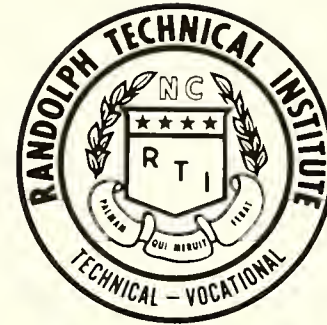


randolph technical institute • 1979-81 catalogue



RANDOLPH TECHNICAL INSTITUTE



AFFIRMATIVE ACTION

Randolph Technical Institute offers Equal Employment and Educational Opportunities to all employees and students, and prospective employees and students of the Institution, without regard to race, color, religion, national origin, political affiliation, sex (except where sex is a bona fide occupational qualification), age or handicap (as defined in Section 504 of the Rehabilitation Act of 1973).

All inquiries and questions that a person may have about his or her treatment as an employee or student under Randolph Technical Institute's compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Equal Employment Opportunity and the Affirmative Action guidelines may be addressed to:

Affirmative Action Officer and Title IX Coordinator
Randolph Technical Institute
Phone: 919 629-1471
P. O. Box 1009
Asheboro, North Carolina 27203

General Catalog 1979-81

P. O. Box 1009
ASHEBORO, N. C. 27203
Phone 919 629-1471

Cover Designed By Bill McCollum

Photos By Lloyd Aaron, Cindy Burnham, Steve Moser, Dixie Verecn.

Revised and Reprinted 4-79

GREETINGS FROM THE PRESIDENT

Welcome to Randolph Technical Institute! This is your Institute for now and the future, and it offers a symbol of educational leadership and inspiration for the future. As you embark on this new venture in your life, you are beginning a new set of challenges and opportunities.

This beginning means that you have an opportunity to take a new look, to see things you have never seen before; it is an opportunity to be turned around. It does not mean that you abandon what you bring here, but you will find new insights into the vocation of your choice. The faculty and staff will challenge each of you to acquire those skills and the knowledge which are necessary for you to be successful in your chosen field. We encourage you to challenge each of us for more knowledge and methods of applying your skills in the Vocational, Technical, Continuing Education, and General Education areas. This is the practical concept of what this institution is all about. It is an institute which welcomes you as you come here to stimulate your minds and accomplish those skills which will enable you to become fruitfully employed.

I share your excitement for this new beginning which is not just for you, but for this institute.

I welcome you to Randolph Tech and wish you well!



M. H. Branson

President

RANDOLPH TECHNICAL INSTITUTE

PURPOSE

Statement of Purpose—Randolph Technical Institute, operating within the legal framework outlined by the North Carolina General Assembly, opens its doors to any adult desiring to learn. The Institute strives:

- To serve the people of North Carolina and specifically Randolph and surrounding counties by providing convenient, inexpensive, and comprehensive educational opportunities.
- To inspire in the student an active desire for continuing personal growth and development, occupational proficiency, and responsible citizenship.
- To be an educational and cultural resource center involved in and available to the people of Randolph County.

Objectives—In keeping with the general purpose of Randolph Technical Institute, the Board of Trustees, the staff, and the faculty have adopted certain specific objectives. These are to provide:

- Evaluation and guidance for all students to help them reach their greatest educational and vocational potential.
- Vocational training for persons preparing for employment in skilled trades and health occupations, and occupational training for persons desiring to upgrade their skills.
- Technical training for industry, business, government, and service occupations.
- General Education with transferable college credit through contractual agreement with the University of North Carolina at Greensboro.
- Continuing Education courses to meet community needs in the lifelong process of personal and professional development through vocational, avocational, and cultural pursuits.
- Adult Education programs based on individual needs and interests specifically including:
 - Adult Basic Education covering grades 1-8
 - Classes for the State approved Adult Education High School Diploma
 - Preparatory study for the North Carolina High School Equivalency Certificate



Preparatory study for vocational, technical, and college programs

- Cooperation with public schools, local institutions, and agencies to improve the quality of life in the community.
- Continual self-evaluation and survey of community needs to insure high quality instruction and appropriate curricula.
- Open, responsive, and efficient channels of communication between the Institute and the people it serves.

ACCREDITATION

The Institute is accredited by the North Carolina State Board of Education, Department of Community Colleges, and has full accreditation as a member of the Southern Association of Colleges and Schools (SACS).

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INSTITUTE CALENDAR

1979-80

FALL QUARTER

August 30, 31 (Thursday, Friday)	Registration
September 4 (Tuesday)	Classes begin
September 11 (Tuesday)	Last day to register, drop, or add courses
October 2 (Tuesday)	Last day to withdraw from a course without penalty
November 19 (Monday)	End of Fall Quarter

WINTER QUARTER

November 20, 21 (Tuesday, Wednesday)	Registration
November 22, 23 (Thursday, Friday)	Thanksgiving Holidays
November 26 (Monday)	Classes begin
December 3 (Monday)	Last day to register, drop, or add courses
December 18 (Tuesday 10:00 p.m.)	Christmas Holidays begin
January 2 (Wednesday)	Classes resume
January 7 (Monday)	Last day to withdraw from a course without penalty
February 22 (Friday)	End of Winter Quarter

SPRING QUARTER

February 28, 29 (Thursday, Friday)	Registration
March 3 (Monday)	Classes begin
March 10 (Monday)	Last day to register, drop, or add courses
March 31 (Monday)	Last day to withdraw from a course without penalty
April 3 (Thursday 10:00 p.m.)	Easter Holidays begin
April 8 (Tuesday)	Classes resume
May 20 (Tuesday)	End of Spring Quarter

SUMMER QUARTER

May 29, 30 (Thursday, Friday)	Registration
June 2 (Monday)	Classes begin
June 9 (Monday)	Last day to register, drop, or add courses
June 27 (Friday 5:00 p.m.)	Summer Holidays begin
July 7 (Monday)	Classes resume
July 7 (Monday)	Last day to withdraw from a course without penalty
August 22 (Friday)	End of Summer Quarter
August 24 (Sunday)	Graduation Exercises

1980-81

FALL QUARTER

August 28, 29 (Thursday, Friday)	Registration
September 2 (Tuesday)	Classes begin
September 9 (Tuesday)	Last day to register, drop, or add courses
September 30 (Tuesday)	Last day to withdraw from a course without penalty
November 17 (Monday)	End of Fall Quarter

WINTER QUARTER

November 25, 26 (Tuesday, Wednesday)	Registration
November 27, 28 (Thursday, Friday)	Thanksgiving Holidays
December 1 (Monday)	Classes begin
December 8 (Monday)	Last day to register, drop, or add courses
December 19 (Friday 5:00 p.m.)	Christmas Holidays begin
January 5 (Monday)	Classes resume
January 12 (Monday)	Last day to withdraw from a course without penalty
February 27 (Friday)	End of Winter Quarter

SPRING QUARTER

March 5, 6 (Thursday, Friday)	Registration
March 9 (Monday)	Classes begin
March 16 (Monday)	Last day to register, drop, or add courses
April 6 (Monday)	Last day to withdraw from a course without penalty
April 16 (Thursday 10:00 p.m.)	Easter Holidays begin
April 21 (Tuesday)	Classes resume
May 26 (Tuesday)	End of Spring Quarter

SUMMER QUARTER

June 4, 5 (Thursday, Friday)	Registration
June 8 (Monday)	Classes begin
June 15 (Monday)	Last day to register, drop, or add courses
July 3 (Friday 5:00 p.m.)	Summer Holidays begin
July 13 (Monday)	Classes resume
July 13 (Monday)	Last day to withdraw from a course without penalty
August 28 (Friday)	End of Summer Quarter
August 30 (Sunday)	Graduation Exercises

CURRICULA

GENERAL EDUCATION

TECHNICAL ASSOCIATE DEGREE PROGRAMS

Accounting
Business Administration
Commercial Graphics
Electronics Engineering Technology
Floral Design and Management Technology
General Office Technology
Interior Design
Photography Generalist
Secretarial Science (Executive)
Teacher Associate

TECHNICAL SPECIALTY DIPLOMA PROGRAMS

Photofinishing Specialist

VOCATIONAL DIPLOMA PROGRAMS

Automotive Body Repair
Automotive Mechanics
Electrical Maintenance
Machinist Trade
Practical Nurse Education
Teacher Aide
Welding

CERTIFICATE PROGRAMS

Automotive Mechanics
Electrical Maintenance
Floral Design
Industrial Machinist
Industrial Mechanics
Industrial Welding
Teacher Aide

EXTENSION PROGRAMS

Apprenticeship Training
Distributive Education
Firemanship Training
Industrial Services
Supervisory Development Training
Others

GENERAL ADULT EDUCATION PROGRAMS

Adult Basic Education
Adult High School Diploma Program
High School Credit Courses
Enrichment Courses
Learning Laboratory

THE INSTITUTE

Randolph Technical Institute began operation in 1962 as a joint city-county industrial education center under the direction of the Trades and Industrial Division, Department of Vocational Education. The North Carolina legislature in 1963 established a separate system of community colleges and Randolph Technical Institute at that time became part of that system.

The Institute is approved by the North Carolina State Department of Community Colleges under the State Board of Education, as specified in Chapter 115A of the General Statutes of North Carolina. The Institute Board of Trustees has been granted authority to award the Associate in Applied Science and Associate in General Education Degrees, Vocational Diploma, and Certificate by the Department of Community Colleges and the State Board of Education.

Community Service curriculums include a state approved High School Equivalency Program and a variety of Preparatory Level Programs. The Institute is a member of the American Association of Junior Colleges and American Technical Education Association. All Occupational, High School, and Preparatory Programs are approved for veterans.

As a member of the North Carolina Community College System, Randolph Technical Institute offers occupational and adult education to meet the educational needs of the youth and adults served by the Institute. The Institute accepts men and women for enrollment in a wide variety of subjects designed to meet the changing technology and complex social development of its community. Students are offered the type of education which will better provide professional competence in their major field of study.



We believe that this nation will remain a great and strong nation, an innovator and a leader in world affairs, as long as its people are an educated people. Furthermore, we believe that, in the American tradition each student has the right, as an individual, to the very best educational opportunity that the community and state can provide. Therefore we are obligated to consider each student in light of his potential and work with him in a manner designated to help him develop his capacities to the fullest.



RANDOLPH
TECHNICAL
INSTITUTE

INFORMATION ON PROGRAMS OF STUDY

Randolph Technical Institute offers Collegiate level programs to include the following:

Two-year Associate Degree programs in engineering, business, general education, photography, and design related technologies. The Institute also offers diploma and certificate programs in service and industrial occupations.

GENERAL EDUCATION

This program is a cooperative effort between Randolph Technical Institute, Asheboro, North Carolina, and the University of North Carolina at Greensboro (UNC-G), Greensboro, North Carolina. Randolph Tech provides the facilities and UNC-G provides the instructional faculty. Credits earned in this program are recorded on transcripts at UNC-G. Evaluation for transfer purposes will be made from these transcripts by the college or university to which the request for transfer is made. These courses are transferable to all 4-year institutions which accept extension course credits from UNC-G.

CONTINUING EDUCATION AND COMMUNITY SERVICE

The Institute offers programs to meet the needs of the adult community through a wide range of courses in several areas:

- Adult Basic Education—courses in fundamentals of reading, writing, spelling and arithmetic (grades 1-8);

- Individualized Instruction Center—preparatory, general interest and adult high school courses (grades 9-12) using programmed instruction; (The IIC will operate as a part of the LRC as of July 1, 1979.)

- Occupational Extension—adult training for occupational upgrading, self improvement and professional advancement;

- Academic Extension—adult courses for cultural enrichment, personal improvement and individual interest and development;
- High School Diploma and Classroom GED—adult high school courses in a classroom setting;

- GED Testing Center;

- Human Resources Development—orientation and motivation to the world of work and basic education skills;

- Visiting Artist Program—a program of cultural enrichment for the community and public schools with a variety of art forms provided. (The VAP will operate as a part of the LRC as of July 1, 1979.)

DEGREES

Randolph Technical Institute offers the following degrees:

- Associate in Applied Science
- Associate in General Education

SPECIFIC DEGREE REQUIREMENTS

Associate in Applied Science

Satisfactory completion of an approved program of not less than 96 quarter credit hours.

Associate in General Education

Satisfactory completion of not less than 64 semester credit hours in liberal education and elective courses.

Both degrees require:

1. A minimum cumulative grade point average of 2.0. Students must have twice as many quality points as credit hours attempted in order to graduate.
2. All general and specific requirements of the institute be met, including fulfillment of all financial obligations.

CERTIFICATES AND DIPLOMAS

Randolph Technical Institute awards certificates and diplomas for a wide variety of vocational and educational programs. Diplomas are issued for completion of an approved program of not less than 64 quarter credit hours.

ADDITIONAL DEGREES OR DIPLOMAS

To earn an additional diploma or degree, the student must re-apply for admission, and satisfactorily complete all required courses in the curriculum as approved by the State Board of Education. Each request will be handled on an individual basis.

STUDENT SERVICES

OBJECTIVES

To provide:

1. A well-rounded program to assist the student in making the adjustment from secondary and adult education to the more specialized and/or general post-secondary education at the college level.
2. An atmosphere and leadership for Institutional guidance of students that will encourage student openness and involvement, and will aid in developing self-reliant, responsible behavior.

3. A testing and placement program in keeping with the needs and trends of students of the Institute.
4. Up-to-date and accurate records on all students of the Institute with proper security and confidence precautions enforced.
5. Leadership in Institutional recruiting programs.
6. Leadership in securing and distributing financial aid for students.
7. Leadership and encouragement for the development of student organizations and activities.
8. A health program appropriate to the needs of the student body.
9. Information and aid to students for job placement and program advisement.
10. Coordination for institutional follow-up on former students.

ADMISSIONS (Curriculum Programs)

THE "OPEN DOOR" POLICY

All branches of the North Carolina Department of Community Colleges operate under an "open door" admissions policy. This means that any person, whether a high school graduate or non-graduate, who is eighteen years old or older and who is able to profit from further formal education will be served by the institution. A student is screened by the Institute and placed in a program which best serves his needs and objectives in life, as indicated by his background ability and expressed interests.

The "open door" policy does not mean that there are no restrictions on admission to specific programs. It does mean that these restrictions are flexible enough to allow each student opportunities to improve his educational status. A student will be given opportunities to eliminate deficiencies through remedial work. He may remain in a program as long as he makes satisfactory progress. When a student is able to meet the specific admission requirements for a given curriculum, he may then be enrolled in that curriculum.

Although the Institution follows an "open door" policy, there will be no compromise with academic standards set by the State Board of Education and the Randolph Technical Institute Board of Trustees.

The Dean of Student Services is designated as the Admissions Officer for the Institute.

GENERAL ADMISSIONS REQUIREMENTS

1. Applicants for Admission to Randolph Technical Institute

must be 18 years of age or high school graduates if under eighteen. Special consideration may be given on an individual basis to students not meeting these specific entrance requirements. The Institute will accept students with a high school equivalency diploma.

2. A high school diploma or the equivalent is required of all applicants for degree and diploma programs. Exceptions may be made for diploma programs, if the counseling staff, after interviewing prospective students who are not high school graduates, feel that these individuals can profit from curriculum instruction.
3. A medical report is required of each applicant, with the exception of LPN students who must submit evidence of a medical examination.
4. The enrollment quota for the curriculum is not filled.
5. The Institute reserves the right to accept or reject credits earned at other institutions. Credits will be evaluated under the transfer credit policy.

SPECIFIC ADMISSIONS REQUIREMENTS

A. ASSOCIATE DEGREE PROGRAM

1. Applicants for admission to the Electronics Engineering program must present two units of advanced math.
2. Applicants to the Business programs must be enrolled for a minimum of half-time and seeking a degree.
3. Applicants for admission to Photography, Photofinishing, Commercial Graphics, Interior Design, and Floral Design will be administered a color blindness test at the time of their admissions interview. These test results are used for counseling and advising only.
4. Applicants to the UNC-G General Education program are requested to present SAT scores. Those who apply without SAT scores will be administered the DAT.

B. DIPLOMA PROGRAMS

1. Applicants to the Practical Nursing program must take the Otis Gamma Test and be approved by an admissions committee from the nursing department and Student Services.
2. Evidence of a medical examination is required of all Practical Nursing applicants.
3. Applicants for admission to the Electrical Maintenance program are to present one unit of algebra.

C. CONTINUING EDUCATION PROGRAMS

1. The individual is eighteen or more years of age and is not enrolled in high school, or is a high school graduate (if under 18).
2. The individual can benefit from enrollment in the program.
3. The enrollment quota for the class is not filled.
4. Certain specialty areas may have different requirements as situations demand.

ADMISSIONS INFORMATION

Persons intending to enroll in a specific curriculum should submit their applications January 1, or as soon after as possible for admission to the fall quarter of that year. Applicants will be notified of receipt of their applications and fees. No application will be processed until this pre-admission deposit of \$10 has been paid. Applications can be obtained from all high school counselors and from the Institute's Student Services Office. This office is open from 8:00 a.m. to 10:00 p.m., Monday through Thursday, and from 8:00 a.m. to 5:00 p.m. on Friday. For admissions information, call Student Services, (919) 629-1471.

PRE-ADMISSION PROCEDURES

Official transcripts—Applicants who are high school graduates should request their high school counselors to submit a copy of their high school transcript. In cases where the last six weeks work is not completed, a supplemental grade report should be forwarded to the Institute after the student's graduation.

Non-high school graduates should submit transcripts of all high school work.

Students transferring from other colleges or post-high school institutions must submit official transcripts from all such institutions attended.

Transcripts and test scores are not used as a basis for admission to the Institute. They are used in counseling and advising students as to selection of a program.

REGISTRATION

Registration is the process of enrolling in a schedule of courses, or a program at the beginning of each quarter or at other specified times.

LATE REGISTRATION

A late registration fee of \$5 will be charged to all students who register after the regular registration date on the school calendar

or published dates. Exception may be made in individual cases at the discretion of the Dean of Student Services and Registrar.

ADMISSION WITH ADVANCED PLACEMENT

This provides for advanced placement based on the proficiency examination. Where an individual student's occupational experience and/or educational background closely parallels those experiences and objectives required by a course, the instructor involved may evaluate the student's performance in these academics or skills by appropriate proficiency examinations to determine waivers of such course(s). Where courses are waived for a student: (1) student will not register for that course, and (2) the proficiency will be noted on the student's permanent record without quality point consideration, with credit hours recorded on the transcript. Further, the student may substitute electives for these courses waived by proficiency. No proficiency examination will be given prior to the approval of the Dean of Occupational Education, the instructor involved, and the Departmental Chairman. Copies of the proficiency examinations must be filed with the Dean of Occupational Education and the instructor will provide results of proficiency to Student Services to record on student permanent records.

Students may be considered for advanced placement in English, Mathematics, or other course offerings by submitting satisfactory scores on the College Level Examination Program (CLEP) or the Advanced Placement Program (APP) of the College Entrance Examination Board. Each request will be handled on an individual basis by the Dean of Student Services.

TRANSFER CREDIT FROM OTHER INSTITUTIONS

The Institute reserves the right to accept or reject credits earned at other colleges, universities, and institutions. In general, credit earned with a "C" or better is accepted, provided the credit is appropriate to the student's program. The following guidelines apply to the granting of transfer credit:

English

Credit for technical English 101, 102 and 103 will be granted to the student who has completed at least two semesters or three quarters of freshman English grammar and composition from an accredited institution.

Courses will be transferred with a final grade of "C" or better with the exception of a "D" on the first course of a two or three course sequence. The "D" will transfer if the next course is a "C" or better.

Example: ENG 101 - "D", ENG 102 - "C". The "D" will transfer. ENG 204—Credit will be granted for oral communications or public speaking.

Social Science

Courses normally accepted for credit are psychology, sociology, political science, history, and economics. If a student has credit for one social science course, he is given credit for the one most comparable with the one he has taken.

Example: General Sociology. Credit for this will be applied toward a Social Science Elective. If Economics is taught within the program of study, and if two other social sciences are also required, the credit is applied toward the economics course and not the social science.

Math

MAT 110—Business Math—credit is given for a comparable course of this nature. Technical Math is handled on an individual basis with the Department Head.

Major Area

All courses transferred into major areas are determined by the Department Head and Student Services.

Credit Between Programs

A student who completes English 109 and English 111 as a part of the Photofinishing Specialist program and then decides to enter the Photography Generalist program may receive credit for English 103 and English 204 if he or she has made at least a C on each course. The transferring student would be required to take English 101 and 102.

In some areas when transfer credit is given for a course, it still may be necessary for the student to audit the course.

CLASSIFICATION OF CURRICULUM STUDENTS

REGULAR STUDENTS

Students registered in continuing programs of the Institute leading to associate degrees and diplomas are considered regular full-time students.

PART TIME STUDENTS

Students enrolled for 1 through 11 quarter hours are considered part-time.

SPECIAL STUDENTS

Any student who is not enrolled in a regular curriculum and whose final objective does not include graduation from Randolph Technical Institute is classified as a special student.

FOREIGN STUDENTS

Credentials of applicants from foreign countries will be evaluated in accordance with the general admission policy. An application, along with all necessary transcripts, must be submitted to the Institute no later than May 15 in the year the applicant desires to enter. Applicants must demonstrate a satisfactory command of English. Foreign students must have funds appropriate to the needs of their program on hand with the business office of the Institute before their application process will be completed.

TUITION

Quarter Hours

12 and up	\$ 39.00/Quarter	
1 through 11	3.25/Credit Hour	

12 and up	\$198.00/Quarter	(Out-of-State)
1 through 11	16.50/Credit Hour	(Out-of-State)

Semester Hours

12 and up	\$ 58.50/Semester	
1 through 11	4.88/Credit Hour	

12 and up	\$297.50/Semester	(Out-of-State)
1 through 11	24.75/Credit Hour	(Out-of-State)

Miscellaneous Service Charges

PRE-TUITION DEPOSIT (Paid by all
new regular curriculum students) ----- \$10.00

If a student fails to enroll, he may request in writing that the pre-tuition deposit be credited to a future quarter tuition charge within that school year.

Official Transcript Fee (Each regular student will receive two transcripts free; additional copies each — .50).

ACTIVITY FEES

All full-time and part-time regular students will pay an activity fee by the quarter and/or semester on an academic year basis. No activity fee will be charged for the summer quarter or semester.

Activity fees will be as follows:

Quarter Hours

\$.50 per credit hour up to a maximum of \$5.00 per quarter.

Semester Hours

\$7.75 per credit hour up to a maximum of \$7.50 per semester

Student Insurance	\$4.50
(Degree or Diploma)	\$8.00*
(Certificate)	\$5.00*
Adult Basic Education	No Charge
High School Equivalency Program	No Charge
Public Service Programs	No Charge
Business and Industrial Service Programs	\$5.00 Registration Fee
Cultural Enrichment Programs	\$5.00 Registration Fee

To be paid at spring quarter registration.

RESIDENCY FOR TUITION PURPOSES

North Carolina law (G. S. 116-143.1) requires that to qualify as an in-state student for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or her classification as a N. C. resident. Every applicant for admission shall be required to make a statement as to his or her length of residence in the state.

To be eligible for classification as a resident for tuition purposes, a person must establish that his or her position in the state currently is, and during the requisite 12-month qualifying period was, for purposes of maintaining a bona fide domicile rather than of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

Any student wishing to be considered as a resident for tuition purposes must make application to the Dean of Student Services. The application procedure and process are available in the office of Student Services.

The burden of establishing facts which justify classification of a student as a resident entitled to in-state tuition rates is on the applicant for such classification.

STUDENT REFUND POLICY

If approved by the Dean of Student Services and the Executive Vice President for Administrative Services, refunds of 2/3 of the tuition fee may be made in cases where the student is compelled by unavoidable reasons to withdraw within ten calendar days after the first day of class as published in the school calendar. Tuition refunds will not be considered for tuition of \$5 or less, except if a course or curriculum fails to materialize, all the

student's tuition shall be refunded. No refunds will be made after the ten-day period except in cases where the student is a Veteran or War Orphan. Veterans or War Orphans receiving benefits under the U.S. Code, Title 38, Chapter 33 and 35, can be refunded pro rata portion of the tuition fee not used up at the time of withdrawal of such students. A student has the option of requesting that his entitled refund be credited to a quarter within the next four calendar quarters. During the drop/add period, as specified in the school calendar, charges will be made for courses added. If a program fails to materialize or a person is not accepted, the \$10 pre-tuition deposit will be refunded.

Student insurance, and late registration fees are not refundable. Activity fees are non-refundable unless specifically approved by the Executive Vice President for Administrative Services. One hundred percent of book cost will be refunded for books returned to the Campus Store when the Bookstore is in error. If the books are returned for any reason other than Campus Store error, 10% of the refund will be deducted as a service charge. Fifty percent refund will be made for marked books. Refunds will not be made later than 10 days after registration.

Expenses

Asheboro and Randolph County area students who commute to Randolph Technical Institute may expect to spend an average of \$400 per year for tuition, books, and supplies. Transportation to and from home is an additional expense. Non-resident students must consider off-campus room and board and personal expenses in addition to the above. A student in this category could expect an approximate total expense of \$3,400. The expenses will vary according to the program in which a student is enrolled.

FINANCIAL AID

Scholarships

Scholarships are awarded to deserving students who are enrolled or plan to enroll at Randolph Technical Institute. To be eligible, an applicant must be enrolled in good standing or be accepted for enrollment as a full-time student. Final consideration for awarding scholarships is based on financial need. Generally, scholarships cover the cost of tuition and activity fee.

Grants

The Basic Educational Opportunity Grant Program is a Federal Aid Program designed to provide financial assistance to U.S. citizens who need it to attend post-high school educational institutions at the undergraduate level on at least a half-time basis and who have not yet earned their first Bachelor's Degree from any institution.

Short-term Loans

Students who have satisfactorily completed one quarter at Randolph Technical Institute may borrow sums up to \$50 repayable in 30 days. These loans are granted to students who face sudden and serious need for small loans.

Long-term Loans

Insured Student Loans (College Foundation, Inc.) are available to both first year and continuing students who are legal residents of North Carolina. The maximum amount available to students is \$2,500 annually. The deadline for submitting applications is May 1 of the coming school year. After May 1 of each year, loan applications will be processed as long as funds are available.

Work-Study

The Institute participates in the College Work-Study Program. This Federally-supported program is available to those students who qualify on the basis of financial need. Students work an average of 10 hours weekly while attending classes. During the summer and other vacation periods when they do not have classes, students may work full-time (40 hours per week) under this program. Students who work 10 to 15 hours per week typically earn \$600 to \$900 per academic year.

APPLYING FOR AID

Students may apply for a scholarship, grant, loan, or a campus job under the College Work-Study Program by contacting the financial aid officer in Student Services.

Student Employment

Students interested in working during the school year should be reminded that technical institute courses demand a considerable amount of a student's time. The office of Student Services assists in placing students in part-time jobs. Many business firms make job opportunities available by registering their needs with this office. Efforts are made to place students on jobs for which they are capable and which do not interfere with their class schedule.

SOCIAL SECURITY BENEFITS

In 1965 the Social Security Act was changed to benefit some students attending college. For those who remain full-time students beyond high school, benefits have been extended from age 18 to 22. High school students who are less than 18 and are now receiving benefits should know that these benefits may continue as long as they are less than 22 years of age, unmarried, and enrolled as full-time students at an accredited college, uni-

versity, vocational, trade, or technical school. The fact of this full-time attendance must be reported to the Social Security Administration.

VETERAN'S INFORMATION

The new Veterans Readjustment Benefits Act (Public Law 358) provides educational subsistence to those veterans of the armed forces who served on active duty for more than 180 days, any part of which came after January 31, 1955. Applications should be sent to the Veterans Administration Regional Office, 251 North Main Street, Winston-Salem, North Carolina. 27201

Disabled Veterans

A veteran with a disability may have benefits under Public Law 894 and 815 and should make application to the nearest Veterans Administration Regional Office at least four weeks prior to registration.

Children of Deceased or Disabled Veterans

The War Orphans Educational Assistance Act (Public Law 634) provides educational assistance for some children of deceased or totally and permanently disabled veterans. Information regarding eligibility should be requested from a Veterans Administration Regional Office.

Once eligibility has been established, students should obtain admission to the Institute prior to making application to the Veterans Administration for a specific program. Students must have their course work approved by the institutions from which they plan to obtain a degree, and these courses must be listed on the Certificate of Eligibility, which is issued by the Veterans Administration. It is essential that all students entitled to veterans benefits present a copy of their Certificate of Eligibility to Student Services as soon as their registration is completed. Information regarding quarter credit requirements for subsistence may also be obtained from the school office. A period of two months should be allowed for receipt of the Veterans Administration subsistence check.

Under the guidelines administered by the Veterans State Approval agency, the institution maintains a written record of the previous education and training of the eligible veterans and indicates that appropriate credit has been given for previous education and training with the training period shortened proportionately and the eligible person and the VARO so notified.

STANDARDS OF PROGRESS

ATTENDANCE, AND CONDUCT

Public Law 93-508 requires that each educational institution

approved for veterans to receive educational benefits (G. I. Bill) must establish written policies that clearly state what is expected of the veteran in the areas of academic progress, class attendance, and conduct.

Many of these expectations are required of all students, veterans and non-veterans, and are covered in the Student Handbook. Stated below are two policies not covered in the Student Handbook or the Veterans Affairs Handbook that affect only veterans:

1. Procedure for determining unsatisfactory progress for veterans:

A veteran is considered to be making unsatisfactory progress when he fails 50% of the number of HOURS for which he is certified to pursue or when he permits his grade point average to fall below 2.0. For this purpose, a grade "I" or "W" counts as unsatisfactory. A veteran who has completed a quarter with unsatisfactory progress will be permitted to enroll for the next quarter but will be placed on VA probation. If the veteran doesn't pass at least 50% of the HOURS attempted and bring his grade point average up to 2.0 by the end of the probationary quarter, his VA benefits will be terminated. Veterans who withdraw from school with a grade of "W" or receive an incomplete grade of "I" for a class will have those class hours counted as part of their total hours attempted. For this purpose, a grade of "W" after the drop/add period counts as unsatisfactory, and an incomplete (I) counts as unsatisfactory. Any veteran who withdraws from all subjects undertaken will have his educational benefits terminated as of the last date of attendance. Veterans who withdraw from all subjects undertaken may enroll to attend the next quarter but will be placed on probation as defined above.

