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1967 - 1968
STUDENT HAND BOOK



**TECHNICAL
INSTITUTE**

RANDOLPH TECHNICAL INSTITUTE
DRAWER 1009 / TELEPHONE 629-1471
ASHEBORO, NORTH CAROLINA



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WELCOME TO STUDENTS

A cordial welcome is extended to all new students enrolled at Randolph Technical Institute. No doubt this school will be different in many ways from any you have ever attended. It offers you the opportunity to combine theoretical study and practical experience which may be effectively applied to an industrial or business situation.

Each curriculum has been planned carefully to give you maximum training in the area which you have chosen. Every course in the curricula is a vital part of this training and your successful completion of each course will assure you of good placement on the job after graduation.

We hope that you will be proud to be a part of Randolph Technical Institute. We believe that it offers excellent training in technical and vocational programs. We encourage you to make the best use of the time spent at Randolph Technical Institute.

We believe that this bulletin will give the necessary information for your direction as a Freshman or a Second-Year student. You are urged to consult the Student Personnel Office if you need additional help or information. On behalf of the faculty and staff, welcome!

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ACCREDITATION

Randolph Technical Institute is accredited 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 have been granted this authority to award the Associate of Applied Science Degree and Vocational Diploma by the Department of Community Colleges and the State Board of Education.

BOARD OF TRUSTEES

Board Appointments - The Board of Trustees is made up of twelve members: four appointed by the Governor, four by the Randolph County and City Board of Education, and four by the County Commissioners.

J. W. Plummer, Chairman	Henry H. Jordan, II
Cleveland Thayer, Vice Chairman	Ivey B. Luck
Lynn Albright	E. S. Millsaps
Robert H. Allred	Ernest C. Routh
C. E. Hughes, Jr.	D. S. Underwood
T. A. Johnson	Alton P. Wall

ADMINISTRATION

M. H. Branson, B.A., M.Ed.	President
Larry K. Linker, B.S., M.A.	Technical-Vocational Director
John L. Roberson, A.S., B.A.S., M.Ed.	Director Student Personnel Services
George B. Michie, B.B.A., M.Ed.	General Adult Director
N. J. Owens, A.A., B.S., M.S.	Extension Director
W. A. Edwards, B.S.	Evening Director

TECHNICAL INSTITUTE FACULTY
Faculty, September 1, 1966

- C. Hubert Causey, Instructor, Machinist Trade
- Vernon S. Felton, English - Programmed Materials Lab
B.S., M.S., Appalachian State Teachers College
- Benny B. Hampton, Instructor, Agricultural Business Technology
B.S., North Carolina State University
- William R. Hudson, Instructor, Mechanical Drafting
B.S., North Carolina State University
- Adam S. Hunt, Instructor, Mathematics
A.B., High Point College
- Annette E. Ivey, Instructor, Practical Nurse Education
R.N., High Point School of Nursing
- Paul H. Newby, Instructor, Welding
I.C.S., Metallurgy, Blueprint, Scranton, Pennsylvania
- Edgar P. Stacy, Instructor, Electronics Engineering Technology
Physics A.S., Southern Technical Institute
- C. C. Watson, Instructor, Electricity - Electronics
A.S., Gaston Technical Institute
- Lowell M. Whatley, Instructor, Automotive Mechanics
North Carolina State University

LIBRARY

Audrey Allen, Librarian

OFFICE AND GENERAL STAFF

Iris Ragland, Bookkeeper

Sue Moore, Secretary

Martha Thornburg, Secretary

Mary Speagle, Secretary

E. S. Cox, Maintenance

W. T. Cheek, Custodian

G. C. Hall, Custodian

RANDOLPH TECHNICAL INSTITUTE

Student Calendar
1966-1967

FALL QUARTER

September 6, 7 (Tuesday, Wednesday)	Registration
September 8 (Thursday)	Classes begin
September 16 (Friday)	Last day to register, drop, or add courses
October 6 (Thursday)	Last day to withdraw from a course with- out receiving an "F"
November 23 (Wednesday)	End of Fall Quarter
November 24, 25 (Thursday, Friday)	Thanksgiving Holidays

WINTER QUARTER

November 28, 29 (Monday, Tuesday)	Registration
November 30 (Wednesday)	Classes begin
December 7 (Wednesday)	Last day to register, drop, or add courses
December 21 (Wednesday 10:00 p.m.)	Christmas Holidays begin
January 3 (Tuesday)	Classes resume
January 10 (Tuesday)	Last day to withdraw from a course with- out receiving an "F"
February 24 (Friday)	End of Winter Quarter

396 hours
26 hours
396 hours

June 3
M & Wed
6:30-9:30

12

SPRING QUARTER

March 2, 3 (Thursday, Friday)	Registration
March 6 (Monday)	Classes begin
March 13 (Monday)	Last day to register, drop, or add courses
March 23 (Thursday 10:00 p.m.)	Easter Holidays begin
March 28 (Tuesday)	Classes resume
April 3 (Monday)	Last day to withdraw from a course with- out receiving an "F"
May (23) (Tuesday)	End of Spring Quarter
May 29-June 2	State Workshop

SUMMER QUARTER

June 1, 2 (Thursday, Friday)	Registration
June 5 (Monday)	Classes begin
June 12 (Monday)	Last day to register, drop, or add courses
June 30 (Friday)	Last day to withdraw from a course with- out receiving an "F"
June 30 (Friday)	Summer Holidays begin
July 10 (Monday)	Classes resume
August 25 (Friday)	End of Summer Quarter

ADMISSIONS INFORMATION

Randolph Technical Institute is a coeducational institution open to any individual meeting the admission requirements for the particular course he chooses to follow. The enrollment procedure is outlined below. Further information and application forms may be obtained from the Director of Student Personnel, Randolph Technical Institute, Drawer 1009, Asheboro, North Carolina.

