU 111 | Conceptual and Language Development of the Young Child | 3 | 0 | 3 |
| Study of how children's concepts are formed and how language is developed. Students will learn how to help children develop in their ability to communicate and how to teach and reinforce concept development. Prerequisite: None | | | | |
| EDU 201-A | A Creative Activities for Young Children | 3 | 0 | 3 |
| 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, creative movement, dramatic play, and physical activities will be considered. Prerequisite: None | | | | |
| EDU 201-B | Creative Activities for Young Children | 3 | 0 | 3 |
| A continuation of EDU 201-A. Activities explored will be language arts, life science, math, and social studies. Prerequisite: EDU 201-A | | | | |
| EDU 203 | The Exceptional Child | 3 | 0 | 3 |
| The study of children with developmental variation. Consideration is given to recognition of problems, community resources, and selection of appropriate activities for the child with exceptional mental or physical development. Prerequisite: None | | | | |

| | | HOURS | | |
|--|---|----------|-----------|----------|
| | | Class | Lab | Credit |
| EDU 204 | Parent Education | 3 | 0 | 3 |
| <p>A study of ways parents can be involved in early childhood programs. Topics discussed include: the purposes and values of home visitation, techniques for reporting child progress to parents, and working with parents to foster the total development of the child. Prerequisite: None</p> | | | | |
| EDU 210 | Administration and Supervision of a Preschool Facility | 3 | 0 | 3 |
| <p>To acquaint potential administrators of day care and early childhood centers with the various aspects of the profession. Focus will include establishing philosophy and policies, planning an appropriate program, selecting materials and equipment, and implementing a workable budget. Prerequisites: EDU 230-P and EDU 102-P</p> | | | | |
| EDU 222 | Seminar/Practicum IV | 1 | 6 | 4 |
| <p>Continued experience in early childhood settings. Particular emphasis will be placed on enabling students to develop effective techniques when working with normal or developmentally delayed children. Prerequisite: EDU 108</p> | | | | |
| EDU 223 | Seminar/Practicum V | 1 | 6 | 4 |
| <p>Continued experience in a variety of child care facilities. Emphasis will be focused on the exceptional child. Prerequisite: EDU 222</p> | | | | |
| EDU 224 | Seminar/Practicum VI | 1 | 6 | 4 |
| <p>Continued experience in a variety of child care facilities. Emphasis will be focused on the student relating to/assisting a director/administrator of a child care facility. Prerequisite: EDU 223</p> | | | | |
| EDU 227 | Educating the Disadvantaged Student | 3 | 0 | 3 |
| <p>A study of minority groups, their characteristics, and problems of teaching and communicating with the disadvantaged minority student. Special attention is given to remedial programs designed for the culturally different and educationally deprived. Prerequisite: None</p> | | | | |
| EDU 230-P | Introduction to Early Childhood Education | 3 | 0 | 3 |
| <p>Provides an overview of the movement toward early childhood education and current models now being implemented. Focus on principles and practices will provide a framework to aid individuals in forming his/her own philosophy of early childhood education. Characteristics of young children and the role and responsibilities of early childhood workers will be examined. Prerequisite: None</p> | | | | |
| EDU 233 | Nutrition for Children | 3 | 0 | 3 |
| <p>Designed to give students an understanding of nutritional needs and food habits of young children. Practical experience in planning menus and serving food to young children is included as group and individual projects. Prerequisite: None</p> | | | | |
| EDU 280-P | Seminar/Practicum | 3 | 12 | 9 |
| <p>Supervises experience in a child care setting designed to develop skill in working with young children. There is emphasis on child observation, planning activities for children, understanding problem behavior, and working with the individual child. Prerequisite: Advisors Approval</p> | | | | |