2. Grade point average requirement for veterans:

A veteran student will be placed on academic probation following any quarter in which the grade point average is less than 2.0. A veteran student may receive educational benefits for only one quarter while on academic probation. Veterans who are terminated for unsatisfactory conduct and/or progress must go through Veterans Administration Guidance and Counseling before they can be recertified for educational benefits. This required counseling session may delay from 3-6 months the reinstatement of educational benefits.

Veterans enrolled in programs of secondary education are considered to be making unsatisfactory progress if they have not achieved a level of progress consistent with their time in the program. Veterans who are making unsatisfactory progress will be terminated to the Veterans Administration for pay purposes.

The rate of evaluation will be:

High School Equivalency	940 Hours
(Evaluation of progress each	300 hours)

A veteran who closes the gap between hours enrolled and progress achieved may be reinstated to the Veterans Administration and continue in the program.

The Learning Lab Coordinator will be responsible for determining satisfactory progress for veterans enrolled in secondary education and notifying the Veterans Officer of the Institute who will make the necessary change of status to the VARO for pay purposes.

Veteran's Benefits

While attending Randolph Technical Institute, a veteran is entitled to the following benefits:

- Up to \$65.00 per month to pay for tutorial help
- \$311.00 per month for a single veteran
- \$370.00 per month for married veterans
- \$422.00 a month for those married with a child, and
- \$26.00 for each additional dependent.

COUNSELING

A staff which includes counselors, and other specialized workers provides appropriate counseling service as indicated by the students' needs.

Admissions Counseling

is provided to assist students to understand the various types of training programs available in the Institute and to clarify matters which pertain to qualifications and prerequisites.

Vocational Counseling

is provided to help those students who wish additional assistance in regard to the selection of a vocational objective or specialized field of study. Background of the individual, aptitudes as indicated by tests, current employment patterns, and other factors pertinent to the selection of a vocational choice are considered in making a final vocational choice.

Further information regarding counseling service is available through Student Services.

ADVISORS

Each student must use their departmental advisor in planning his educational program. Students who have questions dealing with advising should contact the office of Student Services or their Departmental Chairman.

ORIENTATION

To promote an understanding of the philosophy and standards of Randolph Technical Institute, all new students are expected to participate in an orientation program. The objectives of the orientation program are as follows:

To acquaint students with the physical, academic, and social environment of the Institute.

To present school policies, regulations, and procedures to the students.

To provide an opportunity for staff and faculty to welcome and get acquainted with students.

PLACEMENT SERVICE

No reputable institution can guarantee jobs for graduates. Randolph Technical Institute assists qualified graduates in finding suitable employment. Assistance is also available for students who wish to obtain part-time employment while in school. The Institute maintains records on all graduates and provides information concerning each graduate to industries.

ACADEMIC REGULATIONS

Attendance

Each student is expected to attend all class sessions. As all students are adults, some with many responsibilities, an occasional absence from class may be necessary; however, such absences in no way lessen the student's responsibility for meeting the requirements of the class. In the event of any absence it is the student's responsibility to contact each instructor to determine if work missed can be made up.

Death in the immediate family, personal illness, emergencies, and participation in approved Institute student activities will be considered as excusable absences.

Once a student has duly enrolled in a class, i.e., paid registration fee, he/she shall maintain membership in said class, until one of the following occurs:

1. Student Withdrawal

He/she officially withdraws by contacting the Registrar in person.

(This constitutes student withdrawal and is effective as of that date.)

2. Administrative Withdrawal

The responsible instructional personnel are reasonably assured that the student does not intend to pursue the learning activities of the class. (This constitutes administrative withdrawal and is effective as of that date.)

IT REMAINS THE STUDENT'S RESPONSIBILITY TO CONTACT THE INSTRUCTOR OR STUDENT SERVICES IN THE EVENT THAT HE OR SHE IS UNABLE TO ATTEND CLASS.

Failure to contact Student Services for official withdrawal will result in the student's being dropped by the instructor and receiving an "F" on the permanent record.

TRANSFERS (Between Programs)

In the event a student wishes to transfer from one program to another, the following procedures are to be observed:

- (1) The student applies to the program he wishes to take.
- (2) After counseling and faculty advising, the student follows the regular admissions procedures with prior credit being recognized and course prerequisites being observed.

Withdrawal/Drop/Add

Students desiring to withdraw, drop, or add a course after initial registration should contact Student Services to obtain the necessary forms and procedures. A student who fails to withdraw officially will receive a grade of "F" for each course in which he is enrolled. **MERELY CEASING TO ATTEND CLASSES DOES NOT CONSTITUTE OFFICIAL WITHDRAWAL, NOR DOES NOTIFICATION TO THE INSTRUCTOR.**

Course Prerequisites

All curriculum courses are to be taken in a normal sequence with prerequisites taken as indicated in the institution's catalog.

CREDITS

Credits for courses leading to Associate In Applied Science Degrees and Vocational Diplomas are given on a quarterly credit hour basis. Credits for courses leading to the Associate in General Education are given on a semester credit hour basis.

GRADING SYSTEM

Letter symbols are used in the evaluation of achievement in all occupational programs. Numerical values (quality points) are assigned to letter grades in computing grade point averages. Grade point averages are determined by dividing total grade points earned by total credit hours attempted. Cumulative grade points averages (G.P.A.) are determined by dividing total grade points by total credit hours earned for a period of more than one quarter.

Numerical	Grade	Evaluation	Points
93-100	A	Excellent	4
85-92	B	Above Average	3
77-84	C	Average	2
70-76	D	Minimum	1
Below 70	F	Failure	0
	I	Incomplete	
	W/P	Withdrawal/Passing	
	W/F	Withdrawal/Failing	

Grade Reports

A grade report normally is issued to a student each quarter, provided his credentials and financial obligations to the Institute are in order. Grade reports will be mailed to all students. Students enrolled in the General Education Program should consult the UNC-G catalog for grading procedures.

INCOMPLETE

Assigned at the discretion of the instructor for incomplete course work. In The course (s) where an "I" is assigned, hours will not be counted in quality point computation for that quarter; however, an "I" must be completed the following quarter, or it automatically becomes an "F".

RELEASE OF INFORMATION FROM STUDENT OFFICIAL ACADEMIC RECORDS

The Institute recognizes the responsibility for maintaining records for each student to preserve authentic evidence of the events and actions that are important and can contribute to the efforts to educate the student and to facilitate the achievement of the educational goals of the Institute. The following general principles and procedures govern the release of information from student official records:

1. Written consent of the student concerned is required before a transcript or information from his or her official record may be released. Exceptions to the above statement are outlined below:

- a. The Registrar may release transcripts or information from official records, including reports of academic standing, to academic and administrative members of the Institute staff whose responsibilities require this information.
- b. The Registrar may honor appropriate requests for public or directory information from student records which includes the following: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of enrollment, degrees and awards received, and the most recent previous educational agency or institution attended by the student.
- c. The Registrar may release information pertaining to honor achievements for publication.
2. A student's identification photograph is available to Institute personnel only.
3. A hold may be applied to the release of a transcript, or other information requested from an official record, for a student who has an overdue indebtedness to the Institute. Such a student continues to have the right to see his official record upon request.
4. The use and release of information from student official records will be determined as outlined above and in compliance with State and Federal legislation relating to such records. Action in situations that may not have been anticipated and/or defined above will at all times be based upon the best knowledge available to the professional staff of the Institute.

Honor Roll for Curriculum Students

A regular student who is enrolled for at least six quarter hours of courses or the equivalent, receives no incompletes, and earns a grade point average of 3.0 or above is listed on the quarterly honor roll of the Institute.

ACADEMIC PROBATION

Upon the recommendations of an Admissions Committee, Randolph Technical Institute will place on probation for one quarter or semester, any student whose academic average drops below 1.5. If at any time a student's average drops below 2.0, he will be notified by the Student Services Office and be reminded that it will be necessary to have a 2.0 before he can graduate.

After his allotted time on probation, a student who is not off academic probation will be dismissed. In order to be readmitted, a student must meet the requirements of the Admissions Committee.

RE-ADMISSION OF STUDENTS

Students who have withdrawn in good standing or who have been suspended for academic difficulties or other reasons may request re-admission through Student Services.

In the case of re-admission, the individual's prior work is taken into consideration with all aspects of the open door policy being considered.

Specific re-admission policies include the following:

- (1) A student seeking re-admission must make his request known to Student Services at least one month before the quarter he wishes to attend.
- (2) Requests for re-admission will be reviewed by the admissions and disciplinary committee, consisting of the Dean of Student Services, Division Dean, Departmental Chairman and/or instructor concerned, and the Student Government President.
- (3) The Admissions Committee upon granting re-admission may impose certain restrictions such as, unit load, periodic grade reviews or other conditions it feels is in the best interest of the student.
- (4) A re-admitted student is subject to dismissal should he fail to meet the conditions stipulated by the admissions committee.

REPEATING A COURSE

A student who fails a course will be required to repeat the course with a passing grade in order to graduate. Both grades made on the course will be counted in the total quality point average.

WORK EXPERIENCE

Students enrolled in Commercial Graphics, Floral Design, Interior Design will be encouraged to seek employment in a related business or industry during the summer quarter between their first and second year of study. This work experience will greatly facilitate one's understanding relative to the application of those principles taught in the classrooms and labs.

PRE-TECHNICAL DEVELOPMENTAL STUDIES

Certain pre-technical courses will be offered on an optional basis during the summer preceding the freshman year for those students who need developmental studies prior to entrance into the technical curriculum. Counseling and interview sessions prior to acceptance will determine if the student needs to enroll in the developmental studies.

CONDUCT AND STANDARDS

Randolph Technical Institute has a genuine concern for the integrity of all students enrolled. Students are required to conduct themselves in a mature and responsible manner.

The following rules apply to all students who are enrolled in this institution:

1. Each student is held responsible for information published through notices and announcements placed on bulletin boards.
2. Students who negligently lose, damage, destroy, sell, or otherwise dispose of school property placed in their possession or entrusted to them will be charged for the full extent of the damage or loss and are subject to disciplinary action.
3. Under no conditions will alcoholic beverages, liquors, or narcotics be permitted in or on the school property. No one under the influence of alcohol or narcotics will be allowed on school premises. Any violation of this regulation will result in expulsion from the Institute on the first offense.
4. Students who engage in such acts as stealing, gambling, profane language, personal combat, and possession of firearms and dangerous weapons are liable to disciplinary action.
5. "Cleanliness is the sign of intelligence." Students are expected to make use of the disposal containers in the halls and in shops and classrooms at all times.
6. Students are expected to dress appropriately for the occasion.
7. Students are not to bring children to class with them.
8. Normal classroom discipline is the responsibility of the instructor, action of a more serious nature is handled by the Dean of Students. Any decision, whether made by an in-

structor or the Dean of Students, may be appealed through the Dean of Students to the President and the Board of Trustees. Such appeal should be in writing and need only to state the basic facts of the case.

9. Adequate parking facilities have been provided for students, faculty, and visitors. Students may not park in spaces reserved for faculty and staff personnel. Students may park in any other areas in either the east or west parking lots. No privately owned vehicles shall be parked in any service driveway or on the aprons around the Vocational Building. A maximum speed limit of 10 miles per hour should be followed by all who drive on school property. Vehicles belonging to students will be towed away at owner's expense if parked in assigned spaces or driveways.
10. Smoking may be permitted in various parts of the building dependent upon the activity and approval of the instructor. Smoking is **not** permitted at any time in the Library or Teaching Theatre. Good housekeeping practices should be maintained.
11. An area has been provided for snacks and drinks. Students and staff shall consume these items in the places designated not in halls, shops, labs, and classrooms.
12. Students are not permitted to default in the payment of fees, fines, loans or other financial obligations due to school. All tuition and fees must be paid at the time of registration. Students having checks returned for insufficient funds may be required to make payments on a cash basis. Students with unpaid financial obligations to the school, and/or incomplete admissions applications will not be permitted to register for the upcoming quarter/semester until all obligations are met. Under these circumstances where a student is not eligible to register at the regular time, a late fee of \$5 will be charged. Transcripts and diplomas will not be released until all obligations are met.
13. Use of school facilities by students, organizations or clubs must be approved by the administration.
14. In matters pertaining to student conduct, dismissals, or disciplinary action, any student who feels he has been treated unjustly may present his case to the Dean of Student Services. If, after his case has been reviewed, he is still not sat-

isfied, he may then request to meet with the Admissions and Discipline Committee. If the student then desires, he may request a hearing before the Institute President; if he is still not satisfied with the decision made by institutional personnel, he may request a hearing before the Board of Trustees by submitting in written form a list of his grievances. In all cases, the Board of Trustees act as the final governing authority of the Institute. This grievance procedure in all Institute publications includes the following statement: A student must exercise his right of due process within ten (10) calendar days after presenting his case to the Dean of Student Services. This due process procedure must be finalized in a reasonable length of time.

CLOSING OF SCHOOL DUE TO ADVERSE WEATHER

In the event of inclement weather, the institute will adhere to the following policies:

Adult Program, Day and Evening

Programs will be canceled only by the President of the Institute or his designee. The decision of the Asheboro/Randolph County School Superintendent has no bearing on Randolph Technical Institute operating during inclement weather. Our decision will be broadcast by radio and television stations. Students and staff are requested **not** to call the administrative office. If you hear the announcement on radio and/or television, you can accept this as the Institute's procedure. Announcements will be made by 6:00 a.m. and 4:00 p.m. for the day and evening programs respectively.

Extra-Curricula Activities

All extra-curricula activities will be canceled when it is necessary to cancel classes due to adverse weather. The person who is in charge of the activity will be responsible for rescheduling it.

STUDENT ACTIVITIES

Randolph Technical Institute attempts to provide extra-curricular activities for students since the Institute believes that such activities contribute to the overall growth and educational development of an individual. Sports such as volleyball, shuffleboard, softball, and table tennis are organized on an informal basis when students have free time. Organizations include the Circle K Service Club sponsored by the Kiwanis Club of Asheboro. Circle

K membership is open to both men and women. The Photo Alumni Association of Randolph Technical Institute (P.A.A.R.T.I.) provides an opportunity for students and alumni to participate in workshops and weekend sessions, thereby, growing professionally.

The Interior Design Department maintains a student chapter of the American Society of Interior Designers (A.S.I.D.). Every department has the opportunity to form or expand a student club.

STUDENT GOVERNMENT

All regular full-time students of the Institute are eligible to be represented through the student council. Each department elects one member of each section who serves on the student government. The student council formulates an annual budget from student activity fee proceeds, directs student elections, and holds regular meetings to promote the interests of students, to organize social events, and to participate in community activities.

CAMPUS FACILITIES

Randolph Technical Institute is located on a 25-acre campus south of the business district in Asheboro between 220 By-Pass and South Fayetteville Street. The Institute is easily accessible from Highways 64 and 220.

The Institute is presently housed in modern facilities with 60,000 square feet of space available to meet the educational and developmental needs of the students. Facilities consist of classrooms, laboratories, shops, studio, teaching theater, and administrative and student services.

A construction program is now in progress that will more than double the size of facilities available, and the Institute will emerge as a multi-building campus with over 135,000 square feet of building space. Over three million dollars is being spent to construct a Vocational/Technical Building to be completed in 1979, a Learning Resources Center, and a Student Services Building, both to be completed by the end of 1980. The addition of these facilities should keep pace with growth and development of educational programs. The facilities will be equipped with well over one million dollars worth of equipment.

CAMPUS STORE — FOOD SERVICE

In an effort to provide facilities that will make the educational process more complete, Randolph Technical Institute provides an open Campus Store for its students.

A wide variety of supplies are carried in the Campus Store. In addition to the regular items, such as paper, pencils, portfolio, and drafting equipment, the Store also carries such varied items as asbestos welding gloves, water colors, acrylic and oil paints, film, machine shop scales, and other student supplies. In addition to stocking the standard required textbooks, a wide variety of paperback books are constantly in stock.

By providing such services, students at Randolph Technical Institute have a quick and usable supply of resource material to supplement both required text and Library resource material.

In addition to the Campus Store, Randolph Technical Institute provides a Campus Food Service for all students. Snacks and sandwich items are available.

LEARNING RESOURCES CENTER

The Learning Resources Center is the modern concept of the technical institute library. The library concept has been expanded to include audio-visual production services and a variety of individualized instructional services. The Randolph Technical Institute Learning Resources Center is housed in temporary quarters which feature a study area, open stacks, and carrels designed for use with audio-visual equipment.

The Center contains approximately 17,000 volumes, primarily in the scientific and technical area, with new volumes being added each year to meet the need of expanding curriculums. The reference collection contains 10 sets of major encyclopedias and more than 1,000 specialized dictionaries, handbooks and reference books. The Center subscribes to more than 200 periodicals of which about 50% are technical and trade, 15% professional and 35% general.

The Center is open from 7:45 a.m. to 10:00 p.m. Monday through Thursday, 7:45 a.m. to 5:00 p.m. on Friday, and 9:00 a.m. to 1:00 p.m. on Saturday with student library assistants and a librarian available to assist students in finding specific information and to help those needing assistance in use of catalog or periodical indexes.

Every effort has been made at Randolph Technical Institute to provide an atmosphere in the Center that is conducive to research and study. As Randolph Technical Institute grows, its Learning Resources Center will assume increasing importance in its total educational program.

AREAS OF INSTRUCTION

ONE-YEAR DIPLOMA PROGRAM

The Institute offers eight diploma programs. These one-year programs of study are designed to prepare students for entry employment in health-service and industrial occupations. These programs of study, which provide extensive skilled training in specific occupations, emphasize functional shop-laboratory work. Related technical and special general education instruction is offered through separate supporting courses or is integrated into the occupational content of these programs. Diploma programs offered at Randolph Technical Institute are Auto Body, Automotive Mechanics, Electrical Maintenance, Machinist, Photofinishing Specialist, Practical Nursing, Teacher Aide, and Welding.

TWO-YEAR ASSOCIATE DEGREE PROGRAM

Randolph Technical Institute offers eleven two-year Associate Degree programs. These are designed to prepare students for professional and technical careers in business and industry and to give the student an opportunity to obtain the first two years of a liberal education, which may be transferred to a four-year institution. Program content includes technical specialty courses, allied supporting subjects, and liberal education courses. Degree programs offered at Randolph Technical Institute are General Education, Accounting, Business Administration, Commercial Graphics, Electronics, Floral Design, General Office, Interior Design, Photography, Secretarial Science, and Teacher Associate.

RECOMMENDED HIGH SCHOOL PREPARATION

ACCOUNTING

Business Mathematics, Economics, Business Courses

AUTOMOTIVE MECHANICS—AUTOMOTIVE BODY REPAIR

Algebra or Modern Mathematics

BUSINESS ADMINISTRATION

Business Mathematics, Economics, Business Courses

COMMERCIAL GRAPHICS

Geometry, Art Courses

ELECTRICAL MAINTENANCE

Algebra or Modern Mathematics



ELECTRONICS ENGINEERING TECHNOLOGY

Geometry, Advanced Algebra, Trigonometry, Physics, and Mechanical Drawing Courses

EXECUTIVE SECRETARIAL SCIENCE

Business Mathematics, Business Courses

FLORAL DESIGN AND MANAGEMENT TECHNOLOGY

Two Years Mathematics, Business Courses, Human Relations Course

GENERAL EDUCATION

Math, Science, Social Sciences

GENERAL OFFICE TECHNOLOGY

Business Mathematics, Business Courses

INTERIOR DESIGN

Home Economics, Art, and Mechanical Drawing Courses

MACHINIST

Algebra, Geometry

NURSING (LPN)

Modern Mathematics, Laboratory Science, Human Relations Course

PHOTOFINISHING SPECIALIST

Modern Mathematics, Science, Human Relations Course

PHOTOGRAPHY

Geometry, Chemistry, and Physics

TEACHER ASSOCIATE—TEACHER AIDE

Mathematics, Science, Social Science

WELDING

Two Years High School Mathematics

ART AND DESIGN

COMMERCIAL GRAPHICS

Associate in Applied Science Degree

Commercial Graphics is designed to train an individual for the advertising design profession which deals with the design, illustration, and mechanical preparation of printed material that serves to promote the ideas, services, or products of organizations, institutions, or industrial firms. This curriculum will provide the student with a sound, competitive foundation for performing competently in the creative and/or the technical and mechanical areas of this field. The student receives training in communicating visually through the development of concept and the physical designs of advertising material, which may take such forms as newspaper or magazine ads, posters, folders, letterheads, corporate symbols, brochures, booklets, or package illustration. He is trained in the procedures and mechanics of preparing art for printing. In addition he receives actual practice in the mechanics of photo lettering and copy camera operations, the fundamentals of offset printing and press operations, conventional and photo-silkscreen printing, and the fundamentals of photography.

The Art and Design Department reserves the right to keep one project from each student's portfolio for its Permanent Student Work Collection.

Employment opportunities for the graduate may be found with the following:

Advertising Agencies

Art Studios

Newspapers

Television Studios

Industrial Art Departments

Department Stores

Printing and Publishing Firms



COMMERCIAL GRAPHICS

Course Title	Hours Per Week		Quarter
	Class	Lab.	Hours Credit
<i>FIRST QUARTER (Fall)</i>			
ENG 204 Oral Communications	3	0	3
DES 120 Life Drawing I	0	6	2
ART 101 History of Art I	3	0	3
DES 102 Design I	3	6	5
DFT 101 Technical Drafting	0	6	2
Totals	9	18	15
<i>SECOND QUARTER (Winter)</i>			
ENG 101 Technical Communications	3	0	3
ART 111 History of Art II	3	0	3
DES 112 Design II	3	6	5
CGT 110 Lettering and Type	2	6	4
DES 220 Life Drawing II	0	6	2
Totals	11	18	17
<i>THIRD QUARTER (Spring)</i>			
ENG 102 Technical Communications	3	0	3
ART 121 History of Art III	3	0	3
DES 122 Design III	3	6	5
CAT 125 Commercial Art I	2	6	4
MAT 111 Basic Mathematics	5	0	5
Totals	16	12	20

FOURTH QUARTER (Fall)

ENG 103 Report Writing	3	0	3
CAT 207 Commercial Art II	2	9	5
CGT 214 Graphic Arts I	2	9	5
CAT 101 Advertising Principles	3	0	3
Totals	10	18	16

FIFTH QUARTER (Winter)

CAT 209 Commercial Art III	3	6	5
CGT 216 Graphic Arts II	3	6	5
CGT 218 Illustration	2	6	4
PSY 209 Social Aspect of Advertising	3	0	3
Totals	11	18	17

SIXTH QUARTER (Spring)

CAT 211 Commercial Art IV	3	6	5
CGT 222 Graphic Arts III	3	6	5
CAT 116 Photography I	2	6	4
Social Science Elective	3	0	3
Totals	11	18	17

SEVENTH QUARTER (Summer)

CGT 220 Illustration	2	9	5
CAT 223 Special Design Projects	3	9	6
CAT 217 Photography II	2	6	4
Totals	7	24	15

Total Quarter Hours Credit 117

INTERIOR DESIGN

Associate in Applied Science Degree

The Interior Design curriculum is designed to prepare students for a variety of job opportunities in the field of design. The curriculum is based upon the fact that today's residential and commercial interiors must creatively express contemporary living. The study of historical styles as well as currently manufactured products, coordination of color, furniture, floor coverings, fabrics, wallpapers, drapery, paneling, hardware, paints and accessories is an integral part of the course. The student has the opportunity to cover the elements of interior design and to demonstrate his abilities in interior coordination. Beautiful, functional interiors must be sold as well as created and to assist the student in this area, courses are included in sales development, psychology, and other related courses.

Graduates of this program may qualify for various positions with the following types of employers:

- Furniture Manufacturers
- Architects
- Furniture Design Studios
- Photography Studios
- Interior Design Studios
- Interior Furnishings Dealer



INTERIOR DESIGN

Course Title	Hours Per Week		Quarter
	Class	Lab.	Hours Credit
<i>FIRST QUARTER (Fall)</i>			
ENG 204 Oral Communications	3	0	3
ART 101 History of Art I	3	0	3
DES 102 Design I	3	6	5
DFT 101 Technical Drafting	0	6	2
DES 108 Basic Drawing	2	4	4
<i>Totals</i>	11	16	17
<i>SECOND QUARTER (Winter)</i>			
ENG 101 Technical Communications	3	0	3
ART 111 History of Art II	3	0	3
DES 112 Design II	3	6	5
DFT 108 Architectural Drafting	0	6	2
DES 125 Color Theory and Application	2	4	4
<i>Totals</i>	11	16	17
<i>THIRD QUARTER (Spring)</i>			
ENG 102 Technical Communications	3	0	3
ART 121 History of Art III	3	0	3
DES 122 Design III	3	6	5
DFT 140 Layout Drafting	0	6	2
MAT 111 Basic Mathematics	5	0	5
<i>Totals</i>	14	12	18

FOURTH QUARTER (Fall)

ENG 103 Report Writing	3	0	3
DES 203 Introduction to Interior Design	2	9	5
DES 207 Introduction to Fabrics	2	2	3
DES 205 Period Styles in Furniture Decorating to Renaissance	5	0	5
<i>Totals</i>	12	11	16

FIFTH QUARTER (Winter)

DES 212 Residential Design	2	9	5
DES 121 Market Materials	2	2	3
SSC 232 Social History of Furniture and Decorating	3	0	3
DES 223 Survey of Decorative Arts	3	0	3
DES 206 Furniture Design and Construction	2	4	3
<i>Totals</i>	12	15	17

SIXTH QUARTER (Spring)

DES 222 Residential Design	2	9	5
BUS 236 Business Practices & Principles for Interior Design	3	0	3
DES 231 Commercial Design	2	9	5
DES 241 Survey of Twentieth Century Design	3	0	3
SSC Social Science Elective	3	0	3
<i>Totals</i>	13	18	19

SEVENTH QUARTER (Summer)

DES 260 Special Projects	2	12	6
DES 262 Commercial Design	2	12	6
<i>Totals</i>	4	24	12

Total Quarter Hours Credit 116

BUSINESS

ACCOUNTING

Associate in Applied Science Degree

The Accounting Program is designed to provide an intensive study in basic and advanced accounting techniques, preparing cost data and taxes, and to develop an understanding of our economy through study and analysis of the role of manufacturing and marketing, an understanding of the principles of organization and management in business operations, and a knowledge in specific elements of finance and business law.

Oral and written communications and knowledge of human relations as applied to successful business operations are emphasized in this program.

Successful completion of the course will allow the graduate to enter one of the fastest growing fields of the modern business world and should help open the door to additional opportunities. Business students may be exempted from various required courses as outlined in the suggested program in the college catalog. Exemptions will be based on an evaluation of past records and/or level of competence in the area in question, by the student's advisor/instructor. When a student is exempted from a required course, the advisor/instructor may recommend to the Business Department Chairman and the Dean of Student Services, that credit hours be granted or that the student take other course work which would benefit the student in lieu of exempted courses.



ACCOUNTING

Course Title	Hours Per Week Class	Lab.	Quarter Hours Credit			
<i>FIRST QUARTER (Fall)</i>				<i>FOURTH QUARTER (Fall)</i>		
ENG 204 Oral Communications	3	0	3	ENG 103 Report Writing	3	0 3
MAT 110 Business Mathematics	5	0	5	BUS 123 Business Finance	3	0 3
BUS 101 Introduction to Business	5	0	5	BUS 222 Intermediate Accounting I	5	2 6
BUS 110 Office Machines	2	2	3	BUS 225 Cost Accounting	3	2 4
BUS 120 Accounting I	5	2	6	EDP 104 Introduction to Data Processing	3	2 4
<i>Totals</i>	<i>20</i>	<i>4</i>	<i>22</i>	<i>Totals</i>	<i>17</i>	<i>6 20</i>
<i>SECOND QUARTER (Winter)</i>				<i>FIFTH QUARTER (Winter)</i>		
ENG 101 Technical Communications	3	0	3	ENG 206 Business Communications	3	0 3
ECO 102 Economics I	3	0	3	BUS 223 Intermediate Accounting II	5	2 6
BUS 102 Typewriting I	2	3	3	BUS 229 Taxes I	3	2 4
BUS 115 Business Law I	3	0	3	BUS 235 Business Management	3	0 3
BUS 121 Accounting II	5	2	6	Social Science Elective	3	0 3
<i>Totals</i>	<i>16</i>	<i>5</i>	<i>18</i>	<i>Totals</i>	<i>17</i>	<i>4 19</i>
<i>THIRD QUARTER (Spring)</i>				<i>SIXTH QUARTER (Spring)</i>		
ENG 102 Technical Communications	3	0	3	BUS 269 Auditing	3	2 4
ECO 104 Economics II	3	0	3	BUS 271 Office Management and Procedures	6	0 6
BUS 116 Business Law II	3	0	3	BUS 272 Principles of Supervision	3	0 3
BUS 122 Accounting III	5	2	6	Business Elective	3	0 3
Business Elective	3	0	3	Social Science Elective	3	0 3
<i>Totals</i>	<i>17</i>	<i>2</i>	<i>18</i>	<i>Totals</i>	<i>18</i>	<i>2 19</i>
				<i>Total Quarter Hours Credit:</i>		<i>116</i>

BUSINESS ADMINISTRATION

Associate in Applied Science Degree

The Business Administration Program offers the student a well-rounded business and general education program designed to prepare him in the many phases of administrative work encountered in the average business office.

Some specific objectives of the program include an understanding of the principles of organization and management in business, an understanding of our economy through the study of marketing and manufacturing, gaining skills in effective human relations, and gaining knowledge in accounting, finance, and business law. The development of effective communications skills is also emphasized.

Business students may be exempted from various required courses as outlined in the suggested program in the college catalog. Exemptions will be based on an evaluation of past records and/or level of competence in the area in question by the student's advisor/instructor. When a student is exempted from a required course, the advisor/instructor may recommend to the Business Department Chairman and the Dean of Student Services, that credit hours be granted or that the student take other course work which would benefit the student in lieu of exempted courses.



