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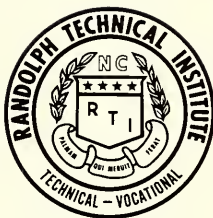
DRAWER 1009 ASHEBORO, NORTH CAROLINA 27203 PHONE 919-629-1471

CATALOG





RANDOLPH  
TECHNICAL  
INSTITUTE



**General Catalog 1975-77**

Drawer 1009

ASHEBORO, N. C. 27203

Phone 919 629-1471

## GREETINGS FROM THE PRESIDENT



Welcome to the only institute of higher education in Randolph County — the Randolph Technical Institute.

This Institute was founded as a comprehensive center of learning to meet the individual needs of county residents. It maintains a wide range of programs, adjusting its curriculum to respond to the emerging educational needs of a changing society. The curriculum is balanced with courses for job entry or job upgrading, for transfer to a four-year institution, and for personal enrichment and improvement.

We are grateful for the direction, efforts and support which our Board of Trustees have given us. Randolph Tech is fortunate to have a Board whereby each member is dedicated to serve the total institute without regard to remuneration or publicity.

Randolph Tech is an "open door" institution. Any person 18 years or older who can benefit from instruction is eligible for admission. The educational and vocational needs of the student come first. Students are encouraged to take advantage of the available counseling services. All courses are taught by thoroughly trained and professionally experienced instructors.

We are small enough to know each student as a person, yet large enough to provide all the facilities and services required for a quality education.

From Carl Schurz we read: "Ideals are like stars; you will not succeed in touching them with your hands. But like the seafaring man on the desert waters, you choose them as your guides and by following them, you will reach your destiny."

We at Randolph Tech are glad that you chose us as one of your stars to help guide your future.

M. H. Branson,

*M. H. Branson*  
President

# STUDENT CALENDAR 1975-76

## FALL QUARTER

August 28, 29 (Thursday, Friday)

September 2 (Tuesday)

September 9 (Tuesday)

September 30 (Tuesday)

November 17 (Monday)

Registration

Classes begin

Last day to register, drop, or add courses

Last day to withdraw from a course without receiving an "F"

End of Fall Quarter

## WINTER QUARTER

November 24, 25 (Monday, Tuesday)

November 27, 28 (Thursday, Friday)

December 1 (Monday)

December 8 (Monday)

December 19 (Friday 5:00 p.m.)

January 5 (Monday)

January 12 (Monday)

February 27 (Friday)

Registration

Thanksgiving Holidays

Classes begin

Last day to register, drop, or add courses

Christmas Holidays begin

Classes resume

Last day to withdraw from a course without receiving an "F"

End of Winter Quarter

## SPRING QUARTER

March 4, 5 (Thursday, Friday)

March 9 (Monday)

March 15 (Monday)

April 5 (Monday)

April 15 (Thursday 10:00 p.m.)

April 20 (Tuesday)

May 25 (Tuesday)

Registration

Classes begin

Last day to register, drop, or add courses

Last day to withdraw from a course without receiving an "F"

Easter Holidays begin

Classes resume

End of Spring Quarter

## SUMMER QUARTER

May 27, 28 (Thursday, Friday)

May 31 (Monday)

June 7 (Monday)

June 28 (Monday)

July 2 (Friday 5:00 p.m.)

July 12 (Monday)

August 20 (Friday)

August 22 (Sunday)

Registration

Classes begin

Last day to register, drop, or add courses

Last day to withdraw from a course without receiving an "F"

Summer Holidays begin

Classes resume

End of Summer Quarter

Graduation Exercises

# STUDENT CALENDAR 1976-77

## FALL QUARTER

September 2, 3 (Thursday, Friday)  
September 7 (Tuesday)  
September 14 (Tuesday)  
October 5 (Tuesday)  
November 22 (Monday)

Registration  
Classes begin  
Last day to register, drop, or add courses  
Last day to withdraw from a course without receiving an "F"  
End of Fall Quarter

## WINTER QUARTER

November 23, 24 (Tuesday, Wednesday)  
November 25, 26 (Thursday, Friday)  
November 29 (Monday)  
December 6 (Monday)  
December 17 (Friday 5:00 p.m.)  
January 3 (Monday)  
January 10 (Monday)  
February 25 (Friday)

Registration  
Thanksgiving Holidays  
Classes begin  
Last day to register, drop, or add courses  
Christmas Holidays begin  
Classes resume  
Last day to withdraw from a course without receiving an "F"  
End of Winter Quarter

## SPRING QUARTER

March 3, 4 (Thursday, Friday)  
March 7 (Monday)  
March 14 (Monday)  
April 4 (Monday)  
April 7 (Thursday 10:00 p.m.)  
April 12 (Tuesday)  
May 24 (Tuesday)

Registration  
Classes begin  
Last day to register, drop, or add courses  
Last day to withdraw from a course without receiving an "F"  
Easter Holidays begin  
Classes resume  
End of Spring Quarter

## SUMMER QUARTER

May 26, 27 (Thursday, Friday)  
May 30 (Monday)  
June 6 (Monday)  
June 27 (Monday)  
July 1 (Friday 5:00 p.m.)  
July 11 (Monday)  
August 19 (Friday)  
August 21 (Sunday)

Registration  
Classes begin  
Last day to register, drop, or add courses  
Last day to withdraw from a course without receiving an "F"  
Summer Holidays begin  
Classes resume  
End of Summer Quarter  
Graduation Exercises

# 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 have been granted authority to award the Associate of Applied Science and Associate in General Education Degree and Vocational Diploma 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 by the Veterans Administration.

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. Each student is offered the type of education which will better provide professional competence in his 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.

Training of highly skilled craftsmen and technicians is more important today than ever before because of the rapid industrialization of the South. New developments and higher standards of service go hand-in-hand with progress and change. In a changing society professional competence is of prime importance. If students are to take their places as contributing members of society, knowledge must be available at all levels. Randolph Technical Institute recognizes this concept as one element of education, and programs offered by the Institute will enable qualified youth and adults to successfully meet the challenge of our changing society. Demand for adequately trained students should far exceed the supply for many years to come. This institution will strive to meet area situations by its growth and expansion through the addition of courses, programs, facilities and equipment as demands become apparent and trends are determined.

# **PROGRAMS OF STUDY**

## **TWO YEAR**

**Accounting**

**Business Administration**

**Commercial Graphics**

**Electronics Technology**

**Executive Secretary**

**Floral Design and Management**

**General Education**

**General Office Technology**

**Interior Design**

**Legal Secretary**

**Photofinishing Specialist**

**Photography**

## **ONE YEAR**

**Automotive Mechanics**

**Electrical Maintenance**

**Industrial Mechanics**

**Machinist**

**Nursing (LPN)**

**Welding**



## **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, and design-related technologies.

The Institute also offers one-year Diploma programs in service and industrial occupations.

### **GENERAL EDUCATION (College Transfer Option)**

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.

### **COMMUNITY SERVICE EDUCATION**

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);

Adult Learning Laboratory — adult high school courses using programmed instruction (grades 8-12);

Continuing education courses for adults. Classes are offered year-round, day and evenings.

### **FULL-TIME PROGRAMS**

The Institute offers one- and two-year programs on a full-time day basis. One-year programs operate five days per week with a thirty clock hour load. Two-year programs operate five days per week with a twenty-five clock hour load. The Associate in

General Education Program operates on a full-time load of twelve credit hours.

### **PART-TIME PROGRAMS**

Randolph Technical Institute offers select one- and two-year programs on a part-time basis. Part-time courses are available during the evening and will vary according to student needs and interest.

### **SUMMER QUARTER**

Randolph Technical Institute conducts a summer session for all one-year programs and two summer sessions for Associate Degree students enrolled in General Education.

### **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 108 credit hours.

#### **Associate in General Education**

Satisfactory completion of not less than 66 credit hours in liberal education and elective courses.

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. Satisfy all general and specific requirements of the Institute, 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 all one-year programs.

### **ADDITIONAL DEGREES OR DIPLOMAS**

Upon the request of a student and the approval from the Dean of Occupational and General Education, a student may seek an additional diploma or degree in a different discipline. To earn an additional diploma

or degree, the student must 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, and the administration reserves the right to require additional work when advisable.

## 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

### OPEN DOOR POLICY

As a member of the North Carolina Community Col-

lege System, Randolph Technical Institute operates under an "open door" admission policy. The "open door" policy does not mean that there are no restrictions on admission to specific programs. Special admission requirements, such as educational qualifications, physical abilities, test scores, and State Board policy restrictions, are attached to certain curriculums. Within these restrictions, any person, whether a high school graduate or non-graduate, 18 years of age or older and, who is able to profit from further formal education, will be served by the Institution.

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

## ELIGIBILITY

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.

## SPECIFIC

### ADMISSIONS REQUIREMENTS

#### A. Associate Degree Programs

1. High school graduation, or the equivalent, is required of all applicants for degree programs. The high school equivalency certificate or the state adult education diploma is acceptable in lieu of a regular high school diploma.
2. The applicant must be in acceptable physical and mental health.
3. A medical exam is required of each applicant.
4. Applicants for admission to the Electronics Engineering program must present two units in advanced math.
5. Applicants for admission to the Business programs must be enrolled for a minimum of halftime and seeking a degree.
6. Students seeking admission in the Photofinishing Specialist curriculum must be a high school

graduate, or the equivalent. All other entrance requirements stipulated by Student Services for the associate degree program will be adhered to this program.

### **B. Diploma Programs**

1. The applicant 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 applicant has the equivalent of a tenth grade education (8 high school units).
3. The applicant can benefit from enrollment in the program.
4. The enrollment quota for the curriculum is not filled.
5. The applicant has no physical disability that would prevent performance of the physical tasks demanded by the training program or the occupation.

Applicants to the Practical Nursing program shall also:

1. Have completed a minimum of 8 high school units, but should be high school graduates or equivalent.
2. Take the Otis Gamma Test administered by a member of the Student Services staff.
3. Be approved by an admissions committee, which comes from the instructional staff of the Practical Nursing Department and the Student Services staff.

Applicants for admission to the Electrical Maintenance program must present one unit of algebra.

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

A medical form is required of all applicants for diploma and degree programs.

## **ADMISSIONS INFORMATION**

High school seniors intending to enroll in a specific curriculum should submit their applications January 1 of their senior year, 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 \$10.00 has been paid. Applications can be obtained from all high school counselors and from the Institute Student Services Office. This office is open from 8:00 a.m. to 5:00 p.m. Monday through Friday. For admissions information, call Student Services, (919) 629-1471.

## **PRE-ADMISSIONS 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.

Testing — All two-year Associate Degree students are administered the Verbal Reasoning and Numerical Ability Tests of the Differential Aptitude Tests prior to an admissions counseling conference. One-year diploma applicants are required to take the General Aptitude Test Battery. In addition to the GATB, the Otis Gamma Test is administered to all Practical Nursing applicants.

In cases where Associate Degree applicants have prior test scores such as the College board, additional institutional testing may not be necessary.

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, without exception, who register after the regular registration dates on the school calendar, or other published dates.

## 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. 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 and General Education, the instructor involved, and the Departmental Chairman. Copies of the proficiency examinations must be filed with the Dean of Occupational and General Education and the instructor will provide results of proficiency to Student Services to record on student permanent records.

## TRANSFER CREDIT

The Institute reserves the right to accept or reject credits earned at other colleges, universities, and institutions. In general, credit earned with a grade of "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

We will transfer courses with a grade of C or better with the exception of D on the first course of a two-course sequence. The D will transfer if the latter course is a C or better.

Example: ENG 101 - D ENG 102 - C The D will transfer.

ENG 101 and ENG 102 Freshman courses in English Grammar and Composition.

ENG 103 - only a course in Technical Report Writing will transfer.

ENG 204 - any comparable course listed as Oral Communications or Speech.

## SOCIAL STUDIES

Courses normally accepted as credit are psychology, sociology, history, and economics. If student has credit for one social studies 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 American Institutions.

If Economics is taught within the program of study, and the student is also required two other social studies, the credit is applied toward the economics course and not the social studies.

## MATH

MAT 110 - Business Math - credit is given for a comparable of this nature or for first course in College Math. Technical Math is handled on an individual basis with the department head.

## MAJOR AREA

All courses transferred into major areas is determined by the department head and Student Services.

## CLASSIFICATION OF STUDENTS

### REGULAR STUDENTS

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

## FULL-TIME STUDENTS

Students enrolled for 12 or more quarter hours are considered full-time.

## 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.

## TUITION

### Quarter Hours

12 and up	\$ 33.00/Quarter	
1 through 11	2.75/Credit Hour	
12 and up	\$137.50/Quarter	(Out-of-State)
1 through 11	11.45/Credit Hour	(Out-of-State)

### Semester Hours

12 and up	\$ 49.50/Semester	
1 through 11	4.13/Credit Hour	
12 and up	\$206.25/Semester	(Out-of-State)
1 through 11	17.18/Credit Hour	(Out-of-State)

## Miscellaneous Service Charges

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

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

### \* Activity Fees

Full-time quarter and semester students will be

charged an activity fee of \$12.00 per academic year to be paid at Fall registration. Full-time quarter students will pay an activity fee of \$2.00 per Summer session. Full-time semester students will pay an activity fee of \$1.00 per Summer session. Full-time or special students enrolling after Fall will be charged on a prorated basis.

Part-time quarter students (4-12 credit hours) will be charged an activity fee of \$2.00 each quarter. Part-time semester students (4-11 credit hours) will be charged an activity fee of \$3.00 each semester.

