




Randolph Technical College  
1981-1983 Catalogue



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**RANDOLPH TECHNICAL COLLEGE** • P.O. BOX 1009 ASHEBORO, N.C. 27203



(919) 629-1471

**RANDOLPH TECHNICAL COLLEGE GENERAL CATALOG 1981-1983**

Published by Randolph Technical College, Asheboro, NC 27203

*The Catalog as a Contract:* This catalog is not to be regarded as an irrevocable contract. Randolph Technical College reserves the right to modify, revoke, and add to college fees, regulations, or curriculum at any time as defined under Department of Community College, State Board of Education Guidelines.

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### Accreditation

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

### Affirmative Action

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

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

Affirmative Action Office and Title IX Coordinator  
Randolph Technical College  
P. O. Box 1009  
Asheboro, NC 27203  
Phone: (919) 629-1471

### Photography Production Team:

William Markham  
John Franklin  
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**Randolph Technical College**

General Catalog 1981-1983

P. O. Box 1009

Asheboro, NC 27203

(919) 629-1471

Phone  
(919) 629-1471

Randolph Technical College 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 College 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 College Board of Trustees has been granted authority to award the Associate in Applied Science and Associate in General Education Degrees, Vocational Diploma, and Certificate by the Department of Community Colleges and the State Board of Education.

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



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

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



Randolph Technical College is committed to the adult population of this state who would avail themselves of educational opportunity. We are especially responsible to the people of Randolph County, who want to upgrade their vocational skills, who desire to open new doors of experience in the hope of securing a better life for themselves and their families. We are not only committed to provide educational programs at minimal cost to those who seek us out, but we are also committed to search out those who are poorly informed or ill-prepared to use their talents to the best advantage.

This College, a member of the North Carolina Community College System, exists today because of foresight of educational and community leaders. Since 1962 Randolph Tech has served thousands of adults in many different types of programs. The question of life long education and learning has been answered by the people with their enthusiastic response to the programs offered at R.T.C.

The vitality of American society and the advancement of its quality of life require the sustained development of the capacities and abilities of all persons in order that they may realize their individual goals and best contribute to the common welfare. The College strives to offer an enriching and comprehensive personal experience to students, faculty, staff and community.

It is our hope that you will allow us an opportunity to help build your future.

We at Randolph Technical College invite you to visit our campus, look at our facilities, talk with our counselors, and enroll in one of our programs. Please take time to read this catalog—your guide to R.T.C.

Sincerely

A handwritten signature in cursive script that reads "M. H. Branson". The signature is written in dark ink and is positioned above the printed name of the president.

M. H. Branson  
*President of the College*

## College Calendar

### 1981-1982

#### FALL QUARTER

September 3, 4 (Thursday, Friday)	Registration
September 8 (Tuesday)	Classes begin
September 15 (Tuesday)	Last day to register, drop, or add courses
October 6 (Tuesday)	Last day to withdraw from a course without penalty
November 23 (Monday)	End of Fall Quarter

#### WINTER QUARTER

November 24 (Tuesday)	Registration
November 26, 27 (Thursday, Friday)	Thanksgiving Holidays
November 30 (Monday)	Classes begin
December 7 (Monday)	Last day to register, drop, or add courses
December 18 (Friday 5:00 p.m.)	Christmas Holidays begin
January 4 (Monday)	Classes resume
January 11 (Monday)	Last day to withdraw from a course without penalty
February 26 (Friday)	End of Winter Quarter

#### SPRING QUARTER

March 4 (Thursday)	Registration
March 8 (Monday)	Classes begin
March 15 (Monday)	Last day to register, drop, or add courses
April 5 (Monday)	Last day to withdraw from a course without penalty
April 8 (Thursday 10:00 p.m.)	Easter Holidays begin
April 13 (Tuesday)	Classes resume
May 25 (Tuesday)	End of Spring Quarter

#### SUMMER QUARTER

June 3 (Thursday)	Registration
June 7 (Monday)	Classes begin
June 14 (Monday)	Last day to register, drop, or add courses
July 2 (Friday 5:00 p.m.)	Summer Holidays begin
July 12 (Monday)	Last day to withdraw from a course without penalty
August 27 (Friday)	End of Summer Quarter
August 29 (Sunday)	Graduation Exercises

### 1982-1983

#### FALL QUARTER

September 2, 3 (Thursday, Friday)	Registration
September 7 (Tuesday)	Classes begin
September 14 (Tuesday)	Last day to register, drop, or add courses
October 5 (Tuesday)	Last day to withdraw from a course without penalty
November 22 (Monday)	End of Fall Quarter

#### WINTER QUARTER

November 23 (Tuesday)	Registration
November 25, 26 (Thursday, Friday)	Thanksgiving Holidays
November 29 (Monday)	Classes begin
December 6 (Monday)	Last day to register, drop, or add courses
December 17 (Friday 5:00 p.m.)	Christmas Holidays begin
January 3 (Monday)	Classes resume
January 10 (Monday)	Last day to withdraw from a course without penalty
February 25 (Friday)	End of Winter Quarter

#### SPRING QUARTER

March 3 (Thursday)	Registration
March 7 (Monday)	Classes begin
March 14 (Monday)	Last day to register, drop, or add courses
March 31 (Thursday 10:00 p.m.)	Easter Holidays begin
April 5 (Tuesday)	Classes resume
April 6 (Wednesday)	Last day to withdraw from a course without penalty
May 24 (Tuesday)	End of Spring Quarter

#### SUMMER QUARTER

June 2 (Thursday)	Registration
June 6 (Monday)	Classes begin
June 13 (Monday)	Last day to register, drop, or add courses
July 1 (Friday 5:00 p.m.)	Summer Holidays begin
July 11 (Monday)	Classes resume
July 11 (Monday)	Last day to withdraw from a course without penalty
August 26 (Friday)	End of Summer Quarter
August 28 (Sunday)	Graduation Exercises



**North  
Carolina  
Zoological  
Park**





## Correspondence Directory

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Inquiries for specific information about the College should be addressed to the following:

**Admissions:** *Dr. John L. Roberson, Dean of Student Services, and/or Ms. O'Dene Suggs, Admissions Officer.*

Admission requirements, catalogs, descriptive literature, application forms, summer session, re-admission.

**Student Aid:** *Ms. Maureen Kilby, Student Financial Aid Officer.*

Scholarship information, work study, CETA, Veterans Benefits, Basic Grants, Loans.

**Counseling Services:** *Ms. Mary S. Morgan, Career Development, Academic Counseling. Mr. Ned Tonkin, Academic Counseling. Mr. James Steadman, Academic Counseling.*

**Academic Programs:** *Dr. W. A. Edwards, Vice-President for Instruction.*

Inquiries on high school students attending classes at Randolph Tech. General Coordination of all Instructional programs.

*Ms. Dorothy L. Carter, Dean of Occupational Education.*  
Information on courses of study, correspondence regarding curricula, teaching positions.

**Transcripts:** *Ms. Ellen H. Robbins, Registrar.*

Requests for transcripts, grades, graduation information.

**Student Services:** *Dr. John L. Roberson, Dean of Students, General Student Services.*

**Continuing Education:** *Mr. B. B. Hampton, Dean of Continuing Education.*

Information on Continuing Education programs, industry training, in-service education.