BUSINESS ADMINISTRATION

Course Title	Hours Per Week Class	Lab.	Quarter Hours Credit
<i>FIRST QUARTER (Fall)</i>			
ENG 204 Oral Communications	3	0	3
MAT 110 Business Mathematics	5	0	5
BUS 101 Introduction to Business	5	0	5
BUS 110 Office Machines	2	2	3
BUS 120 Accounting I	5	2	6
Totals	20	4	22
<i>SECOND QUARTER (Winter)</i>			
ENG 101 Technical Communications	3	0	3
ECO 102 Economics I	3	0	3
BUS 102 Typewriting I	2	3	3
BUS 115 Business Law I	3	0	3
BUS 121 Accounting II	5	2	6
Totals	16	5	18
<i>THIRD QUARTER (Spring)</i>			
ENG 102 Technical Communications	3	0	3
ECO 104 Economics II	3	0	3
BUS 116 Business Law II	3	0	3
BUS 122 Accounting III	5	2	6
BUS 239 Marketing	5	0	5
Totals	19	2	20

FOURTH QUARTER (Fall)

ENG 103 Report Writing	3	0	3
BUS 123 Business Finance	3	0	3
BUS 232 Sales Development	3	0	3
EDP 104 Introduction to Data Processing	3	2	4
Totals	12	2	13

FIFTH QUARTER (Winter)

ENG 206 Business Communications	3	0	3
BUS 229 Taxes I	3	2	4
BUS 235 Business Management	3	0	3
Social Science Elective	3	0	3
Business Elective	3	0	3
Totals	15	2	16

SIXTH QUARTER (Spring)

BUS 271 Office Management and Procedures	6	0	6
BUS 272 Principles of Supervision	3	0	3
Social Science Elective	3	0	3
Business Elective	3	0	3
Business Elective	3	0	3
Totals	18	0	18

Total Quarter Hours Credit: 107

EXECUTIVE SECRETARY

Associate in Applied Science Degree

The Executive Secretarial Program is designed to offer the student the skills necessary in becoming an efficient secretary — competent in oral and written communications, typing, filing, taking and transcribing dictation, and the operating of the most up-to-date office machines.

Specialized training in skill areas is supplemented by related courses in mathematics, accounting, and business law. Desirable personal habits, ability to get along with others, and an awareness of business procedures and trends are emphasized in the program.

Secretarial students may be exempted from various required courses as outlined in the suggested program in the college catalog. Exemptions will be based on an evaluation of past records and/or level of competence in the area in question, by the student's advisor/instructor. When a student is exempted from a required course, the advisor/instructor may recommend to the Business Department Chairman and the Dean of Student Services, that credit hours be granted or that the student take other course work which would benefit the student in lieu of exempted courses.



EXECUTIVE SECRETARY

Course Title	Hours Per Week Class	Lab.	Quarter Hours Credit
<i>FIRST QUARTER (Fall)</i>			
ENG 204 Oral Communications	3	0	3
MAT 110 Business Mathematics	5	0	5
BUS 101 Introduction to Business	5	0	5
BUS 102 Typewriting I	2	3	3
BUS 106 Shorthand I	3	2	4
<i>Totals</i>	18	5	20
<i>SECOND QUARTER (Winter)</i>			
ENG 101 Technical Communications	3	0	3
BUS 103 Typewriting II	2	3	3
BUS 107 Shorthand II	3	2	4
BUS 110 Office Machines	2	2	3
BUS 120S Accounting I	5	2	6
<i>Totals</i>	15	9	19
<i>THIRD QUARTER (Spring)</i>			
ENG 102 Technical Communications	3	0	3
BUS 104 Typewriting III	2	3	3
BUS 108 Shorthand III	3	2	4
BUS 112 Records Management	3	2	4
BUS 121S Accounting II	5	2	6
<i>Totals</i>	16	9	20

FOURTH QUARTER (Fall)

ENG 103 Report Writing	3	0	3
BUS 205 Advanced Typewriting	2	3	3
BUS 206 Dictation and Transcription I	3	2	4
BUS 211 Advanced Office Machines	2	2	3
EDP 104 Introduction to Data Processing	3	2	4
<i>Totals</i>	13	9	17

FIFTH QUARTER (Winter)

ENG 206 Business Communications	3	0	3
BUS 115 Business Law I	3	0	3
BUS 207 Dictation and Transcription II	3	2	4
BUS 229 Taxes 1	3	2	4
BUS 214A Secretarial Procedures and Administration I	3	2	4
Social Science Elective	3	0	3
<i>Totals</i>	18	6	21

SIXTH QUARTER (Spring)

BUS 208 Dictation and Transcription III	3	2	4
BUS 214B Secretarial Procedures and Administration II	3	2	4
BUS 212 Machine Transcription I	2	2	3
BUS 134 Personality Development	3	0	3
Business Elective	3	0	3
<i>Totals</i>	14	6	17

Total Quarter Hours Credit: 114

GENERAL OFFICE TECHNOLOGY

Associate in Applied Science Degree

More people are now employed in clerical occupations than in any other single job category. Automation and increased production will mean that these people will need more technical skills and a greater adaptability for diversified types of jobs. The General Office Technology Program is designed to offer the student the necessary variety of skills for employment in the business world — competency in oral and written communications, typing, filing, machine transcription, and the operation of the most up-to-date office machines.

Specialized training in skill areas is supplemented by related courses in mathematics, accounting, and business law. Desirable personal habits, ability to get along with others, and an awareness of business procedures and trends are emphasized in the program.

Business students may be exempted from various required courses as outlined in the suggested program in the college catalog. Exemptions will be based on an evaluation of past records and/or level of competence in the area in question by the student's advisor/instructor. When a student is exempted from a required course, the advisor/instructor may recommend to the Business Department Chairman and the Dean of Student Services, that credit hours be granted or that the student take other course work which would benefit the student in lieu of exempted courses.



GENERAL OFFICE TECHNOLOGY

Course Title	Hours Per Week Class	Lab.	Quarter Hours Credit			
<i>FIRST QUARTER (Fall)</i>				<i>FOURTH QUARTER (Fall)</i>		
ENG 204 Oral Communications	3	0	3	ENG 103 Report Writing	3	0 3
MAT 110 Business Mathematics	5	0	5	BUS 205 Advanced Typewriting	2	3 3
BUS 101 Introduction to Business	5	0	5	BUS 211 Advanced Office Machines	2	2 3
BUS 102 Typewriting I	2	3	3	BUS 232 Sales Development	3	0 3
BUS 110 Office Machines	2	2	3	EDP 104 Introduction to Data Processing	3	2 4
<i>Totals</i>	17	5	19	<i>Totals</i>	13	7 16
<i>SECOND QUARTER (Winter)</i>				<i>FIFTH QUARTER (Winter)</i>		
ENG 101 Technical Communications	3	0	3	ENG 206 Business Communications	3	0 3
BUS 103 Typewriting II	2	3	3	BUS 229 Taxes I	3	2 4
BUS 120S Accounting I	5	2	6	BUS 212 Machine Transcription I	2	2 3
BUS 115 Business Law I	3	0	3	BUS 214A Secretarial Procedures and Administration I	3	2 4
ECO 102 Economics	3	0	3	Social Science Elective	3	0 3
<i>Totals</i>	16	5	18	Business Elective	3	0 3
<i>THIRD QUARTER (Spring)</i>				<i>Totals</i>	17	6 20
ENG 102 Technical Communications	3	0	3	<i>SIXTH QUARTER (Spring)</i>		
BUS 104 Typewriting III	2	3	3	BUS 214B Secretarial Procedures and Administration II	3	2 4
BUS 112 Records Management	3	2	4	BUS 210 Executive Office Typing	2	3 3
BUS 116 Business Law II	3	0	3	BUS 213 Machine Transcription II	2	2 3
BUS 121S Accounting II	5	2	6	BUS 134 Personality Development	3	0 3
<i>Totals</i>	16	7	19	Business Elective	3	0 3
				<i>Totals</i>	13	7 16
				<i>Total Quarter Hours Credit:</i>		108

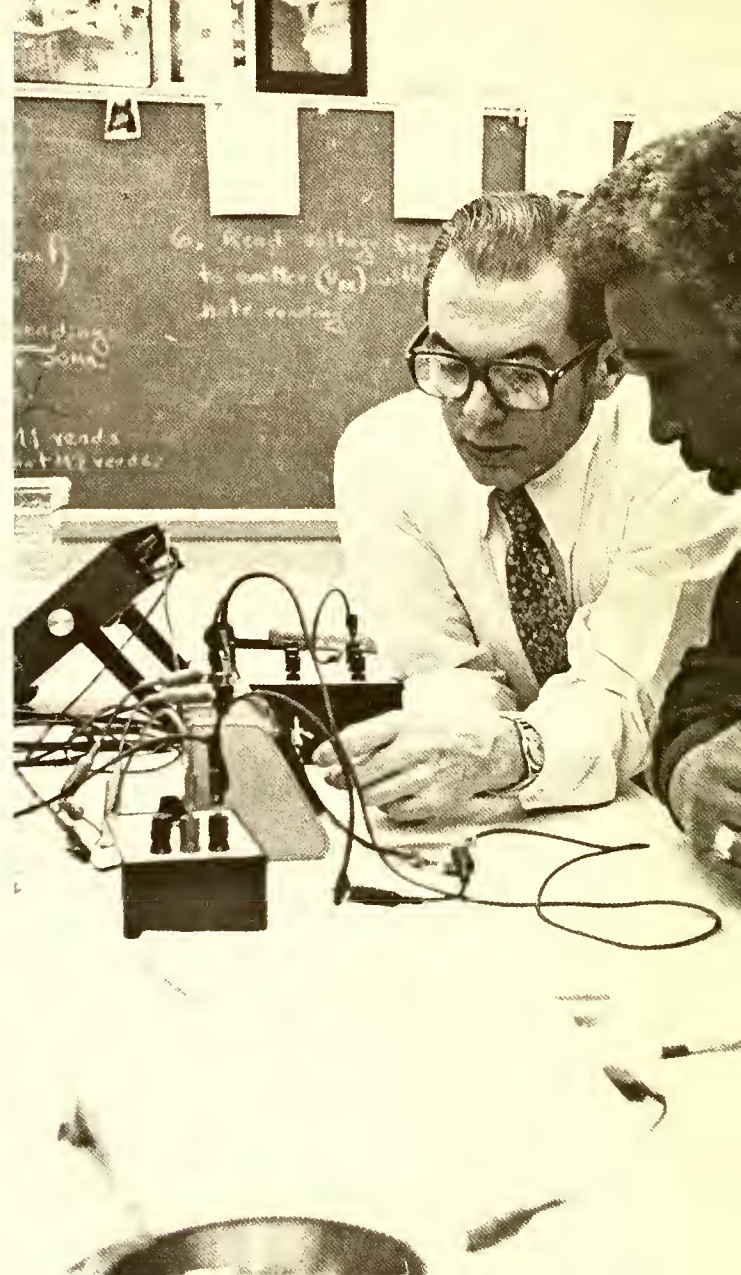
ELECTRONICS ENGINEERING TECHNOLOGY

Associate in Applied Science Degree

The Electronics Engineering Technology program is designed to provide a basic background in science, mathematics, and electronics theory and practice. Emphasis is on the development and growth of professional and technical competence on the part of the individual student. Entry level employment includes:

- Electronic Engineering Technician
- Computer Maintenance Technician
- Radio and TV Control Room Operator
- Electromechanical Technician
- Instrument Mechanic Technician
- Communications Technician
- Telemetry Technician
- Industrial Electronics Technician
- Technical Writer
- Production Technician

The broad technical training provided in this curriculum, along with additional experience gained on the job, will enable the graduate to advance to positions of increasing responsibility in the electronics industry.



FLORAL DESIGN

Associate in Applied Science Degree

The Floral Design and Management curriculum is designed to prepare students for entry into the expanding floral industry.

This curriculum emphasizes not only the acquisition of the art of buying and arranging flowers and the management of a retail flower shop, but the art of salesmanship, effective communications, and sound business management. The program is designed to prepare the graduate for the following job opportunities:

Flower Buyer

Floral Designer

Floral Sales

Flower Shop Supervisor

Retail Manager-Owner

The broad management and floral training provided in this curriculum, along with experiences gained on the job, should provide the graduate with adequate skills for a worthwhile position in the floral industry.



FLORAL DESIGN

Course Title	Hours Per Week		Quarter			
	Class	Lab.	Hours Credit			
<i>FIRST QUARTER (Fall)</i>				<i>FIFTH QUARTER (Fall)</i>		
ENG 204 Oral Communications	3	0	3	ENG 103 Report Writing	3	0 3
FLO 101 Floral Design I	3	4	5	FLO 204 Floral Design IV	3	6 6
FLO 112 Floral Art and Color	3	0	3	FLO 221 Specialty Purchasing	3	0 3
AGR 185 Soil Science Fertilizers	3	2	4	HOR 230 Landscape Maintenance	2	4 4
MAT 110 Business Mathematics	5	0	5	BUS 232 Sales Development	3	0 3
<i>Totals</i>	17	6	20	<i>Totals</i>	14	10 19
<i>SECOND QUARTER (Winter)</i>				<i>SIXTH QUARTER (Winter)</i>		
ENG 101 Technical Communications	3	0	3	HOR 251 Landscape Planning I	2	2 3
FLO 102 Floral Design II	2	4	4	HOR 256 Nursery Plants and Flower Production	3	0 3
HOR 150 General Horticulture	3	2	4	FLO 205 Floral Design V	2	8 6
HOR 160 Plant Identification I	5	0	5	BUS 120 Accounting	5	2 6
BUS 102 Typewriting	2	3	3	BUS 281 Human Relations in Business	3	0 3
<i>Totals</i>	15	9	19	<i>Totals</i>	15	12 21
<i>THIRD QUARTER (Spring)</i>				<i>SEVENTH QUARTER (Spring)</i>		
ENG 102 Technical Communications	3	0	3	HOR 252 Landscape Planning II	2	4 2
FLO 103 Floral Design III	2	5	4	FLO 206 Floral Design VI	2	4 4
HOR 161 Plant Identification II	3	0	3	FLO 237 Floral Shop Operation and Management	4	6 7
HOR 170 Plant Disease and Pest Control	5	2	6	Social Science Elective	3	0 3
HOR 254 Plant Propagation	2	4	4	<i>Totals</i>	11	14 16
<i>Totals</i>	15	11	20	<i>Required Total</i>		115
<i>FOURTH QUARTER (Summer)</i>				<i>Optional Work Experience</i>		
FLO 199 Work Experience and Assignment in Exotic House Plants						4
<i>Totals</i>	0	40	4	<i>Total Quarter Hours Credit</i>		119

GENERAL EDUCATION

This program is a cooperative effort between Randolph Technical Institute, Asheboro, North Carolina, and the University of North Carolina (UNC) at Greensboro, North Carolina.

The two main objectives of this program are to provide the student with a general education in the humanities and social science, and/or to provide the student with the freshman and sophomore level of course work leading to the four-year baccalaureate degree. Students enrolled in this program will be students at Randolph Technical Institute. They will be pursuing select first- and second-year courses with the option to transfer to a four-year institution. Students may earn up to 64 hours credit, plus two hours of Physical Education.

During a period of two years, Randolph Technical Institute will endeavor to offer each of the following courses at least once.

Due to the fact that RTI varies the offerings from semester to semester, the courses are listed according to the categories of Natural Science and Mathematics, Social and Behavioral Sciences, Humanities, and general courses for electives or Liberal Education requirements.

A student should note that either ENG 101 or ENG 102 is required of all programs. In addition to this, the student should consult the catalog of the four-year institution he wishes to enter to determine specific requirements for his major. To assist students, RTI employs an academic advising system in which each student consults his advisor before he is allowed to register.

RTI offers the regular two semesters, both day and evening courses, and a summer session.



Credits earned in this program are recorded on transcripts at UNC at Greensboro. Evaluation for transfer purposes will be made from these transcripts by the college or university to which the request for transfer is made.

These courses are transferable to all 4-year institutions which accept extension credits from UNC at Greensboro.

GENERAL EDUCATION

Course Title	Hours Per Week Class	Lab.	Semester Hours Credit			
SOCIAL AND BEHAVIORAL SCIENCES						
HIS 113 The World in the 20th Century	3	0	3			
HIS 114 The World in the 20th Century	3	0	3			
HIS 211 The United States	3	0	3			
HIS 212 The United States	3	0	3			
PSY 221 General Psychology	3	0	3			
PSC 105 Political Analysis	3	0	3			
PSC 221 American National Government	3	0	3			
ATY 101 Man in Nature	3	0	3			
ATY 212 General Anthropology	3	0	3			
ECO 201 Introductory Microeconomics and Social Issues	3	0	3			
ECO 202 Introductory Macroeconomics and Social Issues	3	0	3			
SOC 211 Introduction to Sociology	3	0	3			
GEO 201 Cultural Geography	3	0	3			
GEO 202 Economic Geography	3	0	3			
NATURAL SCIENCE AND MATHEMATICS						
MAT 101 Developmental Math	3	0	0			
MAT 119 College Algebra	3	0	3			
MAT 121 Analytic Trigonometry	3	0	3			
BIO 101 Principles of Biology	2	3	3			
BIO 102 Principles of Biology	2	3	3			
CHE 103 General Descriptive Chemistry	3	0	3			
GEO 211 Physical Geography	2	3	3			
GEO 212 Physical Geography	2	3	3			
HUMANITIES						
				ENG 105 Approach to Fiction	3	0 3
				ENG 106 Approach to Poetry	3	0 3
				ENG 211 English Literature	3	0 3
				ENG 212 English Literature	3	0 3
				ART 105 Introduction to Art	3	0 3
				PHI 111 Introduction to Philosophy	3	0 3
				PHI 115 Elementary Logic	3	0 3
				ENG 251 American Literature	3	0 3
				ENG 252 American Literature	3	0 3
				MUS 241 Music Appreciation	3	0 3
LIBERAL EDUCATION COURSES						
				ENG 101 English Composition	3	0 3
				ENG 102 English Composition	3	0 3
				HEA 101 Health 101	3	0 3
				PE 161 Beginning Tennis	3	0 1
				PE 266 Beginning Bowling	3	0 1
				SPA 101 Elementary Spanish	3	0 3
				SPA 102 Elementary Spanish	3	0 3
				PE 163 Volleyball	3	0 1
				PE 123 Softball	3	0 1

PHOTOGRAPHY-PHOTOFINISHING

PHOTOGRAPHY

Associate in Applied Science Degree

The photography curriculum offers comprehensive training in photographic technique and its application in the major professional areas. In the first year, emphasis is placed on mastery of medium and large format cameras; study of black-and-white and color materials and their response to exposure and development; and practice in studio and laboratory methods in general use in the industry. During the second year, emphasis is placed on specific professional applications of varied formats, lighting technique, laboratory production and quality control, costing methods, and related crafts. Studies in design, history and aesthetics of photography, basic electronics, and electronics application in the photographic industry complement the students preparation.

EMPLOYMENT OPPORTUNITIES INCLUDE:

- ADVERTISING PHOTOGRAPHY
- ARCHITECTURAL PHOTOGRAPHY
- EQUIPMENT SALES
- INDUSTRIAL PHOTOGRAPHY
- NEWS PHOTOGRAPHY
- PORTRAIT PHOTOGRAPHY
- PRODUCT ILLUSTRATION and
CATALOG PHOTOGRAPHY
- PUBLIC RELATIONS and
VISUAL PRESENTATIONS PHOTOGRAPHY
- SCHOOL PHOTOGRAPHY
- WEDDING PHOTOGRAPHY



PHOTOGRAPHY

Course Title	Hours Per Week Class	Lab.	Quarter Hours Credit
<i>FIRST QUARTER (Fall)</i>			
PHO 107 Fundamentals of Photography	3	9	6
PHO 105 Photochemistry	3	3	4
ELC 111 Fundamentals of Electricity	3	0	3
ENG 204 Oral Communications	3	0	3
MAT 110 Business Math	5	0	5
<i>Totals</i>	17	12	21
<i>SECOND QUARTER (Winter)</i>			
PHO 108 View Camera	2	6	4
PHO 114 Basic Lighting	1	6	3
PHO 115 Materials and Processes I	3	3	4
PHO 102 Visual Studies I	2	6	4
BUS 281 Human Relations in Business	3	0	3
ENG 101 Technical Communications	3	0	3
<i>Totals</i>	14	21	21
<i>THIRD QUARTER (Spring)</i>			
PHO 121 Graphics Materials and Applications	2	6	4
PHO 116 Applied Lighting	1	6	3
PHO 117 Materials and Processes II	3	3	4
PHO 104 Visual Studies II	2	6	4
ENG 102 Technical Communications	3	0	3
Social Science Elective	3	0	3
<i>Totals</i>	14	21	21

FOURTH QUARTER (Summer)

PHO 124 Small Format Photography	3	9	6
PHO 130 Photographic Correction and Finishing	2	9	5
PHO 106 Visual Studies III	2	6	4
ENG 103 Report Writing	3	0	3
ELN 113 Basic Electronics	3	0	3
<i>Totals</i>	13	24	21

SECOND-YEAR CURRICULA. Upon completion of the fourth quarter, the photography student proceeds in one of three curricular options, each designed for study in a specified professional area. Elective courses allow cross-training, which is encouraged for the stronger student. Lecture hours in all options are coordinated so the student may audit a variety of courses as his time and interests permit.

PHOTOGRAPHY, COMMERCIAL OPTION

COMMERCIAL OPTION ELECTIVES. The student is required to complete a minimum of six credit hours in courses designed below with an asterisk.

Course Title	Hours Per Week Class	Lab.	Quarter Hours Credit
<i>FIFTH QUARTER (Fall)</i>			
*PHO 110 Process Control	3	6	6
*PHO 199 Controlled Work Experience (total hours: 11 class, 300-400 work) This course includes full-time employment and precludes enrollment in other courses during fall quarter.			4
*PHO 210 Portrait Photography I	3	15	8
*PHO 212 Wedding Photography	2	6	4
*PHO 234 Photographic Market Research	0	6	2
*PHO 240 Portfolio Development	0	6	2

SIXTH QUARTER (Winter)

PHO 211 Catalog Illustration	3	15	8
PHO 221 Audio-Visual Communications	2	6	4
ELN 213 Electronic Imaging Systems	3	0	3
<i>Totals</i>	8	21	15

*PHO 230 Advanced Photographic Correction and Finishing	2	6	4
*PHO 234 Photographic Market Research	0	6	2
*PHO 240 Portfolio Development	0	6	2

SEVENTH QUARTER (Spring)

PHO 213 Advertising Illustration	3	15	8
PHO 219 Assignment Production	1	9	4
<i>Totals</i>	4	24	12

*PHO 234 Photographic Market Research	0	6	2
*PHO 240 Portfolio Development	0	6	2

Quarter Hours: Required Total 117

PHOTOGRAPHY, PHOTOJOURNALISM OPTION

PHOTOJOURNALISM OPTION ELECTIVES: The student is required to complete a minimum of four credit hours in courses designated below with an asterisk.

Course Title	Hours Per Week Class	Lab.	Quarter Hours Credit
<i>FIFTH QUARTER (Fall)</i>			
*PHO 110 Process Control	3	6	6
*PHO 199 Controlled Work Experience (Total hours: II class, 300-400 work) This course includes full-time employment and precludes enrollment in other courses during fall quarter.			4
*PHO 210 Portrait Photography I	3	15	8
*PHO 212 Wedding Photography	2	6	4
*PHO 234 Photographic Market Research	0	6	2
*PHO 240 Portfolio Development	0	6	2
<i>SIXTH QUARTER (Winter)</i>			
PHO 215 Photojournalism I	3	15	8
PHO 221 Audio-Visual Communications	2	6	4
ELN 213 Electronic Imaging Systems	3	0	3
<i>Totals</i>	8	21	15
*PHO 230 Advanced Photographic Correction and Finishing	2	6	4
*PHO 234 Photographic Market Research	0	6	2
*PHO 240 Portfolio Development	0	6	2
<i>SEVENTH QUARTER (Spring)</i>			
PHO 217 Photojournalism II	3	15	8
PHO 219 Assignment Production	1	9	4
ENG 222 Journalism	3	0	3
<i>Totals</i>	7	24	15
*PHO 234 Photographic Market Research	0	6	2
*PHO 240 Portfolio Development	0	6	2
Quarter Hours: Required Total			118

PHOTOGRAPHY, PORTRAIT OPTION

PORTRAIT OPTION ELECTIVES: The student is required to complete a minimum of six credit hours in courses designated below with an asterisk.

Course Title	Hours Per Week Class	Lab.	Quarter Hours Credit
<i>FIFTH QUARTER (Fall)</i>			
PHO 210 Portrait Photography I	3	15	8
PHO 212 Wedding Photography	2	6	4
<i>Totals</i>	5	21	12
*PHO 110 Process Control	3	6	6
*PHO 234 Photographic Market Research	0	6	2
*PHO 240 Portfolio Development	0	6	2
<i>SIXTH QUARTER (Winter)</i>			
PHO 216 Portrait Photography II	3	15	8
PHO 230 Advanced Photographic Correction and Finishing	2	6	4
BUS 115 Business Law	3	0	3
<i>Totals</i>	8	21	15
*PHO 221 Audio-Visual Communications	2	6	4
*ELN 213 Electronic Imaging Systems	3	0	3
*PHO 234 Photographic Market Research	0	6	2
*PHO 240 Portfolio Development	0	6	2
Quarter Hours: Required Total			117

PHOTOFINISHING

Diploma

The photofinishing curriculum offers training in the production, control, and management techniques used in the photofinishing, professional finishing, and school finishing industries. A thorough introduction to the photographic process is followed by study of the design, operation, maintenance, and modification of the automated equipment currently used in mass production of photographic negatives, prints, and transparencies. Emphasis is placed on efficient production and quality control. The student may elect, with consent of the faculty, to enroll for two additional quarters during which emphasis is placed on actual production management and the student's preparation to enter photofinishing employment at a supervisory level.

EMPLOYMENT OPPORTUNITIES INCLUDE:

- AUTOMATIC PRINTING OPERATOR
- AUTOMATIC PROCESSOR OPERATOR
- PRINT INSPECTOR
- LABORATORY MAINTENANCE SPECIALIST
- QUALITY PRINTING SPECIALIST
- PHOTOFINISHING PLANT SUPERVISOR
- EQUIPMENT SALES
- PRINT RETOUCHING SPECIALIST
- PRODUCTION SUPERVISOR
- PLANT SUPERVISOR



PHOTOFINISHING

Course Title	Hours Per Week	Class	Lab.	Quarter Hours Credit
<i>FIRST QUARTER (Fall)</i>				
PHO 107 Fundamentals of Photography	3	9	6	
PHO 105 Photochemistry	3	3	4	
PHO 110 Process Control	3	6	6	
ELC 111 Fundamentals of Electricity	3	0	3	
MAT 110 Business Math	5	0	5	
<i>Totals</i>	17	18	24	
<i>SECOND QUARTER (Winter)</i>				
PHO 115 Materials and Processes I	3	3	4	
PHO 112 Introduction to Machine Processing	2	6	4	
PHO 118 Automated Machine Printing	3	9	6	
ENG 109 Communication Skills	3	0	3	
BUS 281 Human Relations in Business	3	0	3	
<i>Totals</i>	14	18	20	
<i>THIRD QUARTER (Spring)</i>				
PHO 117 Materials and Processes II	3	3	4	
PHO 120 Automated Photographic Processes	2	18	8	
ENG 111 Communication Skills	3	0	3	
Social Science Elective	3	0	3	
<i>Totals</i>	11	21	18	

FOURTH QUARTER (Summer)

PHO 127 Photographic Machine Maintenance	2	12	8
PHO 128 Advanced Printing and Photo-Reproduction Techniques	2	9	5
PHO 130 Photographic Correction and Finishing	2	9	5
ELN 113 Basic Electronics	3	0	3
<i>Totals</i>	9	30	21

Quarter Hours: Required Total 83

OPTIONAL QUARTERS: The student may elect, with consent of the faculty, to enroll for two additional quarters during which emphasis is placed on actual production management and the student's preparation to enter photofinishing employment at a supervisory level.

FIFTH QUARTER (Fall)

PHO 125 Custom Finishing	2	8	6
PHO 131 Production Technique	0	15	5
PHO 135 Production Problem Solving	0	6	2
<i>Totals</i>	2	29	13

SIXTH QUARTER (Winter)

PHO 139 Production Supervision	0	15	5
PHO 230 Advanced Photographic Correction and Finishing	2	6	4
ELN 213 Electronic Imaging Systems	3	0	3
<i>Totals</i>	5	21	12

Quarter Hours: Optional Quarters 25



TEACHER AIDE - TEACHER ASSOCIATE

Associate In Applied Science Degree
Diploma — Certificate

As public education responds to the demands of the legislature and the public for accountability in teaching reading and other basic skills, the profile of the elementary and secondary classroom has changed to include a person to aid the professional teacher. The teacher aide is a paraprofessional who must have some basic language, math, and clerical skills as well as an understanding of the biological, psychological, and sociological growth of children.

The Teacher Aid program is designed to develop the necessary skills for entry into this occupation as well as to upgrade the competency of those already employed in this occupation. Courses will be offered each quarter to meet the requirements of the certificate, diploma, and degree programs. Students may begin classes each quarter.

All beginning students will take a basic core curriculum for the Teacher Aide and Teacher Associate program. Courses will be offered on a 4:00 p.m. - 10:00 p.m. schedule.

Students may also take courses during each quarter from the **certificate, diploma, or degree** options.

An Associate in Applied Science Degree is conferred upon the successful graduate in the Teacher Associate program.

Students completing the Teacher Aide program may work toward and receive either a diploma or certificate.