For students enrolled in less than 4 credit hours, no activity fee will be charged.

\* Activity fees are non-refundable.

Accident Insurance (Optional)	\$3.00
* Graduation Fee (Includes degree or diploma)	\$8.00
Adult Basic Education.....	No Charge
High School Equivalency Program.....	No Charge
Public Service Programs.....	No Charge
Business and Industrial Service Programs	\$2.00 Registration Fee
Cultural Enrichment Programs	\$2.00 Registration Fee

## Out-of-State Tuition

Any student whose legal residence is outside of North Carolina, or, in the case of students who are boarding or living with relatives in the community, whose parents or guardians live outside the State, shall pay tuition fees in fiscal year 1971-72 as follows: \$400 for the year, or \$100 for each quarter, or—if a part-time student—\$8.50 per credit hour. This tuition increase shall become effective at the 1971 Fall quarter registration at each institution. Beginning with the 1972 Fall quarter registration, and applicable to each subsequent fiscal year, such out-of-State students shall pay tuition fees as follows: \$550 per school year of twelve months, or \$137.50 per quarter, or—if a part-time student — \$11.45 per quarter credit hour.

\*(Non-Refundable in event of withdrawal from the institute).

## STUDENT REFUND POLICY

### Curriculum

No refund of tuition will be made by the Institute unless the student is compelled to withdraw for unavoidable reasons. If approved, by Dean of Student Services and the Business Manager, ½ refund will be made if a student withdraws within ten calendar days after the first class meeting. Activity fees, student insurance, late registration fees, and any other fee that is not designated as tuition fee are not refunded. During the drop/add period, as specified in the school calendar, charges will be made for courses added and full refund for courses dropped. If a program fails to materialize or a person is not accepted, the \$10.00 pre-tuition deposit will be refunded. **VETERANS** - Check with Student Personnel Office and/or Business Office on refunds.

### Extension Programs

No refund of student tuition or supply fees will be made by Randolph Technical Institute unless the student is, in the judgement of the Institution, compelled to withdraw for unavoidable reasons. In such cases tuition and supply refunds will **not** be considered for fees of five dollars (\$5.00) or less except if a course fails to materialize; neither will refunds be made where classes meet less than 10 hours per week. In case of student withdrawal, credit will not be applied toward future classes for any fees.

## RESIDENCY STATUS FOR TUITION PAYMENT

**General:** The tuition charge for legal residents of North Carolina is less than for nonresidents. To qualify for in-state tuition, a legal resident must have maintained his domicile in North Carolina for at least the twelve months next preceding the date, or first enrollment, or re-enrollment in an institution of higher education in this state. Student status in an institution of higher education in this state shall not constitute eligibility for residence to qualify said student for in-state tuition.

**Minors:** A minor is any person who has not reached the age of eighteen years. The legal residence of a person under eighteen years of age at the time of his first enrollment in an institution of higher education in this state is that of his parents, surviving parent, or legal guardian. In cases where parents are divorced or legally separated, the legal residence of the father will control unless custody of the minor has been awarded by court to the mother or a legal guardian other than a parent. No claim of residence in North Carolina based upon residence of a guardian in North Carolina will be considered if either parent is living unless the action of the court appointing the guardian antedates the student's first enrollment in a North Carolina institution of higher education by at least twelve months.

**Adults:** An adult is any person who has reached the age of eighteen years. Persons, eighteen or more years of age at the time of first enrollment in an institution of higher education, are responsible for establishing their own domicile. Persons reaching the age of eighteen, whose parents are and have been domiciled in North Carolina for at least the preceding twelve months, retain North Carolina residence for tuition payment purposes until domicile in North Carolina is abandoned. If North Carolina residence is abandoned by an adult, maintenance of North Carolina domicile for twelve months as a non-student is required to regain in-state status for tuition payment purposes.

**Married Students:** The legal residence of a wife follows that of her husband, except that a woman currently enrolled as an in-state student in an institution of higher education may continue as a resident even though she marries a nonresident. If the husband is a nonresident and separation or divorce occurs, the woman may qualify for in-state tuition after establishing her domicile in North Carolina for at least twelve months as a nonstudent.

**Military Personnel:** No person shall lose his in-state resident status by serving in the Armed Forces outside of the State of North Carolina. A member of the Armed Forces may obtain in-state residence status for himself, his spouse, or his children after maintaining his domicile in North Carolina for at least the twelve months next preceding his or their

enrollment or re-enrollment in an institution of higher education in this state.

**Aliens:** Aliens lawfully admitted to the United States for permanent residence may establish North Carolina residence in the same manner as any other nonresident.

**Property and Taxes:** Ownership of property in or payment of taxes to the State of North Carolina apart from legal residence will not qualify one for the in-state tuition rate.

**Change of Status:** The residence status of any student is determined as of the time of his first enrollment in an institution of higher education in North Carolina except:

(a) In the case of a nonresident student at the time of first enrollment who has subsequently maintained domicile as a non-student for at least twelve consecutive months and

(b) In the case of a resident who abandons his legal residence in North Carolina.

In either case, the appropriate tuition rate will become effective at the beginning of the first subsequent term enrolled.

**Responsibility of Students:** Any student or prospective student in doubt concerning his residence must bear the responsibility for securing a ruling by stating his case in writing to the Student Personnel Director. The student who, due to subsequent events, becomes eligible for a change in classification, whether from out-of-state to in-state or the reverse, has the responsibility of immediately informing the Institute, of his circumstances in writing. Failure to give complete and correct information regarding residence constitutes grounds for disciplinary action.

### **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. Nonresident 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 \$1,800. The expenses will vary according to program in which a student is enrolled.

## **HOUSING - TRANSPORTATION**

Students seeking housing arrangements are to check with Student Services to obtain the list of approved housing. The Institute will assist all students in making necessary arrangements. All housing is off campus in the community of Asheboro. Expenses for meals and lodging will be approximately \$35.00 per week. Students must furnish their own transportation.

## **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 Education Opportunity Grant is a Federal aid program available to full-time students in two-year Associate degree programs who have entered or are entering an eligible postsecondary institution for the first time after April 1, 1973. As a grant program, repayment of an award is not required.

### **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 July 1 of the coming school year. After July 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 15 hours weekly while attending classes full-time. 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, university, vocational, trade, or technical school. The fact of this full-time attendance must be reported to the Social Security Administration.

## **VETERANS 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, 301 North Main Street, Winston-Salem, North Carolina.

### **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 veteran 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 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 veteran 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.

### **Veteran's Benefits**

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

- Up to \$60.00 per month to pay for tutorial help
- \$270.00 per month for a single veteran
- \$321.00 per month for married veterans
- \$366 a month for those married with a child, and
- \$22.00 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.

### **STUDENT ADVISORS**

Each student may use his major instructor as a

faculty advisor who assists him in planning a schedule to meet his educational goals.

The advisor serves as a consultant concerning class performance and problems, personal or personnel problems, and Institute activities. Advisors will normally be from the student's major field. The advisor also helps to identify students who need counseling or specialized counseling services.

### **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.

### **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, without exception, who register after the regular registration dates on the school calendar, or other published dates.

### **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. In addition, industrial representatives visit the school each spring and summer interviewing graduates for prospective positions with their organizations.

## **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 lessens 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.

Students will be dropped from the class roll if they have five consecutive unexcused absences. In order to be considered for reinstatement to class after being dropped, a student must make an appeal to the "Re-Admissions Committee" within three days from the dropped date. The Re-Admissions Committee consists of the Dean of Student Services, Dean of Occupational and General Education, and the Departmental Chairman and/or instructors concerned.

### **DROP/ADD PROCEDURE**

A student who wishes to drop or add a course after initial registration should contact Student Services. The student will complete a drop/add form and may be referred to his advisor. The approval of Student Services and Business Office is required for drop/add.

The instructor shall notify Student Services when a student has accumulated five unexcused absences

unless he has on file an approved drop or withdrawal slip. The instructor shall not re-admit a student to class for which he has a drop/add slip on file unless the student presents a re-admit slip from the Student Services office.

### **TRANSFERS (Between Programs)**

Students who feel they have made an incorrect vocational choice and wish to change to another field of study, should contact Student Services during the first week of school. Every attempt will be made to help the student select a program that is within his capabilities and interest.

### **Withdrawal**

Students desiring to withdraw from the Institute should contact the Office of Student Services to obtain the necessary forms and procedures for official withdrawal. A student who fails to withdraw officially will receive a grade of **F** for each course in which he is enrolled.

### **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. (In general, a class which meets one hour, five days a week yields five credit hours.) Laboratory and shop classes vary from this pattern.

### **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 point 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.

### Honor Roll for Regular Students

A regular student who is enrolled for at least thirteen 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.

### Incomplete

Assigned at the discretion of the instructor and approval of the Dean of Occupational and General Education for incomplete course work. For 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 during the following quarter or it automatically becomes an F.

## 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 Diploma Students - One Quarter

## 2. Two-Year Degree 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.

## 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 and Photography 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.

## **RULES AND REGULATIONS**

All students are expected to conduct themselves in and around the campus in a manner in keeping with the highest standard of integrity and moral conduct. The following are specific areas of concern:

### **Dress**

As important as the technical and vocational knowledge a student gains from his post high school education is the opportunity he receives to acquaint himself with acceptable standards of dress and behavior. Each student is expected to adhere to the standards of dress demanded of the trade, business, or profession for which he is preparing. Students are required to wear shoes at all times while on campus.

### **Parking**

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.

Parking stickers are available in the Student Services office. The first one is free; any additional parking stickers are 25 cents each. Each student is responsible for registering his vehicle with this office.

### **Alcoholic Beverages and Drugs**

The use or consumption of, being under the influence of, or being in possession of intoxicating beverages or drugs is prohibited on campus. To do so may result in permanent dismissal.

### **Facilities**

Use of school facilities by students, organizations or clubs must be approved by the administration.

### **Grievance Procedures**

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 satisfied, 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.

### **Use of Telephones and Telephone Calls**

No student will be taken out of class for a telephone call unless it is an emergency. There is a telephone in the lounge area for student use. Please do not ask to use school telephones.

### **Smoking**

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 house-keeping practices should be maintained.

### **Food and Drink**

An area has been provided for snacks and drinks. Students and staff shall consume these items in the places designated and not in halls, shops, labs, and classrooms.

### **Financial Responsibility**

Students are not permitted to default in the payment of fees, fines, loans, or other financial obligations due the school. All tuition, fees and other expenses must be paid prior to entering class. Any deviation from this policy must be approved by the President of the Institute.

### **Gambling**

All forms of gambling are prohibited. To do so may result in permanent dismissal.

### **Cancellation of Instructional Classes, Day and Evening**

Classes will be cancelled only by the President of the Institute. The decision of the Asheboro/Randolph County school superintendent has no bearing on RANDOLPH TECHNICAL INSTITUTE operating its adult program 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 television, you can accept this as the Institute's procedure. Announcements will be made by 7 a.m. and 5 p.m. for the day and evening programs respectively.



## **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 the 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 Interior Design Department maintains a student chapter of the American Institute of Designers (A.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 the class who serves on the student council. 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**

The Institution is housed in modern air-conditioned facilities with 56,000 square feet of usable space available to meet the educational and developmental needs of the student.

The present facilities at Randolph Technical Institute consists of classrooms, shops, studio, learning resource center, teaching theater, administrative and student services.

RANDOLPH TECHNICAL INSTITUTE is situated on a 25-acre campus, south of the business district in Asheboro. Located between 220 By-Pass and Fayetteville Street, the Institute is easily accessible from Highways 64 and 220. A campus addition of 16,000 square feet was completed for the 1974-75 school year. This new facility includes a student center, photography department, along with additional classrooms and labs.

## **CAMPUS STORE**

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, machine shop scales, and other student supplies. In addition to stocking the standard required text-books, 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 resource library material.

## **TEACHING MATERIALS CENTER**

The teaching materials center is the modern concept of the technical institute library. The library concept has been expanded to include all of the various research and study facilities.

The RANDOLPH TECHNICAL INSTITUTE teaching materials center is housed in new, spacious, well-lighted multipurpose quarters which features a reading lounge area and a seating capacity of 75 students.

The center contains approximately 12,508 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 300 specialized dictionaries, handbooks and reference books. The center subscribes to more than 135 periodicals of which about 50% are technical and trade, 15% professional and 35% general.

The center is open from 8:00 a.m. to 10:00 p.m. daily 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 teaching materials center will assume increasing importance in its total educational program.

# AREAS OF INSTRUCTION

## ONE-YEAR DIPLOMA PROGRAMS

The Institute offers six 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: Automotive Mechanics, Electrical Maintenance, Machinist, Photofinishing Specialist, Practical Nursing, and Welding.

## TWO-YEAR ASSOCIATE DEGREE PROGRAMS

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 context includes technical specialty courses, allied supporting subjects, and liberal courses.