PROCEDURE FOR MAKING APPLICATION

Application Fee

The applicant should submit an application form properly completed and accompanied by a \$10 fee to the Director of Student Personnel Services. This fee is refundable only in case the student is not accepted by the institution. This \$10 will be applied as follows: \$5 for advance tuition and \$5 for student activities. Applications should be submitted well in advance of the beginning of the fall term. An early application assures adequate time for processing and may enable entry into a program where enrollment is limited.

Transcripts - Beginning Students

Have your high school principal (or counselor) complete and mail a copy of your High School Record directly to Randolph Technical Institute. If you are in your final year of preparatory schooling, a preliminary record should be sent in support of your application, with the understanding that it is to be supplemented after your graduation. For any work

completed other than through an accredited secondary school, you should furnish the Institute with an official record of that work.

Any application for financial assistance should also be made at this time. For further details, see the section on Student Financial Aid.

Admission With Advanced Standing

Students may be admitted with advanced standing by transfer from other technical institutes, colleges, or universities. To transfer, the subjects must be of "C" grade quality and must parallel closely to those subjects in the student's curriculum at Randolph Technical Institute. No quality points will be given for transfer credit. Students desiring to transfer to a technical institute or community college in the Community College System of North Carolina may transfer course work of "C" quality or better. Course work from a technical or vocational program will not transfer to a four-year college or to a two-year college parallel program in the Community College System.

Entrance Requirements (Associate Degree Curricula)

The minimum entrance requirements for admission to the regular two-year Associate of Applied Science Degree curricula are as follows:

1. High school graduate or
2. Eighteen years of age and State-approved equivalent education.
3. A minimum of two units in algebra for engineering technology curricula; one math unit for agricultural or business curricula. Those who do not meet the

accepted standards for math may elect to take a preparatory curricula to fulfill the necessary requirements.

4. Transcripts of high school and post-high school education which should include test scores on any intelligence, ability, or aptitude test taken while in high school.
5. Acceptable scores on the initial general aptitude test battery.
6. Acceptable physical and mental health.
7. Personal interview with a designated member of Student Personnel staff.

Entrance Requirements (Diploma Curricula)

The minimum entrance requirements for admission to the trade curricula are as follows:

1. Should be a high school graduate, but must have completed at least eight (8) units of high school work.
2. Eighteen years of age and State-approved equivalent education.
3. Transcript of high school education or equivalent proof.
4. Acceptable scores on the initial general aptitude test battery.
5. Acceptable physical and mental health.
6. Personal interview with a designated member of Student Personnel staff.

Testing - Counseling

As part of the admissions counseling process, Randolph Technical Institute utilizes an initial aptitude and achievement test battery, personal interview, and an evaluation of the applicant's prior school record.

CURRICULA 1966-1967

ASSOCIATE DEGREE

AGRICULTURAL BUSINESS TECHNOLOGY

The Agricultural Business Technology curriculum is designed to help students acquire knowledge, understanding, and abilities in the broad field of agricultural business, including agricultural production. It combines knowledge of agriculture with business training to prepare the graduate for many of the varied employment opportunities in agriculture.

The curriculum offers training in basic courses which includes 32 hours of agricultural science, 17 hours of math and accounting, and 59 hours of business and general courses.

Occupational Opportunities Include:

Farm Supply Manager

Agricultural Field Serviceman

Demonstrator

Plant Manager

Farm Products Inspector

Salesman

Farm Marketing Manager

Co-operative Manager

Completion of this curriculum will lead to an Associate of Applied Science Degree in Agricultural Business Technology.

SUGGESTED CURRICULUM BY QUARTERS

<u>Course Title</u>	<u>Hours Per Week</u>		<u>Quarter Hours Credit</u>
	<u>Class</u>	<u>Lab</u>	
<u>FIRST QUARTER</u>			
T-ENG 101 Grammar	3	0	3
T-BUS 101 Introduction to Business	5	0	5
T-MAT 110 Business Mathematics	5	0	5
T-AGR 125 Animal Science	5	2	6
	<u>18</u>	<u>2</u>	<u>19</u>
<u>SECOND QUARTER</u>			
T-ENG 102 Composition	3	0	3
T-AGR 185 Soil Science and Fertilizers	5	2	6
T-BUS 120 Accounting	5	2	6
T-AGR 104 Introduction to Agricultural Economics	3	2	4
	<u>16</u>	<u>6</u>	<u>19</u>
<u>THIRD QUARTER</u>			
T-ENG 103 Report Writing	3	0	3
T-BUS 110 Office Machines	2	2	3
T-BUS 121 Accounting	5	2	6
T-AGR 170 Plant Science	5	2	6
	<u>15</u>	<u>6</u>	<u>18</u>
<u>FOURTH QUARTER</u>			
T-ENG 204 Oral Communication	3	0	3
T-BUS 123 Business Finance	3	0	3
T-BUS 232 Sales Development	3	0	3
T-AGR 204 Farm Business Management	5	2	6
Elective*	0	0	3
	<u>14</u>	<u>2</u>	<u>18</u>
<u>FIFTH QUARTER</u>			
T-AGR 205 Agricultural Marketing	5	2	6
T-AGR 201 Agricultural Chemicals	5	2	6
Social Science Elective	3	0	3
Elective*	0	0	3
	<u>13</u>	<u>4</u>	<u>18</u>
<u>SIXTH QUARTER</u>			
T-AGR 228 Livestock Diseases and Parasites	3	2	4
T-AGR 218 Agricultural Mechanization	3	2	4
Social Science Elective	3	0	3
Elective*	0	0	5
	<u>9</u>	<u>4</u>	<u>16</u>

* At least six hours of electives should be in agricultural courses. Local institutions may add work experience to this curriculum.