*Core Curriculum For Teacher Aide/Teacher Associate

Course Title	Hours Per Week Class	Lab.	Quarter Hours Credit
PSY 102 General Psychology	5	0	5
PSY 105 Human Growth & Development: Pre-Natal & Infant	3	0	3
PSY 106 Human Growth & Development: Early Childhood	3	0	3
BUS 102 Typewriting	2	3	3
ENG 109 Communication Skills I	3	0	3
ENG 111 Communication Skills II	3	0	3
HEA 101 Personal Hygiene & Health	2	0	2
HEA 119 First Aid	2	0	2
<i>Totals</i>	23	3	24

Certificate Option Requirements

*Core Curriculum	23	3	24
RED 101 Introduction to Reading Education	3	3	4
PSY 215 Interpersonal Relationships and Communications	3	0	3
EDU 150 The Public Schools and the Role of the Aide	3	2	4
EDU 234 Audio Visual Instruction	3	3	4
MAT 111 Basic Mathematics	5	0	5
<i>Totals</i>	40	11	44

*Required of all students

Degree Option Requirements
For Teacher Associate

Course Title	Hours Per Week Class	Lab.	Quarter Hours Credit
*Core Curriculum	23	3	24
PSY 215 Interpersonal Relationship and Communications	3	0	3
PSY 201 Human Growth & Development: Middle Childhood & Adolescence	3	0	3
EDU 115 Language Arts for Children	3	0	3
EDU 150 The Public Schools & the Role of the Aide	3	2	4
EDU 203 Exceptional Children	3	0	3
EDU 234 Audio Visual Instruction	3	3	4
EDU 137 Math & Science for Children	2	3	3
RED 101 Introduction to Reading Education	3	3	4
RED 102 Methods, Materials & Techniques of Teaching Reading I	5	6	7
RED 103 Methods, Materials & Techniques of Teaching Reading II	5	6	7
RED 203 Reading in Content Areas	3	6	5
RED 204 Seminar & Practice in Reading Education I	2	6	4
RED 205 Seminar & Practice in Reading Education II	2	6	4
ENG 217 Children's Literature	3	0	3
SOC 102 Introduction to Sociology	5	0	5
SOC 108 Community Resources	3	0	3
MAT 111 Basic Mathematics	5	0	5
SSC Social Science Elective	3	0	3
<i>Totals</i>	<i>82</i>	<i>44</i>	<i>97</i>

*Required of all students

TEACHER AIDE — TEACHER ASSOCIATE

Diploma Option Requirements

Course Title	Hours Per Week Class	Lab.	Quarter Hours Credit
*Core Curriculum	23	3	24
PSY 215 Interpersonal Relationships and Communications	3	0	3
EDU 115 Language Arts for Children	3	0	3
EDU 150 The Public Schools and the Role of the Aide	3	2	4
EDU 203 Exceptional Children	3	0	3
EDU 234 Audio Visual Instruction	3	3	4
RED 101 Introduction to Reading Education	3	3	4
RED 102 Methods, Materials, and Techniques of Teaching Reading I	5	6	7
RED 204 Seminar & Practice in Reading Education I	2	6	4
ENG 217 Children's Literature	3	0	3
MAT 111 Basic Mathematics	5	0	5
<i>Totals</i>	<i>56</i>	<i>23</i>	<i>64</i>

*Required of all students

AUTOMOTIVE BODY REPAIR

Diploma Program

As a greater number of cars are on the road and as more people are keeping their automobiles longer, the services of the automotive body repairperson are in greater demand. The automotive body repair program will train students to enter an occupation that offers many job opportunities with the competencies that the industry requires.

The program is designed to give the student a maximum amount of time in the shop where he learns to perform the tasks of the trade in the most efficient and correct manner. Practice in the great variety of skills required of the automotive body repairperson will be provided in this curriculum.

Most of the graduates of this curriculum qualify for employment in the industry without further training; however, this curriculum may be evaluated for advanced standing in apprenticeship training for those persons seeking journeyman status.



AUTOMOTIVE BODY REPAIR

Course Title	Hours Per Week	Class	Lab.	Quarter Hours Credit
<i>FIRST QUARTER</i>				
AUT 1111 Auto Body Repair	3	15	8	
WLD 1100 Basic Gas Welding	1	5	3	
MAT 1101 Fundamentals of Mathematics	5	0	5	
<i>Totals</i>	8	21	16	
<i>SECOND QUARTER</i>				
AUT 1112 Auto Body Repair II	3	15	8	
WLD 1105 Auto Body Welding	2	6	4	
ENG 1101 Reading Improvement	2	0	2	
PSY 1101 Human Relations	3	0	3	
<i>Totals</i>	10	21	17	

THIRD QUARTER

AUT 1113 Metal Finishing and Painting	3	12	7
AUT 1115 Auto Frames and Suspensions	2	6	4
BUS 1103 Small Business Operations	3	0	3
ENG 1102 Communication Skills	3	0	3
<i>Totals</i>	11	18	17

FOURTH QUARTER

AUT 1114 Body Shop Applications	3	21	10
PHY 1101 Applied Science	3	2	4
<i>Totals</i>	6	23	14
Total Credit Hours:			64

AUTOMOTIVE MECHANICS

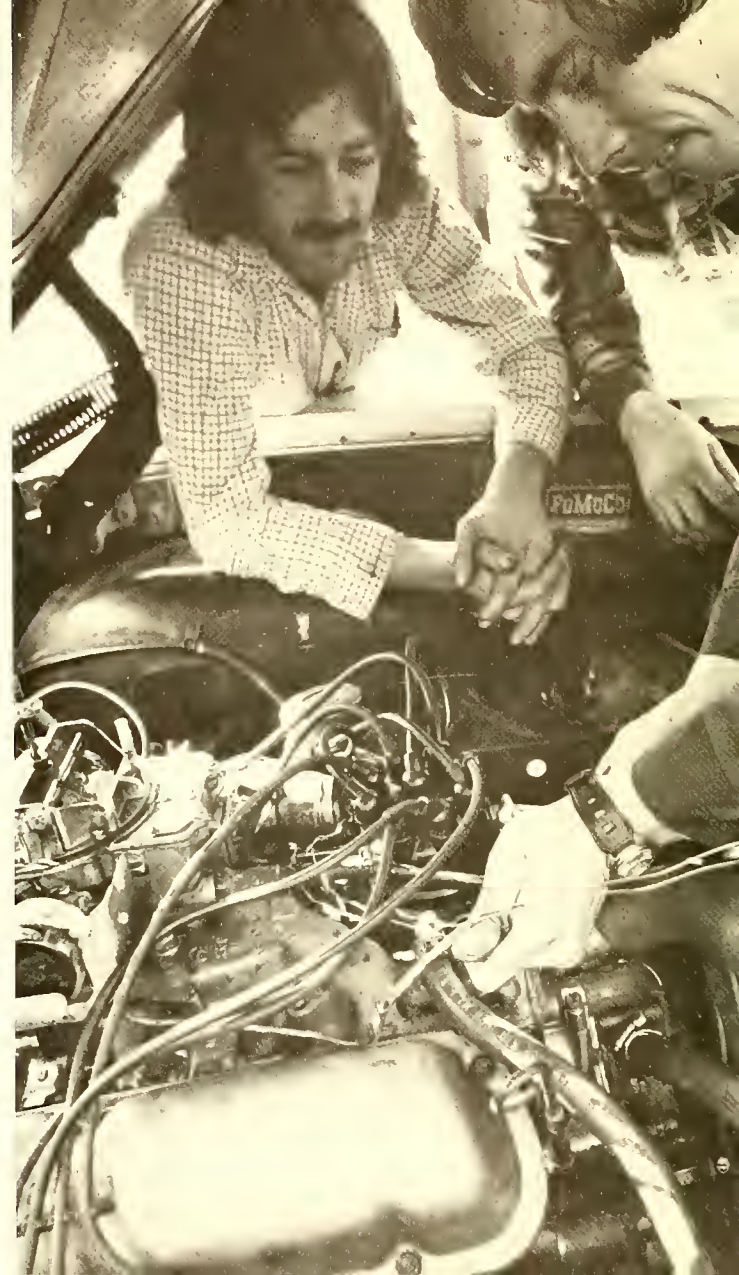
Diploma Program

The Automotive Mechanics Program of studies prepares students for entry employment as automotive mechanics. The program emphasizes practical shop experience to develop mechanical and technical skills. Related technical instruction covers the functional principles and operational characteristics of the components of a modern automobile.

Instructional units are devoted to automotive fundamentals, engines, automotive electrical and fuel systems, automotive chassis and power train units, automotive air-conditioning, chassis and suspension systems, and general repair and servicing practices. Successful completion of the program allows individuals to enter the following occupational fields:

- Auto Mechanic
- Parts Manager
- Truck Mechanic
- Maintenance Service
- Dealer Service Manager
- Factory Representative
- Sales Technician

Most of the graduates of this curriculum qualify for employment in the industry without further training; however, this curriculum may be evaluated for advanced standing in apprenticeship training for those persons seeking journeyman status.



AUTOMOTIVE MECHANICS

Course Title			Hours Per Week		Quarter
			Class	Lab.	Hours Credit
<i>FIRST QUARTER</i>					
PME	1102	Engine Electrical and Fuel Systems	5	12	9
AUT	1121	Braking Systems	3	3	4
MAT	1101	Fundamentals of Mathematics	5	0	5
<i>Totals</i>			13	15	18
<i>SECOND QUARTER</i>					
PME	1101	Internal Combustion Engines	3	12	7
DFT	1101	Schematics and Diagrams: Power Mechanics	0	3	1
ENG	1101	Reading Improvement	2	0	2
WLD	1101	Basic Gas Welding	0	3	1
PSY	1101	Human Relations	3	0	3
<i>Totals</i>			8	18	14

THIRD QUARTER

AUT	1123	Automotive Chassis and Suspension Systems	3	9	6
AHR	1101	Automotive Air Conditioning	2	3	3
ENG	1102	Communication Skills	3	0	3
PHY	1101	Applied Science	3	2	4
BUS	1103	Small Business Operations	3	0	3
<i>Totals</i>			14	14	19

FOURTH QUARTER

AUT	1124	Automotive Power Train Systems	3	9	6
AUT	1125	Automotive Servicing	3	9	6
PHY	1102	Applied Science	3	2	4
<i>Totals</i>			9	20	16
<i>Total Quarter Hours Credit</i>			67		

ELECTRICAL MAINTENANCE

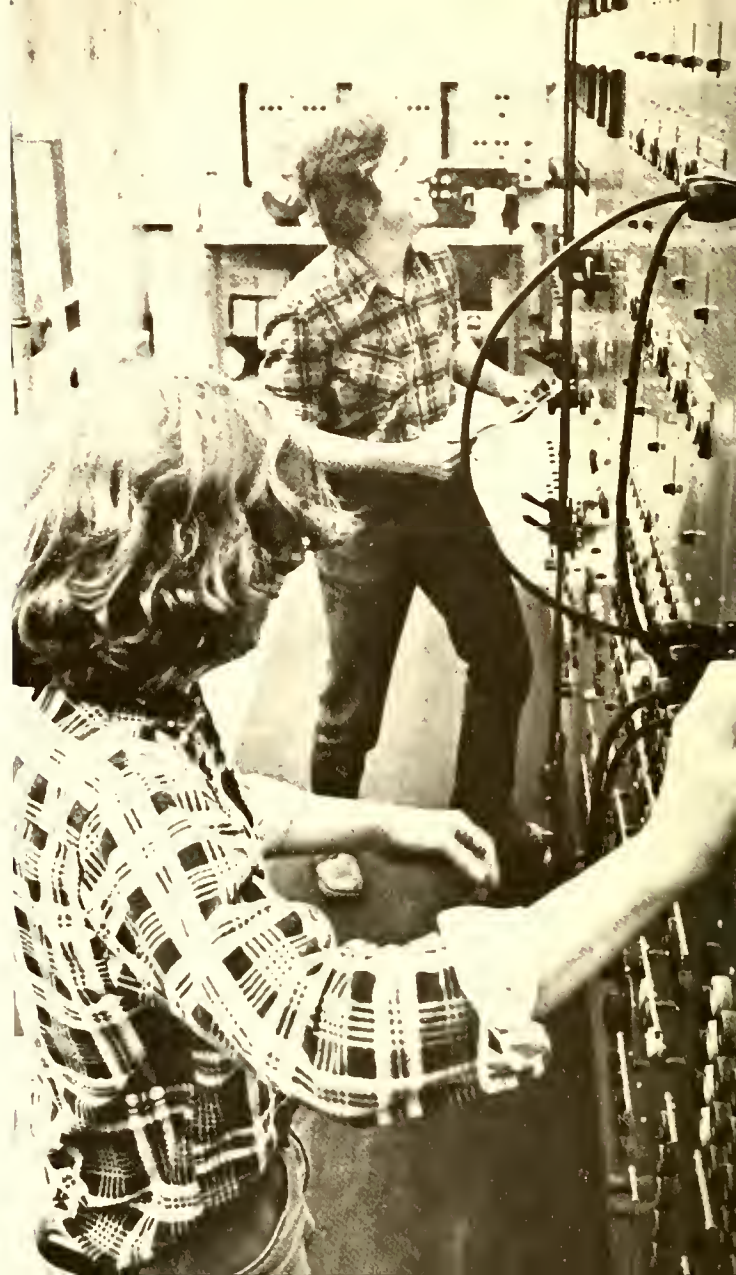
Diploma Program

This one-year electrical program prepares graduates for entry employment in either the construction or maintenance phase of the electrical industry. Major emphasis is on D.C. theory, A.C. theory, and industrial control systems. Special attention is given to industrial electronics as the electrical maintenance specialist will have overlapping duties in the field of electronics. Related technical instruction designed to support the laboratory shop activities is included.

Students completing this program will find employment in:

- Manufacturing
- Maintenance
- Construction
- Sales
- Utilities
- Service

Most of the graduates of this curriculum qualify for employment in the industry without further training; however, this curriculum may be evaluated for advanced standing in apprenticeship training for those persons seeking journeyman status.



ELECTRICAL MAINTENANCE

Course Title			Hours Per Week		Quarter
			Class	Lab.	Hours Credit
<i>FIRST QUARTER</i>					
ELC	1124	Residential Wiring	5	9	8
DFT	1110	Blueprint Reading: Building Trades	0	3	1
MAT	1115	Electrical Math	5	0	5
PHY	1101	Applied Science	3	2	4
<i>Totals</i>			13	14	18
<i>SECOND QUARTER</i>					
ELC	1112	Direct & Alternating Current	5	12	9
DFT	1113	Blueprint Reading: Electrical	0	3	1
ENG	1101	Reading Improvement	2	0	2
PHY	1102	Applied Science	3	2	4
PSY	1101	Human Relations	3	0	3
<i>Totals</i>			13	17	19

THIRD QUARTER

ELC	1113	Alternating Current and Direct Current Machines	5	12	9
ELN	1118	Industrial Electronics	3	6	5
ENG	1102	Communication Skills	3	0	3
<i>Totals</i>			11	18	17

FOURTH QUARTER

ELC	1125	Commercial and Industrial Wiring	3	8	6
ELN	1119	Industrial Electronics	3	6	5
ELC	1114	Electrical Controls	2	4	3
DFT	1180	Drafting Trades I	2	2	3
<i>Totals</i>			10	20	17

Total Quarter Hours Credit 71

MACHINE SHOP

Diploma Program

The Machinist Program prepares students for entry employment in the metal trades industry. Required courses include machine shop theory and practice, blueprint reading, mathematics, heat treating, English, and basic gas welding.

Major operations included in the shop are bench work; measuring and layout tools; hardening of metals; and operation of drills, lathes, grinders, milling machines, shapers, and related specialty grinding and cutting tools. As an important phase of this Machinist Program, time will be devoted to the fundamentals of numerical control, using a tape controlled milling drilling machine, with the student gaining experience on operation, programming, tape reading, and tape preparation.

Employment opportunities include:

- Manufacturing Firms

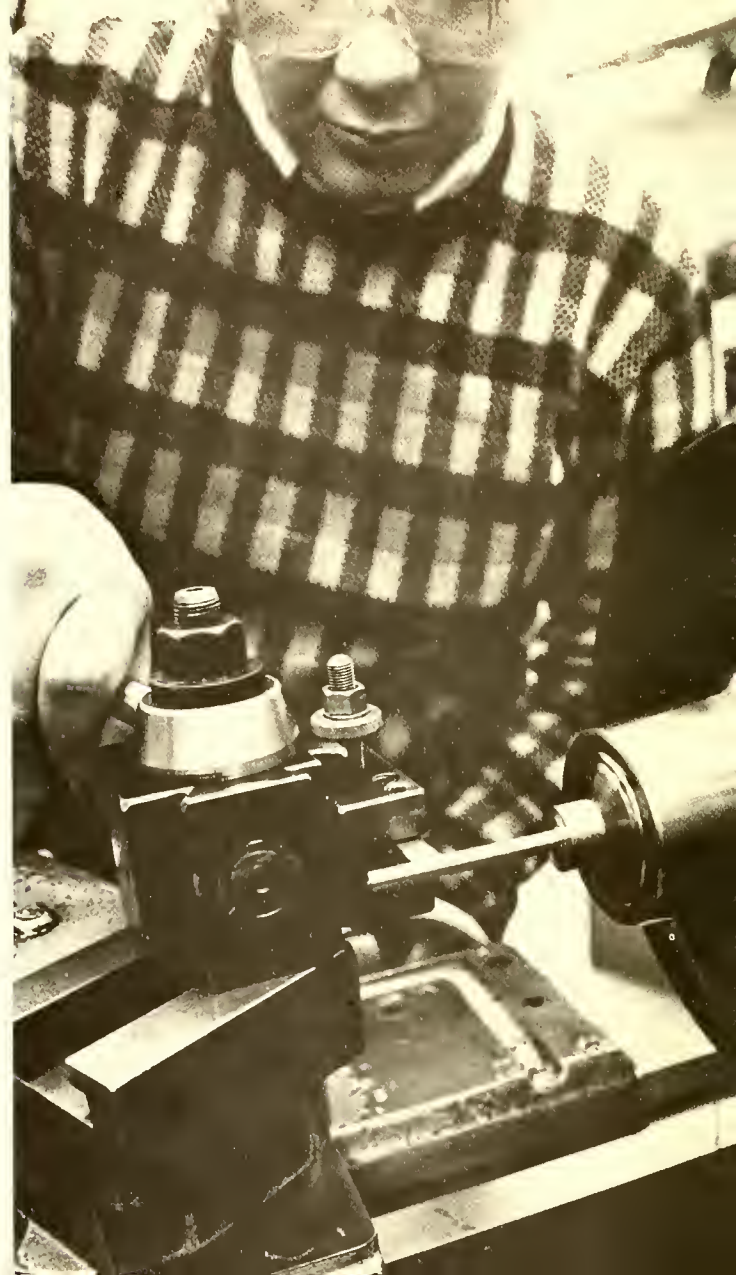
- Contractors

- Government Agencies

- Utilities

- Machinery Maintenance and Repair

Most of the graduates of this curriculum qualify for employment in the industry without further training; however, this curriculum may be evaluated for advanced standing in apprenticeship training for those persons seeking journeyman status.



MACHINE SHOP

Course Title	Hours Per Week		Quarter
	Class	Lab.	Hours Credit
<i>FIRST QUARTER</i>			
MEC 1101 Machine Shop Theory & Practice	2	12	6
MAT 1101 Fundamentals of Mathematics	5	0	5
DFT 1104 Blueprint Reading: Mechanical	0	3	1
WLD 1101 Basic Gas Welding	0	3	1
MEC 1115 Treatment of Ferrous Metals	2	3	3
<i>Totals</i>	9	21	16
<i>SECOND QUARTER</i>			
MEC 1102 Machine Shop Theory & Practice	2	12	6
MAT 1103 Shop Math I	3	0	3
DFT 1105 Blueprint Reading: Mechanical	0	3	1
ENG 1101 Reading Improvement	2	0	2
MEC 1116 Treatment of Non-Ferrous Metals	2	3	3
PSY 1101 Human Relations	3	0	3
<i>Totals</i>	12	18	18

<i>THIRD QUARTER</i>			
MEC 1103 Machine Shop Theory & Practice	4	12	8
DFT 1106 Blueprint Reading: Mechanical	0	3	1
MAT 1104 Shop Math II	3	0	3
ENG 1102 Communication Skills	3	0	3
PHY 1101 Applied Science	3	2	4
<i>Totals</i>	13	17	19
<i>FOURTH QUARTER</i>			
MEC 1104 Machine Shop Theory & Practice	4	12	8
MAT 1123 Shop Math III	3	0	3
DFT 1180 Drafting Trades I	2	2	3
PHY 1102 Applied Science	3	2	4
<i>Totals</i>	12	16	18
<i>Total Quarter Hours Credit</i>			71

NURSING (LPN)

Diploma Program

The Practical Nursing Program prepares men and women for employment as bedside nurses in hospitals and other institutions. As a member of the health team, the practical nurse works under the direction of licensed physicians or under the supervision of an RN in giving nursing care to patients in uncomplicated situations or assists the registered nurse in more complex nursing situations.

Preclinical units of instruction include nursing skills, normal health and development, conditions of illness, and personal and vocational relationships.

Supervised clinical practice consists of selected learning experiences in accordance with the accepted roles of the licensed practical nurse. Clinical experience includes medical-surgical, geriatrics, care of mothers and infants, and care of children. The clinical experience is of primary importance to the student nurse in establishing rapport among patients and hospital co-workers and developing maturity in working with people.

Practical Nursing students are selected on the basis of demonstrated aptitude for nursing, as determined by pre-entrance tests, interviews with faculty members, high school record, character references, and reports of medical and dental examinations.

Graduates of accredited programs of practical nurse education are eligible to take the licensing examinations given by the North Carolina Board of Nursing. This examination is given twice each year, usually in April and October. A passing score entitles the individual to receive a license and to use a legal title "Licensed Practical Nurse." The license must be renewed every two years. The Licensed Practical Nurse can apply for licensure in most other states on the basis of a satisfactory examination score, without repeating the examination.



NURSING (LPN)

Course Title	Hours	Per Week	Quarter	
	Class	Lab.	Hours	Credit
<i>FIRST QUARTER</i>				
NUR 1101 Fundamentals of Nursing	6	6	6*	11
NUR 1102 Anatomy	5	0	0	5
NUR 1103 Nutrition	3	0	0	3
NUR 1109 Pharmacology	3	0	0	3
<i>Totals</i>	17	6	6	22
<i>SECOND QUARTER</i>				
NUR 1105 Medical-Surgical Nursing I	4	0	9	7
NUR 1107 Child Health Nursing	5	0	9	8
NUR 1108 Growth & Development	3	0	0	3
PSY 1101N Human Relations	3	0	0	3
<i>Totals</i>	15	0	18	21

THIRD QUARTER

NUR 1106 Maternal Health Nursing	5	0	9	8
NUR 1110 Medical-Surgical Nursing II	8	0	9	11
<i>Totals</i>	13	0	18	19

FOURTH QUARTER

NUR 1112 Medical-Surgical Nursing III	6	0	18	12
NUR 1114 Vocational Adjustments	2	0	0	2
ENG 1102N Communications	3	0	0	3
<i>Totals</i>	11	0	18	17

*Class 6 weeks — Clinical 5 weeks.

Total Credit Hours: 79

WELDING

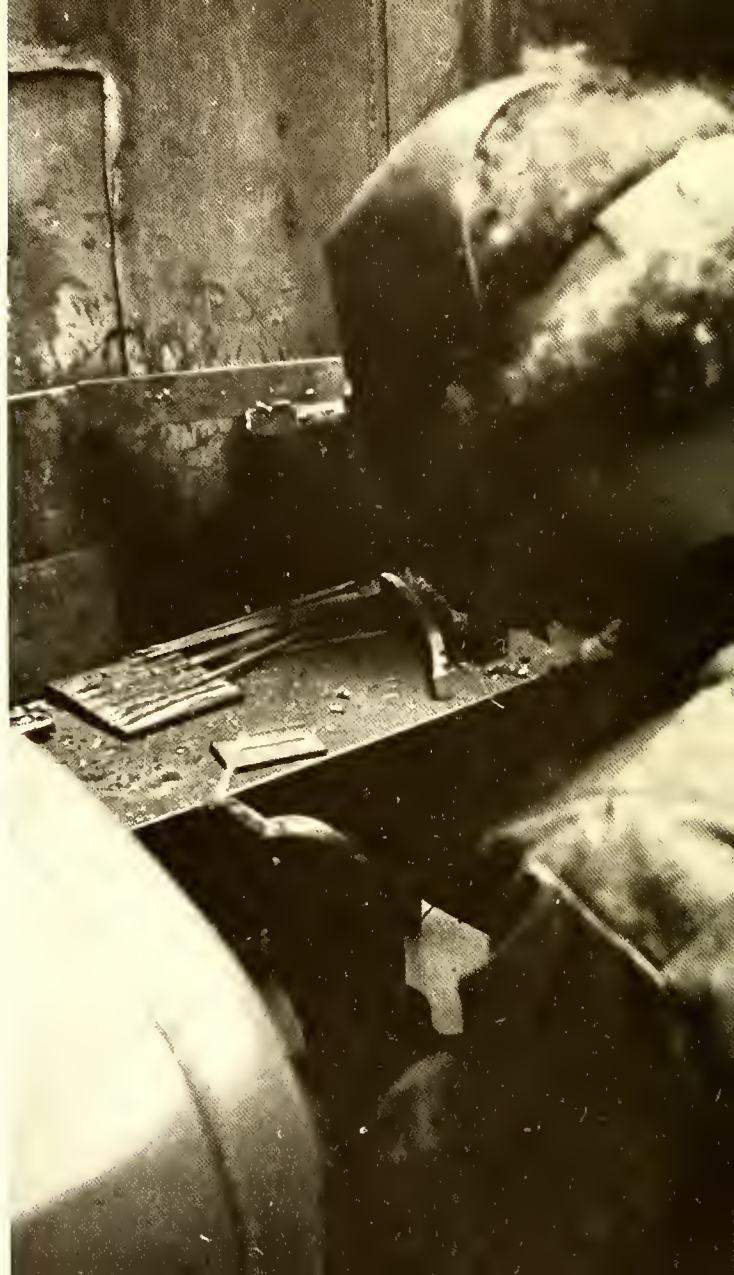
Diploma Program

The welding program combines shop - laboratory experiences with related technical instruction to prepare students for entry employment in welding occupations.

In shop - lab practices, the student progresses from general oxy-acetylene and arc welding to metallic inert gas (MIG) and tungsten inert gas (TIG) processes. Mechanical testing, industrial practices, and certification are included. Students who successfully complete this program and meet all requirements for certification are certified for structural steel in North Carolina. The Institute is working toward a certification program for pipe welders. Employment is available in the following occupational fields:

- Shipbuilding
- Automotive
- Aircraft
- Guided Missiles
- Railroads
- Construction
- Pipe Fitting
- Production Shop
- Job Shop

Most of the graduates of this curriculum qualify for employment in the industry without further training; however, this curriculum may be evaluated for advanced standing in apprenticeship training for those persons seeking journeyman status.



WELDING

Course Title		Hours Per Week		Quarter Hours
		Class	Lab.	Credit
<i>FIRST QUARTER</i>				
WLD	1120 Oxyacetylene Welding and Cutting	3	12	7
MAT	1101 Fundamentals of Mathematics	5	0	5
DFT	1104 Blueprint Reading: Mechanical	0	3	1
MEC	1112 Machine Shop Processes	1	3	2
<i>Totals</i>		9	18	15
<i>SECOND QUARTER</i>				
WLD	1121 Arc Welding	3	12	7
DFT	1117 Blueprint Reading: Welding	0	3	1
MAT	1103 Shop Math I	3	0	3
ENG	1101 Reading Improvement	2	0	2
WLD	1112 Mechanical Testing & Inspection	1	3	2
PSY	1101 Human Relations	3	0	3
<i>Totals</i>		12	18	18

THIRD QUARTER

WLD	1124 Pipe Welding	3	12	7
WLD	1123 Inert Gas Welding	1	3	2
DFT	1118 Pattern Development & Sketching	0	3	1
PHY	1101 Applied Science	3	2	4
ENG	1102 Communication Skills	3	0	3
<i>Totals</i>		10	20	17

FOURTH QUARTER

WLD	1122 Commercial & Industrial Practices	3	9	6
WLD	1125 Certification Practices	3	6	5
PHY	1102 Applied Science	3	2	4
DFT	1180 Drafting Trades I	2	2	3
<i>Totals</i>		11	19	18
<i>Total Quarter</i>		<i>Hours Credit</i>		68



EVENING CURRICULUM PROGRAMS

Students may earn a certificate or a degree in the following areas of study by attending evening classes. Evening classes are conducted at the Institute between the hours of 6:00 p.m. and 10:00 p.m. Monday through Thursday. Individuals interested in any of the following programs should file the necessary application for curriculum programs with the Office of Student Services.

- Automotive Mechanics (certificate)
- Accounting
- Business Administration
- Electrical Maintenance, (certificate)
- Floral Design (certificate)
- General Office Technology
- Industrial Machinist (certificate)
- Industrial Mechanics (certificate)
- Industrial Welding (certificate)

AUTOMOTIVE MECHANICS

Vocational Certificate Program

This Curriculum was developed for those desiring the basic skills required of an auto mechanic, but due to their working schedule can only attend evening classes. To complete the requirements for a certificate, students will attend Evening Classes for six quarters.

The Curriculum provides training for the development of skills in the use of automotive tools and equipment to disassemble and to reassemble auto systems and system components. The graduate of this curriculum is not required to possess the depth of knowledge and understanding of automotive principles to be able to test and diagnose; but through experience he may acquire these abilities. The course number suffixes used are to distinguish the courses from those of the diploma program.

Course Title	Hours Per Week		Quarter Hours
	Class	Lab.	
<i>FIRST QUARTER</i>			
PME 1101A Automotive Engines	2	4	4
MAT 1101 Fundamentals of Mathematics	5	0	5
<i>Totals</i>	7	4	9
<i>SECOND QUARTER</i>			
PME 1102A Automotive Fuel Systems	2	4	4
ENG 1102 Communications Skills	2	0	2
<i>Totals</i>	4	4	6

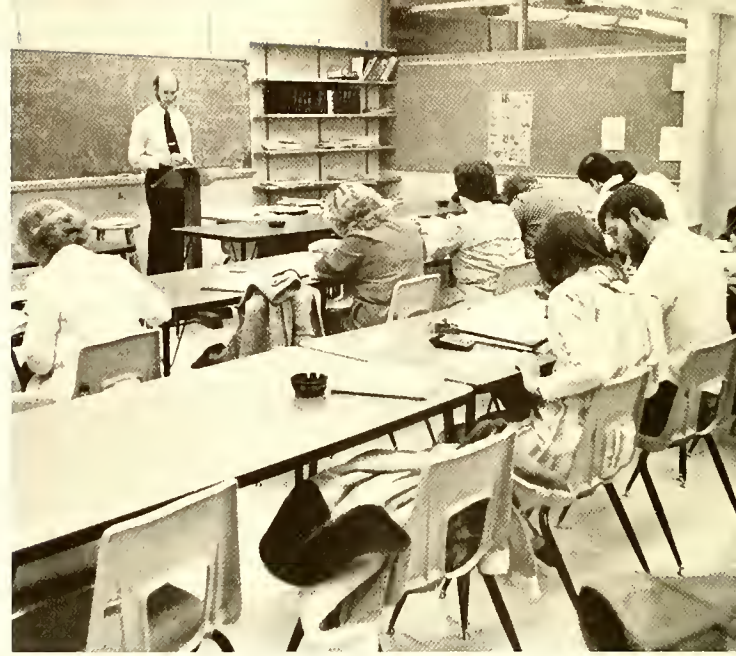
<i>THIRD QUARTER</i>			
PME 1102B Automotive Electrical Systems	2	4	4
WLD 1100 Basic Gas Welding	2	4	4
<i>Totals</i>	4	8	8

<i>FOURTH QUARTER</i>			
AUT 1123A Chassis and Suspension	2	4	4
AUT 1121A Auto Braking Systems	1	2	2
<i>Totals</i>	3	6	6

<i>FIFTH QUARTER</i>			
AUT 1124A Automotive Power Train	2	4	4
AHR 1101A Auto Air Conditioning	1	2	2
<i>Totals</i>	3	6	6

<i>SIXTH QUARTER</i>			
AUT 1125A Automotive Trouble Shooting	0	5	2
<i>Totals</i>	0	5	2

Total Quarter Hours Credit 37



ACCOUNTING

Associate In Applied Science Degree

The Accounting program is designed to provide an intensive study in basic and advanced accounting techniques, to prepare cash data and taxes, and to develop an understanding of the principles of organization and management in business operations.