## RECOMMENDED HIGH SCHOOL PREPARATION

### ACCOUNTING

Business Mathematics, Economics,  
Business Courses

### AUTOMOTIVE MECHANICS

Algebra or Modern Mathematics

### BUSINESS ADMINISTRATION

Business Mathematics, Economics,  
Business Courses

### COMMERCIAL GRAPHICS

Geometry, Art Courses

### ELECTRICAL MAINTENANCE

Algebra or Modern Mathematics



### ELECTRONICS TECHNOLOGY

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

### FLORAL DESIGN AND MANAGEMENT

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

### SECRETARIAL SCIENCE (EXECUTIVE & LEGAL)

Business Mathematics, Business  
Courses

### WELDING

Two Years High School Mathematics

## ART AND DESIGN

### 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</i>			
ENG 101 Technical Communications	3	0	3
ART 101 History of Art	3	0	3
DES 102 Design	2	6	4
DFT 101 Technical Drafting	0	6	2
DES 108 Basic Drawing	2	4	4
<i>Totals</i>	10	16	16
<i>SECOND QUARTER</i>			
ENG 102 Technical Communications	3	0	3
ART 111 History of Art	3	0	3
DES 112 Design	2	6	4
DFT 108 Architectural Drafting	0	6	2
DES 125 Color Theory and Application	2	4	4
<i>Totals</i>	10	16	16
<i>THIRD QUARTER</i>			
ENG 103 Report Writing	3	0	3
ART 121 History of Art	3	0	3
DES 122 Design	2	6	4
DFT 140 Layout Drafting	0	6	2
MAT 110 Business Mathematics	5	0	5
<i>Totals</i>	13	12	17

## *FOURTH QUARTER*

ENG 204 Oral Communications	3	0	3
DES 201 Interior Design	3	15	8
DES 121 Market Materials	2	6	4
DES 205 Period Styles in Furniture and Decorating	5	0	5
<i>Totals</i>	13	21	20

## *FIFTH QUARTER*

DES 206 Furniture Design and Construction	2	4	4
DES 211 Interior Design	3	15	8
BUS 232 Sales Development	3	0	3
Social Science	3	0	3
<i>Totals</i>	11	19	18

## *SIXTH QUARTER*

DES 221 Interior Design	2	9	5
DES 231 Commercial Design	2	9	5
ARC 250 Survey of Contemporary Architecture	5	0	5
DES 226 Accessories and Lighting	3	0	3
Social Science	3	0	3
<i>Totals</i>	15	18	21

Total Quarter Hours in Required Courses	102
Electives (Minimum)	6
<i>Total</i>	108

## 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.

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 Hours Credit
	Class	Lab.	
<i>FIRST QUARTER</i>			
ENG 101 Technical Communications	3	0	3
MAT 110 Business Mathematics	5	0	5
ART 101 History of Art	3	0	3
DES 102 Design	2	6	4
DFT 101 Technical Drafting	0	6	2
<i>Totals</i>	13	12	17
<i>SECOND QUARTER</i>			
ENG 102 Technical Communications	3	0	3
ART 111 History of Art	3	0	3
DES 112 Design	2	6	4
CGT 110 Lettering and Type	2	6	4
DES 120 Life Drawing	2	4	4
<i>Totals</i>	12	16	18
<i>THIRD QUARTER</i>			
ENG 103 Report Writing	3	0	3
ART 121 History of Art	3	0	3
DES 122 Design	2	6	4
CAT 125 Commercial Art	2	6	4
DES 220 Life Drawing	2	4	4
<i>Totals</i>	12	16	18

## *FOURTH QUARTER*

ENG 204 Oral Communications	3	0	3
CAT 207 Commercial Art	2	9	5
CGT 214 Graphic Arts	2	9	5
CAT 101 Advertising Principles	3	0	3
<i>Totals</i>	10	18	16

## *FIFTH QUARTER*

CAT 209 Commercial Art	2	6	4
CGT 216 Graphic Arts	2	6	4
CAT 116 Photography	2	6	4
Social Science	3	0	3
<i>Totals</i>	9	18	15

## *SIXTH QUARTER*

CAT 211 Commercial Art	2	6	4
CGT 222 Graphic Arts	2	6	4
CAT 217 Photography	2	6	4
Social Science	3	0	3
<i>Totals</i>	9	18	15

## *SEVENTH QUARTER (Summer)*

CGT 218 Illustration	2	9	5
CGT 223 Special Design Projects	3	9	6
CAT 219 Photography	2	6	4
<i>Totals</i>	7	24	15

Total Quarter Hours in Required Courses 108

Electives (Minimum) 6

Total 114

# BUSINESS AND COMMERCE

## ACCOUNTING

### Associate in Applied Science Degree

The specific objectives of the Accounting curriculum are to develop an understanding of the principles of organization and management in business operations. To obtain knowledge in the fundamentals of accounting and analysis of financial statements, along with effective skills in business communications.

Graduates of the Accounting curriculum may qualify for employment with the following types of firms:

- Accounting Clerk
- Accounting Machine Operator
- Auditor
- Cost Accountant
- Payroll Clerk

Successful completion of the following courses 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.



## ACCOUNTING

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
<i>FIRST QUARTER</i>			
ENG 101 Technical Communications	3	0	3
MAT 110 Business Mathematics	5	0	5
BUS 101 Introduction to Business	5	0	5
BUS 110 Offices Machines	2	2	3
BUS 120 Accounting I	5	2	6
<i>Totals</i>	20	4	22
<i>SECOND QUARTER</i>			
ENG 102 Technical Communications	3	0	3
ECO 102 Economics I	3	0	3
BUS 102 Typewriting	2	3	3
BUS 115 Business Law I	3	0	3
BUS 121 Accounting II	5	2	6
<i>Totals</i>	16	5	18
<i>THIRD QUARTER</i>			
ENG 103 Report Writing	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
EDP 104 Introduction to Data Processing	3	2	4
<i>Totals</i>	17	4	19
<i>FOURTH QUARTER</i>			
ENG 204 Oral Communication	3	0	3
BUS 123 Business Finance	3	0	3
BUS 222 Intermediate Accounting I	4	2	5
BUS 225 Cost Accounting	3	2	4
BUS 229 Taxes I	3	2	4
<i>Totals</i>	16	6	19
<i>FIFTH QUARTER</i>			
ENG 206 Business Communications	3	0	3
BUS 223 Intermediate Accounting II	4	2	5
BUS 230 Taxes II	3	2	4
BUS 271 Office Management	3	2	4
Social Science	3	0	3
<i>Totals</i>	16	6	19
<i>SIXTH QUARTER</i>			
BUS 269 Auditing	3	2	4
BUS 272 Principles of Supervision	3	0	3
Business Elective	3	0	3
Business Elective	3	0	3
Social Science	3	0	3
<i>Totals</i>	15	2	16
Total Quarter Hours in Course			101
Electives			12
<i>Totals</i>			113



## 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 program will allow graduates to pursue the following career opportunities:

Sales Person

Office Clerk

Manager Trainee

Production Supervisor Trainee

General Business Trainee

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.

## BUSINESS ADMINISTRATION

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
<i>FIRST QUARTER</i>			
ENG 101 Technical 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
<i>Totals</i>	20	4	22
<i>SECOND QUARTER</i>			
ENG 102 Technical Communications	3	0	3
ECO 102 Economics I	3	0	3
BUS 102 Typewriting	2	3	3
BUS 115 Business Law I	3	0	3
BUS 121 Accounting II	5	2	6
<i>Totals</i>	16	5	18
<i>THIRD QUARTER</i>			
ENG 103 Report Writing	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
<i>Totals</i>	19	2	20

## FOURTH QUARTER

ENG 204 Oral Communications	3	0	3
BUS 123 Business Finance	3	0	3
BUS 229 Taxes I	3	2	4
BUS 232 Sales Development	3	0	3
EDP 104 Introduction to Data Processing	3	2	4
<i>Totals</i>	15	4	17

## FIFTH QUARTER

ENG 206 Business Communications	3	0	3
BUS 230 Taxes II	3	2	4
BUS 271 Office Management	3	2	4
Social Science	3	0	3
Business Elective	3	0	3
<i>Totals</i>	15	4	17

## SIXTH QUARTER

BUS 235 Business Management	3	2	4
BUS 272 Principles of Supervision	3	0	3
Social Science	3	0	3
Business Elective	3	0	3
Business Elective	3	0	3
<i>Totals</i>	15	2	16

Total Quarter Hours in Courses	95
Electives (Min.)	15
<i>Totals</i>	110



## EXECUTIVE SECRETARY

### Associate in Applied Science Degree

The executive secretarial program has as its objective to develop self-assurance, abilities, and maturity necessary in becoming a qualified executive secretary. Successful completion of the program allows individuals to enter the following occupational fields:

- Executive Secretary-Trainee
- Administrative Assistant-Trainee
- Secretarial-General
- Stenographic

Successful completion of the following courses will provide the secretary with an adequate background of technical skills and general knowledge essential to success in the business world. Social graces and human relations will be an important part of this two-year curriculum.



## EXECUTIVE SECRETARY

Course Title	Hours Per Week		Quarter
	Class	Lab.	Hours Credit
<i>FIRST QUARTER</i>			
ENG 101 Technical 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</i>			
ENG 102 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 120 Accounting I	5	2	6
<i>Totals</i>	15	9	19
<i>THIRD QUARTER</i>			
BUS 183 Terminology and Vocabulary	3	0	3
BUS 104 Typewriting III	2	3	3
BUS 108 Shorthand III	3	2	4
BUS 112 Records Control	3	0	3
BUS 121 Accounting II	5	2	6
<i>Totals</i>	16	7	19

## FOURTH QUARTER

ENG 204 Oral Communications	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

ENG 206 Business Communication	3	0	3
BUS 115 Business Law I	3	0	3
BUS 207 Dictation and Transcription II	3	2	4
BUS 212 Machine Transcription I	2	2	3
BUS 214A Secretarial Procedures	3	2	4
Social Science	3	0	3
<i>Totals</i>	17	6	20

## SIXTH QUARTER

BUS 208 Dictation and Transcription III	3	2	4
BUS 214B Secretarial Procedures	3	2	4
BUS 229 Taxes I	3	2	4
Social Science	3	0	3
Business Elective	3	0	3
<i>Totals</i>	15	6	18
<i>Total Quarter Hours in Courses</i>			104
<i>Electives (Min.)</i>			9
<i>Totals</i>			113



## LEGAL SECRETARY

### Associate In Applied Science Degree

The Legal Secretary curriculum is designed to provide specialized training in the accepted procedures required by the legal profession, and to enable persons to become proficient soon after accepting employment in the legal office.

The curriculum offers the student the necessary secretarial skills in typing, dictation transcription, and terminology for employment in the legal profession. The program provides a variety of opportunities for employment in the following areas:

- Lawyers Offices
- Legal Firms
- State Government
- City Government

The broad business training, along with specialized legal secretarial training, will enable the graduate to advance to more advanced positions in the legal field.

## LEGAL SECRETARY

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
<i>FIRST QUARTER</i>			
ENG 101 Technical 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</i>			
ENG 102 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 120 Accounting I	5	2	6
<i>Totals</i>	15	9	19
<i>THIRD QUARTER</i>			
BUS 183 Terminology and Vocabulary	3	0	3
BUS 104 Typewriting III	2	3	3
BUS 108 Shorthand III	3	2	4
BUS 112 Records Control	3	0	3
BUS 121 Accounting II	5	2	6
<i>Totals</i>	16	7	19

## FOURTH QUARTER

ENG 204 Oral Communications	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

ENG 206 Business Communication	3	0	3
BUS 115 Business Law I	3	0	3
BUS 207 Dictation and Transcription II	3	2	4
BUS 212 Machine Transcription I	2	2	3
BUS 214A Secretarial Procedures	3	2	4
Social Science Elective	3	0	3
<i>Totals</i>	17	6	20

## SIXTH QUARTER

BUS 116 Business Law II	3	0	3
BUS 208 Dictation and Transcription III	3	2	4
BUS 214B Secretarial Procedures	3	2	4
Social Science	3	0	3
Business Elective	3	0	3
<i>Totals</i>	15	4	17
<i>Total Quarter Hours in Courses</i>			103
<i>Electives (Min.)</i>			9
<i>Totals</i>			112

## GENERAL OFFICE TECHNOLOGY

### Associate in Applied Science Degree

The General Office Occupations curriculum is designed to develop the necessary variety of skills for employment in the business world. Successful completion of this program allows graduates to enter the following career fields:

- Administrative Assistant
- Accounting Clerk
- Assistant Office Manager
- Bookkeeper
- File Clerk
- Machine Transcriptionist

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. Human relations and personality development will also be an important part of this curriculum.