**Learning Resources Center:** *Ms. Merrill F. Smith, Dean. General library services, production & media facilities. Coordination of all Learning Resources.*

**Business Matters:** *Dr. L. K. Linker, Executive Vice-President for Administrative Services.*

Information on business affairs, fees, financial arrangements, purchasing, general campus services.

**Administrative Affairs:** *Mr. M. H. Branson, President of the College.*

Policy, gifts, bequests, endowment.

## Locale

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Situated in the geographic center of North Carolina, Randolph Technical College lies adjacent to the ancient mountains in the area known as the Uwharries. The college is located just south of the interchange of highways No. 220, No. 64, and No. 49 at the McDowell Road Exit. The college is located 26 miles south of Greensboro, North Carolina, making it accessible from all parts of the state.

The college is located in an area with a rich tradition. Arts and crafts are preserved both commercially and individually. Today people see the same mountains, streams, and flora, travel the same roads and pass the same locations of homesteads, mills, churches, and schools that were known to the people of 1799.

Asheboro is also the home of the North Carolina State Zoological Park located off US No. 64, 5 miles southeast of Asheboro.



## *Curricula*

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### **Associate Degree**

Accounting  
Business Administration  
Commercial Graphics  
Electronics Engineering Technology  
Executive Secretarial Science  
Floral Design and Commercial Horticulture  
General Education  
General Office Technology  
Interior Design  
Photography Technology  
Teacher Associate

### **Diploma**

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

### **Certificate**

Automotive Mechanics  
Electrical Maintenance  
Floral Design and Commercial Horticulture  
Machinist  
Industrial Mechanics  
Welding  
Teacher Aide

### **Developmental Studies**

### **Extension**

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

### **General Adult Education Programs**

Adult Basic Education  
Adult High School Diploma Program  
High School Credit Courses  
Enrichment Courses  
Individualized Instruction Center



**Randolph  
Technical  
College**



## Purpose

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

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

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

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

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



### An Invitation

You are invited to visit Randolph Technical College. Please make an appointment with a member of our counseling staff in Student Services. To make an appointment write the Admissions Office, Randolph Technical College, P. O. Box 1009, Asheboro, NC 27203 or call the Office of Admissions at (919) 629-1471, Ext. 224.



## *General Information*

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### **General Information**

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Randolph Technical College offers collegiate level programs to include the following:

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

### **General Education**

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

### **Continuing Education and Community Service**

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

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

Individualized Instruction Center—preparatory, general interest and adult high school courses (grades 9-12) using programmed instruction;

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

Academic Extension—adult courses for cultural enrichment, personal improvement and individual interest and development;

High School Diploma and Classroom GED—adult high school courses in a classroom setting;

GED Testing Center;

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

Visiting Artist Program—a program of cultural enrichment for the community and public schools with a variety of art forms provided.

### **Degrees**

Randolph Technical College 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 no fewer than 96 quarter credit hours.

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

Satisfactory completion of no fewer than 64 semester credit hours in liberal education and elective courses.

Both degrees require:

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

### **Diplomas and Certificates**

Randolph Technical College awards diplomas and certificates for a wide variety of educational programs. Diplomas are issued for completion of an approved program of no fewer than 64 quarter credit hours. Certificates are issued for the completion of approved programs of fewer than 64 quarter credit hours.



### **Additional Degrees or Diplomas**

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

### **Admissions (Curriculum Programs)**

#### **The "Open Door" Policy**

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

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

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

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

### **General Admissions Requirements**

1. Applicants for Admission to Randolph Technical College 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 College will accept students with a high school equivalency diploma.

2. A high school diploma or the equivalent is required of all applicants for degree and diploma programs. Exceptions may be made for diploma programs, if the counseling staff, after interviewing prospective students who are not high school graduates, feel that these individuals can profit from curriculum instruction.
3. All applicants are to submit a medical report. This is post-admission information and will be completed during registration.
4. The enrollment quota for the curriculum is not filled.
5. The College reserves the right to accept or reject credits earned at other institutions. Credits will be evaluated under the transfer credit policy.
6. Randolph Technical College will admit high school students between the ages of 16 and 18 to appropriate courses at the College. Guidelines established by RTC and area schools will be observed.

### **SPECIFIC ADMISSIONS REQUIREMENTS**

#### **A. Associate Degree Programs**

1. Applicants for admission to Photography, Commercial Graphics, Interior Design, and Floral Design will be administered a color blindness test at the time of their admissions interview. These test results are used for counseling and advising only.
2. Applicants to the UNC-G General Education program are requested to present SAT scores. Those who apply without SAT scores will be administered English, Reading, and Math Placement Tests.

## *Admission Requirements*

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### **B. Diploma Programs**

1. Applicants to the Practical Nursing program must take a reading and math test, and the Otis Mental Ability Test. All applicants must be approved by an admissions committee from the nursing department and Student Services.
2. All Practical Nursing applicants are accepted on a conditional basis, and must submit evidence of a medical and dental examination before final acceptance into the program.
3. Applicants for admission to the Electrical Maintenance program are to present one unit of algebra.
4. Applicants for admission to Photofinishing will be administered a color blindness test at the time of their admissions interview. These test results are used for counseling and advising only.

### **C. Continuing Education Programs**

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

### **Admissions Information**

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

### **Pre-Admission Procedures**

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

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

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

### **Registration**

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

### **Late Registration**

A late registration fee of \$5 will be charged to all students who register after the regular registration date on the school calendar or published dates. Exception may be made in individual cases at the discretion of the Dean of Student Services and Registrar.

### **Admission With Advanced Placement**

This provides for advanced placement based on the proficiency examination. Where an individual student's occupational experience and/or educational background closely parallels those experiences and objectives required by a course, the instructor involved may evaluate the student's performance in these academics or skills by appropriate proficiency examinations to determine waivers of such course(s). Where courses are waived for a student: (1) student will not

## *Admission Requirements*

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register for that course, and (2) the proficiency will be noted on the student's permanent record without quality point consideration, with credit hours recorded on the transcript. Further, the student may substitute electives for these courses waived by proficiency. No proficiency examination will be given prior to the approval of the Dean of Occupational Education, the instructor involved, and the Departmental Chairman. Copies of the proficiency examinations must be filed with the Dean of Occupational Education and the instructor will provide results of proficiency to Student Services to record on student permanent records.

### **Transfer Students**

Applicants who have attended other institutions of higher learning may transfer credit earned in comparable courses or programs of study. Direct transfer of credit may be granted if the student is transferring from a regionally accredited institution, a member of the North Carolina Community College System, or an institution accredited by the Board of Governors.

In cases where equivalent course content is questionable, transfer credit will be determined by the concerned department chairman, working with student services.

No grade lower than a "C" may be transferred. Randolph Technical College reserves the right to accept or reject credits earned at other universities, colleges and institutions. The final decision on transfer credit will be determined by the Dean of Student Services.

### **Residency Requirements for Graduation**

Students transferring from other schools must complete twenty-five percent of their course requirements at Randolph Technical College in order to qualify for graduation.

### **Transfer Credit**

#### Major Area

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

### **Time Limit on Transfer Credit**

Courses taken more than five years prior to entry into the College cannot be considered for transfer purposes. The Practical Nursing Department limits credit for transfer to no more than two years prior to entry into the LPN program.

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

### **Below are Examples of Transfer Credit Consideration:**

#### Related Courses

##### **English**

Credit for technical English 101, 102 and 103 will be granted to the student who has completed at least two semesters or three quarters of freshman English grammar and composition from an accredited institution. ENG 204—Credit will be granted for oral communications or public speaking.