Successful completion of the following courses will allow the business graduate to enter the working world with professional competence for the many phases of accounting that might be encountered in the average business.

Individuals participating in this program are required to enroll for a minimum of 6 credit hours per quarter.

As a result of the unique nature of this program, these courses will be offered as need and demand require. Beginning courses will be offered each year. Advanced courses will be offered as need for them arises. Students should plan to register for these advanced classes as they are offered so as to complete the program at the proper time.

ACCOUNTING

Course Title		Hours Per Week	Quarter Hours	Credit
		Class	Lab.	
ENG 101	Technical Communications	3	0	3
ENG 102	Technical Communications	3	0	3
ENG 103	Report Writing	3	0	3
ENG 204	Oral Communications	3	0	3
ENG 206	Business Communications	3	0	3
MAT 110	Business Mathematics	5	0	5
BUS 101	Introduction to Business	5	0	5
BUS 102	Typewriting I	2	3	3
BUS 110	Office Machines	2	2	3
BUS 115	Business Law I	3	0	3
BUS 116	Business Law II	3	0	3
BUS 120	Accounting I	5	2	6
BUS 121	Accounting II	5	2	6
BUS 122	Accounting III	5	2	6
BUS 123	Business Finance	3	0	3
BUS 222	Intermediate Accounting I	4	2	5
BUS 223	Intermediate Accounting II	4	2	5
BUS 225	Cost Accounting	3	2	4
BUS 229	Taxes I	3	2	4
BUS 230	Taxes II	3	2	4
BUS 235	Business Management	3	2	4
BUS 269	Auditing	3	2	4
BUS 271	Office Management	6	0	6
BUS 272	Principles of Supervision	3	0	3
EDP 104	Introduction to Data Processing	3	2	4
ECO 102	Economics I	3	0	3
ECO 104	Economics II	3	0	3
	Business Elective	3	0	3
	Social Science Elective	3	0	3
	Social Science Elective	3	0	3
	Total Quarter Hours Credit			114

The unique nature of this program requires certain procedures be followed:

1. New students may begin their programs any quarter. (Following otherwise normal admissions procedures.)
2. Beginning courses will be offered each year. Advanced courses will be offered as need and demand require. Sequence courses should be taken in order.
3. Prerequisite requirements for certain courses may be waived on an individual basis with approval of the Evening Business Advisor

BUSINESS ADMINISTRATION

Associate in Applied Science Degree

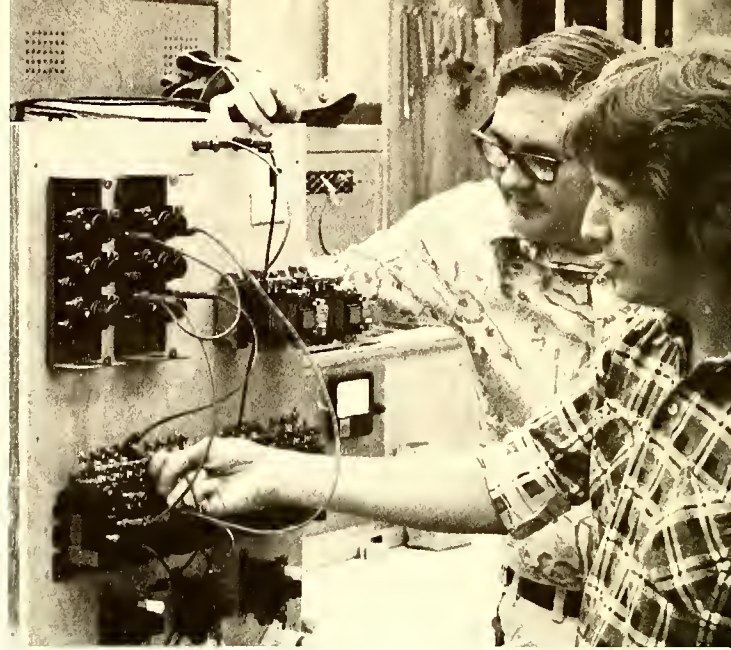
The Business Administration program has as its specific objectives to develop an understanding of the principles of organization and management in business operations, to obtain knowledge in accounting, finance, and business law.

Successful completion of the following courses will allow the business graduate to enter the working world with professional competence for the many phases of administrative work that might be encountered in the average business.

Individuals participating in this program are required to enroll for a minimum of 6 credit hours per quarter.

As a result of the unique nature of this program, these courses will be offered as need and demand require. Beginning courses will be offered each year. Advanced courses will be offered as need for them arises. Students should plan to register for these advanced classes as they are offered so as to complete the program at the proper time.





ELECTRICAL MAINTENANCE

Vocational Certificate Program

This Curriculum is designed to provide students with a background in electrical theory with practical application for industry. Courses of study in direct and alternating current, industrial controls, power systems, electronic devices, and digital electronics will be provided. Students also receive training in drafting and air conditioning. Related courses in mathematics and communication skills are an important part of the total program.

ELECTRICAL MAINTENANCE

Course Title		Class	Lab.	Quarter Hours Credit				
<i>FIRST QUARTER</i>								
MAT	1115 Electrical Math	5	0	5				
ELC	1112A Direct Current	2	4	4				
	<i>Totals</i>	7	4	9				
<i>SECOND QUARTER</i>								
DFT	1180A Drafting Trades	1	2	2				
ELC	1112B Direct Current	2	4	4				
	<i>Totals</i>	3	6	6				
<i>THIRD QUARTER</i>								
ENG	1102 Communication Skills	2	0	2				
ELC	1113A Alternating Current	2	4	4				
	<i>Totals</i>	4	4	6				
<i>FOURTH QUARTER</i>								
AHR	1121A Principles of Refrigeration and Air Conditioning	1	2	2				
ELC	1113B Alternating Current	2	4	4				
	<i>Totals</i>	3	6	6				
<i>FIFTH QUARTER</i>								
ELC	1114 Industrial Control Circuits				2	4	3	
ELN	1118A Basic Industrial Electronics				2	4	4	
	<i>Totals</i>				4	8	7	
<i>SIXTH QUARTER</i>								
ELN	1119 Digital Industrial Electronics				3	6	5	
	<i>Totals</i>				3	6	5	
					<i>Total Quarter Hours Credit</i>			39
<i>ELECTIVES:</i>								
ELC	1109 Industrial Power Systems				2	4	4	
ELC	1135 Pneumatic and Electrical Controls				1	3	2	



FLORAL DESIGN

Technical Certificate Program

This curriculum was developed for individuals desiring to enter the Floral Industry as designers and with a working knowledge of greenhouse operations. To complete the requirements for a certificate, students will attend classes three evenings a week for six quarters.

Graduates of this curriculum can enter the Floral Industry with competence as designers and with knowledge of greenhouse operations.

FLORAL DESIGN

Course Title	Hours Per Week	Quarter Hours Credit
	Class	Lab.
<i>FIRST QUARTER</i>		
FLO 101A Floral Design I	1	6 3
HOR 254A Plant Propagation	1	2 2
<i>Totals</i>	2	8 5
<i>SECOND QUARTER</i>		
FLO 102A Floral Design II	1	6 3
HOR 254B Plant Propagation	1	2 2
<i>Totals</i>	2	8 5
<i>THIRD QUARTER</i>		
FLO 103A Floral Design III	1	6 3
BUS 281 Human Relations in Business	3	0 3
*HOR 150A Plant Identification and Nomenclature	1	2 2
<i>Totals</i>	5	8 8

<i>FOURTH QUARTER</i>		
FLO 201A Floral Design IV	1	6 3
HOR 264A Greenhouse Management	1	2 2
<i>Totals</i>	2	8 5
<i>FIFTH QUARTER</i>		
FLO 202A Floral Design V	1	6 3
HOR 264B Greenhouse Management	1	2 2
<i>Totals</i>	2	8 5
<i>SIXTH QUARTER</i>		
FLO 203A Floral Design VI	1	6 3
BUS 195 Small Business Operations	3	0 3
*HOR 251A Residential Landscaping	1	2 2
<i>Totals</i>	5	8 8
<i>*ELECTIVES</i>		
<i>Total Quarter Hours Credit</i>		
		36



GENERAL OFFICE TECHNOLOGY

Associate in Applied Science Degree

The General Office Curriculum is designed to develop the necessary variety of skills for employment in the business world. Successful completion of the following courses will provide the General Office graduate with the necessary skills and general knowledge essential to success in the business world.

Individuals participating in this program are required to enroll for a minimum of 6 credit hours per quarter.

As a result of the unique nature of this program, these courses will be offered as need and demand require. Beginning courses will be offered each year. Advanced courses will be offered as need for them arises. Students should plan to register for these advanced classes as they are offered so as to complete the program at the proper time.

GENERAL OFFICE TECHNOLOGY

Course Title	Hours Per Week Class	Lab.	Quarter Hours Credit
ENG 101 Technical Communications	3	0	3
ENG 102 Technical Communications	3	0	3
ENG 103 Report Writing	3	0	3
ENG 204 Oral Communications	3	0	3
ENG 206 Business Communications	3	0	3
MAT 110 Business Mathematics	5	0	5
BUS 101 Introduction to Business	5	0	5
BUS 102 Typewriting I	2	3	3
BUS 103 Typewriting II	2	3	3
BUS 104 Typewriting III	2	3	3
BUS 110 Office Machines	2	2	3
BUS 112 Records Management	3	2	4
BUS 115 Business Law I	3	0	3
BUS 116 Business Law II	3	0	3
BUS 120 Accounting I	5	2	6
BUS 121 Accounting II	5	2	6
BUS 205 Advanced Typewriting	2	3	3
BUS 210 Executive Office Typing	2	3	3
BUS 211 Advanced Office Machines	2	2	3
BUS 212 Machine Transcription I	2	2	3
BUS 213 Machine Transcription II	2	4	4

BUS 214A Secretarial Procedures and Administration I	3	2	4
BUS 214B Secretarial Procedures and Administration II	3	2	4
BUS 229 Taxes I	3	2	4
BUS 232 Sales Development	3	0	3
EDP 104 Introduction to Data Processing	3	2	4
PSY 112 Personality Development	3	0	3
ECO 102 Economics	3	0	3
Business Elective	3	0	3
Business Elective	3	0	3
Social Science Elective	3	0	3
Total Quarter Hours Credit			109

The unique nature of this program requires certain procedures be followed:

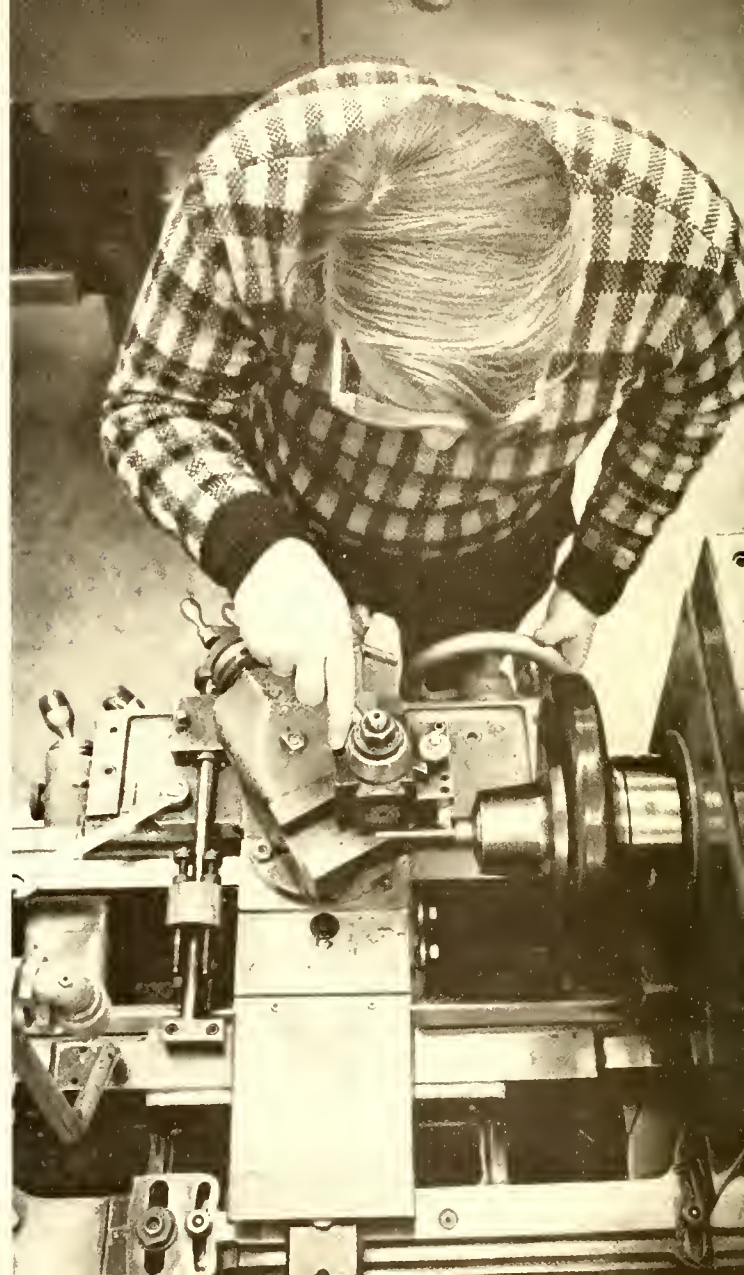
1. New students may begin their programs any quarter. (Following otherwise normal admissions procedures.)
2. Beginning courses will be offered each year. Advanced courses will be offered as need and demand require. Sequence courses should be taken in order.
3. Prerequisite requirements for certain courses may be waived on an individual basis with approval of the Evening Business Advisor.

INDUSTRIAL MACHINIST

Vocational Certificate Program

This Curriculum is designed to provide students with indepth skills in machine shop operation. Required courses include mathematics, blueprint reading, welding, heat treating, and machine shop theory and practice.

To complete the requirements for the certificate, students will attend Evening Classes for six quarters.



INDUSTRIAL MACHINIST

Course Title	Hours Per Week		Quarter Hours Credit			
	Class	Lab.				
<i>FIRST QUARTER</i>						
MAT 1101	Fundamentals of Mathematics	5	0	5		
WLD 1100	Basic Gas Welding	2	4	4		
<i>Totals</i>		7	4	9		
<i>SECOND QUARTER</i>						
DFT 1180A	Drafting Trades	1	2	2		
WLD 1102	Basic Arc Welding	2	4	4		
<i>Totals</i>		3	6	6		
<i>THIRD QUARTER</i>						
DFT 1104	Blueprint Reading: Mechanical	0	3	1		
MEC 1101A	Machine Shop	2	4	4		
<i>Totals</i>		2	7	5		
<i>FOURTH QUARTER</i>						
ENG 1102	Communication Skills			2	0	2
MEC 1101B	Machine Shop			2	4	4
<i>Totals</i>				4	4	6
<i>FIFTH QUARTER</i>						
DFT 1105	Blueprint Reading: Mechanical			0	3	1
MAT 1103	Shop Math			3	0	3
MEC 1102A	Machine Shop			2	4	4
<i>Totals</i>				5	7	8
<i>SIXTH QUARTER</i>						
MEC 1102B	Machine Shop			2	4	4
MEC 1115	Treatment of Ferrous Metals			2	3	3
<i>Totals</i>				4	7	7
				<i>Total Quarter Hours Credit</i>		41



INDUSTRIAL MECHANICS

Vocational Certificate Program

This curriculum is designed to provide students with a broad background in industrial skills required of the person who goes into industry as a mechanic. Skills are developed in machine operations, gas and arc welding, direct and alternating currents, machine and controls. Students also receive training in basic drawing and blueprint reading. Related courses in communication skills and mathematics are also an integral part of the program.

To complete the requirements for the certificate, students will attend class three evenings a week for six quarters.

INDUSTRIAL MECHANICS

Course Title	Hours Per Week		Quarter
	Class	Lab.	Hours Credit
<i>FIRST QUARTER</i>			
MAT 1101 Fundamentals of Mathematics	5	0	5
WLD 1100 Basic Gas Welding	2	4	4
<i>Totals</i>	7	4	9
<i>SECOND QUARTER</i>			
DFT 1180A Drafting Trades	1	2	2
WLD 1102 Basic Arc Welding	2	4	4
<i>Totals</i>	3	6	6
<i>THIRD QUARTER</i>			
DFT 1104 Blueprint Reading: Mechanical	0	3	1
MEC 1101A Machine Shop Theory and Practice	2	4	4
<i>Totals</i>	2	7	5

FOURTH QUARTER

ENG 1102 Communications Skills	2	0	2
MEC 1101B Machine Shop Theory and Practice	2	4	4
<i>Totals</i>	4	4	6

FIFTH QUARTER

ELC 1105A Industrial Electrical Practices	2	4	4
AHR 1121A Principles of Refrigeration and Air Conditioning	1	2	2
<i>Totals</i>	3	6	6

SIXTH QUARTER

ELC 1105B Industrial Electrical Practices	2	4	4
AHR 1121B Principles of Refrigeration and Air Conditioning	1	2	2
<i>Totals</i>	3	6	6

Total Quarter Hours Credit 38

ELECTIVES:

ELC 1135 Pneumatic and Electrical Controls	1	3	2
MEC 1155 Mechanical Systems	1	3	2



INDUSTRIAL WELDING

Vocational Certificate Program

This Curriculum is designed to provide students with indepth skills in Welding practices. Required courses include basic gas welding, basic arc welding, arc welding, pipe welding, and machine shop theory and practice. Related courses in mathematics, drafting and blueprint reading, and communication skills are an important part of the program.

To complete the requirements for the certificate, students will attend Evening Classes for six quarters.

INDUSTRIAL WELDING

Course Title	Hours Per Week		Quarter				
	Class	Lab.	Hours Credit				
<i>FIRST QUARTER</i>							
MAT 1101	Fundamentals of Mathematics	5	0	5			
WLD 1100	Basic Gas Welding	2	4	4			
<i>Totals</i>		7	4	9			
<i>SECOND QUARTER</i>							
DFT 1180A	Drafting Trades	1	2	2			
WLD 1102	Basic Arc Welding	2	4	4			
<i>Totals</i>		3	6	6			
<i>THIRD QUARTER</i>							
DFT 1104	Blueprint Reading: Mechanical	0	3	1			
WLD 1121A	Arc Welding	2	4	4			
<i>Totals</i>		2	7	5			
<i>FOURTH QUARTER</i>							
ENG 1102	Communication Skills				2	0	
WLD 1121B	Arc Welding				2	4	
<i>Totals</i>					4	4	
<i>FIFTH QUARTER</i>							
MEC 1101A	Machine Shop				2	4	
WLD 1124A	Pipe Welding				1	5	
<i>Totals</i>					3	9	
<i>SIXTH QUARTER</i>							
MEC 1101B	Machine Shop				2	4	
WLD 1124B	Pipe Welding				1	5	
<i>Totals</i>					3	9	
<i>Total Quarter</i>					Hours	Credit	40

COURSE DESCRIPTIONS

Course content for Two-Year Day and Evening Degree courses is outlined in the course descriptions to follow. Two-Year Degree courses are numbered 100 through 300.

All courses are to be pursued in a normal sequence with prerequisite courses taken as indicated.

Provided for each course is the following information: course number, title, number of class, laboratory, and credit hours.

ART AND DESIGN

Course Title	Class	Lab.	Quarter Hours Credit
ART 101 HISTORY OF ART I	3	0	3
An introduction to the basic concepts and philosophies that govern the development of art. A study of both two and three dimensional art forms from Prehistoric through the Renaissance.			
Prerequisite: None.			
ART 111 HISTORY OF ART II	3	0	3
A continuation of Art History I. The study of the art forms from the Renaissance through 1880.			
Prerequisite: ART 101.			
ART 121 HISTORY OF ART III	3	0	3
Major emphasis is given to the changes in concepts of contemporary art forms beginning with Impressionism. Both oriental and occidental art will be studied. The course will emphasize the influence and changes these forms have had on exterior and interior architecture, furniture design, and the decorative arts.			
Prerequisite: ART 111.			
CAT 101 ADVERTISING PRINCIPLES	3	0	3
The aim of this course is to acquaint the student with more of the total scope and involvements of the advertising field—its social and economic significance; its basic purposes and methods of achieving its objectives, its structure and organization, and its means of making known, promoting, and distributing its products and services. Involved also is the survey of general advertising forms and media to acquaint the student with their basic characteristics, functions, and requirements.			
Prerequisite: None.			

CAT 116 PHOTOGRAPHY I 2 6 4

An introduction to the photographic process. Experience includes basic camera and light meter controls, film and print processing and quality control factors. The student is acquainted with films, papers, chemicals, and print finishing procedures.

Prerequisite: DES 122.

CAT 125 COMMERCIAL ART I 2 6 4

An introduction to the field of advertising design and the role and responsibilities of the designer in the profession. Students are introduced to the nature and use of the layout through lecture and studio practice. Emphasis is placed on the procedures of developing the layout, application of design principles to advertising and graphic design, and the use of tools and materials. At this point students are introduced to basic professional terminology.

Prerequisite: DES 112 and CGT 110.

CAT 207 COMMERCIAL ART II 2 9 5

A continuation of the application of principles and procedures introduced in CAT 125. Work becomes more comprehensive in specifications regarding project requirements. Emphasis is placed on idea development and its execution, effective visual communication, and continued development of mechanical skills. Continued emphasis will also be placed on expanding the student's professional vocabulary. Studio work is augmented with field trips to professional firms.

Prerequisite: CAT 125.

CAT 209 COMMERCIAL ART III 3 6 5

Continued emphasis is placed on effective visual communication and continued practice in the development of mechanical skills required for the execution of work. Students are introduced to and practice copy-fitting procedures. At this time, students are acquainted with types of printing papers and their effect on the finished product. Field trips continue to augment studio classes. When feasible design projects are correlated with Graphic Arts 216.

Prerequisite: CAT 207.

CAT 211 COMMERCIAL ART IV 3 6 5

Continued emphasis is placed on effective visual communication on a more sophisticated level. Design projects encompass a variety of advertising forms and their individual requirements. When feasible Photography 116 projects are correlated with design projects. Continued practice is provided in copy fitting.

Prerequisite: CAT 209.

CAT 217 PHOTOGRAPHY II 2 6 4

A continuation of the practice of principles and procedures introduced in CAT 116. Emphasis is placed on quality control of the negative

and the finished print. Assigned projects are geared toward visual communication as it relates to advertising.

Prerequisite: CAT 116.

CGT 110 LETTERING AND TYPE 2 6 4

An introduction to the mechanics of hand lettering and typography and their application to layout and graphic design. Hand lettering is practiced as it relates to layout design. Fundamentals of typographic measurement, methods of type composition, and terminology are introduced. Emphasis is also placed on using type as a design motif.

Prerequisite: None.

CGT 214 GRAPHIC ARTS I 2 9 5

An introduction to preparing art for printing. The student is acquainted with the nature, function, and elements of mechanical art, tools and materials required for its execution, and related terminology. The student is introduced to various types of equipment used in off-set printing, its operation and quality control factors. Experience includes fundamentals of small off-set press operations, copy camera operations, off-set plate-making, photo-lettering and fundamentals of silk-screen printing. Studio work is augmented with field trips to printing firms.

Prerequisite: None.

CGT 216 GRAPHIC ARTS II 3 6 5

Practice in preparing art for printing is continued with greater emphasis on mechanical proficiency and accuracy of work. Students are introduced to the procedures for preparing such printed effects as reversed, screen tints, dropouts, surprints, etc. Design projects are correlated with this course to provide the students with experience in preparing his design work for printing and printing it. Studio work is further augmented with field trips.

Prerequisite: CGT 214.

CGT 218 ILLUSTRATION 2 6 4

A course designed to provide practice with media and techniques for illustration. Experience includes the use and control of media such as ink, shading films, felt markers for product drawings and spot illustrations. The emphasis of the course is on media control and design factors related to the purpose of the illustration.

Prerequisite: DES 220 and DES 122.

CGT 220 ILLUSTRATION 2 9 5

A course designed to provide concentration on the illustrative aspect of graphic design. Projects are correlated with CGT 223 to reinforce the fact that pictorial matter must be conceived as part of the total concept of a design unit. Consideration must be given to media selection, presentation and selection of subject matter, style, and tech-

niques in relation to the function of the design and the audience to which it is geared.

Prerequisite: CGT 218.

CGT 222 GRAPHIC ARTS III 3 6 5

Experience will include the introduction and practice of preparing art for multi-color printing and the principles and techniques of mechanical color separation. Students will undertake the execution of more complex mechanical art and continue to print various projects executed in CAT 211. Whenever feasible projects are correlated with CAT 211.

Prerequisite; CGT 216.

CGT 223 SPECIAL DESIGN PROJECTS 3 9 6

Advanced problems in advertising design. The course is designed to provide additional studio time at the end of the student's training period. The aim of the course is to allow for more in-depth investigation into areas of particular interest to an individual and/or to provide added opportunity for the upgrading of weaknesses apparent at this point.

Prerequisite: CGT 222 and CAT 211.

DES 102 DESIGN I 3 6 5

This is the first in a sequence of three courses which will introduce design concepts, principles of design, and elements of design. Practical exercises and problems are undertaken to develop the creative and manipulative skills.

Prerequisite: None.

DES 108 BASIC DRAWING 2 4 4

A basic course in free and schematic drawing skills and concepts. Emphasis is placed on developing motor controls and the ability to see and understand form and spatial relationships.

Prerequisite: None.

DES 112 DESIGN II 3 6 5

This course is the second in a sequence of three. Emphasis will be given to creative as well as practical problem solving. Media control and craftsmanship will be stressed.

Prerequisite: DES 102.

DES 121 MARKET MATERIALS 2 2 3

A study in detail with emphasis placed on interior fittings such as furniture, drapery fabric, wall coverings, and floor finishes. New additions to the lines of home furnishing merchandise are brought before the students, discussed, and analyzed from the standpoint of materials, construction and design. Frequent field trips will be made to manufacturers of these products and suppliers' showrooms of floor

finishes and wall coverings, as well as manufacturers' representatives frequent lectures to the student and presentation of their products.
Prerequisite: None.

DES 122 DESIGN III 3 6 5

The third course in the design sequence will expand the foundation of basic skills to an advanced level. Problem solving and presentation techniques will be major directions of emphasis.

Prerequisite: DES 112.

DES 125 COLOR THEORY AND APPLICATION 2 4 4

A study of basic color theory and color uses in interior design in all historic periods from Egyptian to contemporary and for all purposes, residential, commercial, and industrial.

Prerequisite: None.

DES 203 INTRODUCTION TO INTERIOR DESIGN 2 9 5

This course will provide the opportunity to apply the principle of abstract design, to plane surfaces and varied volumes that constitute the basic elements of interior environments.

Prerequisite: ART 121, DES 122, DES 125.

DES 205 PERIOD STYLES IN FURNITURE DECORATING TO RENAISSANCE 5 0 5

Detailed brochures and texts will be studied so that the students can easily recognize and locate chronologically period room designs. A course of definition in decorating techniques stressing the historically accurate designs of a given period from earliest times to present day.

Prerequisite: None.

DES 206 FURNITURE DESIGN AND CONSTRUCTION 2 4 3

A detailed study of furniture design of all periods as well as the materials used. Techniques of case work construction and present day upholstering procedures. This course should familiarize the student with the various woods, metals, marbles, and laminates used in furniture designs as well as fillings such as spring, webb and coil construction in residential and commercial seating.

Prerequisite: DES 205.

DES 207 INTRODUCTION TO FABRICS 2 2 3

This course is a study of the characteristics and uses of fibers and materials and how they are woven, formed, or matted, how they are ornamented and finished.

Prerequisite: None.

DES 212 RESIDENTIAL DESIGN 2 9 5

This course will introduce to the student a planned, flexible approach to Interior Design problem solving. Interior Design will include the

following specific areas: concepts of period styles with stress put on authenticity, concepts of understanding of interior design based on architectural modern styles. Combined with the individual interior design problems, customer approach and visual collage presentation will be developed along with total specifications and cost accounting.

Prerequisite: ART 121, DES 122, DES 125.

DES 220 LIFE DRAWING II 0 6 2

A continuation of DES 120 moving toward advanced rendering techniques and anatomy. The student may be asked to submit a major project dealing with figure drawing.

Prerequisite: DES 120.

DES 222 RESIDENTIAL DESIGN 2 9 5

This course is a continuation of DES 201. It includes a study of wall and floor coverings in historic and contemporary use, of continued use of period styles and contemporary styling in furniture, and draperies and accessories as used in interior design problems. The student should be prepared to execute a complete interior using standard presentation techniques. Included with presentation would be typed list of specifications listing each item that is used with complete description as to size, color, location within the finished installation. Also included in the specifications would be manufacturer and price.

Prerequisite: DES 212.

DES 223 SURVEY OF DECORATIVE ARTS 3 0 3

This survey will cover identification techniques of production, display and care of antique and contemporary art objects. A discussion of quality will be an inherent part of the course.

Prerequisite: None.

DES 231 COMMERCIAL DESIGN 2 9 5

This course includes a survey of basic office layouts and design. Source studies and related texts discussing such commercial interiors as banks, restaurants, motels and various office requirements noting equipment required in these different installations.

Prerequisite: DES 212.

DES 241 SURVEY OF TWENTIETH CENTURY DESIGN 3 0 3

This course will examine contemporary architecture, furniture, and decorative arts as they and their creators mirror the changing philosophies and values of the Twentieth Century.

Prerequisite: None.

DES 260 SPECIAL PROJECTS 2 12 6

Advanced problems in Interior Design. The course is designed to provide additional studio time at the end of the student's training

period. The aim of the course is to allow for more in-depth investigation into areas of particular interest to an individual and/or to provide added opportunity for the upgrading of weaknesses apparent at this point.

Prerequisite: DES 222, DES 236, DES 231.