| | | | HOURS | | |
|---|------------|--|----------|----------|----------|
| | | | Class | Lab | Credit |
| HEA | 105 | Family, School, and Community Health | 3 | 0 | 3 |
| Study of influences on physical and mental health, individual practices which aid in maintaining good physical and mental health throughout the life span, and responsibilities of those working with young children to maintain personal health and to serve as models for health practices. Prerequisite: None | | | | | |
| HUM | 100 | Cultural Enrichment | 0 | 2 | 1 |
| Designed to promote the student's knowledge of the world and culture. Includes visits to plays, concerts, art exhibits, and participation in other selected cultural settings. Prerequisite: None | | | | | |
| PSY | 100 | Interpersonal Relationships for Early Childhood Workers | 2 | 0 | 2 |
| An introductory course dealing with interpersonal and communication skills utilized in helping relationships - particularly staff relations in educational facilities. Focus will be on basic theory and practice of self-awareness and acceptance, communication skills, and building cooperation. Prerequisite: None | | | | | |
| PSY | 115 | Human Growth and Development | 3 | 0 | 3 |
| A study of the development sequence of the prenatal and infancy periods. Emphasis is given to the factors influencing development and the conditions necessary for optimum development. Prerequisite: None | | | | | |
| PSY | 116 | Human Growth and Development | 3 | 0 | 3 |
| A study of the developmental sequences - physical, motor, speech, emotional and social - during the preschool period and up to adolescence. Emphasis is given to environmental and social factors influencing development and the relationship of early childhood in later realization of potential. Prerequisite: PSY 115 | | | | | |
| SOC | 108 | Community Resources | 3 | 0 | 3 |
| A study of the resource and service agencies in the community that may be used as a supportive service to industry, education, and other human service situations. Prerequisite: None | | | | | |
| SOC | 211 | Marriage and the Family | 3 | 0 | 3 |
| Designed to help the student understand the origin and development of the family as a social institution, with consideration given to courtship, marriage, parenthood, family relationships, and problems of the contemporary American family. Special emphasis is given to the role families play in the development of children. Prerequisite: None | | | | | |

GENERAL EDUCATION

ECONOMICS

| | | | | | |
|--|------------|------------------|----------|----------|----------|
| ECO | 102 | Economics | 3 | 0 | 3 |
| Course designed to examine the elements, processes, and structures of the United States economy. Attention will be given to the economics of the individual, the firm, and the industry. Special emphasis shall be placed upon supply and demand, costs, price, competition, and income distribution. Prerequisite: None | | | | | |

| | | HOURS | | |
|----------------|------------------|----------|----------|----------|
| | | Class | Lab | Credit |
| ECO 104 | Economics | 3 | 0 | 3 |

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

| | | | | |
|----------------|---------------------------|----------|----------|----------|
| ECO 108 | Consumer Economics | 3 | 0 | 3 |
|----------------|---------------------------|----------|----------|----------|

Designed to help the student use his resources of time, energy, and money to get the most out of life. It gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and to understand better the economy in which he lives. Prerequisite: None

ENGLISH

| | | | | |
|----------------|----------------|----------|----------|----------|
| ENG 101 | Grammar | 3 | 0 | 3 |
|----------------|----------------|----------|----------|----------|

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

| | | | | |
|----------------|--------------------|----------|----------|----------|
| ENG 102 | Composition | 3 | 0 | 3 |
|----------------|--------------------|----------|----------|----------|

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

| | | | | |
|----------------|-----------------------|----------|----------|----------|
| ENG 103 | Report Writing | 3 | 0 | 3 |
|----------------|-----------------------|----------|----------|----------|

The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical business and industrial reports, using special writing techniques and graphic devices, are completed by the students. Emphasis is placed on developing the report in relation to its function. Practical application in the preparation of a full-length report is required of each student. Prerequisite: ENG 102

| | | | | |
|----------------|----------------------------|----------|----------|----------|
| ENG 110 | Reading Improvement | 3 | 0 | 3 |
|----------------|----------------------------|----------|----------|----------|

Designed to increase the student's reading abilities. Intensive work in comprehension skills, including locating the main idea and supporting details, inference, and structure. Emphasis on pre-reading and study skills. Prerequisite: None

| | | | | |
|----------------|----------------------------|----------|----------|----------|
| ENG 204 | Oral Communications | 3 | 0 | 3 |
|----------------|----------------------------|----------|----------|----------|

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

SOCIAL SCIENCE

| | | | HOURS | | |
|--|------------|--|----------|----------|----------|
| | | | Class | Lab | Credit |
| 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.