Total Hours in Courses	97
Electives (Maximum)	<u>11</u>
Total	<u>108</u>

ELECTRONICS ENGINEERING TECHNOLOGY

The Electronics Engineering Technology program provides broad theoretical and practical training for those who seek careers in the giant electronic industries. Special equipment is used in studying electronic theory and circuits in step-by-step procedures. In the laboratory, students develop skills in the use of modern electronic testing and measuring instruments.

The Electronics curriculum offers training in basic courses which includes 12 hours of science, 20 hours of math, and 88 hours of technical and general courses.

Occupational Opportunities Include:

Computer Maintenance Technician

Radio and Television Control Room Operator

Electromechanical Technician

Instrument Mechanic Technician

Communications Technician

Telemetry Technician

Industrial Electronics Technician

Completion of this curriculum will lead to an Associate of Applied Science Degree in Electronics Engineering Technology.

SUGGESTED CURRICULUM BY QUARTERS

<u>Course Title</u>	<u>Class</u>	<u>Lab</u>	<u>Hours Per Week</u>	<u>Quarter Hours Credit</u>
<u>FIRST QUARTER</u>				
T-MAT 101 Technical Mathematics	5	0		5
T-PHY 101 Property of Matter	3	2		4
T-ELN 100 Introduction to Electronics Technology	2	0		2
T-DFT 101 Technical Drafting	0	6		2
T-ENG 101 Grammar	3	0		3
	<u>13</u>	<u>8</u>		<u>16</u>
<u>SECOND QUARTER</u>				
T-MAT 102 Technical Mathematics	5	0		5
T-PHY 102 Work Energy Power	3	2		4
T-ELC 101 Fundamentals of Electricity	4	6		6
T-DFT 102 Technical Drafting	0	6		2
	<u>12</u>	<u>14</u>		<u>17</u>
<u>THIRD QUARTER</u>				
T-MAT 103 Technical Mathematics	5	0		5
T-ELC 102 Fundamentals of Electricity	4	6		6
T-PHY 104 Physics: Light and Sound	3	2		4
T-ENG 102 Composition	3	0		3
	<u>15</u>	<u>8</u>		<u>18</u>
<u>FOURTH QUARTER</u>				
T-MAT 201 Technical Mathematics	5	0		5
T-ELN 101 Electronics Instruments and Measurements	2	3		3
T-ELN 105 Control Devices	5	6		7
T-ENG 103 Report Writing	3	0		3
	<u>15</u>	<u>9</u>		<u>18</u>
<u>FIFTH QUARTER</u>				
T-ELE 203 Rotating Devices	3	3		4
T-ELN 205 Application of Transistors and Vacuum Tubes	5	6		7
T-ENG 204 Oral Communications	3	0		3
Social Science Elective	3	0		3
	<u>14</u>	<u>9</u>		<u>17</u>
<u>SIXTH QUARTER</u>				
T-ELE 204 AC Circuit Analysis	3	3		4
T-ELN 210 Semiconductor Circuit Analysis	5	3		6
T-ELN 214 Wave Shaping and Pulse Circuits	2	3		3
T-ELN 216 Microwave	3	3		4
	<u>13</u>	<u>12</u>		<u>17</u>
<u>SEVENTH QUARTER</u>				
T-ELN 215 Wave Shaping and Pulse Circuits	2	3		3
T-ELN 220 Electronics Systems	5	6		7
T-ELE 206 Electrical Controls and Circuits	3	3		4
Social Science Elective	3	0		3
	<u>13</u>	<u>12</u>		<u>17</u>

VOCATIONAL DIPLOMA

AUTOMOTIVE MECHANICS

Automotive Mechanics is a one-year diploma curriculum which provides training for developing skills in servicing, testing, inspection and repairs for automotive vehicles. Emphasis is placed on the mechanical parts and operation of the various automobile units.

A student's program of studies will include 5 hours of applied math, 8 hours of applied science, and 54 hours of general education and practical automotive shop training courses.

Upon successful completion of the curriculum, a student will find many job opportunities in the following fields:

Auto Mechanic

Truck and Bus Mechanic

Maintenance Supervisor

Dealer Service Manager

Factory Representative

Sales Technician

SUGGESTED CURRICULUM BY QUARTERS

<u>Course Title</u>	<u>Hours Per Week</u>		<u>Quarter Hours Credit</u>
	<u>Class</u>	<u>Lab</u>	
<u>FIRST QUARTER</u>			
PME 1101 Internal Combustion Engines	3	12	7
MAT 1101 Fundamentals of Mathematics	5	0	5
ENG 1101 Reading Improvement	2	0	2
PHY 1101 Apoked Science	3	2	4
	<u>13</u>	<u>14</u>	<u>18</u>
<u>SECOND QUARTER</u>			
PME 1102 Engine Electrical and Fuel Systems	5	12	9
ENG 1102 Communications Skills	3	0	3
DFT 1101 Schematics and Diagrams: Power Mechanics	0	3	1
PHY 1102 Applied Science	3	2	4
	<u>11</u>	<u>17</u>	<u>17</u>
<u>THIRD QUARTER</u>			
AUT 1123 Automotive Chassis and Suspensions Systems	3	9	6
AUT 1121 Braking Systems	3	3	4
PSY 1101 Human Relations	3	0	3
AHR 1101 Automotive Air Conditioning	2	3	3
WLD 1101 Basic Gas Welding	0	3	1
	<u>11</u>	<u>18</u>	<u>17</u>
<u>FOURTH QUARTER</u>			
AUT 1124 Automotive Power Train Systems	3	9	6
AUT 1125 Automotive Servicing	3	9	6
BUS 1103 Small Business Operations	3	0	3
	<u>9</u>	<u>18</u>	<u>15</u>

MECHANICAL DRAFTING

Mechanical Drafting is a one-year diploma curriculum which prepares the graduates to meet the needs of industry for draftsmen, detailers, tracers, and, with further training, designers.

A student's program of studies will include 14 hours of math, 8 hours of science, and 49 hours of principles of drafting, shop process and general education courses.

Upon successful completion of this curriculum, a student will find job opportunities in:

Government

Contracting

Utilities

Automobile Industry

Aircraft Industry

Transportation

Manufacturing

SUGGESTED CURRICULUM BY QUARTERS

<u>Course Title</u>	<u>Hours Per Week</u>		<u>Quarter Hours Credit</u>
	<u>Class</u>	<u>Lab</u>	
<u>FIRST QUARTER</u>			
DFT 1121 Drafting	3	12	7
MAT 1103 Geometry	3	0	3
ENG 1101 Reading Improvement	2	0	2
PHY 1101 Applied Science	3	2	4
	<u>11</u>	<u>14</u>	<u>16</u>
<u>SECOND QUARTER</u>			
DFT 1122 Drafting	3	6	5
DFT 1125 Descriptive Geometry	2	3	3
MAT 1102 Algebra	5	0	5
ENG 1102 Communication Skills	3	0	3
PHY 1102 Applied Science	3	2	4
	<u>16</u>	<u>11</u>	<u>20</u>
<u>THIRD QUARTER</u>			
DFT 1131 Mechanical Drafting	3	12	7
MAT 1104 Trigonometry	3	0	3
PSY 1101 Human Relations	3	0	3
MEC 1113 Shop Processes	2	3	3
MEC 1115 Treatment of Ferrous Metals	2	3	3
	<u>13</u>	<u>18</u>	<u>19</u>
<u>FOURTH QUARTER</u>			
DFT 1132 Mechanical Drafting	3	12	7
MEC 1114 Shop Processes	2	3	3
MEC 1116 Treatment of Non-Ferrous Metals	2	3	3
BUS 1105 Industrial Organizations	3	0	3
	<u>10</u>	<u>18</u>	<u>16</u>

ELECTRICAL MAINTENANCE

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

The curriculum offers training in basic courses which includes 5 hours of math, 8 hours of applied science, and 50 hours of practical electrical and general education courses.

Upon successful completion of the curriculum, a student will find job opportunities in:

Maintenance

Construction

Sales

Utilities

Appliance Service and Repair

SUGGESTED CURRICULUM BY QUARTERS

<u>Course Title</u>	<u>Hours Per Week</u>		<u>Quarter</u>
	<u>Class</u>	<u>Lab</u>	<u>Hours</u> <u>Credit</u>
<u>FIRST QUARTER</u>			
ELC 1112 Direct and Alternating Current	5	12	9
ENG 1101 Reading Improvement	2	0	2
MAT 1115 Electrical Math	5	0	5
PHY 1101 Applied Science	3	2	4
	<u>15</u>	<u>14</u>	<u>20</u>
<u>SECOND QUARTER</u>			
ELC 1113 Alternating Current & Direct Current Machines & Controls	5	12	9
DFT 1110 Blueprint Reading: Building Trades	0	3	1
ENG 1102 Communication Skills	3	0	3
PHY 1102 Applied Science	3	2	4
	<u>11</u>	<u>17</u>	<u>17</u>
<u>THIRD QUARTER</u>			
ELC 1124 Residential Wiring	5	9	8
ELN 1118 Industrial Electronics	3	6	5
PSY 1101 Human Relations	3	0	3
DFT 1113 Blueprint Reading: Electrical	0	3	1
	<u>11</u>	<u>18</u>	<u>17</u>
<u>FOURTH QUARTER</u>			
ELC 1125 Commercial and Industrial Wiring	5	12	9
ELN 1119 Industrial Electronics	3	6	5
BUS 1103 Small Business Operations	3	0	3
	<u>11</u>	<u>18</u>	<u>17</u>

MACHINIST TRADE

This curriculum was prepared to meet a definite need for training of machinists. Surveys recently completed in North Carolina show that many of the existing industries lack time and facilities for training enough machinists to meet present and planned needs. Expanding industries already located in our state and new industries under development invariably express the need for skilled craftsmen who have the background knowledge and potential to advance.

A student's program of studies will include 14 hours of applied math, 3 hours of applied science, and 49 hours of general education and practical machinist shop training courses.