DES 262 COMMERCIAL DESIGN 2 12 6

A continuation of DES 231 Commercial Design.

Prerequisite: DES 231.

BUSINESS

Course Title	Quarter 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 I	2	3	3
Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.			
Prerequisite: None.			
BUS 103 TYPEWRITING II	2	3	3
Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms.			
Prerequisite: BUS 102 or the equivalent.			
BUS 104 TYPEWRITING III	2	3	3
Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms.			
Prerequisite: BUS 103 or the equivalent.			
BUS 106 SHORTHAND I	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 II 3 2 4

Continued study of theory with greater emphasis on dictation and elementary transcription.

Prerequisite: BUS 106 or the equivalent.

BUS 108 SHORTHAND III 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.

BUS 110 OFFICE MACHINES 2 2 3

A general survey of the business and office machines. Emphasizes techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculators.

Prerequisite: None.

BUS 112 RECORDS MANAGEMENT 3 2 4

A study of the fundamentals of developing and operating systems for classifying, storing, controlling, and retrieving business records. Theory and practice in the various filing control systems, such as alphabetic, numeric, geographic, and subject filing. Principles of management are applied to planning and controlling the records system.

Prerequisite: None.

BUS 115 BUSINESS LAW I 3 0 3

A general course designed to acquaint the student with certain fundamentals and principles of business law, including law and its enforcement, contracts, sales, bailments, and negotiable instruments.

Prerequisite: None.

BUS 116 BUSINESS LAW II 3 0 3

A continuation of BUS 115 with emphasis on agency and employment, partnerships, corporations, risk-bearing devices, and property rights.

Prerequisite: BUS 115.

BUS 120 ACCOUNTING I 5 2 6

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: None.

BUS 120-S ACCOUNTING I 5 2 6

Basic principles, procedures, and terminology of accounting applicable to service and mercantile enterprises. Includes payroll, making entries, preparing financial statements, and analyzing and interpreting financial data.

Prerequisite: None.

BUS 121 ACCOUNTING II 5 2 6
 Further study of accrual accounting, including payroll, receivables, payables, inventories, systems design, and partnerships. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.
 Prerequisite: BUS 120.

BUS 121-S ACCOUNTING II (for non-majors) 5 2 6
 A continuation of BUS 120-S with more intensive training in accounting principles and procedures. Includes a study of the different forms of ownership with emphasis on partnership accounting.
 Prerequisite: BUS 120-S.

BUS 122 ACCOUNTING III 5 2 6
 Introduction to corporation accounting, including organization and operation; stockholders' equity, earnings, and dividends; long-term liabilities and investments. Topics include departmental accounting, branch accounting, job order cost system, funds statement and cash flow.
 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: ECO 104.

BUS 205 ADVANCED TYPEWRITING 2 3 3
 Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in 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.
 Prerequisite: BUS 104.

BUS 206 DICTATION AND TRANSCRIPTION I 3 2 4
 Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 80 words per minute for three minutes is recommended.
 Prerequisite: BUS 108.

BUS 207 DICTATION AND TRANSCRIPTION II 3 2 4
 Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her

to meet the secretarial requirements of business and professional offices. Special emphasis is given to office-style dictation. Minimum dictation rate of 90 words per minute for three minutes on new material is recommended. The student is encouraged to strive for 110 words per minute.
 Prerequisite: BUS 206.

BUS 208 DICTATION AND TRANSCRIPTION III 3 2 4
 Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 100 words per minute for three minutes is recommended. The student is encouraged to strive for 120 words per minute.
 Prerequisite: BUS 207.

BUS 210 EXECUTIVE OFFICE TYPING 2 3 3
 Specialization in production typing in one of these areas; legal or general executive. Typing situations approximate the chosen field of study. The student learns to think independently regarding style and method.
 Prerequisite: BUS 104.

BUS 211 ADVANCED OFFICE MACHINES 2 2 4
 Instruction in the operation of bookkeeping-accounting machines, duplicating equipment, electronic calculators, IBM Executive typewriter, and automated typing equipment.
 Prerequisite: BUS 110.

BUS 212 MACHINE TRANSCRIPTION I 2 2 3
 Students develop skill in typing mailable letters, memoranda, and manuscripts directly from recorded belts or tapes. Emphasis is placed on vocabulary development, spelling, grammar, punctuation, and word division.
 Prerequisite: BUS 104 or the equivalent.

BUS 213 MACHINE TRANSCRIPTION II 2 4 4
 Students do more intensive work in transcribing directly from recorded belts or tapes. Additional training is given on automated typing equipment. Speed and accuracy are emphasized.
 Prerequisite: BUS 212.

BUS 214A SECRETARIAL PROCEDURES AND ADMINISTRATION I 3 2 4
 A course designed to provide answers to problems of office procedure, efficiency, and human relations. A study of the overall view of the secretary's responsibilities include receptionist duties, purchasing equipment and supplies, processing mail, telephone and telegraphic services. Students are trained in the development of initiative and

independent thinking and office problem-solving through simulated projects.

Prerequisite: Open to second-year students only.

**BUS 214B SECRETARIAL PROCEDURES
AND ADMINISTRATION II** 3 2 4

A continuation of BUS 214A. The study of secretarial responsibilities include records management; travel, conference and meeting arrangements; collecting, processing, and presenting business data; handling financial and legal aspects of secretarial work; and the supervisory-administrative role of the secretary. Students are trained in the development of initiative and independent thinking and office problem-solving through simulated projects.

Prerequisite: BUS 214A.

BUS 219 CREDIT PROCEDURES AND PROBLEMS 3 0 3

Problems and practices in modern credit management. Responsibilities of the credit department and its relation to other phases of the business are covered, as well as bookkeeping and collecting practices; problems in contract, installment, and open account selling; and legal phases of credit granting and collection.

Prerequisite: BUS 121.

BUS 222 INTERMEDIATE ACCOUNTING I 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 122.

BUS 223 INTERMEDIATE ACCOUNTING II 5 2 6

Additional study of intermediate accounting with emphasis on investments, plant and equipment, intangible assets and deferred charges, long-term liabilities, paid-in capital, retained earnings, and special analytical processes.

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 cost, and standard cost principles and procedures; selling and distribution cost; budgets, and executive use of cost figures.

Prerequisite: BUS 122.

BUS 226 PAYROLL ACCOUNTING 3 0 3

The various phases of the Social Security Act and other laws relating to the payment of wages and salaries. Emphasis on the basic payroll

systems and accounting methods used in computing wages and the time-keeping systems used to record time worked.

Prerequisite: BUS 120.

BUS 229 TAXES I 3 2 4

Application of federal and state taxes to individuals and business proprietorships. A study of following taxes: City and County Property, N. C. Sales and Use, N. C. Intangibles, Payroll, and Income. Practical experience with actual tax forms.

Prerequisite: BUS 121.

BUS 230 TAXES II 3 2 4

A continuation of BUS 229. Additional study includes the application of federal and state taxes to individuals, business partnerships, and corporations. Practical experience with actual tax forms.

Prerequisite: BUS 229.

BUS 232 SALES DEVELOPMENT 3 0 3

This course emphasizes the need for creative selling in the American economy. The selling process is analyzed in terms of customer buying motives and behavior, techniques of making an effective sales presentation, and methods of building customer goodwill. Sales demonstrations allow students to develop individual skill in meeting selling problems encountered.

Prerequisite: None.

BUS 235 BUSINESS MANAGEMENT 3 2 4

The study of major functions of management, such as planning, organizing, staffing, directing, and controlling. Clarification of the decision-making function versus the operating function. Role of management in business—qualifications and requirements.

Prerequisite: None.

**BUS 236 BUSINESS PRACTICES AND
PRINCIPLES FOR INTERIOR DESIGN** 3 0 3

This course is designed to introduce the students of Interior Design to business organizations and procedures and how they are structured in relation to the practices of Interior Design. The student will study specific forms, such as, contracts, letters of agreement, invoices, etc., that relate to legal and economic as well as professional obligations.

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: ECO 102.

BUS 245 RETAILING 3 0 3

A study of retailing in the economy, including development of our present retail structure, functions performed, principles governing effective operations and managerial problems resulting from current economic and social trends.

Prerequisite: None.

BUS 247 BUSINESS INSURANCE 3 0 3

The basic principles underlying risk insurance and the scope of coverage under the several divisions of insurance including life, health, fire, marine, casualty, automobile, and workmen's compensation coverage. The subject is considered from the viewpoints of personal, business, social, and special group needs. The newer forms of coverage are given special attention.

Prerequisite: None.

BUS 269 AUDITING 3 2 4

Principles of conducting audits and investigations; setting up accounts based on audits; collecting data on working papers; arranging and systemizing the audit, and writing the auditing, and internal control.

Prerequisite: BUS 223.

BUS 271 OFFICE MANAGEMENT AND PROCEDURES 6 0 6

An application of the principles of management to the planning, organization and controlling of office work, the direction and control of services and performance, simplification of procedures and methods, and establishment of standards, planning of physical facilities, and business forms.

Prerequisite: None.

BUS 272 PRINCIPLES OF SUPERVISION 3 0 3

Basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis of securing an effective work force and methods of supervision.

Prerequisite: None.

BUS 281 HUMAN RELATIONS IN BUSINESS 3 0 3

A course designed to acquaint the student with basic human psychology, with emphasis on the importance of effective human relationships in business situations as well as in daily living.

Prerequisites: None.

BUS 1103 (BUS 195) SMALL BUSINESS OPERATIONS 3 0 3

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.

Prerequisite: None.

ECO 102 ECONOMICS 3 0 3

The fundamental principles of economics, including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand, and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.

Prerequisite: None.

ECO 104 ECONOMICS 3 0 3

Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.

Prerequisite: ECO 102.

ECO 108 CONSUMER ECONOMICS 3 0 3

Designed to give practical help to the person who wants to do a better job of managing his personal finances. A study of personal financial planning, budgeting, buying on credit, borrowing money, investing savings, buying all forms of insurance, home ownership, and estate planning.

Prerequisite: None.

EDP 104 INTRODUCTION TO DATA PROCESSING 3 2 4

An introductory course designed to acquaint the student with the field of data processing. Includes a historical review of data processing, basic terminology, and fundamental concepts of data processing and programming. Laboratory exercises devoted to familiarizing the student with basic data processing equipment.

Prerequisite: None.

DRAFTING

Course Title	Quarter Hours		
	Class	Lab	Credit

DFT 101 TECHNICAL DRAFTING 0 6 2

The application of orthographic projection principles to the more complex drafting problems, primary and secondary auxiliary views, simple and successive revolutions, and sections and conventions will be studied. Most important is the introduction of the graphic analysis of space problems. Problems of practical design elements involving points, lines, planes, and a combination of these elements shall be studied. Dimensioning practices for "details" and "working drawings", approved by the American Standards Association will also be in-

cluded. Introduction is given to intersections and developments of various types of geometrical objects.

Prerequisite: DFT 101.

DFT 102 TECHNICAL DRAFTING 0 6 2

The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, free-hand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective are introduced.

Prerequisite: None.

DFT 108 ARCHITECTURAL DRAFTING 0 6 2

An approach in depth to the study of architectural drafting, development of techniques in architectural lettering, dimensioning, freehand sketching and instrument drawing. Drawing of construction details, using appropriate material symbols and conventions, and working drawings, including plans, elevations, sections, scale details and full size details will be prepared from preliminary sketches.

Prerequisite: DFT 101.

DFT 140 LAYOUT DRAFTING 0 6 2

Continuation of drafting with emphasis place on sample room layouts, both residential and commercial; recognizing existing problems, structural changes and remodeling. Problems will be given making use of architectural floor plans and their solutions with a prescribed number of furniture items and equipment.

Prerequisite: DFT 108.

ELECTRONICS

Course Title	Quarter Hours		
	Class	Lab	Credit
ELC 111 FUNDAMENTALS OF ELECTRICITY	3	0	3
This course is designed to give the student a basic understanding of electricity, its measurement, and its use.			
Prerequisite: None.			
ELC 112 ELECTRICAL FUNDAMENTALS I	5	6	7

A qualitative study of units of measurement, electrical quantities, simple circuits, electromotive forces, current, power laws, basic

electrical instruments and measurements, resistance, impedance and basic circuit components. Concepts taught are generally limited to fundamentals with very little emphasis placed on quantitative aspects. Laboratory work will teach the proper use and care of basic hand tools and the basic manual skills used in working with electricity. Measurement techniques and safety practices will be stressed throughout.

Prerequisite: None.

ELC 113 ELECTRICAL FUNDAMENTALS II 5 6 7

Additional electrical concepts and circuit analysis procedures as applied to more complex two terminal and simple two port networks are introduced. Laboratory work will include additional measurement techniques with emphasis on verification of theoretical concepts.

Prerequisite: ELC 112 or MAT 101.

ELC 114 ELECTRICAL FUNDAMENTALS III 3 2 4

Advance circuit analysis techniques as applied to two port passive networks are introduced with emphasis on analysis and mathematical computations. Laboratory experiences are used to support analysis activities.

Prerequisite: ELC 113 or MAT 102.

ELN 104 INTRODUCTION TO ELECTRONIC DATA PROCESSING SYSTEMS 3 2 4

An introductory course designed to acquaint the student with the field of data processing. Includes a historical review of data processing, basic terminology, and fundamental concepts of data processing and programming. Laboratory exercises devoted to familiarizing the student with basic data processing equipment.

Prerequisite: None.

ELN 113 BASIC ELECTRONICS 3 0 3

The second in a series of three electrical and electronics courses for students in the Photography and Photofinishing programs. This course was formally called PHO 123: Industrial Technology II. This course is a basic electronics course for the students above. The course gives a general overview of electronics with emphasis on those techniques and circuits that are encountered in Photographic equipment.

Prerequisite: None.

ELN 121 ELECTRONICS I 3 4 5

Presents qualitative electronics concepts beginning with systems and networks and proceeding to devices. Typical networks such as power supplies amplifiers, oscillators, and feedback circuits are introduced. Solid state devices and vacuum tubes are introduced as idealized devices. Experience is provided in basic troubleshooting techniques.

Instruments are introduced as needed for simple testing and measurements.

Corequisite: ELC 113.

ELN 122 ELECTRONICS II 5 6 7

A quantitative study beginning with active control devices and proceeding to networks. A variety of equivalent circuit models are used to evaluate device and system parameters and predict circuit performance. Instruments are used in the lab to collect data, verify math predictions, and troubleshoot.

Prerequisite: ELN 121.

ELN 123 ELECTRONICS III 3 4 5

Continues the study of active networks. Emphasis is on the analysis and design of both networks and active circuits. In addition, fundamentals, design techniques and typical applications of linear integrated circuits are introduced.

Prerequisite: ELN 122 or MAT 103.

ELN 213 ELECTRONIC IMAGE SYSTEMS 3 0 3

A study of the theory of converting images to electrical signals which may be displayed or stored electronically. The course will include the theory of magnetic tape recording, cathode ray tube display and digital techniques for image signal conversion and storage.

Prerequisite: ELN 113 or equivalent.

ELN 218 PULSE, LOGIC AND DIGITAL CIRCUITS 3 4 5

Emphasizes the study of wave shaping and non-sinusoidal wave generating circuits using discrete and integrated components. Wave shaping topics include: simple passive wave shaping circuits and more complicated waveshaping circuits using active devices. Topics covered under non-sinusoidal wave generating circuits include: multivibrators, sweep generators, and other types of special purpose circuits using discrete and integrated components. An introduction to Boolean algebra and its applications for the simplification of logic circuits is also included.

Prerequisite: ELN 123.

ELN 219 DIGITAL FUNDAMENTALS 3 4 5

Emphasizes the study of combinational and sequential logic circuits using discrete and integrated components. Topics include: binary arithmetic, numbering systems, Boolean algebra, storing, timing, gating, and counting. Typical applications in industry will be presented.

Prerequisite: ELN 123.

ELN 220 ELECTRONIC SYSTEMS I 4 4 5

A general survey of electronic systems with emphasis on their de-

scription in block diagram format. Systems to be studied are those used in communications, computing, measurement, automatic control, and others of a specialized nature as appropriate.

Prerequisite: ELN 123.

ELN 222 ELECTRONIC SYSTEMS II (Specialized Elective) 5 4 7
OPTIONS: (A) COMMUNICATIONS, (B) COMPUTERS, OR (C) AUTOMATIC CONTROL

ELN 222 ELECTRONIC SYSTEMS II:
(A) COMMUNICATIONS 5 4 7

Introduction to fundamental aspects of electronic communication systems with special emphasis on need for modulation, types of modulation, frequency spectra and bandwidth requirements. Qualitative study of the principles of MA, SSB, and FM including the generation and detection of signals and their frequency spectra. Transmission and propagation of radio signals will be studied.

Prerequisite: ELN 220.

ELN 222 ELECTRONIC SYSTEMS II:
(B) COMPUTERS 5 4 7

The course consists of a functional block diagram analysis of a number of digital computer systems. Emphasis is placed on the mini/micro computer variety currently being used in industry. The lab will provide practice in manipulating the hardware and software associated with such computers.

Prerequisite: ELN 220.

ELN 222 ELECTRONIC SYSTEMS II:
(C) AUTOMATIC CONTROL 5 4 7

Automatic control concepts including calibration, measurement and standards are introduced. Laboratory exercises are provided on simulated or generalized measurement and control systems that include indicators, recorders, and controllers. Emphasis is placed on process or system stability using various types of controllers. Final control elements and their characteristics are studied. Graphical analyses and solutions of process control systems are included.

Prerequisite: ELN 220.

ENL 224 ELECTRONIC SYSTEMS III: 5 4 7
OPTIONS: (A) COMMUNICATIONS, (B) COMPUTERS, OR (C) AUTOMATIC CONTROL

ELN 224 ELECTRONIC SYSTEMS III:
(A) COMMUNICATIONS 5 4 7

Study of specialized electronic communication systems such as TV, microwave, radar, and optical communication systems. Discussion of sampling and pulse systems including techniques of multiplexing such as PAM, PDM, PCM, and PPM.

Prerequisite: ELN 222.

ELN 224 ELECTRONIC SYSTEMS III:**(B) COMPUTERS**

5 4 7

This course deals with the detailed theory of the computer systems previously covered followed by troubleshooting and maintenance procedures. The lab consists of digital measurements in support of operation theory followed by actual troubleshooting practice, dealing with systems analysis and diagnostic procedures.

Prerequisite: ELN 222.

ELN 224 ELECTRONICS SYSTEMS III:**(C) AUTOMATIC CONTROL**

5 4 7

A study of automatic control theory and processes including the characteristics and mathematical models of linear systems. Practice is provided in specifying and selecting process or automatic control parameters and equipment. Electronic and mechanical controls are introduced as well as the use of the minicomputer in the control loop. Practical analysis and evaluation on actual or simulated processes or systems is covered in the laboratory.

Prerequisite: ELN 222.

ELN 246 ELECTRONICS DESIGN PROJECT

0 6 3

A laboratory class emphasizing independent research and design work by the student. The student will select a project in consultation with the instructor; perform the required research; compile data; formulate a theoretical model; and construct, test, and evaluate a working model of the selected project.

Prerequisite: ELN 220.

FLORAL DESIGN AND HORTICULTURE

Course Title

Quarter
Hours
Class Lab. Credit**AGR 185 SOIL SCIENCE FERTILIZERS**

3 2 4

A course dealing with the basic principles of efficient classification, evaluation, and management of soils; care, cultivation and fertilization of the soil, and conservation of soil fertility. A review of the source, function, and the use of the major and minor plant food elements; commercial fertilizer ingredients; soil acidity, liming materials; application of fertilizer and liming materials.

FLO 101 FLORAL DESIGN I

3 4 5

An introduction to the language of the industry through business procedures and its products. A basic study of floral supplies, design, tools, color and production methods. A study of buying perishables and non-perishable items and their storage and care. Students will

be given study cases of national, international, and local membership agencies for florists. A study of the history and principles of flower arrangements.

FLO 102 FLORAL DESIGN II

2 4 4

A course dealing with geometric design of floral arrangements. With the use of artificial flowers, each student will design corsages, corsage accessories, novelties, and funeral designs. Student designs will become a part of subject matter with the visual marketing value. Price, markup, and profit will be studied with each design.

FLO 103 FLORAL DESIGN III

2 5 4

Basic study of a flower shop interior and exterior. A layout will be made of a flower shop for a complete study of site and location, time and motion, lighting, equipment, display window, work room and sales area. Introduction to wedding equipment and fashions and styles of wedding bouquets. Relationship of florist and church, wedding rehearsals and methods of formal decorations. Floral arrangements for all occasions, including free form and geometric are made using artificial flowers.

FLO 112 FLORAL ART & COLOR

3 0 3

This course is to acquaint the student with the role of the decorator striving for beauty. The student must recognize concepts that have developed through inevitable changes in our environmental patterns. The student will study period decorations to become aware of the dominant influence that it has on floral arrangements. Color theory and its applications to our surroundings will give students an awareness of nature.

**FLO 199 WORK EXPERIENCE AND ASSIGNMENT
IN EXOTIC HOUSE PLANTS**

0 40 4

This course consists of one quarter of supervised cooperative work experience of approximately 11 weeks at 40 hours each, or approximately 440 total hours awarding 4 quarter hours credit. The objective of this course is to provide the student—before graduation from his curriculum—a real working practice in an environment. This period of time will enable the student to use the equipment and perform the processes and services required of his specialty under close supervision and with responsibilities commensurate with his capabilities. The cooperative work experience period will be carefully planned and closely supervised by both the educational institution, the student, and the agency or business will provide for a programmed sequence of activities for the educational elements of the work clearly defined.

FLO 204 FLORAL DESIGN IV

3 6 6

A course dealing with the use of fresh flowers in free form and geometric designs. Basic principles of taking orders over the phone—

learning to sell an item that the customer does not see and then designing the product. Prepared greens and flowers are used in designs created for home, office and institutional use.

FLO 205 FLORAL DESIGN V 2 8 6

A continued study and exercises in floral arrangements using fresh flowers and greens. Novelty pieces, Christmas designs, wedding bouquets, and corsages will be designed by the student. A study of window display and props will be made by the student. Exercises in carving styrofoam from patterns to be used as accessories for arrangements and display.

FLO 206 FLORAL DESIGN VI 2 4 4

Continued emphasis is placed on an effective floral design product. Flowers, plants and accessories are used in combinations to express the individuality of the designer. Each student continues to develop their artistic ability, creating a challenge to make every design to the best possible advantage. The art of decorating pot flowers and foliage plans and to create more beauty and use is stressed.

FLO 221 SPECIALTY PURCHASING 3 0 3

Presents the fundamental principles of buying those supplies required by the florist. Deals with sources for those supplies, methods of ordering to provide these services when needed, and adapting orders to concur with consumer demands.

FLO 237 FLORAL SHOP OPERATION AND MANAGEMENT 4 6 7

Introduction to the business management world. Particular attention is devoted to the fourteen steps in opening a small business. Special attention is given to reading a profit and loss statement and instituting a system of keeping records for a small business. Mini courses in credit, income taxes, and payroll are studied for effective operations of a small business.

HOR 150 GENERAL HORTICULTURE 3 2 4

Application of those principles studied in plant science to horticultural practices. Time will be devoted to the study of those cultural practices necessary for growing landscape plants both in a controlled environment as well as open field planting. In addition the students will be introduced to plant propagation and its application.

HOR 160 PLANT IDENTIFICATION I 5 0 5

A study of identification, classification, adaptation, and the nomenclature including the uses and care of tropical plants sold in the floral and horticultural industries.

HOR 161 PLANT IDENTIFICATION II 3 0 3

A study of the identification, adaptation and nomenclature of orna-

mental trees, shrubs, vines, and ground covers. Emphasis is given to the effects on design, planting and care of these landscape ornamentals.

HOR 170 PLANT DISEASE AND PEST CONTROL 5 2 6

To study the major causes of disease in plants including bacteria, fungi, nematodes, viruses and parasitic seed plants. Emphasis will be placed on recognition of symptoms of the main types of diseases affecting crops in North Carolina and the methods by which these diseases may be controlled. Proper use of fungicides, soil fumigants and other practical control measures will be covered. Also a study of the more common greenhouse and ornamental insect pest will be made. Insect anatomy and destruction techniques will be covered.

HOR 230 LANDSCAPE MAINTENANCE 2 4 4

A study of the maintenance of landscaped areas including planting, pruning, fertilization and pest control of lawns, golf courses, shrubs, trees and bedding of annuals and perennials.

HOR 251 LANDSCAPE PLANNING I 2 2 3

An introductory study of the basic principles of landscape design. Considerable emphasis is placed upon the problems associated with residential site development. The course offers a section devoted to blueprint reading and drawing. Considerable laboratory time is devoted to visitations to established residential sites. The course is oriented toward an understanding of certain basic principles, fundamental to all landscape design endeavors.

HOR 252 LANDSCAPE PLANNING II 2 4 2

Development and maintenance of landscape areas including planning, pruning, fertilization, and pest control. Fundamentals of landscape economics such as costs, contracts, calculating areas, volumes, and plant quantities for landscape projects. Selection and use of materials in landscape construction.

HOR 254 PLANT PROPAGATION 2 4 4

A study of basic concepts and principles of sexual and asexual propagation. Techniques are learned through practical exercises conducted in laboratory sessions. Emphasis is given to those propagation methods widely utilized in the nursery industry.

HOR 256 NURSERY PLANTS AND FLOWER PRODUCTION 3 0 3

A study of field grown container nursery stock, vegetable, and flower production. Experience will be gained in specific practices such as planting, fertilization, pruning, root pruning, weed control, irrigation, digging and balling, and marketing of nursery crops.

GENERAL EDUCATION

Course Title	Semester Hours		
	Class	Lab	Credit
ANT 101 MAN IN NATURE	3	0	3
Anthropology's answers to the question, "What Is Man?" A basic understanding of the human condition, i.e., man and his place in nature. Anthropology and human problems.			
ANT 212 GENERAL ANTHROPOLOGY	3	0	3
Survey of general anthropology. Includes an inquiry into origins of man, prehistory and comparative study of culture.			
ART 105 INTRODUCTION TO ART	3	0	3
Intensive analysis of selected monuments and artists.			
BIO 101 PRINCIPLES OF BIOLOGY	3	2	3
Emphasis placed on philosophical basis of science, molecular and cellular basis of life, ecological principles, evolution by means of natural selection and diversity of living things.			
BIO 102 PRINCIPLES OF BIOLOGY	3	2	3
Basic coverage of cellular and organismic reproduction, patterns of inheritance, development, evolution and maintenance of homeostasis.			
CHEM 103 GENERAL DESCRIPTIVE CHEMISTRY I	3	0	3
The first semester of an introductory course for students whose programs require only one year of college chemistry. Among the topics introduced are: states of matter, atomic and molecular structure and chemical equilibrium.			
ECO 201 INTRODUCTORY MICROECONOMICS AND SOCIAL ISSUES	3	0	3
An introduction to microeconomic principles and methods of analysis. The application of microeconomic analysis to selected social issues. Topics include the market system, supply and demand and cost benefit analysis. These principles are studied in the context of specific social problems.			
ECO 202 INTRODUCTORY MACROECONOMICS AND SOCIAL ISSUES	3	0	3
An introduction to elementary macroeconomic principles and methods of analysis. The application of macroeconomic principles to selected social issues. Topics include national income, the monetary system, inflation, recession, the national debt, international trade and economic growth.			

ENG 101 ENGLISH COMPOSITION	3	0	3
ENG 102 ENGLISH COMPOSITION	3	0	3

Designed to develop ability to read with discrimination and to write effectively. First semester: practice in expository writing; study of essays. Second semester: continued practice in writing exposition; practice in use of source materials.

ENG 105 APPROACH TO FICTION	3	0	3
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Reading and analysis of representative American and English novels and short stories, including the contemporary. Introduction to critical concepts and vocabulary useful in the study and evaluation of fiction.

ENG 106 APPROACH TO POETRY	3	0	3
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Close reading and analysis of poetry; introduction to critical concepts and vocabulary useful in the study and appreciation of poetry.

ENG 211 ENGLISH LITERATURE	3	0	3
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ENG 212 ENGLISH LITERATURE	3	0	3
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Introduction to English literature. Emphasis on interpretation and intelligent appreciation of literary masterpieces.

ENG 251 AMERICAN LITERATURE FROM THE BEGINNINGS TO THE CIVIL WAR	3	0	3
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American culture and literature from early colonial times through Lincoln. Emphasis on expansion of the American mind.

ENG 252 AMERICAN LITERATURE FROM THE CIVIL WAR TO THE PRESENT	3	0	3
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American literature from 1860 to the present. Emphasis on Civil War and Reconstruction, westward expansion, the local color movement and regionalism, rise of realism, development of social revolt and beginning of naturalism.

GEO 201 CULTURAL GEOGRAPHY	3	0	3
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An introductory game/project oriented course concerned with the characteristics, description, development and spatial arrangement of world cultures or "way of life."

GEO 202 ECONOMIC GEOGRAPHY	3	0	3
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Characteristics, location and functional relationships of world economic patterns.

GEO 211 PHYSICAL GEOGRAPHY I	3	2	3
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An introduction to the earth's atmospheric environment/the physical bases and dynamics of phenomena responsible for weather and climate. Consideration also of man's inadvertent modification of weather and of the inherent variability of climate with time.

GEO 212 PHYSICAL GEOGRAPHY II 3 2 3

An examination of the physical and chemical processes responsible for the development of the earth's varied terrain characteristics. Environmental problems involving man's impact on landscape and river erosion are also considered.

HEA 101 HEALTH 3 0 3

To promote better living in present and future through an understanding of pertinent health needs of individual and community. Emphasis on development of values and insights as a basis for choices in meeting health problems. Primarily for freshmen and sophomores. Fulfills teacher certification requirements. Elective for all others.

HIS 113 THE WORLD IN THE TWENTIETH CENTURY 3 0 3

HIS 114 THE WORLD IN THE TWENTIETH CENTURY 3 0 3

Major developments which have shaped contemporary world, with emphasis on two world wars, Russian and Chinese revolutions, emergence of a third world of new nations and impact of modernization.

HIS 211 THE UNITED STATES: A GENERAL SURVEY 3 0 3

HIS 212 THE UNITED STATES: A GENERAL SURVEY 3 0 3

First semester: to 1865. Second semester: since 1865.

MAT 119 COLLEGE ALGEBRA 3 0 3

Review of elementary algebra, equations, inequalities, relations, functions, transformations, complex numbers, polynomial and rational functions sequences, series, mathematical induction. (Formerly 110).