Many of the Vocational Programs offer evening courses if sufficient interest exists. A complete listing of projected evening courses may be obtained by contacting the Institute's Division of Student Services.

VOCATIONAL PROGRAMS

Auto-Diesel Mechanics
Masonry (Certificate)
Light Construction
Home and Hospital Aide (Certificate)
Industrial Mechanics

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 V-013

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 basic 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 transmission. 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
NINE-MONTH CERTIFICATE PROGRAM
with DIPLOMA OPTION

| Course Title | | | Hours Per Week | | Quarter Hours Credit |
|-----------------------|--------|--------------------------------------|----------------|-----------|----------------------------|
| | | | Class | Lab | |
| FIRST QUARTER | | | | | |
| PME | 1101 | Internal Combustion Engines | 3 | 12 | 7 |
| PME | 1121 | Auto Braking Systems | 2 | 3 | 3 |
| WLD | 1101 | Basic Arc & Gas Welding | 2 | 3 | 3 |
| | | | <u>7</u> | <u>18</u> | <u>13</u> |
| SECOND QUARTER | | | | | |
| PME | 1102 | Automotive Electrical & Fuel Systems | 5 | 12 | 9 |
| PME | 1123 | Automotive Chassis & Suspensions | 3 | 6 | 5 |
| | | | <u>8</u> | <u>18</u> | <u>14</u> |
| THIRD 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> |
| FOURTH QUARTER | | | | | |
| PME | 1150-P | Practicum* | 1 | 15 | 6 |
| MAT | 1101 | Fundamentals of Mathematics | 5 | 0 | 5 |
| ENG | 1101-P | Communications | 3 | 0 | 3 |
| PSY | 1101 | Human Relations | 3 | 0 | 3 |
| | | | <u>12</u> | <u>15</u> | <u>17</u> |
| | | | | | <u>57</u> |

*If sufficient demand exist, the following courses may be taken in place of PME 1150-P:

| | | | | | |
|-----|------|-----------------------------------|---|---|---|
| DSE | 1146 | Introduction to Diesel | 3 | 6 | 5 |
| DSE | 1150 | Diesel Tune-up & Trouble Shooting | 2 | 3 | 3 |

LIGHT CONSTRUCTION V-029

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.