Upon successful completion of the curriculum, a student will find job opportunities with:

Manufacturing Firms

Contractors

Government Agencies

Utilities

Machinery Maintenance and Repair

SUGGESTED CURRICULUM BY QUARTERS

<u>Course Title</u>	<u>Hours Per Week</u>		<u>Quarter Hours Credit</u>
	<u>Class</u>	<u>Lab</u>	
<u>FIRST QUARTER</u>			
MEC 1101 Machine Shop Theory and Practice	3	12	7
MAT 1101 Fundamentals of Mathematics	5	0	5
DFT 1104 Blueprint Reading: Mechanical	0	3	1
ENG 1101 Reading Improvement	2	0	2
PHY 1101 Applied Science	3	2	4
	<u>13</u>	<u>17</u>	<u>19</u>
<u>SECOND QUARTER</u>			
MEC 1102 Machine Shop Theory and Practice	3	12	7
MAT 1103 Geometry	3	0	3
DFT 1105 Blueprint Reading: Mechanical	0	3	1
PHY 1102 Applied Science	3	2	4
ENG 1102 Communication Skills	3	0	3
	<u>12</u>	<u>17</u>	<u>18</u>
<u>THIRD QUARTER</u>			
MEC 1103 Machine Shop Theory and Practice	3	12	7
MEC 1115 Treatment of Ferrous Metals	2	3	3
DFT 1106 Blueprint Reading: Mechanical	0	3	1
MAT 1104 Trigonometry	3	0	3
PSY 1101 Human Relations	3	0	3
	<u>11</u>	<u>18</u>	<u>17</u>
<u>FOURTH QUARTER</u>			
MEC 1104 Machine Shop Theory and Practice	3	12	7
MEC 1116 Treatment of Non-Ferrous Metals	2	3	3
WLD 1101 Basic Gas Welding	0	3	1
MAT 1123 Machinist Mathematics	3	0	3
BUS 1105 Industrial Organizations	3	0	3
	<u>11</u>	<u>18</u>	<u>17</u>

PRACTICAL NURSING

With the accelerated growth of population in North Carolina and the rapid advancement in medical technology, demands have increased for the number of well-trained personnel for the nursing services. One way to meet this need is to provide more Licensed Practical Nurses.

Practical Nursing in its modern sense is really a new vocation and is properly considered an important part of the nursing team.

The training of the practical nurse in related studies and nursing arts will give her the necessary background for the many important services that she will render in caring for the sick and injured.

Duties which practical nurses will be taught to perform are: care for patient's environment; assist with admission, transfer, and discharge of patient; practical medical asepsis; give therapeutic baths; employ comfort and safety measures; plan, prepare, and serve foods; carry out or assist with diagnostic procedures; prepare surgical supplies and equipment and give selected treatments. These are only a few of the areas in which the practical nurse will receive training. Upon completion of 12 months of training, the student will take the State Board of Practical Nursing License Examination, after which she will have little difficulty in getting a job as a Licensed Practical Nurse and will be recognized as an important member of the nursing group.

Admission Requirements:

1. Must be at least 18 years of age

2. Should be a high school graduate but must have completed at least eight (8) units of high school work.
3. Students must complete and submit a transcript of all previous work.
4. Satisfactory scores on admission tests.
5. A personal interview with the school counselor or other designated representative will be required.
6. Must be in acceptable physical and mental health. Medical examination will be required at the discretion of the administration.
7. Randolph Technical Institute is a coeducational school and all qualified applicants will be accepted until classes are filled.

Employment Opportunities:

Hospitals

Physician's Office

Industries

Schools

Private Duty

Nursing Homes

SUGGESTED CURRICULUM BY QUARTERS

<u>Course Title</u>	<u>Hours Per Week</u>		<u>Contact Hours Per Quarter</u>
	<u>Class</u>	<u>Lab</u>	
<u>FIRST QUARTER</u>			
NUR 1001 Practical Nursing I	28	2	330
<u>SECOND QUARTER</u>			
NUR 1002 Practical Nursing II	12	24	396
<u>THIRD QUARTER</u>			
NUR 1003 Practical Nursing III	12	24	396
<u>FOURTH QUARTER</u>			
NUR 1004 Practical Nursing IV	12	24	396
	Total		1518

* Figures given are average, as there will be some variation from week to week.

RADIO AND TELEVISION SERVICING

Radio and Television Servicing provides a training program which will provide the basic knowledge and skills involved in the installation, maintenance and servicing of radio, television and sound amplifier system. A large portion of time is spent in the laboratory verifying electronic principles and developing techniques.

The curriculum offers training in basic courses which includes 10 hours of math, 61 hours of electricity, electronics, and general education courses.

Upon successful completion of this curriculum, a student will find job opportunities in:

Sales

Service - Repairs

Installation

Operate Own Business

Industrial Television Technician

Civil Service

SUGGESTED CURRICULUM BY QUARTERS

<u>Course Title</u>	Hours Per Week		<u>Quarter Hours Credit</u>
	Class	Lab	
<u>FIRST QUARTER</u>			
MAT 1115 Electrical Mathematics	5	0	5
ENG 1101 Reading Improvement	2	0	2
ELC 1112 Direct and Alternating Current	5	15	10
	12	15	17
<u>SECOND QUARTER</u>			
MAT 1116 Electrical Mathematics	5	0	5
ENG 1102 Communication Skills	3	0	3
ELN 1122 Vacuum Tubes and Circuits	5	9	8
ELN 1123 Amplifier Systems	2	6	4
	15	15	20
<u>THIRD QUARTER</u>			
ELN 1125 Radio Receiver Servicing	2	6	4
ELN 1126 Transistor Theory and Circuits	4	15	9
PSY 1101 Human Relations	3	0	3
	9	21	16
<u>FOURTH QUARTER</u>			
ELN 1128 Television Receiver Circuits and Servicing	5	12	9
BUS 1103 Small Business Operations	3	0	3
Elective	3	6	6
	11	18	18

WELDING

The Welding curriculum is a one-year diploma program that leads, upon successful completion, to North Carolina State Certification. This curriculum was developed to fill the tremendous need for certified welders in North Carolina and adjoining states.