##### **Credit Between Programs**

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

##### **Math**

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

##### **Social Science**

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



## Admission Requirements

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

### Classification of Curriculum Students

#### Full-Time Students

Students registered for 12 or more credit hours in continuing programs of the College leading to associate degrees and diplomas are considered regular full-time students.

#### Part Time Students

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

#### Special Students

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

#### Expenses

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

#### Tuition

##### Quarter Hours

12 and up	\$ 39.00/ Quarter	
1 through 11	3.25/ Credit Hour	
12 and up	\$198.00/ Quarter	(Out-of-State)
1 through 11	16.50/ Credit Hour	(Out-of-State)

##### Semester Hours

12 and up	\$ 58.50/ Semester	
1 through 11	4.88/ Credit Hour	
12 and up	\$297.50/ Semester	(Out-of-State)
1 through 11	24.75/ Credit Hour	(Out-of-State)

##### Miscellaneous Service Charges

Pre-tuition deposit (Paid by all new regular curriculum students) ..... \$10.00

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

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

##### Activity Fees

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

Activity fees will be as follows:

##### Quarter Hours

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

##### Semester Hours

\$.75 per credit hour up to a maximum of \$7.50 per semester.

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

\*To be paid at spring quarter registration.

### **Refunds**

If approved by the Dean of Student Services and the Executive Vice President for Administrative Services, refunds of 2/3 of the tuition fee may be made in cases where the student is compelled by unavoidable reasons to withdraw within ten calendar days after the first day of class as published in the school calendar. Tuition refunds will not be considered for tuition of \$5 or less, except if a course or curriculum fails to materialize, all the student's tuition shall be refunded. No refunds will be made after the ten-day period except in cases where the student is a Veteran or War Orphan. Veterans or War Orphans receiving benefits under the U.S. Code, Title 38, Chapter 33 and 35, can be refunded pro rata portion of the tuition fee not used up at the time of withdrawal of such students. A student has the option of requesting that his entitled refund be credited to a quarter within the next four calendar quarters. During the drop/add period, as specified in the school calendar, charges will be made for courses added. If a program fails to materialize or a person is not accepted, the \$10 pre-tuition deposit will be refunded.

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

### **Residency For Tuition Purposes**

North Carolina law (G. S. 116-143.1) requires that to qualify as an in-state student for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or

her classification as a N. C. resident. Every applicant for admission shall be required to make a statement as to his or her length of residence in the state.

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

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

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

### **Foreign Student Admissions**

Application materials for admission must be received from foreign students 2 months prior to the quarter/semester the student wishes to enroll.

Application, high school and college transcripts, financial statement and TOEFL scores (or proof of English speaking and writing ability) are required before a student will be considered for admission.

### **Withdrawal Policy**

Curriculum students may withdraw from courses without penalty through the first four weeks of the quarter. A grade of W will be assigned during that period. Students should check the school calendar for the exact date each quarter.

Withdrawal after the published date will result in receipt of WP (withdrawal passing) or WF (withdrawal failing) depending on the student's status at the time of withdrawal. The WP or WF will be indicated on the student's transcript, but will not be reflected in the quality point average.



## **Consumer Information**

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Randolph Technical College seeks to provide financial assistance to students who without aid might not be able to continue their education. The types of aid available include scholarships, grants, and part-time work none of which requires repayment. A Student Loan Program is also available for those students expressing an interest. All students enrolling for six or more credit hours may apply for aid.

Because **ALL STUDENT AID IS AWARDED ON THE BASIS OF FINANCIAL NEED**, each applicant is required to submit a financial statement to determine eligibility. All information received will remain confidential.

Information and application forms for financial assistance may be obtained from the Student Services Office or from high school guidance counselors. Applications must be filed annually.

Aid awards are made on a yearly basis with portions of the total award disbursed to the student by check each quarter by the business office after registration has been completed. Work-study checks are disbursed monthly for the amount of hours listed on the student's time sheet.

Awards are not made on the basis of any handicap, race, color, sex, or national/ethnic origin. The school reserves the right to review/adjust awards made if the student becomes over awarded, receives additional resources, or if there are other changes in the student's financial need.

## **Types of Aid Available**

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If desired, more specific information is available in the Student Aid Office.

**Basic Educational Opportunity Grants (BEOG)**—Basic Grants are the base or floor upon which a student's aid package is built. Eligibility is based on financial need as determined by the U.S. Office of Education. **ALL STUDENTS WANTING FINANCIAL ASSISTANCE ARE REQUIRED TO APPLY FOR A BASIC GRANT.**



## **Scholarships**

Various individuals and organizations contribute monies annually for scholarships to help needy students. These scholarships are normally used for tuition and in conjunction with other types of financial aid used to cover educational expenses. Some scholarships are restricted to individuals enrolled in specific programs.

## **Randolph Technical College Foundation, Inc.**

**College Work-Study (CWS)**—Part-time employment is made available to eligible students to help them meet educational expenses. Students receiving CWS assistance work on campus and in an area related to their career interests if possible.

**Special Work Aid (SWA)**—The College has established an institutional work-study program to aid those needy students not eligible for CWS. This program follows approximately the same guidelines as CWS.

**North Carolina Insured Student Loans (NCISL)**—Low interest loans of up to \$2,500 or ½ the cost of education are made available to students through College Foundation, Inc. The U.S. Office of Education pays the interest for the student prior to the beginning of the repayment period. Apply through the aid office.

**Guaranteed Student Loans (GSL)**—Students who are not residents of North Carolina may borrow funds through their home state. Other low interest loan programs include the United Student Aid Funds.

## **How To Apply For Student Financial Aid**

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- Complete the normal admissions process to enter the school.
- Complete a Family Financial Statement (FFS) and send it to the American College Testing Program (ACT) for processing. The student will need to complete only this one form to be considered for all types of aid available through RTC except for certain scholarship or loan programs. A report of your need will then be sent by ACT to Randolph Tech.
- To apply for a Basic Grant you need only to check the appropriate space on the FFS. Allowances for changes in financial circumstances are made by filing a BEOG Supplemental Form.
- To apply for a North Carolina Student Incentive Grant the student must have a second report from his FFS sent to the College Foundation, Inc. (ACT code No. 6666).

Special care should be taken in filling out the forms to make sure the information is as complete and accurate as possible to avoid delays in processing. Students having difficulty in completing the forms are encouraged to contact the Student Financial Aid Office or their high school guidance counselor.

**IT IS IN THE STUDENT'S BEST INTEREST TO APPLY FOR FINANCIAL ASSISTANCE AS SOON AS POSSIBLE BUT NOT LATER THAN 8 WEEKS PRIOR TO ENROLLMENT.**

### **Eligibility for Aid**

Eligibility requirements for each type of aid listed above vary from year to year. For information on the most recent eligibility requirements, methods for determining individual student eligibility, and calculating award amounts, contact the Financial Aid Officer.

Specific eligibility requirements are established by the U.S. Department of Health, Education, and Welfare for Federally funded aid programs; N.C. Department

of Human Resources and College Foundation, Inc. for State funded programs; and local/private sources determine eligibility for their respective programs. Randolph Technical College awards institutional funds on the basis of financial need.

Basically, all aid awarded through RTC is done so on the basis of financial need. Financial need is determined by subtracting the total family contribution from the total educational costs. The amount a family can realistically contribute toward educational costs is measured by each student's Family Financial Statement. Students in default of a Student Loan or repayment of a grant cannot be awarded financial aid. A student's aid package may include grants, scholarships, or loans.