## GENERAL OFFICE

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
<i>FIRST QUARTER</i>			
ENG 101 Technical 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
<i>Totals</i>	17	5	19
<i>SECOND QUARTER</i>			
ENG 102 Technical Communications	3	0	3
BUS 103 Typewriting II	2	3	3
BUS 120 Accounting I	5	2	6
BUS 115 Business Law I	3	0	3
ECO 102 Economics	3	0	3
<i>Totals</i>	16	5	18
<i>THIRD QUARTER</i>			
BUS 183 Terminology and Vocabulary	3	0	3
BUS 104 Typewriting III	2	3	3
BUS 112 Records Control	3	0	3
BUS 116 Business Law II	3	0	3
BUS 121 Accounting II	5	2	6
<i>Totals</i>	16	5	18

## FOURTH QUARTER

ENG 204 Oral Communication	3	0	3
BUS 205 Advanced Typewriting	2	3	3
BUS 211 Advanced Office Machines	2	2	3
BUS 232 Sales Development	3	0	3
EDP 104 Introduction to Data Processing	3	2	4
<i>Totals</i>	13	7	16

## FIFTH QUARTER

ENG 206 Business Communication	3	0	3
BUS 210 Executive Office Typing	2	3	3
BUS 212 Machine Transcription I	2	2	3
BUS 214A Secretarial Procedures	3	2	4
Social Science Elective	3	0	3
Business Elective	3	0	3
<i>Totals</i>	16	7	19

## SIXTH QUARTER

BUS 214B Secretarial Procedures	3	2	4
BUS 229 Taxes I	3	2	4
BUS 213 Machine Transcription II	2	2	4
Social Science	3	0	3
Business Elective	3	0	3
Business Elective	3	0	3
<i>Totals</i>	17	6	21
Total Quarter Hours in Courses			96
Electives (Min.)			15
<i>Totals</i>			111

## 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 Hours Credit
	Class	Lab.	
<i>FIRST QUARTER</i>			
ENG 101 Technical Communications	3	0	3
BUS 101 Introduction to Business	5	0	5
MAT 110 Business Math	5	0	5
FLO 101 Floral Design I	1	6	3
AGR 185 Soil Science and Fertilizers	3	2	4
<i>Totals</i>	17	8	20

<i>SECOND QUARTER</i>			
ENG 102 Technical Communications	3	0	3
BUS 120 Accounting	5	2	6
BUS 115 Business Law	3	0	3
FLO 102 Floral Design II	1	6	3
HOR 150 General Horticulture	3	2	4
<i>Totals</i>	15	10	19

<i>THIRD QUARTER</i>			
ENG 103 Report Writing	3	0	3
BUS 121 Accounting	5	2	6
BUS 110 Office Machines	2	2	3
FLO 103 Floral Design III	1	6	3
HOR 254 Plant Propagation	2	4	4
<i>Totals</i>	13	14	19

<i>FOURTH QUARTER</i>			
FLO 199 Work Experience and Assignment in Exotic House Plants	0	40	4

## *FIFTH QUARTER*

ENG 204 Oral Communication	3	0	3
BUS 232 Sales Development	3	0	3
FLO 221 Specialty Purchasing	3	0	3
FLO 204 Floral Design IV	2	9	5
HOR 264 Greenhouse Management	2	4	4
<i>Totals</i>	13	13	18

## *SIXTH QUARTER*

BUS 219 Credit Procedures and Principles	3	0	3
BUS 226 Payroll Records	3	0	3
HOR 251 Landscape Planning I	2	2	3
Social Science	3	0	3
FLO 205 Floral Design V	1	9	4
<i>Totals</i>	12	11	16

## *SEVENTH QUARTER*

BUS 229 Taxes	3	2	4
BUS 195 Small Business Operations	3	0	3
Social Science	3	0	3
FLO 206 Floral Design VI	1	9	4
HOR 252 Landscape Planning II	2	4	4
<i>Totals</i>	12	15	18

Total Quarter Hours in Required Courses	107
Electives (Minimum)	6
<b>Total</b>	<b>113</b>

## ELECTRONICS



### ELECTRONICS ENGINEERING TECHNOLOGY

#### Associate in Applied Science Degree

The Electronics Engineering Technology program is designed to provide a basic background in electronic related theory with practical application of electronics for business and industry. Emphasis is on technical development and professional growth of the individual. 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.



## ELECTRONICS

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
<i>FIRST QUARTER</i>			
ENG 101 Technical Communications	3	0	3
MAT 101 Technical Mathematics	5	0	5
PHY 101 Physics: Properties of Matter	3	2	4
ELN 101 Electronic Instruments and Measurements	2	3	3
ELC 101 DC Circuit Analysis	4	6	6
<i>Totals</i>	17	11	21
<i>SECOND QUARTER</i>			
ENG 102 Technical Communications	3	0	3
MAT 102 Technical Mathematics	5	0	5
PHY 102 Physics: Work, Energy, Power	3	2	4
DFT 101 Technical Drafting	0	6	2
ELC 102 AC Circuit Analysis	4	6	6
<i>Totals</i>	15	14	20
<i>THIRD QUARTER</i>			
ENG 103 Report Writing	3	0	3
MAT 103 Technical Mathematics	5	0	5
DFT 102 Technical Drafting	0	6	2
ELN 105 Control Devices	5	6	7
EDP 104 Introduction to Electronic Data Processing Systems	3	2	4
<i>Totals</i>	16	14	21

### *FOURTH QUARTER*

ENG 204 Oral Communication	3	0	3
MAT 201 Technical Mathematics	5	0	5
PHY 104 Physics: Light and Sound	3	2	4
ELN 205 Electronics Fundamentals	5	6	7
<i>Totals</i>	16	8	19

### *FIFTH QUARTER*

Social Science	3	0	3
ELN 210 Semiconductor Circuit Analysis	5	3	6
ELN 214 Wave Shaping and Pulse Circuits I	2	3	3
ELN 240 Digital Computers	3	6	5
<i>Totals</i>	13	12	17

### *SIXTH QUARTER*

Social Science	3	0	3
ELN 215 Wave Shaping and Pulse Circuits II	2	3	3
ELN 220 Electronic Systems	5	6	7
ELN 245 Electronic Design Projects	0	6	3
<i>Totals</i>	10	15	16

Total Quarter Hours in Required Courses	108
Electives (Minimum)	6
<i>Total</i>	114

## GENERAL EDUCATION

(College Transfer Option)

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

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 level 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.

### ADMISSION REQUIREMENTS

A high school diploma or its equivalent is required of each enrollee.

The institute will administer the Differential Aptitude Test (DAT) as a part of the admissions requirements.

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 course credits from UNC at Greensboro.



## GENERAL EDUCATION

Course Title	Hours Per Week		Semester Hours Credit			
	Class	Lab.				
<i>Freshman Year</i>						
<i>FALL SEMESTER</i>						
MAT 101 Development Math*	3	0	3			
ENG 101 English Composition	3	0	3			
HEA 101 Health 101	3	0	3			
HIS 101 Modern European History	3	0	3			
ENG 105 Approach to Fiction	3	0	3			
ART 105 Introduction to Art	3	0	3			
PE 161 Beginning Tennis	3	0	1			
<i>Totals</i>	21	0	19			
<i>SPRING SEMESTER</i>						
ENG 102 English Composition	3	0	3			
HIS 102 Modern European History	3	0	3			
MAT 110 Introduction to Mathematics I	3	0	3			
ECO 211 Principles of Economics I	3	0	3			
PSY 221 General Psychology	3	0	3			
PE 266 Beginning Bowling	3	0	1			
<i>Totals</i>	18	0	16			
<i>Sophomore Year</i>						
<i>FALL SEMESTER</i>						
ENG 211 English Literature				3	0	3
HIS 211 The United States				3	0	3
MAT 112 Introduction to Mathematics II				3	0	3
GEO 211 Physical Geography				3	0	3
FRE 101 Elementary French				3	0	3
PHI 111 Introduction to Philosophy				3	0	3
BIO 101 Principles of Biology				2	3	3
<i>Totals</i>				20	3	21
<i>SPRING SEMESTER</i>						
ENG 212 English Literature				3	0	3
HIS 212 The United States				3	0	3
GEO 212 Physical Geography				3	0	3
FRE 102 Elementary French				3	0	3
BIO 102 Principles of Biology				2	3	3
<i>Totals</i>				14	3	15
<i>Total Semester Credit Hours</i>						68
*Developmental — Non-University Credit						

## PHOTOGRAPHY

### PHOTOGRAPHY GENERALIST

#### Associate in Applied Science Degree

The Photography Generalist Curriculum offers training in comprehensive 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, development, and fixation; and practice in laboratory methods on general use in the industry. During the second year emphasis is placed on specific professional applications of varied formats, lighting techniques, studio procedures, laboratory production and quality assurance, costing methods, supporting crafts, etc. Visual studies, individual technology, and business courses further prepare the student to meet the diverse challenges of a career in photography.

#### Employment opportunities include:

- Advertising and Promotional Photography
- Architectural Photography
- Industrial Photography
- News and Magazine Photography
- Photographic Equipment Sales
- Portrait Photography
- Product Illustration and Catalog  
Photography
- Public Relations and Visual Presentations  
Photography
- School Photography
- Wedding Photography



## PHOTOGRAPHY GENERALIST

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
<i>FIRST QUARTER</i>			
PHO 107 Fundamentals of Photography	3	9	6
PHO 105 Photochemistry	1	3	2
PHO 121 Industrial Technology I	3	0	3
ENG 101 Technical Communications	3	0	3
MAT 110 Business Mathematics	5	0	5
<i>Totals</i>	15	12	19
<i>SECOND QUARTER</i>			
PHO 109 Large Format Photography I	3	9	6
PHO 115 Materials and Processes I	3	3	4
PHO 102 Visual Studies I	2	6	5
PHO 123 Industrial Technology II	2	0	2
ENG 102 Technical Communications	3	0	3
<i>Totals</i>	14	18	20
<i>THIRD QUARTER</i>			
PHO 111 Large Format Photography II	3	9	6
PHO 117 Materials and Processes II	3	3	4
Social Science	3	0	3
PHO 104 Visual Studies II	2	6	5
ENG 103 Report Writing	3	0	3
<i>Totals</i>	14	18	21

### *FOURTH QUARTER*

PHO 214 Small Format Photography	4	12	8
PHO 106 Visual Studies III	2	6	5
ENG 204 Oral Communications	3	0	3
Social Science	3	0	3
<i>Totals</i>	12	18	19

### *FIFTH QUARTER*

PHO 216 Professional Fields of Photography I	4	18	10
PHO 125 Industrial Technology III	3	0	3
Elective	2	0	2
<i>Totals</i>	9	18	15

### *SIXTH QUARTER*

PHO 220 Professional Fields of Photography II	3	21	10
Elective	0	6	2
Elective	2	0	2
<i>Totals</i>	5	27	14

Total Quarter Hours in Required Courses	102
Electives (Minimum)	6
<i>Total</i>	108

## PHOTOFINISHING SPECIALIST

### Diploma Program

The Photofinishing Specialist 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 strong quality control and efficient production. 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 middle-management level.

Employment opportunities include:

- Automatic Printer Operator
- Automatic Processor Operator
- Print Inspector
- Laboratory Maintenance Specialist
- Quality Control Specialist
- Custom Printing Specialist
- Photofinishing Plant Supervisor
- Equipment Service Representative
- Print Retouching Specialist
- Production Supervisor
- Film Editor



## PHOTOFINISHING SPECIALIST

Course Title	Hours Per Week	Class	Lab.	Quarter Hours Credit			
<i>FIRST QUARTER</i>							
PHO 107 Fundamentals of Photography	3	9	6				
PHO 105 Photochemistry	1	3	2				
PHO 110 Process Control	3	6	6				
PHO 121 Industrial Technology I	3	0	3				
MAT 110 Business Math	5	0	5				
<i>Totals</i>	15	18	22				
<i>SECOND QUARTER</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				
PHO 123 Industrial Technology II	2	0	2				
<i>Totals</i>	10	18	16				
<i>THIRD QUARTER</i>							
PHO 117 Materials and Processes II	3	3	4				
PHO 120 Automated Photographic Processes	2	18	8				
BUS 195 Small Business Operations	3	0	3				
ENG 109 Communication Skills	3	0	3				
<i>Totals</i>	11	21	18				
<i>FOURTH QUARTER</i>							
PHO 122 Automated Printing Mechanics	2	12	8				
PHO 126 Photographic Machine Maintenance	2	12	6				
ENG 111 Communication Skills	3	0	3				
BUS 281 Human Relations in Business	3	0	3				
<i>Totals</i>	10	24	20				
<i>FIFTH QUARTER*</i>							
PHO 119 Custom Finishing	2	8	6				
PHO 131 Productive Technique I	0	15	5				
PHO 125 Industrial Technology III	3	0	3				
Elective	2	0	2				
<i>Totals</i>	7	23	16				
<i>SIXTH QUARTER*</i>							
PHO 133 Production Technique II	0	30	10				
Elective	2	0	2				
<i>Totals</i>	2	30	12				
<i>Total Quarter Hours in Required Courses</i>							76
*Optional							

# COURSE DESCRIPTIONS

Course content for Two-Year 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	Quarter		
	Class	Lab.	Hours Credit
<b>ARC 250 SURVEY OF CONTEMPORARY ARCHITECTURE</b>	5	0	5
Study of contemporary styles in architecture, particularly those styles found in the United States construction methods and modern use of materials for residential, commercial, and industrial uses. Study by use of colored slides (and visits when possible) of the great people in American architecture and their contribution: Mies Van Der Rohe, F. L. Wright, Harrison and Associates, Saarinen and Associates, Edward D. Stone, Skidmore, Owings, Merrill, Louis Sullivan, Raymond Hood, etc.			
Prerequisite: None			
<b>ART 101 HISTORY OF ART</b>	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			
<b>ART 111 HISTORY OF ART</b>	3	0	3
A continuation of Art History. The study of the art forms from the Renaissance through 1880.			
Prerequisite: ART 101.			

### ART 121 HISTORY OF ART

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 art 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

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

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.

### CAT 207 COMMERCIAL ART

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: DES 112, CAT 125.

**CAT 209 COMMERCIAL ART** 2 6 4

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 copyfitting 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** 2 6 4

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 217 projects are correlated with design projects. Continued practice is provided in copyfitting.

Prerequisite: CAT 209

**CAT 217 PHOTOGRAPHY** 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 & 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** 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 offset printing, its operation and quality control factors. Experience includes fundamentals of small offset press operations, copy camera operations, offset platemaking, photo-lettering, and fundamentals of silk-screen printing. Studio work is augmented with field trips to printing firms.

Prerequisite: None

**CGT 216 GRAPHIC ARTS** 2 6 4

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 student 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 TECHNIQUES & PRINCIPLES** 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 technique in relation to the function of the design and the audience to which it is geared.