The curriculum offers training in basic courses which includes 8 hours of math, 8 hours of applied science, and 52 hours of the principles and practices of welding and general education courses.

Upon successful completion of the curriculum, a student will find job opportunities in:

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

SUGGESTED CURRICULUM BY QUARTERS

<u>Course Title</u>	<u>Hours Per Week</u>		<u>Quarter Hours Credit</u>
	<u>Class</u>	<u>Lab</u>	
<u>FIRST QUARTER</u>			
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
PHY 1101 Applied Science	3	2	4
ENG 1101 Reading Improvement	2	0	2
	<u>13</u>	<u>17</u>	<u>19</u>
<u>SECOND QUARTER</u>			
WLD 1121 Arc Welding	3	12	7
MAT 1103 Geometry	3	0	3
DFT 1117 Blueprint Reading: Welding	0	3	1
PHY 1102 Applied Science	3	2	4
ENG 1102 Communication Skills	3	0	3
	<u>12</u>	<u>17</u>	<u>18</u>
<u>THIRD QUARTER</u>			
WLD 1124 Pipe Welding	3	12	7
WLD 1123 Inert Gas Welding	1	3	2
WLD 1112 Mechanical Testing and Inspection	1	3	2
DFT 1118 Pattern Development and Sketching	0	3	1
PSY 1101 Human Relations	3	0	3
	<u>8</u>	<u>21</u>	<u>15</u>
<u>FOURTH QUARTER</u>			
WLD 1122 Commercial and Industrial Practices	3	9	6
WLD 1125 Certification Practices	3	6	5
MEC 1112 Machine Shop Processes	0	6	2
BUS 1105 Industrial Organizations	3	0	3
	<u>9</u>	<u>21</u>	<u>16</u>

CLASSIFICATION OF STUDENTS

Full-time student: A student enrolled for 13 or more quarter hours is considered a full time student.

Part-time student: A student enrolled for 12 or less quarter hours is considered a part-time student.

Special student: 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.

COSTS AND FEES

Tuition-Student

Tuition charge is \$32 per quarter, per student, and must be paid in the Business Office at the beginning of each quarter. Students who cannot meet this financial obligation must make arrangements by contacting the Director of Student Personnel prior to the first class session.

Advance Tuition - Student Activity Fee

An advance tuition and student activity fee of \$10 must accompany each application for admission. This fee will be applied as follows: \$5 for advance tuition; \$5 for student publications and student activities. The student activity fee is to be paid once each academic year. This fee is refundable only in case the student is not accepted by the Institute or the course or curriculum fails to materialize. Part-time curriculum students and special students are to be charged a student activity fee of \$1 per year.

Late Registration

A late registration fee of \$5 will be charged to all students, without exception, who register after the regular registration dates on the school calendar.

Student Fees for Out-of-State Students

Any student whose legal residence is outside of North Carolina or in case of students who are under 21 years of age and who are boarding or living with relatives in the state but whose parents or guardians live outside the state, will pay tuition fees, $2\frac{1}{2}$ times the in-state rate.

Book Cost

Students are required to buy the necessary textbooks for courses. The estimated cost is \$35 per quarter.

Hand Tools and Instruments

In certain vocational curriculums students are required to purchase hand tools or instruments until they have assembled basic items necessary for accepting employment. A list of these will be given to each student by his Department Head at the start of each quarter. The average cost per year is \$10 to \$35.

Refund Policy for Curriculum Students

Tuition refund for students shall not be made unless the student is, in the judgment of the institution, compelled to withdraw for unavoidable reasons. In such cases, two-thirds ($\frac{2}{3}$) of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the school calendar. Tuition refunds

will not be considered for tuitions of five dollars (\$5) or less, except if a course or curriculum fails to materialize, all students' tuitions shall be refunded.

ACADEMIC STANDING

Requirements for Graduation

To be eligible for graduation, the student must:

1. Successfully complete his course of study as listed in institutional catalog.
2. Have passed all required courses within the curriculum he is pursuing. An academic grade average of 2.0 (C) is required.

Academic Probation

Upon the recommendations of an Admissions Committee, Randolph Technical Institute will place on probation, students 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 Personnel Office and reminded that it will be necessary to have a 2.0 before he can graduate.

Students on academic probation will have the following time limits on their probationary status:

1. One-Year Vocational Students - One Quarter
2. Two-Year Technical Students - Two Quarters

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.

Honor List

Randolph Technical Institute will publish an honor list each quarter of curriculum students who earn a 3.0 average or

better on all work attempted for that quarter. Students receiving failing grades will not be eligible for the honor list, even though their Grade Point Average may be 3.0. A student will not be considered for the honor list if he is attempting twelve quarter hours or less.

Attendance Policies

All students will be expected to attend classes according to their arranged schedule.

In the event an absence occurs, it is the student's responsibility to request permission for make-up of work missed. Students are permitted to make up work only if the absence is excused. An excused absence slip must be secured from the Director of Day Programs or the Director of Evening Programs on the student's immediate return to class after an absence before the instructor will permit make-up work. Absenteeism in excess of 20% of the class hours scheduled per course for the quarter will result in an automatic failure.