Student aid funds are usually awarded to students at least once per month as long as funds are available. When making aid awards, students demonstrating the greatest unmet financial need are assigned funds first. Because of this, students applying for aid early are more likely to receive assistance if funds exist. A more complete description of the selection/funding process is available in the Student Aid Office.

To remain eligible a student must be enrolled at least on a half-time basis and be in good academic standing. Students withdrawing from school before the end of the quarter are liable for repayment of part of the funds received during that quarter. In addition, to assure that the student remains eligible he/she must notify the Student Aid Office of changes in enrollment/program of study; spend aid funds only on educational expenses; and notify the school of changes in resources available to meet educational or living expenses.

If more detailed information concerning types of aid, student eligibility, selection/award procedures, etc. is needed, contact the Financial Aid Officer in the Student Services Office.

### **Other Aid Available**

**Vocational Rehabilitation**—Handicapped students may be eligible for scholarship assistance under the



## *Student Financial Aid*

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provisions of U.S. Public Law 565. Prospective students who might qualify for this aid should contact the nearest office of the North Carolina Department of Vocational Rehabilitation.

### **N.C. Division of Veterans Affairs Scholarships—**

These scholarships are available to children of certain deceased, disabled or POW/MIA Veterans. For further information, the student should contact the Veterans Service Officer in his home county, or the Aid Officer at Randolph Tech.

**Veterans Administration Benefits—**All curriculum programs offered by the College are approved for Veterans Administration educational assistance benefits. The Adult High School Diploma Program is also approved for VA Benefits.

VETERANS, DEPENDENTS OF VETERANS, AND WAR ORPHANS may be eligible for VA benefits.

For further information and assistance in establishing eligibility for educational benefits, contact the Aid Officer in the Student Services Office.

**Social Security Benefits—**Educational benefits are made available to eligible students if the head of the household is deceased, disabled, or retired. Contact your Social Security Office for more information.

### **Student Employment**

Students interested in working during the school year should be reminded that technical college 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.

### **Veteran's Information**

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The new Veterans Readjustment Benefits Act (Public Law 358) provides educational subsistence to those

veterans of the armed forces who served on active duty for more than 180 days, any part of which came after January 31, 1955. Applications should be sent to the Veterans Administration Regional Office, 251 North Main Street, Winston-Salem, North Carolina 27201.

### **Disabled Veterans**

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

### **Children of Deceased or Disabled Veterans**

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

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

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

**Standards of Progress  
Attendance, and Conduct**

Public Law 93-508 requires that each educational institution approved for veterans to receive educational benefits (G. 1. Bill) must establish written policies that clearly state what is expected of the veteran in the areas of academic progress, class attendance, and conduct.

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

1. Procedure for determining unsatisfactory progress for veterans:

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

2. Grade point average requirement for veterans:

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

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

The rate of evaluation will be:

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

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

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

**Veteran's Benefits**

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

- \$342.00 per month for a single veteran
- \$407.00 per month for married veterans
- \$464.00 a month for those married with a child, and
- \$ 29.00 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 College and to clarify matters which pertain to qualifications and prerequisites.

### **Vocational Counseling**

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

Further information regarding counseling service is available through Student Services.

### **Advisors**

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

### **Orientation**

To promote an understanding of the philosophy and standards of Randolph Technical College, 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 College.

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

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

### **Placement Service**

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

### **Attendance**

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

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

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

#### **1. Student Withdrawal**

He/She officially withdraws by contacting the Registrar in person. (This constitutes student withdrawal and is effective as of that date.)

#### **2. Administrative Withdrawal**

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

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

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

### **Transfers (Between Programs)**

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

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

### **Withdrawal/Drop/Add**

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

### **Credits**

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

### **Grading System**

Letter symbols are used in the evaluation of achievement in all occupational programs. 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.

Grade	Numerical	Quality Points Earned
A	93-100	4
B	85-92	3
C	77-84	2
D	70-76	1
F	Below 70	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 College are in order. Grade reports will be mailed to all students.

Students enrolled in the General Education Program should consult the UNC-G catalog for grading procedures.

### **Incomplete**

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



### **Release Of Information From Student Official Academic Records**

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

1. Written consent of the student concerned is required before a transcript or information from his or her official record may be released. Exceptions to the above statement are outlined below:
  - a. The Registrar may release transcripts or information from official records, including reports of academic standing, to academic and administrative members of the College staff whose responsibilities require this information.
  - b. The Registrar may honor appropriate requests for public or directory information from student records which includes the following: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of enrollment, degrees and awards received, and the most recent previous educational agency or institution attended by the student.
  - c. The Registrar may release information pertaining to honor achievements for publication.
2. A student's identification photograph is available to College personnel only.
3. A hold may be applied to the release of a transcript, or other information requested from an official record, for a student who has an overdue indebted-

ness to the College. Such a student continues to have the right to see his official record upon request.

4. The use and release of information from student official records will be determined as outlined above and in compliance with State and Federal legislation relating to such records. Action in situations that may not have been anticipated and/or defined above will at all times be based upon the best knowledge available to the professional staff of the College.

### **Recognition of Honor Students**

Students enrolled full-time (12 credit hours daytime / 6 credit hours evening) who receive no incompletes are eligible for the following honor lists:

- President's List—Grade point average of 4.00
- Dean's List—Grade point average of 3.50-3.99
- Honor List—Grade point average of 3.00-3.49

### **Academic Probation**

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

After his allotted time on probation, a student who is not off academic probation will be dismissed. In order to be re-admitted, 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**

Any student who fails a course must repeat that course to graduate. If a grade of *C* or better is earned, the *F* will be removed from the transcript and the overall QPA.

### **Reentry to a Curriculum**

A student who wishes to reenter a curriculum must make a written request to the Dean of Student Services by July 30 of the year which he wishes to enroll.

His request is reviewed by the Admissions Committee, consisting of the Dean of Student Services, Registrar, Departmental Chairman, and/or instructor concerned.

The student must repeat every course in the curriculum to begin a new quality point average. A student may repeat a curriculum with a new quality point average only once.

### **Work Experience**

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

### **Developmental Studies**

In an effort to maintain the Open Door concept and to offer students a means to remove deficiencies in basic skills for entry into post-secondary level curricula, the Developmental Studies program provides instruction in Reading, Mathematics, and English.

Directed by an instructor in a traditional classroom setting, the courses enable students to improve their skills to a point which predicts greater success in the technical and general education curricula.

Placement tests are administered as part of the admissions process, and the results of those tests are used to place the student in the appropriate Math and English classes, i.e., developmental studies or regular curriculum.

Classes are scheduled by the quarter and by the semester to accommodate every student who needs Developmental Studies.



## **Student Conduct & Regulations**

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### **Appearance & Standards of Behavior**

All students at Randolph Technical College are considered responsible adults; therefore, the only conduct and dress code is that each student use discretion and common sense in his appearance and behavior. All behavior which is prohibited by federal, state and local laws is prohibited on the campus.

### **Be Informed**

It is the responsibility of each student to be knowledgeable of all rules, regulations and events as described in the catalog, handbook, student bulletins, and bulletin-board notices. Each student will be held accountable for staying informed.

### **Questions and Complaints**

All questions or complaints concerning academic areas must first be taken to the instructor involved and/or faculty advisor. Appeals may be made to the head of the department and finally to the Dean of Students.