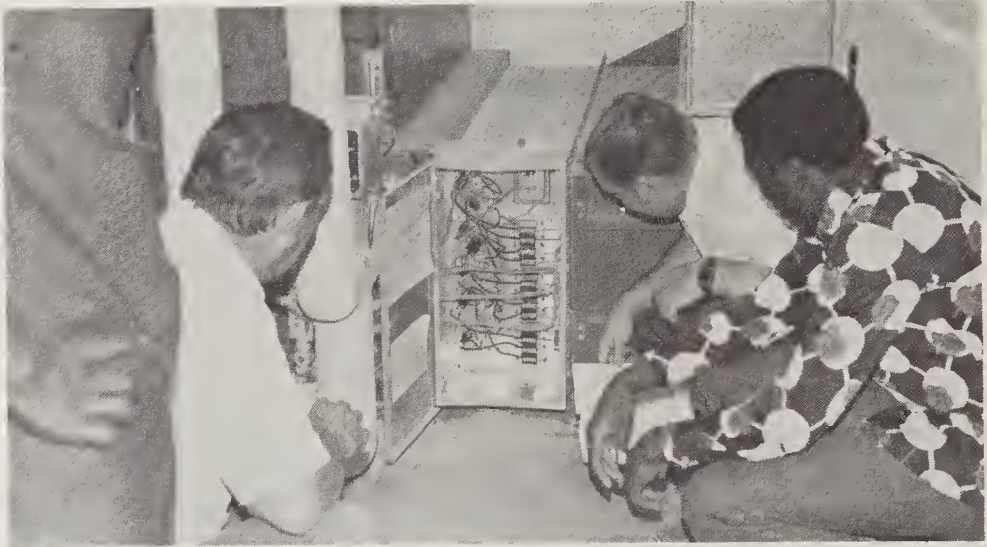


LIGHT CONSTRUCTION
V-029
NINE-MONTH CERTIFICATE PROGRAM
with DIPLOMA OPTION

| Course Title | Hours Per Week | | Quarter Hours Credit |
|--|----------------|----------|----------------------------|
| | Class | Lob | |
| FIRST QUARTER | | | |
| CON 1101-P Construction | 5 | 15 | 10 |
| DFT 1110-P Blueprint Reading: Bldg. Trades | 2 | 3 | 3 |
| DFT 1145 Specifications & Contracts | <u>1</u> | <u>0</u> | <u>1</u> |
| | 8 | 18 | 14 |
| SECOND QUARTER | | | |
| CON 1102-P Construction | 5 | 15 | 10 |
| ELC 1123-P Electrical Installation | <u>2</u> | <u>3</u> | <u>3</u> |
| | 7 | 18 | 13 |
| THIRD QUARTER | | | |
| CON 1103-P Construction | 5 | 15 | 10 |
| PLU 1115 Plumbing Installation | <u>2</u> | <u>3</u> | <u>3</u> |
| | 7 | 18 | 13 |
| FOURTH QUARTER | | | |
| CON 1104-P Practicum | 1 | 15 | 6 |
| ENG 1101-P Communications | 3 | 0 | 3 |
| MAT 1101 Fundamentals of Mathematics | 5 | 0 | 5 |
| PSY 1101 Human Relations | <u>3</u> | <u>0</u> | <u>3</u> |
| | 12 | 15 | 17 |
| | | | <u>57</u> |

INDUSTRIAL MECHANICS V-033

This program prepares the student to enter industry as a part of an Industrial maintenance team. The curriculum is based on major areas of: Power mechanics; basic electricity; climate control; hydraulics; and welding. Other basic skills such as blueprint reading, shop mathematics, and communication skills round out the program.



INDUSTRIAL MECHANICS V-033

Suggested Sequence of Courses by Quarter

| Course Title | Hours Per Week | | Quarter Hours Credit | |
|-----------------------|---|-----------|----------------------|-----------|
| | Class | Lob | | |
| FIRST QUARTER | | | | |
| DFT 1104 | Blueprint Reading: Mechanical | 0 | 3 | 1 |
| ENG 1101-P | Communications I | 3 | 0 | 3 |
| MAT 1101 | Fundamentals of Mathematics | 5 | 0 | 5 |
| PME 1190-P | Introduction to Internal Combustion Engines | 4 | 15 | 9 |
| | | <u>12</u> | <u>18</u> | <u>18</u> |
| SECOND QUARTER | | | | |
| MAT 1145-P | Industrial Mathematics | 5 | 0 | 5 |
| PLU 1126 | Hydraulic Systems Plumbing | 2 | 3 | 3 |
| PLU 1116-P | Plumbing Pipework & Domestic Water Systems | 3 | 12 | 7 |
| WLD 1101 | Basic Arc & Gas Welding | 2 | 3 | 3 |
| | | <u>12</u> | <u>18</u> | <u>18</u> |
| THIRD QUARTER | | | | |
| ELC 1112 | Direct & Alternating Current | 5 | 12 | 9 |
| MEC 1133-P | Electrical & Mechanical Maintenance | 4 | 6 | 6 |
| PSY 1101 | Human Relations | 3 | 0 | 3 |
| | | <u>12</u> | <u>18</u> | <u>18</u> |
| FOURTH QUARTER | | | | |
| AHR 1101-P | Principles of Refrigeration & Climate Control | 3 | 18 | 9 |
| ENG 1104-P | Communications II | 5 | 0 | 5 |
| DFT 1116-P | Blueprint Reading: Air Conditioning | 3 | 1 | 3 |
| | | <u>11</u> | <u>19</u> | <u>17</u> |
| | | | | <u>71</u> |