Absenteeism prevents good scholarship, and it is impossible to receive instruction, obtain knowledge, or gain skill when absent.

Tardiness - Anytime a person is late to class he will receive an "L". Two "L"'s count as an absence of one hour.

GRADING SYSTEM

Each grade is assigned a "grade point equivalent" in quality points for each quarter credit hour scheduled. The scholastic point average is determined by dividing the total

quality points earned by the number of quarter hours scheduled.

<u>Numerical</u> <u>Grade</u>	<u>Grade</u>	<u>Grade Point Equivalent</u> <u>for Each Quarter Hour</u>
93 - 100	A - Excellent	4 Quality Points
85 - 92	B - Good	3 Quality Points
77 - 84	C - Average	2 Quality Points
70 - 76	D - Below Average	1 Quality Point
Below 70	F - Failing	0 Quality Point

1. Inc. - Incomplete (An incomplete signifies that the student has passed final exam but is incomplete in some report or other work assigned by his instructor. An "Inc." must be completed satisfactorily within one week after the last day of the quarter or it automatically becomes an "F").
2. All final course grades will be a letter grade in accordance with adopted grading system. Students will receive their grade card every eleven weeks.
3. All students must have at least a 2.0 average to be eligible for graduation. In addition, a student must pass all courses in his major subject area.
4. All second year students should contact the Student Personnel Office to determine their grade point average. This may be done during the second week of school.
5. Students will be informed during the first week of classes, the requirements of the course, methods of evaluation and how their final grade is determined.
6. A student must have twice as many quality points as credit hours attempted in order to graduate.
7. No grade(s) will be released if student is delinquent in tuition or other fees.

STUDENT PERSONNEL SERVICES

Counseling Service

The Student Personnel Services include counseling services provided by trained personnel. These services are available to

to all curriculum students from pre-admission through graduation, including transfer or placement.

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

Students may come to the counselors office at any time when a personal problem arises which could affect his program in school. Faculty members are requested to encourage students to use this service if needed. Appointments are set up to discuss the student's educational course of study and school at intervals throughout the year.

Financial Assistance

Students who are in need of financial assistance are to be referred to the Student Personnel Office as soon as the need is ascertained. Financial assistance is available under the following plans:

Work-Study

This form of financial aid is administered under the "Work-Study Program, Vocational Education Act of 1963." This allows a student to be employed by the school as an aide, lab assistant or in any capacity not covered by a regular employee. Maximum earning for a student is \$45 per month (within a 30-mile residence area) and \$60 per month (beyond the 30-mile residence area); this earning is rated at \$1.25 per hour.

Student Loans

Loans are available to the student who qualifies under the following plans:

State Board of Education Student Loan Fund - Vocational and Technical Education

Students who are enrolled on a full-time basis in vocational or technical education programs and who meet other qualifications may borrow up to \$300 in any one year. The money is to be used for payment of tuition, fees, books, materials, equipment, room and board. The total loan must be repaid in five years.

James E. and Mary Z. Bryan Foundation Student Loan Plan

Students who are enrolled on a full-time basis in vocational or technical education programs and who meet other qualifications may borrow up to \$500 per year. The money is to be used for tuition, fees, books, equipment, and living expenses.

North Carolina Bankers' Student Loan Plan

Students who are enrolled in technical education programs leading to an Associate in Applied Science Degree and who meet other qualifications may borrow up to \$300 per year. The money is to be used for tuition, fees, books, equipment, and living expenses.

Part-Time Employment

Students in need of employment to meet educational expenses will be given assistance in locating job opportunities by the Director of Student Personnel.

Placement of Students

The Student Personnel Office provides a job placement service for all curriculum students who successfully complete a

program of study at Randolph Technical Institute. The Admissions and Placement Office maintains an active file of prospective employers and provides these employers with personal data sheets on students from the curriculum meeting the job demands.

Student personal data sheets are usually sent out in March after spring quarter registration or in early April. Individual interviews are arranged for the student by the Director of Student Personnel. All students will dress in an acceptable manner for interviews: coats, ties, etc.

STUDENT AFFAIRS

Student affairs and activities are an integral part of the total development of students at a technical institute. Through these activities students will receive practical experience in the responsibility of citizenship through participation in these programs. Students are encouraged to work with the Student Personnel Office in the development of a Student Affairs Committee, enabling each student to have a voice in school affairs and activities.

Through the development of a Student Affairs Committee, students are encouraged to form a student newspaper, designed to inform the student body on the activities that students are involved in as well as their accomplishments.

Class Rings

Randolph Technical Institute will offer technical and vocational students an opportunity to obtain a school class

ring. This ring, designed by a student committee, is a symbol of the school. In order to be eligible for a class ring, students must have a 2.0 (C) average on all work attempted at the time the ring is ordered. Technical students must be in their third quarter before ordering a ring, and vocational students must be in their second quarter.

RULES AND REGULATIONS

Student Conduct

Students will be expected to conduct themselves at all times as mature adults. Students who do not respect the rights and privileges of other students and fail to demonstrate a high regard for school facilities, property, and personal effects of others will be subject to dismissal.

Telephone Usage

A telephone is provided in the student lounge for students to use. Incoming calls for students will not be honored except in case of emergency. Messages and telephone numbers will be taken and given to the students.

Parking

Ample parking space is provided for all students. Do not park in reserved spaces or drives. Also, adhere to a minimum speed of 10 MPH on campus.

Homework and Outside Assignments

Students must expect a normal amount of homework and outside assignments.