### **Student Conduct**

Normal classroom discipline is the responsibility of the instructor, action of a more serious nature is handled by the Dean of Students. Any decision, whether made by an instructor or the Dean of Student, may be appealed through the Dean of Students to the President and the Board of Trustees. Such appeal should be in writing and need only to state the basic facts of the case.

Under no conditions will illegal drugs, alcoholic beverages, or narcotics be permitted in or on the school property. No one under the influence of illegal drugs, alcohol or narcotics will be allowed on school premises. Any violation of this regulation will result in expulsion from the College on the first offense.

Students who engage in acts such as cheating, stealing, gambling, profane language, personal combat, and possession of firearms and dangerous weapons are liable to disciplinary action.

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

Animals and pets are not allowed in the building unless used in some manner of instruction.

### **Grievance Procedures**

In matters pertaining to student conduct, dismissals, disciplinary action, or complaints alleging any action which is prohibited by Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, or Title VI of the Civil Rights Act of 1964, any student who feels that he/she has been treated unjustly may present his/her case to the Dean of Student Services. If the grievance is not resolved at this level, the grievant and the Dean of Student Services will request a hearing of the grievance before the Admissions and Discipline Committee. If the grievance is not resolved at this level, the grievant and the Dean of Student Services will request a hearing of the grievance at the next level in the College's organizational structure. This procedure will be followed until the grievance is resolved or the President of the College has acted as the final administrative authority in resolution of the grievance.

If the grievance has not been resolved at this final step in the College's administrative process, the grievant will notify the President of the College in writing requesting a hearing relative to the grievance before the Personnel Committee of the Board of Trustees. In all cases, the Board of Trustees shall serve as the final governing authority of the College.

A student must exercise his/her right of due process within ten (10) calendar days after presenting his/her

case to the Dean of Student Services. This due process procedure must be finalized in a reasonable length of time.

Student who negligently lose, damage, destroy, sell, or otherwise dispose of school property placed in their possession or entrusted to them will be charged for the full extent of the damage or loss and are subject to disciplinary action.

Students are not permitted to default in the payment of fees, fines, loans or other financial obligations due to school. All tuition and fees must be paid at the time of registration. Students having checks returned for insufficient funds may be required to make payments on a cash basis. Students with unpaid financial obligations to the school, and/or incomplete admission applications will not be permitted to register for the upcoming quarter/semester until all obligations are met. Under these circumstances where a student is not eligible to register at the regular time, a late fee of \$5 will be charged. Transcripts and diplomas will not be released until all obligations are met.

#### **Closing of School Due To Adverse Weather**

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

#### **Adult Program, Day and Evening**

Programs will be cancelled only by the President of the College or his designee. The decision of the Asheboro/Randolph County School Superintendent has no bearing on Randolph Technical College operating during inclement weather. Our decision will be broadcast by radio and television stations. Students and staff are requested not to call the administrative office. If you hear the announcement on radio and/or television, you can accept this as the College's procedure. Announcements will be made by 6:30 a.m. and 4:00 p.m. for the day and evening programs respectively.

#### **Extra-Curricular Activities**

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





## **Student Services**

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Randolph Technical College through the objectives of its Student Services Division provides assistance to the student in various areas of campus life, including the following:

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 of the college level.
2. An atmosphere and leadership for 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 College.
4. Up-to-date and accurate records on all students of the College with proper security and confidence precautions enforced.
5. Leadership in College recruiting programs.
6. Leadership in securing and distributing financial aid for students.
7. Leadership and encouragement for the development of student health 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.

## **Parking**

Under the provisions of Chapter 115D-19 the Randolph Technical College Board of Trustees has asked The Asheboro City Police Department to patrol and control parking and traffic regulations on the campus of Randolph Technical College. All of the provisions of Chapter 20 of the General Statutes relating to the use of highways of the State of North Carolina and the operation of motor vehicles thereon shall apply to the streets, roads, alleys, and driveways on the campus of Randolph Technical College. Any person violating any of the provisions of Chapter 20 of the General Statutes in or on the streets, roads, alleys, and driveways on the campus shall upon conviction thereof be punished as prescribed in the section and as provided by Chapter 20 of the General Statutes relating to motor vehicles.

In addition to any of the provisions of Chapter 20 of the General statutes, the following rules and regulations are applicable to the parking lots on the Randolph Technical College campus:

- a. **Parking**— Parking only in a lined parking space. All spaces lined in white may be used by students. Spaces marked in yellow are reserved for faculty, staff, visitors, and handicapped persons. Parking in any unlined area, alley, driveway, sidewalk, building entrance, or reserved parking space for faculty, staff, visitors, and handicapped will be considered as a parking violation.
- b. **Speed Limit**— The speed limit on any street, road, alley, driveway, or parking lot on the campus is 10 miles per hour as affixed by the Board of Trustees.

Any person violating any of the above rules and regulations shall upon conviction thereof be guilty of a misdemeanor and shall be punishable as outlined in Chapter 115D-19b of the General Statutes of North Carolina.

### **Housing**

Randolph Technical College has no dormitory facilities. Students who must live away from home must make their own housing arrangements. The College takes no responsibility for locating or supervising student housing. Students are encouraged to use campus bulletin boards, local newspapers, and realtors as aid in obtaining housing.

### **Health Services**

Randolph Technical College has no facilities for medical treatment other than for minor first aid and assumes no financial responsibility for injuries or sickness of students. Students suffering acute illness or injuries requiring more than minor first aid treatment will be taken to the emergency room of the Randolph Hospital. The student will be responsible for all costs incurred in such treatment.

Students are encouraged to provide themselves with medical insurance to cover such illness/injuries. Accident insurance covering accidents at school or in transportation to and from school is available through the Business Office. The current cost is \$4.50 per year.

Two area physicians have stated their willingness to help students with health problems. In the event of an emergency, these physicians may be called by the personnel at the Randolph Hospital Emergency Room on behalf of the student. *If their schedules will allow,* they will make every effort to be available and provide medical help for RTC students.

For help in obtaining information or health services, contact the Student Services Office.

### **Student Activities**

Randolph Technical College attempts to provide extra-curricular activities for students since the College believes that such activities contribute to the overall growth and educational development of an indi-

vidual. Sports such as volleyball, shuffleboard, softball, and table tennis are organized on an informal basis when students have free time. Organizations include the Circle K Service Club sponsored by the Kiwanis Club of Asheboro. Circle K membership is open to both men and women. The Photo Alumni Association of Randolph Technical College (P.A.A.R.T.C.) provides an opportunity for students and alumni to participate together in professional seminars and workshops.

### **Student Government**

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

### **Social Functions**

1. Social functions will be planned by the SGA and their advisors.
2. An appropriate number of chaperones shall be in attendance. Chaperones will be solicited by the SGA from members of the staff.
3. The Dean of Student Services or his representative shall be notified at least four weeks in advance of a planned social function in order to have the date cleared with the school administration and school calendar, and names of chaperones shall be given at least five days prior to the function.

4. Recreational activities are to be organized under the sponsorship of the SGA and Student Services offices. All plans are tentative and must be approved by the President of the College. Some activities may require the approval of the Board of Trustees.

### **Student Center**

Randolph Technical College provides a student center for the comfort and relaxation of its student body. It is open day and evening for the student's convenience and the students may relax in an informal atmosphere.

It is the duty of both students and staff to help keep the student center areas as neat and clean as possible at all times. Good housekeeping practices should be maintained. All food and drinks should be confined to the Student Dining Area.