POWER MECHANICS

(Auto Diesel and Industrial 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> | | | | |
| 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 | 1103 Principles of Auto Air Conditioning | 3 | 3 | 4 |
| <p>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</p> | | | | |
| PME | 1104 Emmission Control Systems | 2 | 3 | 3 |
| <p>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</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> | | | | |
| PME | 1124 Automotive Power Train Systems | 3 | 9 | 6 |
| <p>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</p> | | | | |
| PME | 1150-P Practicum | 1 | 15 | 6 |
| <p>This course provides the student an opportunity to employ skills gained in previous quarters. Line projects and/or cooperative work experience designed by the instructor enable the student to participate actively in power mechanics activities. Prerequisite: Approval of Advisor</p> | | | | |

| | | | |
|---|----------|----------|----------|
| WLD 1101 Basic Arc and Gas Welding | 2 | 3 | 3 |
|---|----------|----------|----------|

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 is applied in this course. Prerequisite: None

| | | | |
|---|----------|-----------|----------|
| PME 1190-P Internal Combustion Engines | 4 | 15 | 9 |
|---|----------|-----------|----------|

A study of various types of internal combustion engines used in industrial situations as well as for transportation. Students will utilize common hand and power tools as well as measuring devices to adjust and repair engines. Specific areas to be covered include: Testing, servicing and maintenance of pistons, valves, cams and camshafts; fuel and exhaust systems; cooling systems; and proper lubrication. Prerequisite: None

| | | | |
|---|----------|----------|----------|
| DFT 1104 Blueprint Reading: Mechanical | 0 | 3 | 1 |
|---|----------|----------|----------|

Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, and dimensioning procedures. Study of prints supplied by industry; introduction to drafting room procedures; sketching as a means of passing on ideas, information and processes. Prerequisite: None

| | | | |
|--|----------|----------|----------|
| PLU 1126 Hydraulic Systems Plumbing | 2 | 3 | 3 |
|--|----------|----------|----------|

Plumbing applications in hydraulic systems. Study of hydraulic principles, circuits, control valves, pumps, fluids, and various accessories that complete hydraulic systems. Installation and servicing methods of these systems. Prerequisite: None

| | | | |
|--|----------|-----------|----------|
| PLU 1116-P Plumbing Pipework and Domestic Water Systems | 3 | 12 | 7 |
|--|----------|-----------|----------|

Introduces students to the tools, fittings, and small equipment used by plumbers. Performance of operations such as threading, cutting, caulking, and sweating. Use of these procedures as the student learns to install and service these systems in both home and industrial situations. Prerequisite: None

| | | | |
|---|----------|-----------|----------|
| ELEC 1112-P Direct and Alternating Current | 5 | 12 | 9 |
|---|----------|-----------|----------|

The structure of matter and the election theory, the relationship between voltage, current and resistance in series, parallel and series-parallel circuits. Analysis of direct current circuits by Ohm's Law and Kirchhoff's Law; sources of direct current potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle, power and resonance and alternating current circuit analysis. Prerequisite: None

| | | | |
|---|----------|----------|----------|
| MEC 1133-P Electrical and Mechanical Maintenance | 4 | 6 | 6 |
|---|----------|----------|----------|

This course is to broaden the experience of the student in the areas of electrical and mechanical maintenance. Problems involving various types of equipment will be given to demonstrate the checklist method of maintenance and preventative maintenance. A wide based study in everyday manufacturing problems and solutions will be conducted. Special emphasis will be an interpretation of manual reference material. Prerequisite: None

| | | HOURS | | |
|------------|---|----------|-----------|----------|
| | | Class | Lab | Credit |
| AHR | 1101-P Principles of Refrigeration and Climate Control | 3 | 18 | 9 |