Outside work, once assigned, will be the responsibility of the student, and an instructor may grade off points for late work. Outside work may be assigned by instructors for students who fail to do quality work in class even though the work in class is passing. Work that is considered "just passing" should not be considered as quality work.

A guide line to help students determine how much to concentrate on outside assignments would be as follows:

1. One hour of lecture requires two hours outside study or homework.
2. One hour of lab requires one hour of outside study or homework.

These are only minimum guide lines. Each student is expected to adjust these to his area of study.

Early Dismissal

1. Early dismissal means having to leave any portion of a class period earlier than the time when the class normally ends.
2. A student must present a note in writing to the instructor, giving reasons for early dismissal. This must be done prior to the time the class is scheduled to meet.
3. Approval may or may not be given at the discretion of the instructor.

Withdrawals

A student who transfers or withdraws from the Institute during the quarter must first consult with Director of Student Personnel and Faculty Advisor. Requests should be in writing. This will protect the student's academic records, his right to re-enroll, or the right to transfer to another technical institute or college. No student's record will be released until his financial record is cleared.

Re-Admission

1. When a student withdraws from school due to hardship or illness, he may be permitted to re-enter at the beginning of the quarter in which those courses will be taught again.
2. A student dismissed from school by the Administration may re-enter the following September or the appropriate quarter and will be on a probationary period of one quarter.

Class Repeat Rules

A student who fails a course may be required to repeat the course. The first grade made on the course would be counted in the total quality point average.

Schedule Changes

No student is to make a schedule change without first being cleared through his Faculty Advisor and the Student Personnel Office.

First Aid

1. Students are urged to practice safety at all times, in classrooms, shops and laboratory procedures.
2. A first-aid room will be maintained for treatment of minor injuries.

Accidents and Reports

1. Students who are accidentally hurt during school attendance and who need an insurance form should secure such a form from the Business Office as soon as possible following the accident. (For further details, see the section on student insurance.)
2. Accidents should be reported immediately to the instructor.
3. No insurance forms will be given to students unless the accident has been reported in the proper form by the instructor.

Dress

Since this is a technical institute, we continually have prospective employers visiting the school. Also, many companies who are looking for likely places to open new industry will have their representatives visit the Institute. With this in mind the following guide lines are given for proper dress.

1. Dress neatly at all times.
2. Beards and long hair are not considered as being neat in appearance.
3. Shirt tails must not be worn outside the pants except those sport shirts designed to be worn outside.
4. Shop coats are necessary in some curricula.
5. Bermuda or walking shorts are not to be worn while attending the Institute.

SPECIAL SERVICES

Library

A technical library is maintained by Randolph Technical Institute for use by faculty and students. The total number of volumes is in excess of 5,000. This includes scientific and technological volumes as well as related fields and current periodicals.

There are times when assignments will require the use of the library for research purposes. The facilities are also available to those who wish to browse or who desire a quiet place to study.

Special library procedures are posted in the library.

Selective Service Deferments

Any student wishing to apply for a student deferment should contact the office to provide necessary information. Only full-time day students are eligible for school deferments at the present time.

Hours

The student schedule requires 25 to 30 hours per week of classroom and laboratory work. On the average, 18 to 20 hours per week must be devoted to outside study. A student should plan an overall time commitment of approximately 45 hours per week to his studies. The library will be open from 8:00 a.m. to 10:00 p.m. for this purpose.

Overdue Books

Students are encouraged to return books to the library when they are due or earlier if they have finished using them. Books that are kept out of the library past the date due stamped on the date due slip in the back of the book are overdue and subject to fines when they are returned.

Overdue fines amount to five cents per day if paid when the book is returned.

Unpaid obligations resulting from overdue books will be referred to the Director of Student Personnel for appropriate handling, withholding of grades, etc. Prompt attention should be given overdue books and library notices.

Book and Supply Store

A book and supply store is operated by the Institute for the service of students and instructors. The store receives

no state or local funds to cover the cost of operation and is required to bear the entire cost of its operation from the revenue of sales. All textbooks, tools, instruments, and other supplies required by students attending the Institute are available and sold through the Book Store below list price. Other distinctive items are also available from the store.

Student Lounge

Randolph Technical Institute provides a student lounge for the comfort and relaxation of the student body. The lounge is equipped with a refreshment center, sandwiches, chairs and tables. It is open all day for the student's convenience. The student has individual responsibility to help maintain the neatness and cleanliness of the student lounge.

Accident Insurance

All students enrolled at Randolph Technical Institute may participate in an accident insurance plan. This is offered on a voluntary basis and the Institute in no way underwrites this plan.

Cost of this insurance is \$2.50 per year.

The administration encourages each person enrolling in a program to participate in this plan. Our office staff will be available to answer questions.

Vocational Rehabilitation

The Institute works with the various vocational rehabilitation agencies in seeking to provide educational opportunities for persons with physical and health limitations.

Veterans

Qualified veterans and children of deceased veterans may be admitted and approved to receive educational benefits, providing they meet requirements established by the Veterans Administration. Randolph Technical Institute has been approved by the Veterans Administration. Veterans eligible to attend technical or vocational programs may do so under the Veterans' Readjustment Benefits Act of 1966.

In cases where the minimum number of clock hours per quarter do not meet the requirements established by the Veterans Administration, Public Law 89-358, (25 hours technical, 30 hours vocational) the institution will provide classes for such veterans to meet this requirement by scheduling additional hours in subjects shown in the curriculum.