### **Student Governance**

Students are involved in College decision making through their participation on the following standing committees of the College:

1. Curriculum Committee
2. Developmental Studies Committee
3. Learning Resources Center Committee
4. Student Services Committee
5. Ad Hoc Committees as appointed by the Executive Committee

The jurisdiction of the Student Government Association is to represent the student body as outlined in the SGA Handbook. Although the SGA does not participate in the governance of the College, the SGA President does serve as a non-voting member of the College Board of Trustees.

### **Student Publications**

Students at Randolph Technical College have the right and privilege of freedom of expression through student publications. Requests for student publications will be presented to a Review Committee, who will determine their purpose, content and appropriateness to the goals of the College and its role in the community. The Review Committee will also serve as an editorial board for approved publications.

The Review Committee is composed of:

1. The Dean of Students
2. The Dean of Occupational Education
3. One member from the English Department
4. Two representatives from the Student body, one each from curriculum and continuing education

In cases where the final decision of the Review Committee is not satisfactory to the student, the normal due process of the College will be observed.

### **Graduation**

#### **Degree/Diploma/Certificate**

Students can make application for a Degree/Diploma/Certificate with the Campus Store. Degree/Diploma/Certificate fees are to be paid during Spring Quarter registration. Students with questions regarding graduation should contact the Registrar.



Randolph Technical College has completed a major construction program costing more than \$3 million and more than doubling the size of campus facilities. Randolph Tech's campus now has four major buildings. The original building, constructed in 1962 with additions in 1968 and 1972, is now known as the Administration and Education Building. In addition to a centralized administrative service, this building contains many classrooms, labs, and shops.

A Vocational-Technical Building containing approximately 30,000 square feet opened in the fall of 1979. This building provides an automotive body shop, a building trades shop, a culinary science lab, fire and police science labs, and electrical/electronics labs, as well as classroom facilities.

A Student Center opened in the spring of 1980. This building of approximately 18,000 square feet houses a student lounge, the campus bookstore, food services, and office facilities for guidance counseling, testing and registration.

A Learning Resources Center has been completed during the summer of 1980. The college library, a teaching theater, and the Individualized Instruction Center are contained in this building of approximately 27,000 square feet.

In addition to the new buildings, the campus has a new entrance road bordered by a triangular campus sign and a small parking area overlooking U.S. 220 Bypass. The campus has also been beautifully landscaped with various trees and shrubs.

### **Campus Store—Food Service**

In an effort to provide facilities that will make the educational process more complete, Randolph Technical College 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 varied items such as asbestos welding

gloves, water colors, acrylic and oil paints, film, machine shop scales, and other student supplies. In addition to stocking the standard required textbooks, a wide variety of paperback books are constantly in stock.

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

### **Learning Resources Center**

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

The Center contains approximately 20,136 volumes, primarily in the scientific and technical area, with new volumes being added each year to meet the need of expanding curriculums. The reference collection contains 10 sets of major encyclopedias and more than 1,000 specialized dictionaries, handbooks and reference books. The Center subscribes to more than 200 periodicals of which about 50% are technical and trade, 15% professional and 35% general.

The Center is open from 7:45 a.m. to 10:00 p.m. Monday through Thursday, 7:45 a.m. to 5:00 p.m. on Friday; 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 College to provide an atmosphere in the Center that is conducive to research and study. As Randolph Technical College grows, its Learning Resources Center will assume increasing importance in its total educational program.









In an effort to maintain the Open Door concept and to offer students a means to remove deficiencies in basic skills for entry into post-secondary level curricula, the Developmental Studies program provides instruction in Reading, Mathematics, and English.

Directed by an instructor in a traditional classroom setting, the courses enable students to improve their skills to a point which predicts greater success in the technical and general education curricula.

Placement tests are administered as part of the admissions process, and the results of those tests are used to place the student in the appropriate Math and English classes, i.e. developmental studies or regular curriculum.

Classes are scheduled by the quarter and by the semester to accommodate every student who needs Developmental Studies.

The following courses are offered at least one time a year and many are offered more than once.

Hours Per Week		Semester or Quarter Hours
Class	Lab	Credit

**TECHNICAL CURRICULA**

MAT 150	Developmental Math for entry into MAT 110 and MAT 111	5	0	5
MAT 151	Developmental Math for entry into MAT 101; Removes Math deficiency for entry into Electronics Engineering Technology	5	0	5
ENG 150	Developmental English	3	0	3
RED 150	Developmental Reading	3	0	3
RED 151	Developmental Reading	3	0	3

**GENERAL EDUCATION**

MAT 001	Basic Mathematics	5	0	5
MAT 105	Developmental Math	3	0	3
ENG 001	Developmental English	3	0	3
RED 001	Developmental Reading	3	0	3





Students may earn a diploma or degree in the following areas of study by attending classes during the day. Individuals interested in any of the following curriculum programs should contact the office of admissions in Student Services for an application and more information.

Accounting  
Automotive Body Repair  
Automotive Mechanics  
Business Administration  
Commercial Graphics  
Electrical Maintenance  
Electronics Engineering Technology  
Executive Secretarial Science  
Floral Design and Commercial Horticulture  
General Education  
General Office Technology  
Interior Design  
Machinist  
Nursing (LPN)  
Photofinishing  
Photography Technology  
Teacher Associate—Teacher Aide  
Welding

The Accounting curriculum is designed to prepare the individual to enter the accounting profession; to provide an educational program for individuals wanting education for upgrading or retraining; or to provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through the development of competencies in the following areas: the study of accounting principles, theories, and practices with related study in law, finance, management, and data processing operations.

Upon completion of the program, students are eligible to receive the Associate in Applied Science Degree.

Job opportunities include:

**Entry Level**

Junior Accountant  
Bookkeeper  
Accounting Clerk  
Cost Clerk  
Payroll Clerk  
Various Data Processing Occupations

**Advanced Level**

Auditor  
Systems Manager  
Systems Analyst  
Data Processing Manager  
Cost Accountant



		Hours Per Week		Quarter
		Class	Lab	Hours Credit
<b>FIRST QUARTER (Fall)</b>				
ENG 204	Oral Communications	3	0	3
MAT 110	Business Mathematics	5	0	5
BUS 101	Introduction to Business	5	0	5
BUS 110	Office Machines	2	2	3
BUS 120	Accounting I	5	2	6
		<u>20</u>	<u>4</u>	<u>22</u>
<b>SECOND QUARTER (Winter)</b>				
ENG 101	Technical Communications	3	0	3
ECO 102	Economics I	3	0	3
BUS 102	Typewriting I	2	3	3
BUS 115	Business Law I	3	0	3
BUS 121	Accounting II	5	2	6
		<u>16</u>	<u>5</u>	<u>18</u>
<b>THIRD QUARTER (Spring)</b>				
ENG 102	Technical Communications	3	0	3
ECO 104	Economics II	3	0	3
BUS 116	Business Law II	3	0	3
BUS 122	Accounting III	5	2	6
BUS 226	Payroll Records and Accounting	3	0	3
		<u>17</u>	<u>2</u>	<u>18</u>
<b>FOURTH QUARTER (Fall)</b>				
ENG 103	Report Writing	3	0	3
BUS 123	Business Finance	3	0	3
BUS 225	Cost Accounting	3	2	4
BUS 235	Business Management	3	0	3
EDP 104	Introduction to Data Processing	3	2	4
		<u>15</u>	<u>4</u>	<u>17</u>
<b>FIFTH QUARTER (Winter)</b>				
ENG 206	Business Communications	3	0	3
BUS 222	Intermediate Accounting I	4	2	5
BUS 229	Taxes I	3	2	4
BUS 247	Business Insurance	3	0	3
PSY 204	Human Relations	3	0	3
		<u>16</u>	<u>4</u>	<u>18</u>
<b>SIXTH QUARTER (Spring)</b>				
BUS 223	Intermediate Accounting II	4	2	5
BUS 269	Auditing	3	2	4
BUS 271	Office Management and Procedure	5	0	5
BUS 272	Principles of Supervision	3	0	3
	Social Science Elective	3	0	3
		<u>18</u>	<u>4</u>	<u>20</u>
<b>Total Quarter Hours Credit:</b>				<b>113</b>





As a greater number of cars are on the road and as more people are keeping their automobiles longer, the service of the automotive body repair program will train students to enter an occupation that offers many job opportunities with the competencies that the industry requires. Students completing this program are eligible to receive a Diploma.