General introduction to refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation and control; proper handling of refrigerants in charging systems. With an introduction to heating and air conditioning, investigation of factors affecting control of air flow and movement, temperature and humidity. Prerequisite: None

| | | | | |
|------------|---|----------|----------|----------|
| DFT | 1116-P Blueprint Reading: Air Conditioning | 3 | 1 | 3 |
|------------|---|----------|----------|----------|

Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, and dimensioning procedures. Review of linear and angular measurements. Architectural, electrical and sheet metal symbols. Skill development in blueprint reading using general sheet metal, warm-air heating and air conditioning plans. Prerequisite: None

LIGHT CONSTRUCTION

| | | | | |
|------------|------------------------------|----------|-----------|-----------|
| CON | 1101-P Construction I | 5 | 15 | 10 |
|------------|------------------------------|----------|-----------|-----------|

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.

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. Prerequisite: None

| | | | | |
|------------|-------------------------------|----------|-----------|-----------|
| CON | 1102-P Construction II | 5 | 15 | 10 |
|------------|-------------------------------|----------|-----------|-----------|

Construction and finishing of interior cabinets. 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

| | | | | |
|------------|--------------------------------|----------|-----------|-----------|
| CON | 1103-P Construction III | 5 | 15 | 10 |
|------------|--------------------------------|----------|-----------|-----------|

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

| | | | | |
|------------|----------------------------|----------|-----------|-----------|
| CON | 1104-P Practicum IV | 5 | 15 | 10 |
|------------|----------------------------|----------|-----------|-----------|

This course provides the student an opportunity to employ skills gained in previous quarters. Live projects and/or cooperative work experiences designed by the instructor enable the student to participate actively in construction activities. Prerequisite: Advisor's Approval

| | | HOURS | | |
|--|--|----------|----------|----------|
| | | Class | Lab | Credit |
| 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 | | | | |
| 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 | | | | |
| ELC | 1123-P Electrical Installation | 2 | 3 | 3 |
| 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 | | | | |
| PLU | 1115 Plumbing Installations | 2 | 3 | 3 |
| 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-P Fundamentals of Mathematics | 5 | 0 | 5 |
| The basic operation (addition, subtraction, multiplication, and division) are studied with respect to whole numbers, fractions, and decimals. A study of percents, ratios, related word problems, and basic introduction to algebra is included. Prerequisite: None | | | | |
| MAT | 1112 Building Trades Mathematics | 5 | 0 | 5 |
| MAT | 188-P Construction Estimating | 3 | 1 | 3 |

HOURS
Class Lab Credit

MAT 1145-P Industrial Mathematics

5 0 5

This course deals with algebraic and geometrical concepts of mathematics as they are used in the industrial setting. Topics covered include simple linear equations, area, volume, mensuration and the metric system. In depth application of these concepts to uses in industry is stressed. Prerequisite: MAT 1101 or permission of instructor

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

HOME & HOSPITAL AIDE
V-052
Suggested Sequence of Courses by Quarter

| Course Title | Hours Per Week | | Quarter Hours Credit |
|---------------------------------------|----------------|-----|----------------------|
| | Class | Lab | |
| FIRST QUARTER | | | |
| HHA 1101 Introduction to Patient Care | 3 | 0 | 3 |
| HHA 1102 Nutrition | 3 | 0 | 3 |
| | 6 | 0 | 6 |
| SECOND QUARTER | | | |
| HHA 1103 Basic Science | 3 | 0 | 3 |
| HHA 1104 Personal & Community Health | 3 | 0 | 3 |
| | 6 | 0 | 6 |
| THIRD QUARTER | | | |
| HHA 1105 Practicum: Field Experience | 3 | 9 | 6 |
| FOURTH QUARTER | | | |
| HHA 1106 First Aid & Safety | 6 | 0 | 6 |
| FIFTH QUARTER | | | |
| HHA 1107 Pediatrics | 3 | 0 | 3 |
| HHA 1108 Geriatrics | 3 | 0 | 3 |
| | 6 | 0 | 6 |
| SIXTH QUARTER | | | |
| HHA 1109 Practicum: Field Experience | 3 | 9 | 6 |
| | | | 6 |
| | | | 36 |