MAT 121 ANALYTIC TRIGONOMETRY 3 0 3

Review of relations, trigonometric (circular) functions and identities, exponential and logarithmic functions, solutions of triangles, equations of second degree and their graphs.

MUS 241 MUSIC APPRECIATION 3 0 3

Introduction to literature of music, designed to give students a general understanding of musical forms and styles. Does not require previous musical training. Listening labs will be scheduled at the discretion of the instructor. Not open to music majors.

PHI 111 INTRODUCTION TO PHILOSOPHY 3 0 3

Discussion of the views and methods of major philosophers. Consideration of such topics as the foundation and scope of human knowledge, personal identity, freedom and the concept of mind.

PHI 115 ELEMENTARY LOGIC 3 0 3

An introduction to basic principles of reasoning including the syllogism, truth tables, induction and probability, fallacies and related topics.

PSC 105 POLITICAL ANALYSIS 3 0 3

Introduction to the basic concepts, ideas, approaches and methods used to study political institutions and behavior. Emphasis on the fundamental aspects of politics in general rather than on specific societies or communities.

PSC 221 AMERICAN NATIONAL GOVERNMENT 3 0 3

Organization and behavior of the institutions, groups and persons in American national government and politics. Emphasis varies by instructor and semester. An introductory level course.

PSY 221 GENERAL PSYCHOLOGY 3 0 3

Survey of psychology. Includes psychology as science, nervous system, growth and development, sensory and perceptual processes, motivation, emotion, learning, personality (normal and pathological), statistics, testing, intelligence, aptitudes and achievement. Students may not take both 221 and 223 for credit.

SOC 211 INTRODUCTION TO SOCIOLOGY 3 0 3

Scientific study of social behavior including factors involved in functioning and development of human society as culture, personality, social organization, institutions, stratification, social process and social change.

SPA 101 ELEMENTARY SPANISH 3 0 3

SPA 102 ELEMENTARY SPANISH 3 0 3

Introduction to Spanish with practice in listening, speaking, writing and reading. Supplementary instruction in the language laboratory.

PHOTOGRAPHY/PHOTOFINISHING

Course Title	Quarter Hours		
	Class	Lab	Credit
PHO 102 VISUAL STUDIES I	2	6	4
Introduction to visual perception and the abstracting properties of photography, with emphasis on understanding the translation of object to photographic image. Analysis of formal elements and picture organization as demonstrated in a comprehensive presentation of contemporary photography. Prerequisite: None.			
PHO 104 VISUAL STUDIES II	2	6	4
Continuation of PHO 102 with emphasis on color. Analysis of illustration and of allusive functions underlying impact and content. History			

of painting from Vermeer to Monet, and of photography in the 19th century, as preparation for PHO 106.

Prerequisite: PHO 102.

PHO 105 PHOTOCHEMISTRY 3 3 4

Brief review of basic chemistry followed by detailed study of reactions specific to photographic processes. Basic photographic laboratory methods and calculations are introduced.

Prerequisite: None.

PHO 106 VISUAL STUDIES III 2 6 4

Study of the work of 20th century photographers. Student research and presentations. The influences of modern photographic technique on the vision of photographer and client. Analysis of professional style.

Prerequisite: PHO 104.

PHO 107 FUNDAMENTALS OF PHOTOGRAPHY 3 9 6

Introduction to the principles governing image formation. Light, optics, camera mechanics, latent image, development, and basic densitometry are studied to establish the technical relationship of subject and photographic image. Assignments stress consistent exposure and darkroom techniques.

Prerequisite: None.

PHO 108 VIEW CAMERA 2 6 4

Comprehensive study of the view camera and its applications. Emphasis on thorough working knowledge of perspective modification and correction capabilities.

Prerequisite: PHO 107.

PHO 110 PROCESS CONTROL 3 6 6

Study of photographic quality control systems. Measurement, evaluation, and control of photographic processes using densitometry, sensitometry, and related monitoring systems. Control systems for continuous processing of film and papers.

Prerequisite: None.

PHO 112 INTRODUCTION TO MACHINE PROCESSING 2 6 4

Photographic processing mechanisms. Nomenclature, design and function of various machines currently used in the photofinishing, professional finishing, and school finishing industries.

Prerequisite: PHO 110.

PHO 114 BASIC LIGHTING 1 6 3

Introduction to the basic techniques used in studio lighting for illustration and portraiture. Electronic flash and quartz light sources are

studied and applied in assignments emphasizing controlled lighting of geometric forms.

Prerequisite: PHO 107.

PHO 115 MATERIALS AND PROCESSES I 3 3 4

Detailed study of the primary materials and processes of black-and-white photography. Theory and mechanics of light. Emulsions and sensitometry of emulsions are discussed in addition to their relationships with processing effects. Densitometry is studied as the end result of the photographic effect.

Prerequisite: PHO 105.

PHO 116 APPLIED LIGHTING 1 6 3

Study of special lighting techniques applied in the photography of glass, metals, and other reflective surfaces. Lighting for dramatic effects and special illustrative effects.

Prerequisite: PHO 114.

PHO 117 MATERIALS AND PROCESSES II 3 3 4

Detailed study of the primary materials and processes of color photography. Qualities of light and methods of light analysis are studied. Color sensitometry and densitometry are studied as quality control measures in color processing.

Prerequisite: PHO 115.

PHO 118 AUTOMATED MACHINE PRINTING 3 9 6

Study of automated printers: nomenclature, design, function, modification, and production uses. Printers for black-and-white and color: additive and subtractive color printing methods. Exposure control and color balance of printers. Multiple-exposure package printers.

Prerequisite: None.

PHO 120 AUTOMATED PHOTOGRAPHIC PROCESSES 2 18 8

Study and use of various processing systems. Emphasis on student's experience of work in processing and quality control with black-and-white and color negative, positive, and transparency materials.

Prerequisite: PHO 112.

PHO 121 GRAPHICS MATERIALS AND APPLICATIONS 2 6 4

Study and application of photo-sensitive materials used in the graphic arts for production of composite images and for reproduction preparation. Methods for supplementing and transforming the continuous-tone photograph are introduced in assignments requiring actual preparation of materials for use in the visual communications field.

Prerequisite: PHO 108 and PHO 114.

PHO 124 SMALL FORMAT PHOTOGRAPHY 3 9 6

Introduction to the small format camera and a survey of its applications in photojournalism, industrial photography, and audio-visual production. Instruction in portable lighting, special exposure techniques, and modification of film processing, prepares the student to work under adverse location conditions. Study includes a survey of the major small format systems in current use.

Prerequisite: PHO 117.

PHO 125 CUSTOM FINISHING 2 8 6

Actual printing and processing a variety of sizes up to 30 inch x 40 inch. Production printing on rolls and individual cut sheets will be done. Use of various electrical systems for determination of color balance. Quality assurance program matching print quality to the standards of the industry. Emphasis on craftsmanship.

Prerequisite: PHO 120.

PHO 127 PHOTOGRAPHIC MACHINE MAINTENANCE 2 12 8

Printer set-up procedures, operation, maintenance, adjustment, installation of accessories. Study of wiring diagrams, operations sequences. Maintenance of processor control, drive and replenishment systems.

Prerequisite: PHO 120.

PHO 128 ADVANCED PRINTING AND PHOTO-REPRODUCTION TECHNIQUES 2 9 5

Advanced study of various systems for determination of color balance with emphasis on highest standards of quality control. Corrective negative and positive silver-masking techniques. Specialized masking techniques with graphic arts materials. Transparency corrections.

Prerequisite: PHO 117 and PHO 120.

PHO 130 PHOTOGRAPHIC CORRECTION AND FINISHING 2 9 5

Introduction to chemical and physical methods for corrections on negatives and prints with bleaches, dyes, opaques pencils, etc. Introduction to the airbrush. Practice in various mounting and presentation techniques.

Prerequisite: None.

PHO 131 PRODUCTION TECHNIQUE 0 15 5

Day to day operation of an automated processing and finishing laboratory. Quality control of all processes in the lab. Production printing, processing, and finishing of black-and-white and color prints. Large-print finishing includes lacquer spraying, retouching, air brushing, and spotting. Portfolio development with instructor guidance.

Prerequisite: PHO 120.

PHO 135 PRODUCTION PROBLEM SOLVING 0 6 2

Individual creative approach to production problem solving. The student is encouraged to develop innovative solutions to real production difficulties and to seek improved methods of operation.

Prerequisite: PHO 120.

PHO 139 PRODUCTION SUPERVISION 0 15 5

Experience in supervision of actual photofinishing production within the school plant. Scheduled assignments give the student responsibility for management of manpower, morale, job communications, production evaluation, inventory control, cost control, in all areas of photofinishing operations.

Prerequisite: PHO 127 and PHO 128.

PHO 199 CONTROLLED WORK EXPERIENCE 11 400 4

A program of eleven class hours followed by 300 to 400 work hours in the industry at standard wages. The objective of this program is to familiarize the student with the attitudes and performance standards required by the industry as well as to further the student's technical skills. A job description for each position is established prior to employment and the student's performance is supervised and evaluated by a program coordinator and by a supervisor-designate of the employer.

Prerequisite: Permission of the coordinator. Successful completion of all courses scheduled prior to PHO 199 is usually required.

PHO 210 PORTRAIT PHOTOGRAPHY I 3 15 8

Introduction to the lighting, camera, and accessory equipment used in contemporary studio and location portrait photography, with emphasis on control of lighting for enhancement of the subject. Practice in camera and darkroom technique for effects of diffusion, vignetting, etc. Means of approach and posing of men, women, and children in the single-subject portrait. Introduction to cosmetics. Discussion of promotion, display, and direct sales methods.

Prerequisite: PHO 114 and PHO 117, or permission of instructor.

PHO 211 CATALOG ILLUSTRATION 3 15 8

Study and practice in the techniques of product photography for catalog publication. Use of space, continuity of lighting, and effective accessorizing are emphasized in assignments covering product categories of furniture, jewelry, soft goods, gift wares, housewares, and sporting goods. Study of various catalogs being produced in the present market.

Prerequisite: PHO 116 and PHO 117, or permission of instructor.

PHO 212 WEDDING PHOTOGRAPHY 2 6 4

Study of the range of techniques used in producing wedding candids and the formal bridal portrait. The student learns to work within the protocol of various religious services through assignments at staged wedding ceremonies. Darkroom techniques for popular montage prints and other special effects. Discussion of sales packages and album sources. In conjunction with this course, special classes in oil coloring are offered at student request.

Prerequisite: PHO 114 and PHO 117, or permission of instructor.

PHO 213 ADVERTISING ILLUSTRATION 3 15 8

Comprehensive study of the techniques of photography for advertising. Methods of working with art directors, agencies, and clients are introduced during a sequence of assignments covering food, fashion, interiors, and industry. Study of advertising photography in contemporary magazines. At the conclusion of this course, the student is required to mount an exhibit of his work demonstrating technical and aesthetic standards equal to those of the profession.

Prerequisite: PHO 211, or permission of instructor.

PHO 215 PHOTO-JOURNALISM I 3 15 8

Comprehensive instruction and practice in exposure and processing techniques applied in newspaper photography. Treatment of content and coverage in spot news, general news, sports, and similar events. Assignments emphasize coverage of real events where possible. Unexpected "events" on campus help condition the student's response to rapidly changing, often difficult, picture situations. Field trips familiarize the student with various newspaper operations.

Prerequisite: PHO 124, or permission of instructor.

PHO 216 PORTRAIT PHOTOGRAPHY II 3 15 8

Continuation of PHO 210 with emphasis on mastery of techniques and production of portraits of highest quality. Introduction of posing for group portraits. Special applications of airbrush and dye corrections are practiced in conjunction with PHO 230. Advanced camera and darkroom techniques. The student compiles a sourcebook for quality backdrops, cosmetics, albums, specialized camera accessories, retouching supplies, etc. At the conclusion of this course, the student is required to mount an exhibit of his work demonstrating technical and aesthetic standards equal to those of the profession.

Prerequisite: PHO 210, or permission of the instructor.

PHO 217 PHOTO-JOURNALISM II 3 15 8

Continuation of PHO 215 with emphasis on greater depth and scope of photographic reporting. Examination of the use of photographs in published feature articles and picture stories. Comprehensive assignments in black-and-white and in color are evaluated by student

and faculty groups for content and clarity. Production of storyboards for portfolio use. At the conclusion of this course, the student is required to mount an exhibit of his work demonstrating technical and aesthetic standards equal to those of the profession.

Prerequisite: PHO 215, or permission of instructor.

PHO 219 ASSIGNMENT PRODUCTION 1 9 4

Assignments in which the student is required to develop skills in organization and management of photographic production teams. Class hours include planning of staff, communication of production requirements, evaluation of individual and collective efforts and results. Students acting as project managers are responsible for team operations, materials acquisitions, job expediting, cost control, quality control, and final output.

Prerequisite: PHO 211 or PHO 215.

PHO 221 AUDIO VISUAL COMMUNICATIONS 2 6 4

Detailed study of audio-visual production methods including graphic and photographic techniques, control for image continuity and pacing, title slide production, script writing and audio production. Survey of major systems for audio-visual production and presentation in current use.

Prerequisite: PHO 121 or PHO 124.

PHO 230 ADVANCED PHOTOGRAPHIC CORRECTION AND FINISHING 2 6 4

Continuation of PHO 130 with emphasis on mastery of skills in negative and print corrections. Dye corrections on transparencies. Extensive practice with the airbrush for major alterations of the photographic image. Restoration. Special corrective techniques for portraiture and commercial illustration.

Prerequisite: PHO 130.

RELATED STUDIES

Course Title	Quarter Hours		
	Class	Lab	Credit
ENG 101 TECHNICAL COMMUNICATIONS	3	0	3
Designed to aid students in the improvement of communication skills to express ideas and technical information. Emphasis is on speaking and on writing the sentence, paragraph, and the whole composition with attention to grammar as the need arises. Intended to stimulate students to apply the accepted principles of English usage in their day-to-day situations in industry and social life.			
Prerequisite: None.			

ENG 102 TECHNICAL COMMUNICATIONS 3 0 3

Continuation of English 101.
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 reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum.
Prerequisite: ENG 102.

ENG 109 COMMUNICATION SKILLS 3 0 3

Practice in writing reports, both formal and informal, such as may be required on the job with much attention to the various levels of language use that different audiences require. Speaking and writing assignments will emphasize conciseness, clarity, and unity.

ENG III COMMUNICATIONS SKILLS 3 0 3

A practical study of oral communications with practice in realistic speaking situations. Emphasis is placed on small group and one-to-one communication. Attention is given to oral presentation of ideas, use of standard English, and effective listening.

ENG 204 ORAL COMMUNICATIONS 3 0 3

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews.

ENG 206 BUSINESS COMMUNICATION 3 0 3

A comprehensive study of the principles of effective business communications and the application of these principles to business reports, memorandums, and letters involving credit, collections, adjustments, complaints, orders, acknowledgments, remittances, and inquiry.
Prerequisite: ENG 102.

MAT 101 TECHNICAL MATHEMATICS 5 0 5

The real number system is developed as an extension of natural numbers. Number systems of various bases are introduced. Fundamental algebraic operations, the rectangular coordinate system, as well as fundamental trigonometric concepts and operations are intro-

duced. The application of these principles to practical problems is stressed.
Prerequisite: Satisfactory evidence that admission requirements have been met.

MAT 102 TECHNICAL MATHEMATICS 5 0 5

A continuation of MAT 101. Advanced algebraic and trigonometric topics including quadratics, logarithms, determinants, progressions, the binomial expansion, complex numbers, solution of oblique triangles and graphs of the trigonometric functions are studied in depth.
Prerequisite: MAT 101.

MAT 103 TECHNICAL MATHEMATICS 5 0 5

The fundamental concepts of analytical geometry, differential and integral calculus are introduced. Topics included are graphing techniques, geometric and algebraic interpretation of the derivative, differentials, rate of change, the integral and basic integration techniques. Applications of these concepts to practical situations are stressed.

MAT 110 BUSINESS MATHEMATICS 5 0 5

This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics.

MAT 111 BASIC MATHEMATICS 5 0 5

Required math course for Interior Design and Commercial Graphics majors. The objective of this course is to review and to reinforce the four basic mathematical operations using whole numbers, fractions, and decimals. These skills will be applied to computing percentages, ratios, areas, volumes, equivalent fractions, and conversions involving metric to English and English to metric units.
Prerequisite: None.

MAT 201 TECHNICAL MATHEMATICS 5 0 5

A continuation of MAT 103. More advanced concepts of differentiation and integration are considered. Included are graphs and derivatives of the trigonometric functions, exponential and logarithmic differentiation and integration, advanced integration techniques, polar equations, parametric equations, and Fourier series.
Prerequisite: MAT 103.

PHY 101 PHYSICS: PROPERTIES OF MATTER 3 2 4

A fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids at

rest and in motion, gas laws and applications. Laboratory experiments and specialized problems dealing with these topics are part of this course.

Prerequisite: None.

PHY 104 PHYSICS: LIGHT AND SOUND 3 2 4

A survey of the concepts involving wave motion leads to a study of sound, its generation, transmission and detection. The principles of wave motion also serve as an introduction to a study of light, illumination and the principles involved in optical instruments. Application is stressed throughout.

Prerequisite: MAT 101, PHY 101.

SOCIAL SCIENCE ELECTIVES

Course Title	Quarter Hours		
	Class	Lab.	Credit
ECO 108 CONSUMER ECONOMICS	3	0	3

Designed to give practical help to the person who wants to do a better job of managing his personal finances. A study of personal financial planning, budgeting, buying on credit, borrowing money, investing savings, buying all forms of insurance, home ownership, and estate planning.

PSY 112 PERSONALITY DEVELOPMENT 3 0 3

Designed to help the young woman make the most of her potential over and beyond her acquired job skills. The course is tailored to the needs of the business career woman. Emphasis is placed on grooming, nutrition, exercise and posture, personal and professional relationships, and etiquette.

Prerequisite: None.

PSY 209 SOCIAL ASPECTS OF ADVERTISING 3 0 3

A survey of the advertising industry exploring the social aspects of advertising. Course content includes the survey of psychological and socio-economic factors that influence consumer buying decisions, demographic and psychographic market information, basic requirements of mass communication, regulatory agencies and advertising, and the pros and cons of advertising.

Prerequisite: CAT 101.

SSC 232 SOCIAL HISTORY OF FURNITURE AND DECORATING 3 0 3

A social history of post-medieval France and England; American and

Oriental cultures as expressed in their respective decorative arts.

Prerequisite: None.

SSC 215 ART & DESIGN SEMINAR AND COLLOQUIUM 3 0 3

A seminar course using guest speakers from disciplines directly and related, to the Interior Design and Advertising Design professions addressing itself to the theme "The Designer in a Changing Society". Topics that are to be explored and discussed by students and speakers include the effect of changes in society upon the designer, designer/client relationships, trends and directions in contemporary art, the designer as a businessman, pros and cons of freelancing, the designer's legal obligations, to name a few.

TEACHER AIDE

Course Title	Quarter Hours		
	Class	Lab.	Credit
EDU 115 LANGUAGE ARTS FOR CHILDREN	3	0	3

Study of state adopted textbooks and other media in reading, handwriting, spelling and language. Reading skills: word attack, comprehension, rate and language usage will be emphasized. Exercises to develop better listening skills will be provided. The student will collect a resource file of games and activities designed to strengthen the Language Arts program.

EDU 137 MATH AND SCIENCE FOR CHILDREN 2 3 3

Study of basic concepts of biological, physical, and mathematical sciences. Laboratory experiences provide opportunity for demonstrating simple science and mathematic concepts to young children, utilizing materials from nature and simple equipment.

EDU 150 THE PUBLIC SCHOOLS AND THE ROLE OF THE AIDE 3 2 4

The structure of the public school system in North Carolina, funding sources, and policies and laws affecting the teacher aide will be covered. The role of the aide, as well as the roles of professional educators, will be established. Field trips to schools and classrooms will be part of the course requirements.

EDU 203 EXCEPTIONAL CHILDREN 3 0 3

The study of children with developmental variations. Consideration is given to recognition of problems, community resources and selection of appropriate activities for the child with exceptional mental or physical development.

EDU 234 AUDIO-VISUAL INSTRUCTION 3 3 4

The scope of the course will include practical consideration involved in selecting, using and evaluating the use of educational media to be found in schools today. Experiences in the operation and proper care of audio-visual equipment and materials will be provided. The preparation of inexpensive, teacher-student made audio-visual material will also be stressed. Examples will be drawn from all subject fields and from all elementary levels of instruction.

ENG 217 CHILDREN'S LITERATURE 3 0 3

A study of children's literature which includes the history and the various types of literature appropriate for young children. Evaluation of modern writers, illustrators and books will be emphasized.

HEA 101 PERSONAL HYGIENE AND HEALTH 2 0 2

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.

HEA 119 FIRST AID 2 0 2

This course is designed to prepare a student for certification by the American Red Cross in first aid. Course will cover those areas pertinent to first aid needs for personnel in the field.

PSY 102 GENERAL PSYCHOLOGY I 5 0 5

A study of the various fields of psychology; the developmental process; motivation; emotion; frustration and adjustment; mental health; attention and perception; problems of group living. Attention is given to application of these topics to problems of study, self-understanding, and adjustment to the demands of society.

PSY 105 HUMAN GROWTH AND DEVELOPMENT: PRE-NATAL AND INFANT 3 0 3

A study of the psychological and biological factors that affect the mother and child during the prenatal and infant periods.

PSY 106 HUMAN GROWTH AND DEVELOPMENT: EARLY CHILDHOOD 3 0 3

An examination of the emotional and social development from infancy to pre-adolescence.

PSY 201 HUMAN GROWTH AND DEVELOPMENT: MIDDLE CHILDHOOD AND ADOLESCENCE 3 0 3

A study of the nature and source of the problems of adolescents in western culture; physical, emotional, social, intellectual and personality development of adolescents.

PSY 215 INTERPERSONAL RELATIONSHIPS AND COMMUNICATION 3 0 3

A basic course dealing with interpersonal and communication skills utilized in helping relationships. Examination is made of barriers which prohibit communication and hamper the helping process. The student will learn techniques of interviewing for specific purposes and acquire abilities in working with people.

RED 101 INTRODUCTION TO READING EDUCATION 3 3 4

An initial exposure to the role of a teaching assistant with particular emphasis upon assisting with public school reading programs. The student will study such topics as the relationship among school personnel, profession work behavior, home-school cooperation, etc. Laboratory experiences will center upon structured observation with a variety of reading teaching setting.

RED 102 METHODS, MATERIALS, AND TECHNIQUES OF TEACHING READING I 5 6 7

An overview of the major approaches to the teaching of children/adults to read. A major emphasis will be the study and utilization of materials actually found in the laboratory setting. Additional stress will be placed upon the acquisition of the vocabulary specific to reading education and to the piloting of reading lessons with small groups of school children.

RED 103 METHODS, MATERIALS, AND TECHNIQUES OF TEACHING READING II 5 6 7

Guided practice in the preparation of reading lessons, small group instruction, and evaluation of instruction. Students will be encouraged to utilize existing materials and identify teaching strategies that work well with children. An in-depth examination of the reading process and strategies for individualization will be introduced.

RED 203 READING IN CONTENT AREAS 3 6 5

An exploration of the role of reading abilities in mastering content (mathematics, science, social studies, etc.) material. The student will be required to translate knowledge of reading and the reading process into lessons designed to teach "content". It is expected that the student will rely, in a large measure, upon the non-reading text books of the laboratory school for in-class work.

RED 204 SEMINAR AND PRACTICE IN READING EDUCATION I 2 6 4

A guided field experience designed to implement earlier course work. The student will be required to provide instruction planned by the professional teacher. Direct supervision and weekly discussion of the student's progress will be a feature of the course. It is expected that

the student will actively participate in the seminar under the guidance of a faculty member.

**RED 205 SEMINAR AND PRACTICE
IN READING EDUCATION II**

2 6 4

An extension of RED 204. Specific attention will be devoted to assessing the extent to which the student can integrate concurrent course-work in Human Interaction and Content Reading into reading instruction. Weekly seminars will center upon community and school influences for the evolution of the teaching of reading. Seminar topics will also be drawn from the student's laboratory work during the previous week.

SOC 102 INTRODUCTION TO SOCIOLOGY

5 0 5

This course involves a general survey of the field of sociology. It also examines major sociological concepts of the disciplines; differentiates sociology from other disciplines; and surveys such substantive topics as culture, personality, social stratification, institutions, community, social change, collective behavior, social problems, and other major areas of sociological concern.

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 institutions. A practicum experience is closely correlated with classroom activities so that students may apply knowledge and skills to an on-the-job learning situation.



Course content for One-Year Diploma and Evening Certificate courses is outlined in the course descriptions to follow. One-Year Diploma courses are numbered 1000 through 1100. All courses are to be pursued in a normal sequence with prerequisite courses taken as indicated.

Provided for each course is the following information: course number, title, number of class, laboratory, and credit hours.

AUTOMOTIVE MECHANICS (PME)

Course Title	Quarter Hours		
	Class	Lab.	Credit
AHR 1101 AUTOMOTIVE AIR CONDITIONING	2	3	3
General introduction to the principles of 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 the system. Prerequisite: PHY 1102.			
AUT 1121 BRAKING SYSTEMS	3	3	4
A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment, and repair. Prerequisite: PHY 1102.			
AUT 1123 AUTOMOTIVE CHASSIS AND SUSPENSION SYSTEMS	3	9	6
Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, and steering systems. Units to be studied will be shock absorbers, springs steering systems, steering linkage, and front end alignment. Prerequisite: PME 1102.			
AUT 1124 AUTOMOTIVE POWER TRAIN SYSTEMS	3	9	6
Principles and functions of automotive power train systems: clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair. Prerequisite: PHY 1102, AUT 1123.			
AUT 1125 AUTOMOTIVE SERVICING	3	9	6
Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing. Prerequisite: AUT 1123, AUT 1121, AHR 1101.			

PME 1101 INTERNAL COMBUSTION ENGINES 3 12 7

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.
Prerequisite: None.

PME 1102 ENGINE ELECTRICAL AND FUEL SYSTEMS 5 12 9

A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, 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.

AUTOMOTIVE BODY REPAIR

Course Title	Quarter Hours	Class	Lab.	Credit
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AUT 1111 AUTO BODY REPAIR 3 15 8

Basic principles of automobile construction, design, and manufacturing. A thorough study of angles, crown, and forming of steel into the complex contour of the present day vehicles. Application of the basic principles of straightening, aligning, and painting of damaged areas.

AUT 1112 AUTO BODY REPAIR II 3 12 7

A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges and beads, and straightening typical auto body damage. Acquisition of skills such as shaping angles, crowns, and contour of the metal of the body and fenders. Metal work and painting.
Prerequisite: AUT 1111.

AUT 1113 METAL FINISHING AND PAINTING 3 12 7

Development of the skill of shrinking stretched metal, soldering and leading and preparation of the metal for painting. Straightening of doors, hoods, and deck lids fitting and aligning. Painting fenders and panels, spot repairs, and complete vehicle painting. Use and application of power tools.
Prerequisites: AUT 1112, WLD 1105.

AUT 1114 BODY SHOP APPLICATIONS 3 21 10

Application of all phases of training. Methods of removing and installing interior trim; painting of trim parts and accessories. Glass

removal and installation. Repairing and replacing damaged cooling system components. Repair, order writing, parts purchasing, estimates of damage, and developing the final settlement with the adjuster.
Prerequisite: AUT 1112.

AUT 1115 AUTO FRAMES AND SUSPENSIONS 2 6 4

General information and instruction in the automotive frame and suspension systems, the method of operation and control and the safety of the vehicle. Straightening of frames, unitized underbodies and front wheel alignment.
Prerequisites: AUT 1113, MAT 1101.

ELECTRICAL MAINTENANCE

Course Title	Quarter Hours	Class	Lab.	Credit
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ELC 1112 DIRECT AND ALTERNATING CURRENT 5 12 9

A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and Kirchoff's Law. A study of the sources of direct current voltage potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits.
Prerequisite: None.

ELC 1113 ALTERNATING CURRENT AND DIRECT CURRENT MACHINES AND CONTROLS 5 12 9

Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple system controls. An introduction to the type control used in small appliances such as: thermostats, timers, or sequencing switches.
Prerequisites: ELC 1112, MAT 1115.

ELC 1114 ELECTRICAL CONTROLS 2 4 3

Continued study of electrical controls, with emphasis on single phase, and three phase across the line starters. Mock-ups of controls used in industry will be studied with trouble-shooting techniques being applied. Use of wiring diagrams and schematics in advanced and complex control systems.
Prerequisites: ELC 1112, ELC 1113, MAT 1115.

ELC 1124 RESIDENTIAL WIRING 5 9 8

Provides instruction and application in the fundamentals of blueprint

reading, planning, layout, and installation of wiring in residential applications such as services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.

Prerequisites: ELC 1113, DFT 1110.

ELC 1125 COMMERCIAL AND INDUSTRIAL WIRING 3 8 6

Layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electrical Codes, and the application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems.

Prerequisites: ELN 1118, ELC 1124.

ELN 1118 INDUSTRIAL ELECTRONICS 3 6 5

Basic theory, operating characteristics, and application of vacuum tubes such as: diodes, triodes, tetrodes, pentodes, and gaseous control tubes. An introduction to amplifiers using triodes, power supplies using diodes, and other basic applications.

Prerequisite: ELC 1113.

ELN 1119 INDUSTRIAL ELECTRONICS 3 6 5

Basic industrial electronic systems such as: motor controls, alarm systems, heating systems and controls, magnetic amplifier controls, welding control systems using thyatron tubes, and other basic types of systems commonly found in most industries.

Prerequisite: ELN 1118.

MACHINE SHOP

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
MEC 1101 MACHINE SHOP THEORY AND PRACTICE	2	12	6

An introduction to the machinist trade and the potential it holds for craftsman. Deals primarily with the identification, care and use of basic hand tools and precision measuring instruments. Elementary layout procedures and processes of lathe, drill press, grinding (off-hand) and milling machines will be introduced both in theory and practice.

Prerequisite: None.

MEC 1102 MACHINE SHOP THEORY AND PRACTICE 2 12 6

Advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machine shaper. The student will be introduced to the basic operations on the cylindrical grinder and

will select projects encompassing all the operations, tools and procedures thus far used and those to be stressed throughout the course.
Prerequisite: MEC 1101.