Prerequisite: DES 220, DES 122

**CGT 222 GRAPHIC ARTS** 2 6 4

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, CAT 211

**CAT 219 PHOTOGRAPHY III**

2 6 4

This course is designed to allow for the continued practice of skills developed in CAT 116 and CAT 217. The objective of the course is to explore the use of the photographic process for visual communication in conjunction with graphic design. This will include the continuation of conventional black and white photography and/ or the use of the photographic process in the exploration of graphic arts related photo-mechanical techniques. When feasible, projects are correlated with CGT 223 and CGT 218.

Prerequisite: CAT 217

**DES 102 DESIGN**

2 6 4

An introduction to both two and three dimensional art forms and the various medias and techniques used to express them. Problems and aims of organization, the principles of design, and plastic elements will be studied. The course's aim is an appreciation and analysis of creative and functional design through participation.

Prerequisite: None.

**DES 108 BASIC DRAWING**

2 4 6

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.

**DES 112 DESIGN II**

2 6 4

This course is a continuation of Design. Emphasis is placed on freehand drawing and water color rendering. Exercises in perspective drawing, water color, and ink rendering will be studied. Landscape and still life problems will be practiced. Creativity will be stimulated by seminar films and speakers.

Prerequisite: DES 102.

**DES 120 LIFE DRAWING**

2 4 4

Life Drawing is a study of figure drawing, using the live model as well as various texts, and includes a basic study of anatomy. The student learns to draw using such media as pencil, charcoal, pastel, pen, and ink, etc. Human proportion, scale, and structure are stressed as they relate to design. Students are encouraged to develop an expressive style of drawing which might transfer to other course work.

Prerequisite: None

**DES 121 MARKET MATERIALS**

2 6 4

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 frequently lecture to the students and present their products.

Prerequisite: None

**DES 122 DESIGN**

2 6 4

This course is a continuation of Design. More skillful and difficult design problems will necessitate the continued development of skills and techniques. Experiences in three dimensional constructive design to include a variety of materials: paper, wire, plaster, balsa wood, and beginning sculpture theory.

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 201 INTERIOR DESIGN**

3 15 8

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 205 PERIOD STYLES IN FURNITURE AND DECORATION**

5 0 5

Detailed brochures and texts will be studied so that the student 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 4

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

Prerequisite: DES 205.

**DES 211 INTERIOR DESIGN**

3 15 8

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 a 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 201.

**DES 220 LIFE DRAWING**

2 4 4

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 221 INTERIOR DESIGN**

2 9 5

The integration of all previous interior design courses into meaningful experiences by doing complete layout, color selection, furniture and accessory style selection, fabric and materials selection, cost estimates for a complete job (home, suite of offices, motel, retail stores) is included in this course. Emphasis is on complete presentation for the client with visuals, swatches, etc.

Prerequisites: DES 212, DES 201, DES 211.

**DES 226 ACCESSORIES AND LIGHTING**

3 0 3

The study of contemporary lighting devices designed in period and contemporary styles. Lighting measurement for different uses in residential, commercial, and industrial sites. The study of accessories used in residential and commercial decorating: lamp bases and shades, ash trays, coat racks, tableware, books, pillows, pictures, paintings, prints, sculpture, linens, etc. The integration of these items into the total design concept as to color and design will be stressed.

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.

Prerequisites: DES 211, DES 212.

**BUSINESS AND COMMERCE**

Course Title	Quarter		
	Hours	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** 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** 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** 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** 3 2 4

A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.

Prerequisite: None.

**BUS 107 SHORTHAND** 3 2 4

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

Prerequisite: BUS 106 or the equivalent.

**BUS 108 SHORTHAND** 3 2 4

Theory and speed building. Introduction of 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. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and

calculators.

Prerequisite: None.

**BUS 112 RECORDS CONTROL** 3 0 3

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.

Prerequisite: None.

**BUS 115 BUSINESS LAW I** 3 0 3

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

Prerequisite: None.

**BUS 116 BUSINESS LAW II** 3 0 3

Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights.

Prerequisite: BUS 115.

**BUS 120 ACCOUNTING** 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 121 ACCOUNTING II, INTRODUCTORY** 5 2 6

Partnership and corporation accounting including a study of payrolls, federal and state taxes. 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 122 ACCOUNTING III, INTRODUCTORY** 5 2 6

Control accounting and additional statements and analysis are covered in this course. 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 183 TERMINOLOGY AND VOCABULARY** 3 0 3  
To develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices.  
Prerequisite: None.
- BUS 205 ADVANCED TYPEWRITING** 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, methods of duplication, 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. 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 minutes for three minutes on new material 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. Minimum dictation rate of 90 words per minutes for three minutes 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 3  
Instruction in the operation of bookkeeping-accounting machine, duplicating equipment, dictating and transcribing machines, the IBM Executive typewriter, and advanced work on printing and electronic calculators.  
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. Emphasis is placed on vocabulary development, spelling, grammar, punctuation, and word division.  
Prerequisite: BUS 104 or the equivalent.
- BUS 213 MACHINE TRANSCRIPTION II** 2 2 3  
Advanced transcription to give further training in the fundamentals of machine transcription. Speed and accuracy are emphasized.  
Prerequisite: BUS 212.
- BUS 214A SECRETARIAL PROCEDURES I** 3 2 4  
A study of the overall view of the secretary's duties in an office. These responsibilities include receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims.  
Prerequisite: Open to second year students only.

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

A continuation of BUS 214A. This course is designed to provide answers to problems of office procedure, efficiency, and human relations. Students are trained in the development of initiative and independent thinking and office problem solving.

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. Bookkeeping and collecting practices. Problems in contract, installment, and open account selling. Legal phases of credit granting and collection.

Prerequisite: BUS 121.

**BUS 222 INTERMEDIATE ACCOUNTING I** 4 2 5

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** 4 2 5

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 121.

**BUS 226 PAYROLL RECORDS AND ACCOUNTING** 3 0 3

A study in the preparation of the payroll which

includes: (1) Figuring basic wages, (2) Deducting for taxes — FICA, FUTA, and Federal Income Taxes, and (3) Making necessary journal entries, as well as other problems encountered in preparing the payroll.

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, Income, Payroll, N. C. Intangibles. Practical experience with actual tax forms.

Prerequisite: BUS 121.

**BUS 230 ADVANCED TAXES** 3 2 4

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

A study of the major kinds of selling a student is likely to encounter. Emphasis is placed upon mastering and applying the fundamentals of selling. Sales demonstrations allow students to develop individual skill in meeting selling problems encountered.

Prerequisite: None.

**BUS 235 BUSINESS MANAGEMENT** 3 2 4

Principles of business management including overview of major functions of management, such as planning, organizing, staffing, directing and controlling. Role of management in business — qualifications and requirements.

Prerequisite: None.

**BUS 239 MARKETING** 5 0 5

A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process.

Prerequisites: ECO 102.

**BUS 243 ADVERTISING** 3 0 3

The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals; product and market research; selection of media; means of testing effectiveness of

advertising.

Prerequisite: None.

**BUS 244 PURCHASING** 3 0 3

The organization of industrial and commercial purchasing departments, methods of procurement, sources of supply, purchasing policies, and legal aspects of purchasing.

Prerequisite: None.

**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 of risk insurance and the scope of coverage under the several divisions of insurance, including life, health, fire, marine, casualty, automobile, and workmen's compensation.

Prerequisite: None.

**BUS 269 AUDITING** 3 2 4

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

Prerequisite: Bus 223.

**BUS 271 OFFICE MANAGEMENT** 3 2 4

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 SUPERVISION** 3 0 3

Basic responsibilities and duties of the superiors, subordinates, and associates. Emphasis on 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 300 CURRENT TRENDS IN BUSINESS** 3 0 3

Designed to aid the student to become aware of current trends in the business world through reading, reporting, and informal discussions.

Prerequisite: Open to second year study only.

## FLORAL DESIGN

Course Title	Quarter	
	Class	Lab. Credit
<b>AGR 185 SOIL SCIENCE AND FERTILIZERS</b>	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.

**FLO 101 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 102 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.

Prerequisite: FLO 101.

**FLO 103 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.

Prerequisite: FLO 102.

**FLO 199 COOPERATIVE WORK  
EXPERIENCE**

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 in which he will experience after graduation and upon employment. 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 where the student is enrolled and the agency or business where the student is employed. An official agreement among the educational institution, the student, and the agency or business will provide for a programmed sequence of activities to be performed by the student with supervisory responsibilities for the educational elements of the work clearly defined.

**FLO 204 FLORAL DESIGN IV**

2 9 5

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.

Prerequisite: FLO 103

**FLO 205 FLORAL DESIGN V**

1 9 4

A continued study of all geometric design forms with the use of fresh flowers: holiday, hospital, funeral, and novelties.

Prerequisite: FLO 204.

**FLO 206 FLORAL DESIGN VI**

1 9 4

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 arrangement.

Prerequisite: FLO 205.

**FLO 221 SPECIALTY PURCHASING**

3 0 3

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

**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 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. Considerable laboratory time is devoted to visitations to establish residential sites. The course is not oriented toward a mastery of creativity and artistry but simply toward an understanding of certain basic principles fundamental to all landscape design endeavors.

**HOR 252 LANDSCAPE PLANNING II**

2 4 4

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 264 GREENHOUSE MANAGEMENT 2 4 4**

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.

**ELECTRONICS**

Course Title	Quarter	
	Hours	
	Class	Lab. Credit

**ELC 101 FUNDAMENTALS OF ELECTRICITY 4 6 6**

Elementary principles of electricity including: basic electric units, Ohms law, Kirchoffs law, network theorems, magnetics, basic electrical measuring instruments, inductance, capacitance, sine wave analysis, and non-resonant resistive, inductive and capacitive networks.

Prerequisite: None.

**ELC 102 FUNDAMENTALS OF ELECTRICITY 4 6 6**

Series and parallel resonant-circuit analysis, resonant and non-resonant transformer analysis, basic diode power supply analysis, introduction to non-linear resistive control devices, and introduction to electro-mechanical devices.

Prerequisite: ELC 101.

**ELN 101 ELECTRONIC INSTRUMENTS AND MEASUREMENTS 2 3 3**

A study of basic electronic instruments, their theory of operation, function, tolerances, and calibration. Both service and laboratory instruments will be studied. Laboratory experience will provide application of each type instrument studied.

**ELN 105 CONTROL DEVICES 5 6 7**

A study in depth of the electrical characteristics of vacuum tubes and transistors. Basic parameters and applications of each type device to the three configurations of a three terminal two port system will be included.

Prerequisite: ELC 102.

**ELN 205 APPLICATIONS OF VACUUM TUBES AND TRANSISTORS 5 6 7**

Practical applications of vacuum tubes and transistors

to basic audio amplifiers, radio frequency amplifiers, detectors, modulators and oscillators.

Prerequisite: ELN 105.

**ELN 210 SEMICONDUCTOR CIRCUIT ANALYSIS 5 3 6**

A study in some depth of the analysis and design of transistor circuits. Network theorems and equivalent circuits are used extensively in evaluating total circuit performance. Device peculiarities and limitations pertinent to reliable operations are considered. H. Y. Z. and T. parameters are employed as well as signal-flow graphs.

Prerequisite: ELN 105.

**ELN 214 WAVE SHAPING AND PULSE CIRCUITS 2 3 3**

Broadband amplifiers, magnetic amplifiers, multi-vibrators, wave shaping techniques, chopper amplifiers, clipper and clamper circuits.

Prerequisites: ELN 105, MAT 103.

**ELN 215 WAVE SHAPING AND PULSE CIRCUITS 2 3 3**

Pulse techniques, diode switches, gates, step-counters, restorers and other specific circuits which function as switches.

Prerequisite: ELN 214.

**ELN 220 ELECTRONIC SYSTEMS 5 6 7**

A block diagram course investigating numerous electronic systems. Modules or blocks of various circuits already studied are arranged in various manners to produce complex electronic systems. Systems will be explained and reduced to functions and then to block diagrams. AM, FM, and Single Sideband transmitters and receivers, multiplexing, TV transmitters and receivers, pulse-modulated systems, computers, telemetry, navigational systems, sonar and radar will be considered.

Prerequisite: ELN 215.

**ELN 240 DIGITAL COMPUTERS 3 5 6**

An exploration into the methodology of counting and computing. Various computer techniques will be investigated including: non-sinusoidal waveforms, binary and decade counters, industrial counters, read-out devices, logic circuits, arithmetic circuits,

storage devices, input-output devices, computer control, analog and digital converters.

Prerequisite: ELN 214.

**ELN 245 ELECTRONIC DESIGN PROJECTS 0 6 3**

Students are required to design and construct a project approved by the instructor. Includes selection of project, design, construction, and testing of completed project. Projects may include: AM or FM transmitters or receivers, amplifiers, test equipment, control devices, simple counters, lasers, masers, etc.

Prerequisite: ELN 205.

## GENERAL EDUCATION

[College Transfer Option]

Course Title	Quarter		Credit
	Class	Lab.	
<b>ART 105 INTRODUCTION TO ART</b>	<b>3</b>	<b>0</b>	<b>3</b>
Intensive analysis of selected monuments and artist.			
<b>BIO 101 PRINCIPLES OF BIOLOGY</b>	<b>3</b>	<b>2</b>	<b>3</b>
Emphasis is placed on the philosophical basis of science, the material and cellular basis of life, ecological principles, evolution by means of natural selection, and the diversity of living things.			
<b>BIO 102 PRINCIPLES OF BIOLOGY</b>	<b>3</b>	<b>2</b>	<b>3</b>
Basic coverage of cellular and organismic reproduction, patterns of inheritance, development, evolution and maintenance of homeostasis. (NSM).			
<b>ECO 211 PRINCIPLES OF ECONOMICS I</b>	<b>3</b>	<b>0</b>	<b>3</b>
The nature of economics as a field of study and the general character of economic systems. Elements of supply, demand, and price determination. Determination of national levels of income, employment, and prices, the nature of money and the bank system, the role of government and the effectiveness of macro-economic policies.			
<b>ENG 101 ENGLISH COMPOSITION</b>	<b>3</b>	<b>0</b>	<b>3</b>
A course designed to develop the student's ability to read with discrimination and to write effectively. First semester: practice in expository writing; the study of shorter works of fiction and essays. Second semester:			

continued practice in writing exposition; practice in the use of source materials; the study of poetry and plays.