HOME AND HOSPITAL AIDE

| | | HOURS | | |
|---|--------------------------------------|----------|----------|----------|
| | | Class | Lab | Credit |
| HHA 1101 | Introduction to Patient Care | 3 | 0 | 3 |
| <p>A study of the role of the home and hospital aide within the health center. Emphasis will be placed on the duties and responsibilities of an aide through classroom lectures, demonstrations and field trips to local health care facilities. Prerequisite: None</p> | | | | |
| HHA 1102 | Nutrition | 3 | 0 | 3 |
| <p>An introductory course dealing with nutrition. Special emphasis shall be placed upon menu planning, the food needs of the elderly, and common dietary problems. Prerequisite: None</p> | | | | |
| HHA 1103 | Basic Science | 3 | 0 | 3 |
| <p>This course will offer the student the opportunity to gain an understanding of human anatomical structure, physiological processes and their relations to each other through classroom work. Prerequisite: None</p> | | | | |
| HHA 1104 | Personal and Community Health | 3 | 0 | 3 |
| <p>A study of the modern concepts of health, the agencies responsible for health protection, care of the sick and elderly; the role of the home and hospital aide within the health field and as a member of a nursing team.</p> | | | | |
| HHA 1105 | Practicum: Field Experience | 3 | 9 | 6 |
| <p>Experience in the home setting focusing on observation and gaining knowledge of the sick and elderly. Correct techniques, community health structure, and problems incurred during field experience will be discussed during the remainder segment. Permission of advisor.</p> | | | | |
| HHA 1106 | First Aid and Safety | 6 | 0 | 6 |
| <p>A basic course designed to teach the fundamentals of administering first aid. Emphasis is placed on accident prevention and practical application. Prerequisite: None</p> | | | | |
| HHA 1107 | Pediatrics | 3 | 0 | 3 |
| <p>The study of consumer health problems encountered in caring for children from birth through adolescence. Prerequisite: None.</p> | | | | |
| HHA 1108 | Geriatrics | 3 | 0 | 3 |
| <p>A course dealing with the health problems of the elderly. Prerequisite: None</p> | | | | |
| HHA 1109 | Practicum: Field Experience | 3 | 9 | 6 |
| <p>A continuation of HHA 1105 with indepth practice of home and hospital aide duties under the supervision of a qualified nurse in a local health care facility. The seminar will emphasize problems incurred during the practicum segment. Prerequisite: Permission of advisor</p> | | | | |

MASONRY

V-070

Suggested Sequence of Courses by Quarter

| Course Title | Hours Per Week | | Quarter Hours Credit |
|---|----------------|----------|----------------------|
| | Class | Lab | |
| FIRST QUARTER | | | |
| MAS 1101-A Bricklaying | 3 | 3 | 4 |
| MAT 1112 Building Trades Mathematics | 5 | 0 | 5 |
| | <u>8</u> | <u>3</u> | <u>9</u> |
| SECOND QUARTER | | | |
| DFT 1188-P Blueprint Reading: Masonry Trades | 2 | 3 | 3 |
| MAS 1101-B Bricklaying | 1 | 6 | 3 |
| | <u>3</u> | <u>9</u> | <u>6</u> |
| THIRD QUARTER | | | |
| DFT 1190-P Blueprint Reading & Sketching: Masonry Trades | 2 | 3 | 3 |
| MAS 1103-A Bricklaying | 3 | 3 | 4 |
| | <u>5</u> | <u>6</u> | <u>7</u> |
| FOURTH QUARTER | | | |
| MAS 1103-B Bricklaying | 1 | 6 | 3 |
| MAT 1188-P Construction Estimating | 3 | 1 | 3 |
| | <u>4</u> | <u>7</u> | <u>6</u> |
| | | | <u>28</u> |