MEC 1103 MACHINE SHOP THEORY AND PRACTICE 4 12 8

Advanced work on the engine lathe, turning, boring and threading machines, grinders, milling machine and shaper. Introduction to basic indexing and terminology with additional processes on calculating, cutting and measuring of spur, helical, and worm gears and wheels. The trainee will use precision tools and measuring instruments such as vernier height gages, protractors, comparators, etc. Basic exercises will be given on the turret lathe and on the tool and cutter grinder.

MEC 1104 MACHINE SHOP THEORY AND PRACTICE 4 12 8

Development of class projects using previously learned procedures in planning, blueprint reading, machine operations, final assembly and inspection. Additional processes on the turret lathe, tool and cutter grinder, cylindrical and surface grinder, advanced milling machine operations, etc. Special procedures and operations, processes and equipment, observing safety procedures faithfully and establishing of good work habits and attitudes acceptable to the industry.

Prerequisite: MEC 1103.

MEC 1112 MACHINE SHOP PROCESSES 1 3 2

To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade.

Prerequisite: None.

MEC 1115 TREATMENT OF FERROUS METALS 2 3 3

Investigates the properties of ferrous metals and tests to determine their uses. Instructions will include some chemical metallurgy to provide a background for the understanding of the physical changes and causes of these changes in metals. Physical metallurgy of ferrous metals, producing iron and steel, theory of alloys, shaping and forming, heat treatments for steel, surface treatments, alloy of special steel, classification of steels, and cast iron will be topics for study.

Prerequisite: None.

MEC 1116 TREATMENT OF NON-FERROUS METALS 2 3 3

Continuation of the study of physical metallurgy. The non-ferrous metals: bearing metals, (brass, bronze, lead), light metals (aluminum metals: bearing metals, (brass, bronze, lead), light powder metallurgy, titanium, zirconium, indium and vanadium are included in this course.

Prerequisite: MEC 1115.

PRACTICAL NURSING EDUCATION

Course Title	Hours Per Week		Quarter
	Class	Lab.	Hours Credit
NUR 1101 FUNDAMENTALS OF NURSING	6	6	6
<p>This is an introductory course which provides opportunity for students to become oriented to basic facts, concepts, and principles related to nursing roles and functions and health needs of patients. Principles of body mechanics and asepsis, assistance with daily living activities, and other basic nursing functions are included. Nurse-patient relationships and the nursing processes are explored. Nursing laboratory and Randolph Hospital will be used for supervised practice of skills.</p>			
NUR 1102 ANATOMY	5	0	5
<p>A study of the normal structure and functions of the human body with man identified as a living organism composed of cells, tissues, organs, and systems. The normal body is studied as a basis for understanding variations from the normal. Included are the integumentary, muscular-skeletal, circulatory, respiratory, urinary, reproductive, endocrine, nervous, sensory and digestive systems. Basic concepts from physics and biology including immunology are presented as they relate to nursing. The nursing laboratory will be utilized in study and examination of charts, skeletal and other models of human body parts.</p>			
NUR 1103 NUTRITION	3	0	3
<p>Presents practical study of nutrients, how they are used by the body, sources and types of food necessary for the balanced diet and variations of basic diet to meet development or other needs. Physiological processes of digestion, absorption, and metabolism are discussed. An introduction to the most commonly used hospital diets is included.</p>			
NUR 1105 MEDICAL - SURGICAL NURSING I	4	9	7
<p>Provides an introduction to medical-surgical problems of patients and their reactions to illness. The study includes the identification of pathophysiological changes, diagnostic testing, methods of treatment, and nursing care of geriatric patients, long term illness patients, patients with cancer, and patients with respiratory disorders. Clinical experiences are planned using selected patients on the Medical-Surgical Units in Randolph Hospital, operating and recovery rooms.</p>			
NUR 1106 MATERNAL HEALTH NURSING	5	9	8
<p>A study of physiology and nursing care of the woman during antepartum, labor delivery and postpartum period. Most frequent complications will be presented; however emphasis will be on the</p>			

normal. Characteristics and nursing care of the normal newborn are also presented. Some time will be devoted to the more common complications in the mother and to care for the newborn. Supervised clinical experience with selected patients will be provided concurrently with theory.			
NUR 1107 CHILD HEALTH NURSING	5	9	8
<p>A study of the role of the practical nurse in the special patient-nurse-family relationship in her nursing care of the child. Includes a study of growth and development along with exploration of common childhood disorders at the various ages. Supervised clinical experience with selected patients will be provided concurrently with theory.</p>			
NUR 1108 GROWTH AND DEVELOPMENT	3	0	3
<p>A study of the basic principles of physiological and psychosocial growth states of the individual from conception through adulthood. Emphasis is on personality development and those factors surrounding the individual which have an influence on development.</p>			
NUR 1109 PHARMACOLOGY	3	0	3
<p>Presents the student with facts concerning sources, effects, legalities, and usage of drugs as therapeutic agents. Students are prepared to administer drugs by emphasizing mathematical conversion between systems, identification of drug order, drug classification and nursing responsibilities. Practice opportunities are provided in the classroom and clinical setting.</p>			
NUR 1110 MEDICAL-SURGICAL NURSING II	8	9	11
<p>Continues the study of Medical-Surgical Nursing. This study includes the identification of pathophysiological changes, diagnostic testing, methods of treatment and nursing care of patients with cardiovascular and blood disorders, endocrine disorders, gastrointestinal disorders, urinary and reproductive disorders, and musculoskeletal disorders. Experiences are planned in medical, surgical, coronary, and intensive care units of Randolph Hospital.</p>			
NUR 1112 MEDICAL-SURGICAL NURSING III	6	18	12
<p>Nursing 1112 completes the initial study of Medical-Surgical Nursing. It includes the identification of pathophysiological changes, diagnostic testing, methods of treatment and nursing care of patients with disorders of the nervous, sensory and integumentary systems; allergic disorders are also discussed. Disaster and emergency nursing and crisis intervention including psychological problems, suicide, drug abuse, rape and alcoholism are explored. Experiences are planned in medical-surgical units and in the Emergency Room of Randolph Hospital.</p>			

NUR 1114 VOCATIONAL ADJUSTMENTS 2 0 2

A course designed to present the practical nurse ethical and legal responsibilities in relation to the Nurse Practice Act. Standards of nursing practice and a brief overview of nursing organizations and nursing history is included. The pros and cons of job opportunities are explored. The importance of continued education to maintain professional growth is stressed.

RELATED STUDIES

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
BUS 1103 SMALL BUSINESS OPERATIONS	3	0	3

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.

DFT 1101 SCHEMATICS AND DIAGRAMS: POWER MECHANICS 0 3 1

Interpretation and reading of blueprints. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.
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, dimensioning procedures and notes.
Prerequisite: None.

DFT 1105 BLUEPRINT READING: MECHANICAL 0 3 1

Further practice in interpretation of blueprints as they are used in industry; study of prints supplied by industry; making plans of operations; introduction to drafting room procedures; sketching as a means of passing on idea, information and processes.
Prerequisite: DFT 1104.

DFT 1106 BLUEPRINT READING: MECHANICAL 0 3 1

Advanced blueprint reading and sketching as related to detail and assembly drawings used in machine shops. The interpretation of drawings of complex parts and mechanisms for features of fabrication, construction and assembly.

DFT 1110 BLUEPRINT READING: BUILDING TRADES 0 3 1

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 1113 BLUEPRINT READING: ELECTRICAL 0 3 1

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

DFT 1117 BLUEPRINT READING: WELDING 0 3 1

A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications.
Prerequisite: DFT 1104.

DFT 1118 PATTERN DEVELOPMENT AND SKETCHING 0 3 1

Continued study of welding symbols; methods used in layout of sheet steel; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates.
Prerequisite: None.

DFT 1180 DRAFTING TRADES I 2 2 2

Fundamental drafting principles with instruction and practice lettering, orthographic projection, working drawings. Introduction to the principles of sectioning, dimensioning, use of drawing instruments and the solution of geometrical problems are covered. This is an introductory course in drafting for students needing a knowledge of drawing principles for reading and describing objects in the graphic language.
Prerequisite: None.

ENG 1101 READING IMPROVEMENT 2 0 2

Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units.
Prerequisite: None.

ENG 1102 COMMUNICATION SKILLS 3 0 3

Designed to promote effective communication through correct language usage in speaking and writing.
Prerequisite: ENG 1101.

ENG 1102N COMMUNICATION SKILLS 3 0 3

A course designed to promote effective communication through correct language usage in speaking and writing.

MAT 1101 FUNDAMENTALS OF MATHEMATICS 5 0 5

Analysis of basic operations: Addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Introduction to algebra used in trades. Practice in depth.

Prerequisite: None.

PHY 1101 APPLIED SCIENCE 3 2 4

An introduction to physical principles and their application in industry. Topics in this course are heat and thermometry, and principles of force, motion, work, energy, and power.

Prerequisite: PHY 1101.

PHY 1102 APPLIED SCIENCE 3 2 4

The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power.

Prerequisite: PHY 1101.

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.

WELDING

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
WLD 1100 BASIC GAS WELDING	1	5	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 will be given for surface welding; bronze welding, silver soldering, and flame-cutting methods applicable to mechanical repair work.

Prerequisite: None.

WLD 1101 BASIC GAS WELDING	0	3	1
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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 will be given for surface

welding; bronze welding, silver soldering, and flame-cutting methods applicable to mechanical repair work.

Prerequisite: None.

WLD 1105 AUTO BODY WELDING 1 3 2

Welding practices on material applicable to the installation of body panels and repairs to doors, fenders, hoods, and deck lids. Student runs beads, does butt and fillet welding. Performs tests to detect strengths and weaknesses of welded joints. Emphasis on safety procedures throughout the course. Mig Welding.

Prerequisite: WLD 1101.

WLD 1112 MECHANICAL TESTING AND INSPECTION 1 3 2

The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, destructive, free-bend, guided-bend, nick-tear, notched-bend, tee-bend, nondestructive, V-notch, Charpy impact, etc.

Prerequisites: WLD 1120, WLD 1121.

WLD 1120 OXYACETYLENE WELDING AND CUTTING 3 12 7

Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds.

WLD 1121 ARC WELDING 3 12 7

The operation of AC transformers and DC motor-generator arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weakness in welding. Safety procedures are emphasized throughout the course in the use of tools and equipment.

Prerequisite: None.

WLD 1122 COMMERCIAL AND INDUSTRIAL PRACTICES 3 9 6

Designed to build skills through practices in simulated industrial processes and techniques: sketching and laying out on paper the size and shape description, listing the procedure steps necessary to build the product, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn

or broken parts by special welding applications, field welding and nondestructive tests and inspection.

Prerequisites: WLD 1120, WLD 1121.

WLD 1123 INERT GAS WELDING 1 3 2

Introduction and practical operations in the use of inert-gas-shield arc welding. A study will be made of the equipment, operation, safety and practice in the various positions. A thorough study of such topics as principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding.

Prerequisites: WLD 1120, WLD 1121.

WLD 1124 PIPE WELDING 3 12 7

Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME code.

Prerequisite: WLD 1121.

WLD 1125 CERTIFICATION PRACTICES 3 6 5

This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds.

Prerequisites: WLD 1120, WLD 1121, WLD 1123, WLD 1124.

CERTIFICATE PROGRAMS

AUTOMOTIVE MECHANICS

Vocational Certificate Program

Course Title	Hours Per Week	Quarter	
		Class	Lab. Credit

AHR 1101A AUTOMOTIVE AIR CONDITIONING 1 2 2

General introduction to automotive air conditioning units. A study of the assembly of components and connections necessary in the mechanisms; other topics included are the methods of operation and proper handling of refrigerants in charging the systems.

AUT 1121A AUTO BRAKING SYSTEMS 1 2 2

A study of the various braking systems employed on automotive vehicles. Emphasis is placed on how they operate, proper adjustments and repair.

AUT 1123A CHASSIS AND SUSPENSIONS 2 4 4

Principles and functions of the components of automotive chassis. Practical job instruction of adjusting and repairing of suspensions, and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage and front alignment.

AUT 1124A AUTOMOTIVE POWER TRAIN 2 4 4

A study of principles and functions of automotive power train systems; clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Servicing and repair of systems will be stressed.

AUT 1125A AUTOMOTIVE TROUBLE SHOOTING 0 5 2

Emphasis on shop procedures necessary in determining the nature of troubles developed in various component systems.

Prerequisite: Consent of instructor.

PME 1101A AUTOMOTIVE ENGINES 2 4 4

Development of knowledge and ability in using, maintaining, and storing the various brand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Methods of testing and repairing various engine components.

PME 1102A AUTOMOTIVE FUEL SYSTEMS 2 4 4

The fuel systems of the automobile, fuel pumps, carburetors and injectors will be studied. The characteristics of fuels, types of fuel systems, special tools, and testing equipment for fuel systems will also be studied.

PME 1102B AUTOMOTIVE ELECTRICAL SYSTEMS 2 4 4

The course is a study of the electrical system of the automobile including: battery cranking mechanism, generator, ignition, accessories and wiring. Also being studied will be special tools and testing equipment for the electrical system.

ELECTIVES

Course Title	Hours Per Week	Quarter	
		Class	Lab. Credit

PME 1126 SMALL ENGINE REPAIR 2 4 4

General introduction to the principles of two and four cycle motor-cycle engines. Shop work will be devoted to carburetion, ignition, tune-ups, and "trouble-shooting," with emphasis being placed on the complete rebuilding of an engine and transmission.

ELECTRICAL MAINTENANCE

Course Title	Hours Per Week	Class	Lab.	Quarter Hours Credit
AHR 1121A PRINCIPLES OF REFRIGERATION AND AIR CONDITIONING	1	2	2	
An introduction to the principles of refrigeration, terminology, the use and care of tools and equipment, and the identification and the function of the component parts of a system. Other topics to be included will be the basic laws of refrigeration; characteristics and comparison of the various refrigerants; the use and construction of valves, fittings, and basic controls. Practice work includes tube bending, flaring and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants.				
AHR 1121B PRINCIPLES OF REFRIGERATION AND AIR CONDITIONING	1	2	2	
A continuation of AHR 1121A.				
ELC 1105A INDUSTRIAL ELECTRICAL PRACTICES	2	4	4	
This course is used to provide a basic knowledge of industrial electrical practices. Major topics to be covered are Direct Current, Alternating Current, and Industrial Control Circuits. Students are to receive practical experience with switches, receptacles, meters, motors, generators, circuits, transformers, magnetic devices, and other applicable devices.				
ELC 1105B INDUSTRIAL ELECTRICAL PRACTICES	2	4	4	
A continuation of ELC 1105A.				
ELC 1109 INDUSTRIAL POWER SYSTEMS	2	4	4	
This is a study of methods, materials, and codes for the construction of industrial power and control systems. The student will gain a practical knowledge with hands-on experience in the construction of power and control circuits. The use of wiring diagrams, schematics, and NEC will be used as they relate to industrial electrical construction and maintenance.				
ELC 1112A DIRECT CURRENT	2	4	4	
This course will primarily consist of a study of direct current. The major topics to be covered are: practical application in wiring switches, receptacles, and cable runs, meters, magnetism, batteries, D. C. generators, and D. C. motors.				

ELC 1112B DIRECT CURRENT	2	4	4	
A continuation of ELC 1112A. Prerequisite: ELC 1112A.				
ELC 1113A ALTERNATING CURRENT	2	4	4	
A course concerned with the study of alternating current. The major topics are as follows: Basic A. C. theory, inductance, Capacitance, R. L. C. circuits, transformers (single phase), three phase current, three phase transformers, three phase motors, and single phase motors. Prerequisite: ELC 112, MAT 1115.				
ELC 1113B ALTERNATING CURRENT	2	4	4	
A continuation of ELC 1113A. Prerequisites: ELC 1112B, ELC 1113A.				
ELC 1114 INDUSTRIAL CONTROL CIRCUITS	2	4	3	
Is a study of industrial control circuits. Pilot devices such as push buttons, limit switches, pressure switches, float switches, etc. are discussed. Magnetic devices such as relays and motor starter are used in the lab to enable the student to gain practical knowledge through hands-on experience. Wiring diagrams and schematics are used to wire control circuits in lab. Prerequisites: ELC 1113B, MAT 1115.				
ELC 1135 PNEUMATIC AND ELECTRICAL CONTROLS	1	3	2	
This course is a study of the basic principles of pneumatic and hydraulic fluids. The student will gain a practical knowledge of pneumatic cylinders, hydraulic cylinders, pneumatic valves, hydraulic valves and the related electrical controls. Standard symbols, schematics and wiring diagrams will be used as they relate to pneumatic and hydraulic control systems. Prerequisite: Consent of instructor.				
ELN 1118A BASIC INDUSTRIAL ELECTRONICS	2	4	4	
Is to deal with basic electronic devices such as rectifiers, transistors, S.C.R.'s, triacs, and light operated devices. Electronics will be used to operate low voltage control circuits. Prerequisite: ELC 1113B.				
ELN 1119 DIGITAL INDUSTRIAL ELECTRONICS	3	6	5	
Is a study of digital electronics similar to the micro-processors used in industry. Prerequisite: ELC 1118A.				

FLORAL DESIGN

Technical Certificate Program

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
FLO 101A FLORAL DESIGN I	1	6	3
An introduction to the language of the industry through business procedures and its products. A basic study of floral supplies, design, tools, color and production methods. A study of buying perishables and non-perishable items and their storage and care. Students will be given study cases of national, international, and local membership agencies for florist. A study of the history and principles of flower arrangements.			
FLO 102A FLORAL DESIGN II	1	6	3
A course dealing with geometric design of floral arrangements. With the use of artificial flowers, each student will design corsages, hospital arrangements, novelties, and funeral designs. Student designs will become a part of subject matter with visual marketing value. Price, mark-up, and profit will be studied with each design.			
FLO 103A FLORAL DESIGN III	1	6	3
Basic study of a flower shop interior and exterior. A layout will be made of a flower shop for a complete study of sight and location, time and motion, lighting, equipment, display window, work room and sales area. Introduction of wedding equipment and fashions and styles of wedding bouquets. Relationship of florist and church, wedding rehearsals and methods of formal decorations.			
FLO 201A FLORAL DESIGN IV	1	6	3
A course dealing with basic principles of taking orders over the telephone learning to sell an item that the customer does not see. Actual experience through classroom exercises with the use of a telephone system. Merchandising, mass market outlets, and cash-and-carry of perishable and non-perishable items. A review of the history and creative ability of flower arrangements.			
FLO 202A FLORAL DESIGN V	1	6	3
A continued study of all geometric design forms with the use of fresh flowers: holiday, hospital, funeral, and novelties.			
FLO 203A FLORAL DESIGN VI	1	6	3
An introduction of diversification through a study of craft arts-window props, display items, created with carved styrofoam, papier mache, mosaics and decoupage. A review study using artificial, fresh flowers, and dried materials in creative arrangements.			

HOR 160A PLANT IDENTIFICATION 1 2 2

A study of identification, classification, adaptation and nomenclature including the use and care of house plants and outside ornamentals utilized in the horticultural industries.

HOR 251A RESIDENTIAL LANDSCAPING PLANNING I 1 2 2

An introductory study of the basic principles of landscape design. Considerable emphasis is placed upon the problems associated with residential site development. The course offers a section devoted to blueprint reading and drawing. Considerable laboratory time is devoted to visitations to established residential sites. The course is oriented toward an understanding of certain basic principles fundamental to all landscape design endeavors.

HOR 254A PLANT PROPOGATION 1 2 2

A study of basic concepts and principles of sexual and asexual propagation. Techniques are learned through practical exercises conducted in laboratory sessions. Emphasis is given to those propagation methods widely utilized in the nursery industry.

HOR 254B PLANT PROPOGATION 1 2 2

A continuation of HOR 254A.

HOR 264A GREENHOUSE MANAGEMENT 1 2 2

Fundamentals and practices in greenhouse plant production. Construction and management of plastic and glass greenhouses, including the control of heat, light, ventilation, and humidity. Crop studies include both cut flower and pot plant crops.

HOR 264B GREENHOUSE MANAGEMENT 1 2 2

A continuation of HOR 264A.

MACHINE SHOP

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
MEC 1101A MACHINE SHOP THEORY AND PRACTICE	2	4	4
After briefing the machine shop student on proper work habits, this first quarter will survey hand tools, layout tools, measuring devices and power saws. Extensive lab work will be supplemented by classroom instruction.			
MEC 1101B MACHINE SHOP THEORY AND PRACTICE	2	4	4
The second quarter will cover grinders, drill presses and drilling			

machines, lathes and milling machines. Directed student activities on each piece of equipment will be coupled with chalkboard presentations.

MEC 1102A MACHINE SHOP 2 4 4

Advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machine shaper. The student will be introduced to the basic operations on the cylindrical grinder and will select projects encompassing all the operations, tools and procedures thus far used and those to be stressed throughout the course.

MEC 1102B MACHINE SHOP 2 4 4

A continuation of MEC 1102A.

MEC 1115 TREATMENT OF FERROUS METALS 2 3 3

Investigates the properties of ferrous metals and tests to determine their uses. Instructions will include some chemical metallurgy to provide a background for the understanding of the physical changes and causes of these changes in metals. Physical metallurgy of ferrous metals, producing iron and steel, theory of alloys, shaping and forming, heat treatments for steel, surface treatments, alloy of special steel, classification of steels, and cast iron will be topics for study.

MEC 1155 MECHANICAL SYSTEMS

An introduction to mechanical systems including the use, design and/or preventive maintenance for gears, sprockets, vacuum pumps, air compressors, piping, bearings, lubrication, vibratory bowls and tracks and conveying systems.

RELATED STUDIES

Course Title	Hours Per Week	Class	Lab.	Quarter Hours Credit
BUS 195 SMALL BUSINESS OPERATIONS	3	0	3	
An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations. Prerequisite: None.				
BUS 281 HUMAN RELATIONS IN BUSINESS	3	0	3	
A course designed to acquaint the student with basic human psychology, with emphasis on the importance of effective human relationships in business situations as well as in daily living. Prerequisites: None.				

DFT 1104 BLUEPRINT READING: MECHANICAL 0 3 1

Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes.

DFT 1105 BLUEPRINT READING: MECHANICAL 0 3 1

Further practice in interpretation of blueprints as they are used in industry; study of prints supplied by industry; making plans of operations; introduction to drafting room procedures; sketching as a means of passing on ideas, information and processes.
Prerequisite: DFT 1104.

DFT 1180A DRAFTING TRADES 1 2 2

Fundamental drafting principles with instruction and practice lettering, orthographic projection, and working drawings. Introduction to the principles of sectioning, dimensioning, and use of drawing instruments are covered. This is an introductory course in drafting for students needing a knowledge of drawing principles.

ENG 1102 2 0 2

Designed to promote effective communication through correct language usage in speaking and writing.

MAT 1101 FUNDAMENTALS OF MATHEMATICS 5 0 5

Analysis of basic operations: Addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Introduction to algebra used in trades. Practice in depth.

MAT 1103 SHOP MATH 3 0 3

Fundamental properties and definitions; plane and solid geometric figures, selected general theorems, geometric construction of lines, angles and plane figures. Areas of plane figures, volumes of solids. Geometric principles are applied to shop operations.

MAT 1115 ELECTRICAL MATH 5 0 5

A study of fundamental concepts of algebra; basic operations of addition, subtraction, multiplication, and division; solution of first order equations, use of letters and signs, grouping, factoring, exponents, ratios, and proportions; solution of equations, algebraically and graphically; a study of logarithms and use of tables; an introduction to trigonometric functions and their application to right angles; and a study of vectors for use in alternating current.
Prerequisite: None.

WELDING

Course Title	Hours Per Week		Quarter
	Class	Lab.	Hours Credit
WLD 1100 BASIC GAS WELDING	2	4	4
Following a thorough discussion of safety rules, this first quarter of welding will survey the principles and practices of Oxyacetylene Welding and cutting. Emphasis will be on student use of equipment and skill building.			
WLD 1102 BASIC ARC WELDING	2	4	4
Electric arc welding with major emphasis on the development of student skills in theory and practice will comprise the second quarter. Running weld beads and the determination of proper inspection procedures to be followed are examples of activities carried on.			
WLD 1121A ARC WELDING	2	4	4
The operation of AC transformers and DC motor generator arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weakness in welding. Safety procedures are emphasized throughout the course.			
WLD 1121B ARC WELDING	2	4	4
A continuation of WLD 1121A.			
WLD 1124A PIPE WELDING	1	5	3
Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME code.			
WLD 1124B PIPE WELDING	1	5	3
A continuation of WLD 1124A.			



CONTINUING EDUCATION AND COMMUNITY SERVICE

The Continuing Education Division provides learning experiences to help fill the otherwise unmet educational needs of the community as they are identified or anticipated. It provides opportunities for an adult, regardless of his educational background, to retain and update himself in employment, develop leadership and civic responsibility, grow in basic knowledge, improve in home and community life, expand knowledge in general education, and develop creativity in the fine arts. The programs are divided at present into seven major areas.

The Continuing Education Division will award Continuing Education Units (CEU's) for appropriate programs. The CEU is a nationally recognized records device for substantive non-credit learning experiences. A CEU is defined as "10 hours of participation in an organized Continuing Education experience under responsible sponsorship and qualified instruction or direction."

ADULT BASIC EDUCATION

Classes in Adult Basic Education are offered for adults who desire to improve their basic skills in reading, writing, arithmetic, and related subjects. Classes are offered on a non-fee basis in both the day and evening program throughout Randolph County. They are intended to raise the educational standards of the individual to meet the demand of today's world.

Individuals are tested, counseled, and placed in informal classes where they progress in each subject area at their own individual rate. These classes are ungraded and are taught with an adult approach. All Adult Basic Education classes are non-credit.

Beginning Level

This level is for the student who has difficulty with recognizing words. A variety of materials and methods designed to help the individual learn to read as quickly as possible is used. Math and English are introduced as the student progresses. Some Consumer Education is offered.

Intermediate Level

At this level, the student continues to build his vocabulary and expands his word recognition skills. Reading comprehension is stressed. Math, English, and Consumer Education skills are continued up to the high school level. History, science, current events are included.

ADULT HIGH SCHOOL PROGRAMS

1. The Adult High School Diploma program is offered in cooperation with the Randolph County Board of Education as a means whereby adults can earn a high school diploma. Units earned in a previous high school program may be accepted as a part of the 18 units which are required for graduation. Units may also be awarded for life experiences. Classes are held each quarter.
2. Classroom G.E.D. is an alternate approach in working toward high school completion. There are 15 weeks of classroom instruction in which a specially prepared text is used. The book is semi-programmed so that the student can study at home as well as in the classroom. Skills needed for proficiency on the G.E.D. tests are studied. Although all five areas of the test are taught in this program, special emphasis is placed on Math and English.

INDIVIDUALIZED INSTRUCTION CENTER

The Individualized Instruction Center, which will operate as a part of the LRC, as of July 1, 1979, provides counseling and instructional service to high school graduates who need preparatory study before entering an area of career preparation, and to students who find themselves in need of special assistance after they have started course work in their chosen field.

The IIC also provides service in the area of adult high school Diploma Program, and a full preparatory program is available for students who wish to complete high school through the General Educational Development Testing Program.

The Veterans' Administration has approved benefit coverage for veterans who seek to complete high school through the GED program.

A coordinator is available to provide service to students between 8:00 a.m. and 10:00 p.m. Monday through Thursday, and between 8:00 a.m. and 5:00 p.m. on Friday.

There is no cost to the student for participation in the programs of the Individualized Instruction Center.

GED Testing Program

Randolph Technical Institute has been approved by the North Carolina Department of Public Instruction and by the American Council on Education as a testing center for the Administration of the General Educational Development Test Battery. Examinees who satisfactorily complete this battery of five tests are awarded the North Carolina High School Equivalency Diploma.

The Institute maintains a flexible testing schedule so that persons who are employed on any shift may take this examination without having to lose any time from their work.

HUMAN RESOURCES DEVELOPMENT (HRD)

HRD is designed to help unemployed and underemployed individuals to build the self-confidence and skills necessary to obtain and maintain employment.

HRD is divided into three sections:

- Orientation and Motivation
- Consumer Education
- Basic Education Skills

The needs of the students are met through structured games, group discussions, films, tours, and role playing. Evaluations are made through participation in group activities instead of through formal testing. Individuals work at their own rate of speed with the assistance of an instructor at all times.

ACADEMIC EXTENSION

A variety of short courses are offered in the arts, the humanities and other areas of personal and cultural enrichment. Classes are offered on a day or evening basis at many locations throughout the Institute's service area. Additional courses are arranged as sufficient interest and facilities exist.



VISITING ARTIST PROGRAM

The Visiting Artist Program was begun in 1971 as a cooperative venture between the North Carolina Arts Council and the State Department of Community Colleges. Through this program RTI each year has a Visiting Artist who is a non-teaching member of the faculty serving as a performer and consultant for the entire institutional community. After July 1, 1979, the Visiting Artist Program will be administered by the LRC.

OCCUPATIONAL EXTENSION

The Occupational Extension Division cooperates with industry, professional organizations, and other interested groups in providing a varied group of curriculums and programs for the expressed purpose of updating and upgrading skills whereby the working person might enjoy a more satisfying and financially rewarding occupation. These classes may be held at any appropriate meeting place whether it be in industrial firms, public school buildings, libraries, or at the Institute.

The courses listed below are only a few of the many offerings available through the occupational extension division. Those persons interested in these or additional courses should contact the Continuing Education office for more information.

FIRE SERVICE

Designed to train beginning firemen and upgrade experienced firemen in all aspects of firefighting procedures and equipment.

MANAGEMENT DEVELOPMENT PROGRAM

Includes several courses designed to broaden the educational background of supervisors, to develop the leadership abilities of supervisors, and to provide preparatory supervision training.

CPR AND FIRST AID

These courses are designed to train one how to properly administer first aid to a victim of accident or sudden illness.

LAW ENFORCEMENT TRAINING

Offers training designed to meet the needs of State, county, city, and other law enforcement agencies. Includes the basic course required for certification.

HOSPITALITY EDUCATION PROGRAMS

These programs are designed to aid personnel employed or seeking employment in Food Service, Hotel and/or Motel Management, Tourism or Travel Industry, Hospital Service and other related areas.



EMERGENCY MEDICAL TECHNICIAN

This program is designed to aid one in becoming a state certified Emergency Medical Technician.

OTHER PROGRAMS MAY INCLUDE

Aviation Ground School

Parent Education Courses

Childbirth Education (for expectant parents)

Woodworking

Plumbing

Home Repairs

Increasing Reading Efficiency

Public Speaking

Nursing Programs



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