The graduate of the automotive body repair program is qualified to enter one of the following occupations:

- Automotive Body Repairman
- Auto Body Shop Foreman
- Appraiser
- Insurance Company Adjuster

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

# Automotive Body Repair

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	Hours Per Week		Quarter
	Class	Lab	Hours Credit
<b>FIRST QUARTER (Fall)</b>			
AUT 1111 Auto Body Repair	3	15	8
WLD 1103 Basic Gas Welding	1	5	3
MAT 1101 Fundamentals of Mathematics	5	0	5
	<u>9</u>	<u>20</u>	<u>16</u>
<b>SECOND QUARTER</b>			
AUT 1112 Auto Body Repair II	3	15	8
WLD 1105 Auto Body Welding	2	6	4
ENG 1101 Reading Improvement	2	0	2
PSY 1101 Human Relations	3	0	3
	<u>10</u>	<u>21</u>	<u>17</u>

## THIRD QUARTER

AUT 1113 Metal Finishing and Painting	3	12	7
BUS 1103 Small Business Operations	3	0	3
ENG 1102 Communication Skills	3	0	3
PHY 1101 Applied Science	3	2	4
	<u>12</u>	<u>14</u>	<u>17</u>

## FOURTH QUARTER

AUT 1114 Body Shop Applications	3	21	10
AUT 1115 Auto Frames and Suspensions	3	3	4
	<u>6</u>	<u>24</u>	<u>14</u>

**Total Credit Hours: 64**

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.

Incoming students should be prepared to purchase small hand tools (\$200.00) as a part of this program.

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

Most of the graduates of this curriculum qualify for employment in the industry without further training; however, this curriculum may be evaluated for advanced standing in apprenticeship training for those persons seeking journeyman status. Students completing this program will be eligible to receive a Diploma.





# Automotive Mechanics

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

## THIRD QUARTER

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

## 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
		<u>9</u>	<u>20</u>	<u>16</u>

**Total Quarter Hours Credit 67**

The Business Administration curriculum is designed to prepare students for employment in one of the many occupations common to business; to provide an educational program for individuals wanting education for upgrading or retraining; or to provide an opportunity for individuals wanting to fulfill professional or general interest needs.

Specific objectives of the curriculum are to develop competencies in the following areas: understanding our economy through the study of economics and marketing; understanding the principles of organization and management in business operations; understanding of and skill in effective communications in business; understanding the principles of accounting, finance, and business law; and understanding human relations as they apply to successful business operations.

Upon completion of the program, students are eligible to receive the Associate in Applied Science Degree.

Graduates of the Business Administration curriculum have available to them a variety of career opportunities from the beginning sales person or office clerk to manager trainee. These opportunities include positions in banking, communications, credit, finance, the tourist industry, insurance, retailing, transportation, and wholesaling.





*Business Administration*

**FIRST QUARTER (Fall)**

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
ENG 204	Oral Communications	3	0	3
MAT 110	Business Mathematics	5	0	5
BUS 101	Introduction to Business	5	0	5
BUS 110	Office Machines	2	2	3
BUS 120	Accounting I	5	2	6
		<u>20</u>	<u>4</u>	<u>22</u>

**SECOND QUARTER (Winter)**

ENG 101	Technical Communications	3	0	3
ECO 102	Economics I	3	0	3
BUS 102	Typewriting I	2	3	3
BUS 115	Business Law I	3	0	3
BUS 121	Accounting II	5	2	6
		<u>16</u>	<u>5</u>	<u>18</u>

**THIRD QUARTER (Spring)**

ENG 102	Technical Communications	3	0	3
ECO 104	Economics II	3	0	3
BUS 116	Business Law II	3	0	3
BUS 122	Accounting III	5	2	6
BUS 239	Marketing	5	0	5
		<u>19</u>	<u>2</u>	<u>20</u>

**FOURTH QUARTER (Fall)**

ENG 103	Report Writing	3	0	3
BUS 123	Business Finance	3	0	3
BUS 232	Sales Development	3	0	3
BUS 235	Business Management	3	0	3
EDP 104	Introduction to Data Processing	3	2	4
		<u>15</u>	<u>2</u>	<u>16</u>

**FIFTH QUARTER (Winter)**

ENG 206	Business Communications	3	0	3
BUS 219	Credit and Collections	3	0	3
BUS 229	Taxes I	3	2	4
BUS 247	Business Insurance	3	0	3
PSY 204	Human Relations	3	0	3
		<u>15</u>	<u>2</u>	<u>16</u>

**SIXTH QUARTER (Spring)**

BUS 226	Payroll Records and Accounting	3	0	3
BUS 271	Office Management and Procedures	5	0	5
BUS 272	Principles of Supervision	3	0	3
	Social Science Elective	3	0	3
	Business Elective (Optional)			
		<u>14</u>	<u>0</u>	<u>14</u>

**Total Quarter Hours Credit: 106**

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 forms such as newspaper or magazine ads, posters, folders, letterheads, corporate symbols, brochures, booklets, or package illustration. He is trained in the procedures and mechanics of preparing art for printing. In addition he receives actual practice in the mechanics of photo lettering and copy camera operations, the fundamentals of offset printing and press operations, conventional and photo-silkscreen printing, and the fundamentals of photography.

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

Upon completion of the program students will be eligible to receive the Associate in Applied Science Degree.

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

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
<b>FIRST QUARTER (Fall)</b>				
ENG 204	Oral Communications	3	0	3
DES 120	Life Drawing I	0	6	2
ART 101	History of Art I	3	0	3
DES 102	Design I	3	6	5
DFT 101	Technical Drafting	0	6	2
		<u>9</u>	<u>18</u>	<u>15</u>
<b>SECOND QUARTER (Winter)</b>				
ENG 101	Technical Communications	3	0	3
ART 111	History of Art II	3	0	3
DES 112	Design II	3	6	5
CGT 110	Lettering and Type	2	6	4
DES 220	Life Drawing II	0	6	2
*DES100	Developmental Drawing	0	3	0
		<u>11</u>	<u>18 (21)</u>	<u>17</u>
<b>THIRD QUARTER (Spring)</b>				
ENG 102	Technical Communications	3	0	3
ART 121	History of Art III	3	0	3
DES 122	Design III	3	6	5
CAT 125	Commercial Art I	2	6	4
MAT 111	Basic Mathematics	5	0	5
		<u>16</u>	<u>12</u>	<u>20</u>

### FOURTH QUARTER (Fall)

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

### FIFTH QUARTER (Winter)

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

### SIXTH QUARTER (Spring)

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

### SEVENTH QUARTER (Summer)

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

**Total Quarter Hours Credit 117**

\*Students demonstrating a deficiency in basic free-hand drawing at the end of their first quarter will be required to take DES 100 Developmental Drawing. The course is scheduled for one night per week during Winter Quarter.