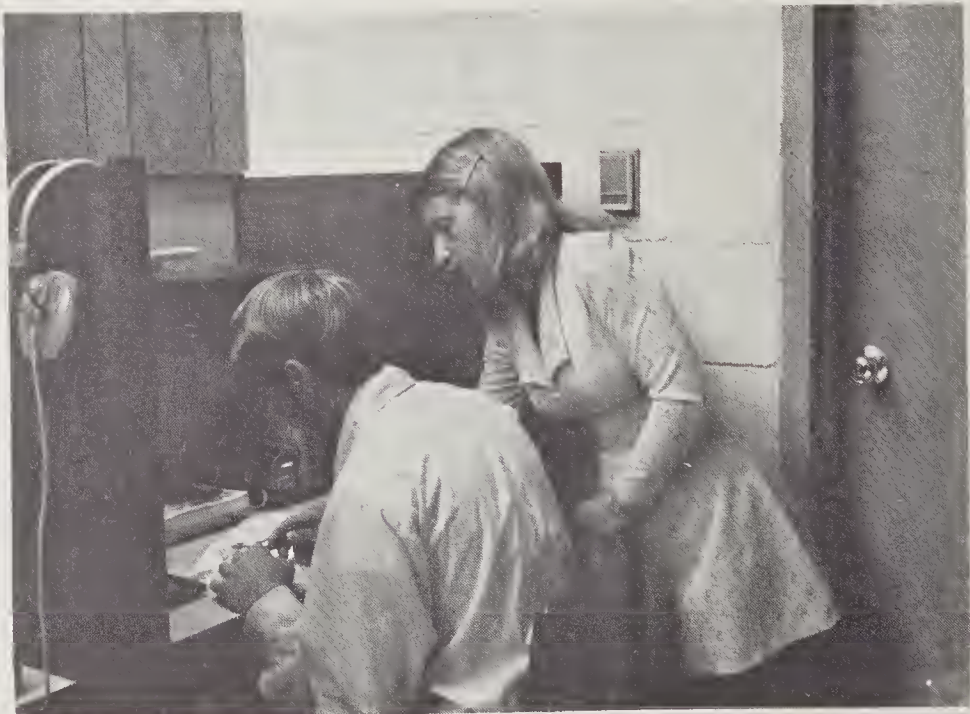
MASONRY

| | | HOURS | | |
|---|--|----------|----------|----------|
| | | Class | Lab | Credit |
| MAS | 1101-A Bricklaying | 3 | 3 | 4 |
| <p>Practical Bricklaying I is a course designed to provide the student with skills necessary to lay brick to a line, construct simple corners and foundation walls, and piers. Lecture and laboratory experiences will be coordinated to provide a balanced development of knowledge and skill in blueprint reading, measurements, related mathematics, and manipulative skills. Prerequisite: None</p> | | | | |
| MAS | 1101-B Bricklaying | 1 | 6 | 3 |
| <p>This course is designed to give students practice in various rudimentary masonry constructions. Individual projects such as foundations, chimneys, etc. are stressed. Prerequisite: MAS 1101A or advisors approval.</p> | | | | |
| MAS | 1103-A Bricklaying | 3 | 3 | 4 |
| <p>This course is designed to give students a basic knowledge of various construction segments. 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: MAS 1101B or advisors approval.</p> | | | | |
| MAS | 1103-B Bricklaying | 1 | 6 | 3 |
| <p>This course is designed to give the student a basic understanding and practice in layout and construction of more advanced masonry projects: glazed tile panels and floors, lintels, arches, and modular masonry construction. The cleaning processes for masonry structures are practiced. Prerequisite: MAS 1103A or advisors approval.</p> | | | | |
| DFT | 118-P Blueprint Reading Masonry Trades | 3 | 3 | 3 |
| DFT | 1190-P Blueprint Reading and Sketching Masonry Trades | 2 | 3 | 3 |

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 COMPETITION 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 | Dancing | Drapery Making | Decoupage | Ceramics |
| Tailoring | Knitting | Guitar | Portrait Painting | |



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

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