**ENG 102 ENGLISH COMPOSITION 3 0 3**

A course designed to develop the student's ability to read with discrimination and to write effectively. First semester: practice in expository writing; the study of shorter works of fiction and essays. Second semester: continued practice in writing exposition; practice in the use of source materials; the study of poetry and plays.

**ENG 105 APPROACH TO FICTION 3 0 3**

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 211 ENGLISH LITERATURE 3 0 3**

Introduction to English literature. Emphasis on interpretation and intelligent appreciation of literary masterpieces.

**ENG 212 ENGLISH LITERATURE 3 0 3**

Introduction to English literature. Emphasis on interpretation and intelligent appreciation of literary masterpieces.

**FRENCH 101 ELEMENTARY FRENCH 3 0 3**

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

**FRENCH 102 ELEMENTARY FRENCH 3 0 3**

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

**GEO 211 PHYSICAL GEOGRAPHY 3 2 3**

An introductory study of the earth's natural environment as it pertains to weather and climate (211); surface or terrain characteristics and their origin (212). Environmental problems involving land, water and atmosphere will also be considered. 212 may not be taken for credit along with 111.

**GEO 212 PHYSICAL GEOGRAPHY 3 2 3**

An introductory study of the earth's natural environment as it pertains to weather and climate (211); surface or terrain characteristics and their origin (212). Environmental problems involving land, water and atmosphere will also be considered. 212 may not be taken for credit along with 111.

**HEA 101 HEALTH 3 0 3**

To promote better living in the present and future through an understanding of pertinent health needs of the individual and community. Emphasis on the development of values and insights as a basis for choices in meeting health problems. Primarily for freshmen. Health 101 (or 301 for upperclass students) required of all students seeking teacher certification. Elective for all others.

**HIS 101 MODERN EUROPEAN HISTORY 3 0 3**

Since 1500, with backgrounds in ancient and medieval Europe.

**HIS 102 MODERN EUROPEAN HISTORY 3 0 3**

Since 1500, with backgrounds in ancient and medieval Europe.

**HIS 211 THE UNITED STATES 3 0 3**

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

**HIS 212 THE UNITED STATES 3 0 3**

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

**\*MAT 101 DEVELOPMENTAL MATH 3 0 3**

Review of basic concepts in algebra.

**MAT 110 INTRODUCTION TO MATHEMATICS I 3 0 3**

Trigonometric (circular) functions, identities. Sets and numbers, inequalities permutations and combinations, mathematical induction, complex numbers, theory of equations, determinants, progressions.

**MAT 112 INTRODUCTION TO MATHEMATICS II 3 0 3**

Equations, exponential and logarithmic functions, triangles, coordinate systems, distances, lines in the plane, complex numbers.

**PE 161 BEGINNING TENNIS 3 0 1****PE 266 BEGINNING BOWLING 3 0 1****PHI 111 INTRODUCTION TO PHILOSOPHY 3 0 3**

Principal problems of philosophy, such as the problem of freedom, the arguments for the existence of God, the justification of moral judgments, and the sources and limits of human knowledge, are introduced through discussion and readings of tests of representative philosophers. Readings include classical and current philosophers.

**PSY 221 GENERAL PSYCHOLOGY 3 0 3**

A survey of the field of psychology, which includes the study of psychology as a science, the nervous system, growth and development, sensory and perceptual processes, motivation, emotion, learning, personality (normal and pathological), statistics, testing, intelligence, and aptitudes and achievement.

\*Development - non-university credit.

**PHOTOGRAPHY**

Course Title	Quarter Hours		
	Class	Lab.	Credit

**PHO 102 VISUAL STUDIES I 2 6 4**

Introduction to the formal elements of composition with emphasis on understanding the translation of chromatic and spatial experience to the surface of the black-and-white print. Major works from all of the visual media are discussed and an historical framework is established for understanding the evolution of modern visual ideas. Problems of formal resolution are explored in photographic assignments coordinated with PHO 109.

Prerequisite: PHO 107

**PHO 104 VISUAL STUDIES II 2 6 4**

Continuation of PHO 102 with emphasis on color as perceived and as represented by photographic color materials. Work by contemporary photographers is analyzed to demonstrate the principles of subject illustration and the allusive functions of formal elements underlying impact, interest, and content. Further attention is given the student's perception and

understanding of picture space. Formal problems are assigned in coordination with PHO 111.

Prerequisite: PHO 102

**PHO 105 PHOTOCHEMISTRY** 1 3 2

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

Prerequisite: None

**PHO 106 VISUAL STUDIES III** 2 6 4

Continuation of PHO 104. The influences of photographic technique on the vision of the photographer and his public are explored in detail. Repetition, sequence, randomness, etc., are traced from their origin in the medium to their effect on contemporary professional work. Special attention is given the photographer's use of formal control in satisfying public demand: the balance between innovation for maximum effect and the client's requirement for sound illustration. The problems of professional style are analyzed. Assignments emphasizing rapid, economic, but innovative solutions to limited professional problems are coordinated with PHO 214.

Prerequisite: PHO 104

**PHO 107 FUNDAMENTALS OF PHOTOGRAPHY** 3 9 6

Introduction to the principles governing image formation. Light, optics, camera mechanics, and latent image are discussed in detail. Development and the characteristic curve are treated broadly to fully establish the relationship of subject and image. Laboratory problems stress the use of a black-and-white film-and-paper standard under widely varying subject conditions to insure the student's understanding of the photographic process. A consistent darkroom method is emphasized.

Prerequisite: None

**PHO 109 LARGE FORMAT PHOTOGRAPHY I** 3 9 6

Introduction of the view camera with emphasis on its application in architectural illustration and portraiture. A variety of black-and-white films and commercial and portrait papers are used in problems coordinated with PHO 115. Negative and print

retouching, preparation of prints for toning and coloring, job expediting and costing are introduced. Lighting including quartz and electronic flash.

Prerequisite: PHO 107

**PHO 110 PROCESS CONTROL** 3 6 6

A 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, papers, and chemistry will be covered.

Prerequisite: None

**PHO 111 LARGE FORMAT PHOTOGRAPHY II** 3 9 6

A continuation of PHO 109 with the introduction of color materials in problems coordinated with PHO 117. Camera assignments emphasize portraiture, product and service illustration. Advanced lighting, printing, and retouching techniques are introduced.

Prerequisite: PHO 109

**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 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 107

**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.

**PHO 118 AUTOMATED MACHINE PRINTING 3 9 6**

A study of automated printers; nomenclature, design, function and use. Modification for other 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 119 CUSTOM FINISHING 2 18 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 120 AUTOMATED PHOTOGRAPHIC PROCESSES 2 18 8**

Study and use of various processing systems. Actual processing experience and quality control of processes both black and white and color negative, positive, and transparency.

Prerequisite: PHO 112

**PHO 121 INDUSTRIAL TECHNOLOGY I 3 0 3**

Introduction to the materials and methods used in electrical wiring and in metal and plastic plumbing commonly applied in photographic studio and laboratory installations.

Prerequisite: None

**PHO 122 AUTOMATED PRINTING MECHANICS 2 12 8**

Printer set up procedures, operation, maintenance, adjustments, and installation of accessories. Wiring diagrams, operation sequence of printers and quality control of print production.

Prerequisite: PHO 120

**PHO 123 INDUSTRIAL TECHNOLOGY II 2 0 2**

Introduction to electronic components and circuits commonly used in photographic equipment and facilities.

Prerequisite: PHO 121

**PHO 125 INDUSTRIAL TECHNOLOGY III 3 0 3**

Introduction to materials and methods used in light welding, soldering, and machining of metals, and in fabrication of wood, plastic, and fiberglass photographic installations.

Prerequisite: None

**PHO 126 PHOTOGRAPHIC MACHINE MAINTENANCE 2 12 6**

Major and minor maintenance on printers, both film and paper processors, temperature control systems, pumps, and other related parts for processing equipment.

Prerequisite: PHO 120

**PHO 131 PRODUCTION TECHNIQUE I 0 15 5**

Day to day operation of an automated processing and finishing laboratory. Production schedules, quality control of all processes in the lab. Actual printing, processing, and finishing of black and white and color prints. Large size print finishing includes lacquer spraying, retouching, air brushing, and spotting.

Prerequisite: PHO 120

**PHO 133 PRODUCTION TECHNIQUE II 0 30 10**

A continuation of Production Technique I with additional emphasis on professional procedures and processes. Students will be involved with automated processing and finishing on a full production basis.

Prerequisite: PHO 131

**PHO 214 SMALL FORMAT PHOTOGRAPHY 4 12 8**

Introduction of the small format camera and its application in news photography and photojournalism, public relations and audio-visual presentations. Black-and-white and color materials are used in problems requiring modifications in lighting and processing to achieve prescribed results. Study includes a survey of the major small format systems in current use.

Prerequisite: PHO 111

**PHO 216 PROFESSIONAL FIELDS OF PHOTOGRAPHY I 4 18 10**

A practical familiarization and study of the various areas of professional photography. Field trips, guest lecturers, workshops, and professional conventions are

an important part of the course. Advanced techniques in camera operation, lighting, exposure, and subject organization are studied through problems assigned and evaluated on the basis of professional standards.  
Prerequisite: PHO 214

**PHO 220 PROFESSIONAL FIELDS OF PHOTOGRAPHY II**

3 21 10

A continuation of PHO 216 in which the student refines marketable skills in the specific field he has chosen for employment. Emphasis is placed on consistent, quality production within economic limits of time and materials.

Prerequisite: PHO 216

**Related Courses  
BUSINESS**

Course Title	Quarter Hours		
	Class	Lab.	Credit

<b>BUS 195 SMALL BUSINESS OPERATIONS</b>	3	0	3
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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

**EDP 104 INTRODUCTION TO 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.

**PSY 112 PERSONALITY DEVELOPMENT**

3 0 3

Designed to help the student recognize the importance of intellectual, social, and emotional dimensions of persons is placed on grooming and methods of personality improvement.

Prerequisite: None

**DRAFTING**

Course Title	Quarter Hours		
	Class	Lab.	Credit

**DFT 101 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, freehand 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 102 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 included. Introduction is given to intersections and developments of various types of geometrical objects.

Prerequisite: DFT 101.

**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 placed on sample room layouts, both residential and commer-

cial; 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 102.

## ENGLISH

Course Title	Quarter	
	Class	Lab. Credit
<b>ENG 101 TECHNICAL COMMUNICATIONS</b>	<b>3</b>	<b>0 3</b>
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.		

<b>ENG 102 TECHNICAL COMMUNICATIONS</b>	<b>3</b>	<b>0 3</b>
Continuation of English 101.		
Prerequisite: ENG 101.		

<b>ENG 103 REPORT WRITING</b>	<b>3</b>	<b>0 3</b>
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		

<b>ENG 109 COMMUNICATION SKILLS</b>	<b>3</b>	<b>0 3</b>
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 emphasis conciseness, clarity, and unity.		

<b>ENG 111 COMMUNICATION SKILLS</b>	<b>3</b>	<b>0 3</b>
A continuation of ENG 109.		

<b>ENG 204 ORAL COMMUNICATIONS</b>	<b>3</b>	<b>0 3</b>
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.		
Prerequisite: ENG 101.		

<b>ENG 206 BUSINESS COMMUNICATION</b>	<b>3</b>	<b>0 3</b>
Develops skills in techniques in writing business communications. Emphasis is placed on writing action — getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgments, remittances, and inquiry.		
Prerequisite: ENG 102.		

## MATHEMATICS

Course Title	Quarter	
	Class	Lab. Credit
<b>MAT 101 TECHNICAL MATHEMATICS</b>	<b>5</b>	<b>0 5</b>
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 introduced. The application of these principles to practical problems is stressed.		
Prerequisite: Satisfactory evidence that admission requirements have been met.		

<b>MAT 102 TECHNICAL MATHEMATICS</b>	<b>5</b>	<b>0 5</b>
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.		

<b>MAT 103 TECHNICAL MATHEMATICS</b>	<b>5</b>	<b>0 5</b>
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.

Prerequisite: MAT 102.

**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 in the field of business.

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.

## PHYSICS

Course Title	Quarter	
	Class	Lab. Hours Credit

**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 102 PHYSICS: WORK, ENERGY, POWER** 3 2 4

Major areas covered in this course are work, energy, and power. Instruction includes such topics as statics, forces, center of gravity and dynamics. Units of measurement and their applications are a vital part of this course. A practical approach is used in teaching

students the use of essential mathematical formulas.

Prerequisites: MAT 101, PHY 101.

**PHY 103 PHYSICS: ELECTRICITY** 3 2 4

Basic theories of electricity, types of electricity, methods of production, and transmission and transforming of electricity. Electron theory, electricity by chemical action, electricity by friction, electricity by magnetism, induction voltage, amperage, resistance, horsepower, wattage, and transformers are major parts of the course.

Prerequisites: PHY 101, MAT 101.

**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.

Prerequisites: MAT 101, PHY 101.

## SOCIAL SCIENCE

Course Title	Quarter		
	Class	Lab.	Hours Credit

**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.

**PSY 206 APPLIED PSYCHOLOGY** 3 0 3

A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment



problems as a worker and a member of the general community.

Prerequisite: None.

**PSY 209 CONSUMER BEHAVIOR 3 0 3**

A study of consumer behavior and how it relates to advertising. Emphasis will be on the study of psychological and socio-economic factors that influence consumer motivation, behavior, and buying decisions. The course also surveys how advertising utilizes behavioral and socio-economic research in defining and recognizing consumer desires in the market place.

Prerequisite: CAT 101.

**SSC 205 AMERICAN INSTITUTIONS 3 0 3**

A study of the effect of American social, economic, and political institutions upon the individual as a citizen and as a worker. The course dwells upon current, local, national, and global problems viewed in the light of our political and economic heritage.

Prerequisite: None.

## ELECTIVES IN PHOTOGRAPHY

Course Title	Quarter			Credit
	Class	Lab.	Clinic	
<b>ASSIGNMENT PRODUCTION</b>				<b>0 6 2</b>

Individual creative approach to production problem solving. The student is encouraged to develop his own printing and finishing skill. Emphasis is on individual technique and craftsmanship. Portfolio development with instructor guidance.

Prerequisite: PHO 120.

**GRAPHIC ARTS SURVEY 2 0 2**

Survey of the technology of letterpress, offset, and gravure reproduction of the photographic image. Special consideration is given the qualities required of the initial image and the transformation of the image effected by the printing process.

Prerequisite: None.

**HISTORY OF PHOTOGRAPHY 2 0 2**

Survey of major technical and aesthetic achievements from Niepce to the present. Special concern is given to

the relationship of technical advance, visual exploration, and the work of the professional community. The effect of photography on other applied media is also considered.

Prerequisite: None.

**PORTFOLIO DEVELOPMENT 0 6 2**

Specialized photographic work intended to complement the product of the student's class assignments. A format for presentation is selected and the student assembles a consistent body of work to demonstrate his understanding of photography. Emphasis is placed on the professional area of the student's choice.

Prerequisite: PHO 111.

**PHOTOGRAPHIC MARKET RESEARCH 0 6 2**

Research of the market potential in a selected geographic area for the establishment of a small photographic business: portrait studio, finishing plant, etc. The student works under the guidance of a business instructor and photography instructor in preparing a detailed assessment of the locale and the advisability of the proposed venture.

Prerequisite: BUS 195, PHO 111 or PHO 120.

**SURVEY OF AUTOMATED PROCESSES 2 0 2**

Introduction to automated printing systems, transport systems for film and paper processing, timing devices, and chemistry for automated processing. The course informs the photographer generalist in the selection of small equipment for his own laboratory and in his use of professional finishing services by defining the advantages and limitations of systems in current use.

Prerequisite: PHO 117.

**SMALL STUDIO CRAFTS 0 4 2**

Practice in the crafts associated with the operation of a small studio: oil coloring, specialty matting, framing, album presentations, advanced retouching, backdrop preparation, display methods, etc.

Prerequisite: PHO 109.

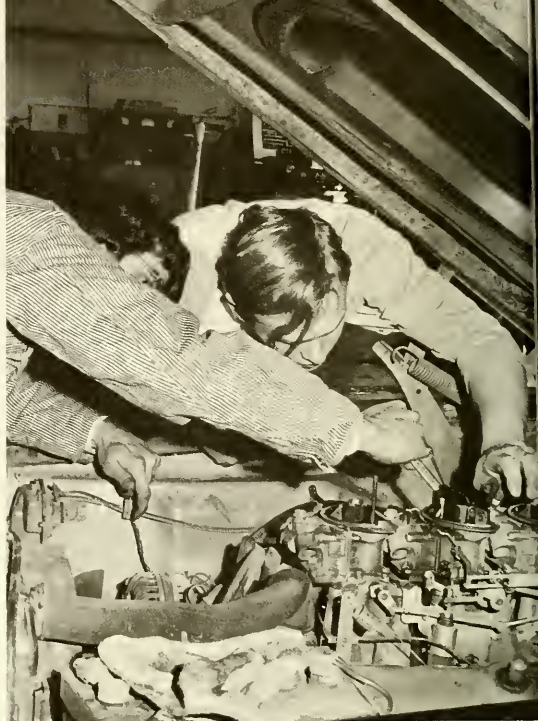
## AUTOMOTIVE MECHANICS

### 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



## AUTOMOTIVE MECHANICS

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
<i>FIRST QUARTER</i>			
PME 1101 Internal Combustion Engines	3	12	7
MAT 1101 Fundamentals of Mathematics	5	0	5
AUT 1121 Braking Systems	3	3	4
<i>Totals</i>	11	15	16
<i>SECOND QUARTER</i>			
PME 1102 Engine Electrical and Fuel Systems	5	12	9
DFT 1101 Schematics & Diagrams: Power Mechanics	0	3	1
ENG 1101 Reading Improvements	2	0	2
WLD 1101 Basic Gas Welding	0	3	1
PSY 1101 Human Relations	3	0	3
<i>Totals</i>	10	18	16

### *THIRD QUARTER*

AUT 1123 Automotive Chasis & 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

Total Quarter Hours in Courses 67

## ELECTRICAL MAINTENANCE

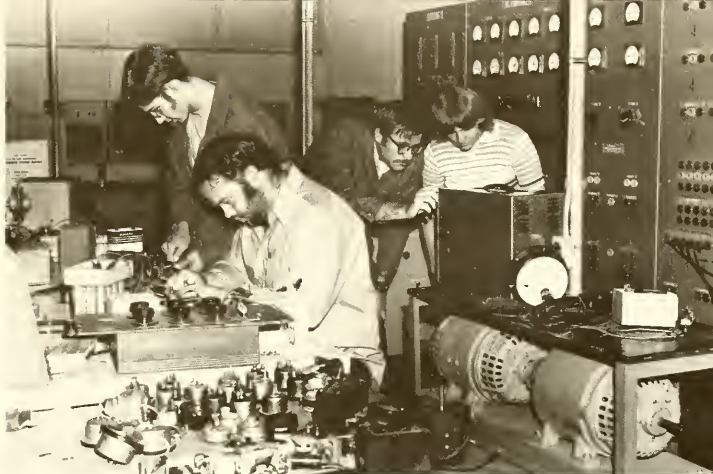
### Diploma Program

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





## ELECTRICAL MAINTENANCE

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
<i>FIRST QUARTER</i>			
ELC 1124 Residential Wiring	5	9	8
DFT 1110 Blueprint Reading	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 in Courses 71

## INDUSTRIAL MECHANICS

This curriculum is based on the three major fields of Welding, Machine Shop, and Electrical Maintenance. Over a two-year span of time the part-time evening student is taught the fundamental processes of each of these trade fields. Upon graduation he is qualified to either join an Industrial Maintenance team or pursue further training in one of the speciality areas. Other basic skills such as blueprint reading, shop math, and basic air conditioning theory and repair, round out the program.



## INDUSTRIAL MECHANICS

Course Title	Hours Per Week		Quarter			
	Class	Lab.	Hours			
			Credit			
<i>FIRST QUARTER</i>						
MEC 1101A Machine Shop Theory and Practice	2	4	4			
DFT 1180 Drafting Trades I	0	3	1			
<i>Totals</i>	2	7	5			
<i>SECOND QUARTER</i>						
MEC 1101B Machine Shop Theory and Practice	2	4	4			
DFT 1104 Blueprint Reading: Mechanical	0	3	1			
<i>Totals</i>	2	7	5			
<i>THIRD QUARTER</i>						
WLD 1101 Basic Gas Welding and Cutting	2	4	4			
MAT 1101A Fundamentals of Math	3	0	3			
<i>Totals</i>	5	4	7			
<i>FOURTH QUARTER</i>						
WLD 1102 Basic Arc Welding and Cutting	2	4	4			
MAT 1101B Fundamentals of Math	2	0	2			
<i>Totals</i>	4	4	6			
<i>FIFTH QUARTER</i>						
ELC 1112A Direct and Alternating Current, Machines and Controls	2	4	4			
ENG 1102 Communication Skills	2	0	2			
<i>Totals</i>	4	4	6			
<i>SIXTH QUARTER</i>						
ELC 1112B Direct and Alternating Current, Machines and Controls	2	4	4			
AHR 1121A Principles of Refrigerations and Air Conditioning	1	2	2			
<i>Totals</i>	3	6	6			
				Total Quarter Hours in Courses		35

## MACHINIST

### 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





## MACHINE SHOP

Course Title	Hours Per Week		Quarter
	Class	Lab.	Hours Credit

### FIRST QUARTER

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 Metal	2	3	3
	<i>Totals</i>	9	21	16

### SECOND QUARTER

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

### THIRD QUARTER

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

### FOURTH QUARTER

MEC 1104	Machine 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 in Courses</i>				71
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## 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 September. A passing score entitles the individual to receive a license and to use a legal title "Licensed Practical Nurse." The license must be renewed annually. The Licensed Practical Nurse can apply for licensure in other states on the basis of a satisfactory examination score, without repeating the examination.



## PRACTICAL NURSING

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab.	Clinic	
<i>FIRST QUARTER</i>				
Practical Nursing I	12	18		21
<i>SECOND QUARTER</i>				
Practical Nursing II	10	2	24	19

### *THIRD QUARTER*

Practical Nursing III	10	2	24	19
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### *FOURTH QUARTER*

Practical Nursing IV	10	2	24	19
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Total Quarter Hours in Course 78

## 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 oxyacetylene 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



## WELDING

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
<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 Improvements	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

Total Quarter Hours in Courses 68

# COURSE DESCRIPTION

Course content for One-Year Diploma 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 (PME)

Course Title	Class	Lab.	Quarter Hours	Credit
<b>AHR 1101 AUTOMOTIVE AIR CONDITIONING</b>			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.

<b>AUT 1121 BRAKING SYSTEMS</b>			3 3 4	
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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.

<b>AUT 1123 AUTOMOTIVE CHASSIS AND SUSPENSION SYSTEMS</b>			3 9 6	
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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.

<b>AUT 1124 AUTOMOTIVE POWER TRAIN SYSTEMS</b>			3 9 6	
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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.

Prerequisites: PHY 1102, AUT 1123.

<b>AUT 1125 AUTOMOTIVE SERVICING</b>			3 9 6	
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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.

Prerequisites: AUT 1123, AUT 1121, AHR 1101.

<b>PME 1101 INTERNAL COMBUSTION ENGINE</b>			3 12 7	
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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.

<b>PME 1102 ENGINE ELECTRICAL AND FUEL SYSTEMS</b>			5 12 9	
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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.

Prerequisite: PME 1101.

## ELECTRICAL MAINTENANCE

Course Title	Class	Lab.	Quarter Hours	Credit
<b>ELC 1112 DIRECT AND ALTERNATING CURRENT</b>			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 poly-phase 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.

**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.

**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. Prerequisite: ELC 1113, DFT 1110.

**ELC 1125 COMMERCIAL AND INDUSTRIAL WIRING** 5 12 9

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.

## INDUSTRIAL MECHANICS

Course Title	Quarter Hours
	Class Lab. Credit

**AHR 121A 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. Practical 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. Prerequisite: None.

**DFT 1104 BLUEPRINT READING: MECHANICAL** 0 3 1

Prepared blueprints, along with individualized instruction, will provide the student with the basic principles of notes, dimensions, lines and views. This course will be highly correlated with the major shop areas of instruction.

**DFT 1180 DRAFTING TRADE I** 0 3 1

Drafting Trade I will survey the areas of lettering, orthographic views, lines and three dimensional constructions. The course will provide a strong basis for Blueprint Reading and similar work found throughout the program.

**ELC 1112A DIRECT AND ALTERNATING CURRENT, MACHINES AND CONTROLS** 2 4 4

The first quarter of Electrical Maintenance will survey A. C. and D. C. Current, machines and controls. Electrical conductors found in industry complete this phase.

**ELC 1112B DIRECT AND ALTERNATING CURRENT, MACHINES AND CONTROLS** 2 4 4

Meters, specialized blueprint reading and the pertinent sections of the National Electrical Code will comprise the second quarter. The major time spent by the student will be in shop activity experiences.

**ENG 1102 COMMUNICATION SKILLS** 2 0 2

Communication Skills will prepare the student to use textbooks and library sources necessary to his overall program. Vocabulary, job applications and interview techniques among other topics will be stressed.

**MAT 1101A FUNDAMENTALS OF MATH** 3 0 3

The use of whole numbers, fractions and decimals will constitute the bulk of this course. Those basic word and algebraic problems found in industrial mechanic activities will also be covered.

**MAT 1101B FUNDAMENTALS OF MATH** 2 0 2

The use of whole numbers, fractions and decimals will constitute the bulk of this course. Those basic word and algebraic problems found in industrial mechanic activities will also be covered.

**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.

**WLD 1101 BASIC GAS WELDING AND CUTTING** 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 AND CUTTING** 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.

## MACHINE SHOP

Course Title	Quarter		
	Hours	Class	Lab. Credit
<b>MEC 1101 MACHINE SHOP THEORY AND PRACTICE</b>	3	12	7
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.			
<b>MEC 1102 MACHINE SHOP THEORY AND PRACTICE</b>	3	12	7
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.			
<b>MEC 1103 MACHINE SHOP THEORY AND PRACTICE</b>	3	12	7
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.

Prerequisites: MEC 1102.

**MEC 1104 MACHINE SHOP THEORY AND PRACTICE** 3 12 7

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. Prerequisites: MEC 1103.

**MEC 1112 MACHINE SHOP PROCESSES** 0 6 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 and magnesium), and copper and its alloys are studied. Powder metallurgy, titanium, zirconium, indium and vanadium are included in this course. Prerequisite: MEC 1115.

## NURSING

Course Title	Quarter			Credit
	Class	Lab.	Clinic	

**NUR 1001 PRACTICAL NURSING** 12 18 0 21

**OBJECTIVES.** To assist beginning students in practical nursing to acquire basic knowledge from nursing and from related areas of learning and to begin to develop the skills needed for safe and effective bedside care of patients whose health deviation has created a state of dependency in matters of daily living.

Course Material:

Nursing — History; introduction to patient care.

Health — Personal, physical and mental; family; community.

Basic Science — Body structure and function; bacteriology; basic nutrition.

Vocational Adjustments — Introduction to ethics and legal aspects of nursing.

Communications and Human Relations.

Classroom activities are planned to assist students in development of knowledge, understanding, appreciations, and attitudes basic to effective nursing of patients of all ages and backgrounds with nursing needs arising both from the individuality of the patient and from inability for self-care as a result of a health deviation. The student is encouraged to develop beginning skills in analysis of patient needs, both through classroom study of hypothetical patient situations and through planned patient experiences in the clinical environment. Beginning skills in nursing methods are developed through planned laboratory experiences, followed by related practice in actual patient care.

Clinical activities provide introduction to actual patient care through selected clinical assignments requiring application of current classroom and laboratory learnings.

Prerequisite: Admission requirements.

**NUR 1002 PRACTICAL NURSING II** 10 2 24 19

**OBJECTIVES:** To assist practical nursing students to acquire further knowledge and understanding and to develop further skills needed for rendering safe and effective nursing care to patients of all ages.

Course Material:

Medical — Surgical I

Oral Medications

Introduction to Maternity Nursing

Introduction to Nursing Sick Child

Classroom activities center around analysis of nursing need as viewed in perspective with the needs arising from the individuality of the patient and from the illness condition. Related information is presented as it is relevant to the student's understanding of and ability to meet nursing needs of patients.

Clinical activities provide selected experiences in patient care in order for the student to develop skill in applying classroom learnings to a variety of patient situations.

Prerequisite: Practical Nursing I.

**NUR 1003 PRACTICAL NURSING III** 10 2 24 19

**OBJECTIVES:** To assist practical nursing students to acquire knowledge of common disease conditions and to develop beginning skills in rendering safe and effective nursing care to patients of all ages with specific needs arising from the illness and/ or therapy.

Course Material:

Medical — Surgical I and II

Care of the Sick Child

Classroom activities center around analysis of nursing needs arising from the specific illness condition and the medical plan.

Clinical activities consist of guided experiences in nursing patients with conditions which illustrate classroom learnings.

Prerequisite: Practical Nursing II

**NUR 1004 PRACTICAL NURSING IV** 10 2 24 19

**OBJECTIVES:** To assist advanced practical nursing students to acquire knowledge of needs of patients who

are seriously ill, to develop beginning skills in assisting the registered nurse and/ or physician in complex nursing situations, and to make the transition to the role of graduate practical nurse.

Course Material:

Medical — Surgical II and III

Drugs and Drug Administration

Classroom activities center around the needs of seriously-ill patients of all ages, of labor patients, and of patients immediately following surgery.

Clinical activities consist of guided experiences in the care of seriously-ill patients, labor patients, and surgery patients, and is planned to parallel classroom learnings whenever possible.

Prerequisite: Practical Nursing III.

## WELDING

Course Title	Quarter		
	Class	Lab.	Credit
<b>WLD 1101 BASIC GAS WELDING</b>	0	3	1
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.			
<b>WLD 1112 MECHANICAL TESTING AND INSPECTION</b>	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.			
<b>WLD 1120 OXACETYLENE WELDING AND CUTTING</b>	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.

Prerequisite: None.

**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 arch 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.

## Related Courses BUSINESS

Course Title	Quarter Hours
	Class Lab. Credit
<b>BUS1103 SMALL BUSINESS OPERATIONS</b>	<b>3 0 3</b>
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 1105 INDUSTRIAL ORGANIZATIONS** 3 0 3

Methods, techniques, and practices of modern management in planning, organizing and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost.

Prerequisite: None.

## DRAFTING

Course Title	Quarter Hours
	Class Lab. Credit
<b>DFT 1101 SCHEMATICS &amp; DIAGRAMS: POWER MECHANICS</b>	<b>0 3 1</b>
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 ideas, 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.

Prerequisite: DFT 1105.

**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

**ENGLISH**

Course Title

Quarter

Hours

Class Lab. Credit

**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.

**MATHEMATICS**

Course Title

Quarter

Hours

Class Lab. Credit

**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.

**MAT 1103 SHOP MATH I** 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.

Prerequisite: MAT 1101

**MAT 1104 SHOP MATH II** 3 0 3

Trigonometric ratios; solving problems with right triangles, using tables, and solution of oblique triangles using law of sines and law of cosines. All topics are applied to practical problems.

Prerequisites: MAT 1103.

**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.

**MAT 1123 SHOP MATH III** 3 0 3

Introduces gear ratio, lead screw and indexing problems with emphasis on application to the machine shop. Practical applications and problems furnish the trainee with experience in geometric propositions and trigonometric relations to shop problems; concludes with an introduction to compound angle problems.

Prerequisite: MAT 1104.

## PHYSICS

Course Title

Quarter  
Hours  
Class Lab. Credit

**PHY 1101 APPLIED SCIENCE** 3 2 4

An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles.

Prerequisite: None.

**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.

## SOCIAL SCIENCE

Course Title

Quarter  
Hours  
Class Lab. Credit

**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.

## CONTINUING EDUCATION

Continuing Education Programs are organized as an educational task 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 eleven major areas.

**Adult Basic Education** classes in fundamentals of adding, writing, spelling, and arithmetic, offered primarily for those adults who lack such skills.

**High School Equivalency Program** includes programmed instruction in all subjects necessary for high school graduation.

**GED — VIA TV** to prepare students to take the N. C. G. E. D. Test. The course is offered through educational TV with an instructor and class set up through RTI.

**ADULT HIGH SCHOOL DIPLOMA PROGRAM** in cooperation with the Randolph County Board of Education the Institute offers a program for adults whereby prior units earned will count toward graduation requirements of 16 units. Classes are held each quarter for earning these units and students may also earn these units in the Learning Laboratory.

**HRD, A HUMAN RESOURCE** development program, is designed to help persons become employable at their level of capability.



**Public Service Programs** designed to provide training for public agencies such as law enforcement, fire departments, community groups in charge of hospitality and tourism, religious groups, and public school personnel.

**Business and Industrial Training Programs** to train supervisory personnel to increase efficiency of business organization, and to update employee vocational skills.

**New and Expanding Industry Training** to promote the expansion of existing industries and to assist in the training of employees for new industries being established in North Carolina.

**Professional and Inservice Programs** designed to provide classes, workshops, and seminars for such professional agencies as Health and Welfare and public school administration.

**Cultural Enrichment Programs** in the development of an appreciation of and performance skill in the fine arts.

**Family Life** classes in home life, consumer education, citizenship, and parent education.

## EXTENSION DIVISION

The 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 man 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 Continuing Education division. Those persons interested in additional courses should contact the Continuing Education office for more information. The Continuing Education division will award CEU's for appropriate programs.

Continuing Education Units are a nationally recognized recording device for substance noncredit 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."

### NATIONAL ELECTRICAL CODE

Designed to give the student a working knowledge of the National Electrical Code as it applies to various calculations and installation requirements encountered in daily electrical work.

### MACHINE SHOP

Time is devoted to the use of hand tools, measuring devices, lathes, drill presses, milling machines, grinders, and numerically controlled equipment.

### WELDING

Includes classes in electric arc, oxyacetylene, pipe, and inert gas welding.



### SMALL ENGINE REPAIR

This course will present instruction on the gasoline engine, theory and laboratory application to small two and four cycle engines. Time will be devoted to carburetion, ignition, tuneup, troubleshooting and overhaul.

### AIR CONDITIONING & REFRIGERATION

Introductory theory will be covered, but the major emphasis will be upon the practical application of servicing and troubleshooting in the air conditioning, heat transfer, and refrigeration area.

### FIRE SERVICE

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

### SUPERVISORY DEVELOPMENT TRAINING

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

### LAW ENFORCEMENT TRAINING

Offers training designed to meet the needs of State, county, city, and other law enforcement agencies.

## GENERAL ADULT EDUCATION

Randolph Technical Institute offers General Adult Education as a part of its total community service. Courses are designed to fit the needs of adults in a variety of areas. These courses are offered at least once a year on a day or evening basis and more frequently as interest demands. Additional courses will be arranged where sufficient interest warrants such a course. Leaders from the community in civic, cultural, industrial, and business fields are available as instructors in General Adult Education courses.

### YOU AND THE LAW

This course is designed to bridge the gap between the law and the individual, and to give him a concept of the language of the law as far as installment buying, wills, contracts, mortgages, damage suits, criminal infractions of the law, buying and selling property, etc. are concerned.

### BASIC SEWING

A basic garment in the form of a shirt-waist dress will be completed by the students in this course. Modern methods of sewing will be introduced which should enable the students to achieve professional like results.

### ART

The nature of this course will depend upon individual needs with individual instruction offered as needed. An opportunity will be offered beginning students to learn the basic fundamentals of various art approaches and give advanced students opportunities to further their knowledge of free-lance oil painting.





## BEGINNING KNITTING

A course for beginners who wish to learn how to select proper needles, yarn, etc. At least one sweater will be completed during the course, with emphasis placed on blocking, making button holes, etc.

## INTERIOR DECORATING

A course especially planned for homemakers who have had limited experience in the area of interior decorating. Some topics of study are: color coordination, furniture arrangement, window treatment, floor covering, picture layout, etc.

## INCOME TAX

The primary intent of this course is not to qualify the individual students for the preparation of income tax returns for the general public, but to instruct them in the preparation of their own returns, in filing declarations of estimated tax, and for assembling their information in situations where professional tax assistance is necessary.

## CERAMICS

A course designed for the hobbyist who has a certain amount of knowledge of the basic terms and processes of ceramics but who wishes to expand his experience and skills. It will begin with the casting of objects and will follow into the decorative techniques for use on greenware or bisque ware. Use of tools, brushes and other materials will be emphasized.

## CREATIVE TEACHING IN SUNDAY SCHOOL

This course is designed to aid teachers in presenting the lesson in a manner which would create discussion, interest, and personal questions on the part of the pupils. The use of visual aids, reference materials, personal experiences, and current events will be taught as methods of presenting the Sunday

School lesson. The course will also include instructions in leading discussions and handling controversy in the class. Parts of the class time will be devoted to the discussion of problems encountered by the persons enrolled in the class. This class has been carefully designed to aid teachers of all age groups as well as teachers of all religious denominations.

## DRIVER EDUCATION

This course will provide an opportunity for adults to learn proper and safe techniques of driving under the competent supervision of an accredited driving instructor. It will combine classroom work with car driving and observation which should enable the students to secure an adequate background in preparation for their driving tests.

## CHORAL MUSIC

A course designed for a choir member, choir director, or just an individual who likes to sing. Students will be taught how to read music, the discipline of proper posture and proper breathing techniques, and basically how to control their voice in order to achieve full sound. Students will practice singing hymns, anthems, and musical selections from movies such as the **Sound of Music**.

## FURNITURE REFINISHING

The course is mainly in two parts: removing old finishes and making simple repairs, then sanding, staining, filling, finishing, and polishing of fine grain woods such as walnut, mahogany, cherry, and others.

## SLIMNASTICS

This will be a basic course in learning the basic exercises in toning the muscles which result from losing weight. In the course proper diet and health habits will be stressed.

## ADULT BASIC EDUCATION

Classes in Adult Basic Education are offered for adults, 18 years of age and over, 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. Classes are held throughout Randolph County and 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 and progressed 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.

## LEARNING LABORATORY

A complete adult high school program is offered to persons 18 years of age or older. The adult Learning Laboratory offers a new approach to education through the use of programmed instruction. These programmed materials enable the student to progress at his own speed and ability. Also, new students may enroll at anytime during the year.

There is a coordinator available in the Laboratory to assist all students between the hours of 8:00 a.m. to 9:30 p.m. Monday through Thursday and 8:00 a.m. to 5:00 on Friday. There is no cost to the student. Students completing high school through this program will be awarded a North Carolina High School Equivalency Diploma upon a satisfactory score on the General Education Development (G.E.D.).

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. This testing program, through which adults may earn a certificate of high school equivalency, is conducted by the Institute's Learning Laboratory where pretest examination and counseling are available.

Also available through the Learning Laboratory are three Preparatory Programs designed to help the student get ready for entrance into a vocational, technical, or general field of study.

Vocational Preparatory	320 hours
Technical Preparatory	640 hours
College Preparatory	900 hours

The Institute offers a High School Equivalency Program of 940 hours, which may be taken to remove deficiencies and meet entrance requirements into specific programs.

This High School Equivalency Program and Preparatory Programs are approved by the Veteran's Administration.

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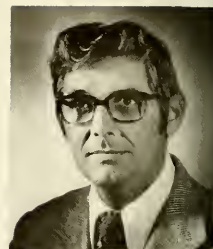
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