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

Students completing this program will find employment in:

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

Most of the graduates of this curriculum qualify for employment in the industry without further training; however, this curriculum may be evaluated for advanced standing in apprenticeship training for those persons seeking journeyman status. Students completing this program will be eligible to receive a Diploma.



## Electrical Maintenance

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	Hours Per Week		Quarter
	Class	Lab	Hours Credit
<b>FIRST QUARTER</b>			
ELC 1124 Residential Wiring	5	9	8
DFT 1110 Blueprint Reading: Building Trades	0	3	1
MAT 1115 Electrical Math	5	0	5
PHY 1101 Applied Science	<u>3</u>	<u>2</u>	<u>4</u>
	13	14	18
<b>SECOND QUARTER</b>			
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	<u>3</u>	<u>0</u>	<u>3</u>
	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	<u>3</u>	<u>0</u>	<u>3</u>
	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	<u>2</u>	<u>2</u>	<u>3</u>
	10	20	17

**Total Quarter Hours Credit 71**

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

- Electronic Engineering Technician
- Computer Maintenance Technician
- Digital Control Technician
- Electromechanical Technician
- Instrument Technician
- Communications Technician
- Quality Control 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.

Students completing the program are eligible to receive the Associate in Applied Science Degree.





**FIRST QUARTER (Fall)**

	Hours Per Week		Quarter Hours Credit
	Class	Lab	
ENG 204 Oral Communications	3	0	3
MAT 101 Technical Mathematics	5	0	5
ELC 112 Electrical Fundamentals I	5	6	7
ELN 104 Introduction to Computers	<u>3</u>	<u>2</u>	<u>4</u>
	16	8	19

**SECOND QUARTER (Winter)**

ENG 101 Technical Communications	3	0	3
MAT 102 Technical Mathematics	5	0	5
ELC 113 Electrical Fundamentals II	5	6	7
ELN 121 Electronics I	<u>3</u>	<u>4</u>	<u>5</u>
	16	10	20

**THIRD QUARTER (Spring)**

ENG 102 Technical Communications	3	0	3
MAT 103 Technical Mathematics	5	0	5
ELN 122 Electronics II	5	6	7
DFT 101 Technical Drafting	<u>0</u>	<u>6</u>	<u>2</u>
	13	12	17

**FOURTH QUARTER (Summer)**

ENG 103 Report Writing	3	0	3
ELC 114 Electrical Fundamentals III	3	2	4
ELN 123 Electronics III	3	4	5
DFT 102 Technical Drafting	<u>0</u>	<u>6</u>	<u>2</u>
	9	12	14

**FIFTH QUARTER (Fall)**

MAT 201 Technical Mathematics	5	0	5
PHY 101 Physics: Properties of Matter	3	2	4
ELN 220 Electronic Systems I	4	4	5
ELN 218 Digital Electronics I	<u>3</u>	<u>4</u>	<u>5</u>
	15	10	19

**SIXTH QUARTER (Winter)**

	Social Science Elective	3	0	3
PHY 102	Physics: Work, Energy, Power	3	2	4
ELN 222	Electronic Systems II (Specialized Elective)	5	4	7
ELN 219	Digital Electronics II	<u>3</u>	<u>4</u>	<u>5</u>
		14	10	19

**SEVENTH QUARTER (Spring)**

	Social Science Elective	3	0	3
PHY 104	Physics: Light and Sound	3	2	4
ELN 246	Electronics Design Project	0	6	3
ELN 224	Electronics Systems III (Specialized Elective)	5	4	7
		<u>11</u>	<u>12</u>	<u>17</u>

**Total Quarter Hours Credit 125**

## *Executive Secretary*

The Executive Secretarial curriculum is designed to prepare the individual to enter the secretarial profession; to provide an educational program for individuals wanting education for upgrading or retraining; or to provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through competency development in the areas of typewriting, shorthand, transcription, filing, and office machines operation. Specialized training in skill areas is supplemented by related courses in mathematics, accounting, business law, and communications.

Through these skills the individual will be able to perform office-related activities and through the development of personal competencies and qualities will be provided the opportunity to enter the secretarial profession.

Students completing the program are eligible to receive the Associate in Applied Science Degree.

Job opportunities include:

### **Entry—Level**

Secretary  
Stenographer  
Social Secretary  
Data Typist  
Typist  
Automatic Typewriter  
Operator  
Payroll Clerk  
File Clerk I  
Accounting Clerk  
Posting Clerk  
Administrative  
Clerk  
Correspondence  
Clerk  
Appointment  
Clerk  
Receptionist  
Personnel Clerk

### **Advanced Level**

Administrative  
Secretary  
Transcribing  
Operator Supervisor  
File Clerk II  
Billing Typist  
Billing Clerk II



## Executive Secretary

### FIRST QUARTER (Fall)

	Hours Per Week		Quarter Hours Credit
	Class	Lab	
ENG 204 Oral Communications	3	0	3
MAT 110 Business Mathematics	5	0	5
BUS 101 Introduction to Business	5	0	5
BUS 102 Typewriting I	2	3	3
BUS 106 Shorthand I	3	2	4
	<u>18</u>	<u>5</u>	<u>20</u>

### SECOND QUARTER (Winter)

ENG 101 Technical Communications	3	0	3
BUS 103 Typewriting II	2	3	3
BUS 107 Shorthand II	3	2	4
BUS 110 Office Machines	2	2	3
BUS 125 Accounting I (Secretarial)	5	2	6
	<u>15</u>	<u>9</u>	<u>19</u>

### THIRD QUARTER (Spring)

ENG 102 Technical Communications	3	0	3
BUS 104 Typewriting III	2	3	3
BUS 108 Shorthand III	3	2	4
BUS 112 Records Management	3	2	4
BUS 126 Accounting II (Secretarial)	5	2	6
	<u>16</u>	<u>9</u>	<u>20</u>

### FOURTH QUARTER (Fall)

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

### FIFTH QUARTER (Winter)

ENG 206 Business Communications	3	0	3
BUS 115 Business Law I	3	0	3
BUS 207 Dictation and Transcription II	3	2	4
BUS 214 Secretarial Procedures and Administration I	3	2	4
PSY 204 Human Relations Business Elective (Optional)	3	0	3
	<u>15</u>	<u>4</u>	<u>17</u>

### SIXTH QUARTER (Spring)

BUS 208 Dictation and Transcription III	3	2	4
BUS 212 Word Processing I	2	4	4
BUS 216 Secretarial Procedures and Administration II	3	2	4
BUS 134 Personal Development Business Elective	3	0	3
	<u>14</u>	<u>8</u>	<u>18</u>

Total Quarter Hours Credit 111



The Floral Design and Commercial Horticulture curriculum is designed to prepare students for entry into the expanding diversified industry.

This curriculum emphasizes the competencies which are required in the industry, from growing the plants and flowers, to producing a salable item, to sound business management procedures. Design principles as well as practical application of those principles are taught in this associate degree program. Students completing the program are eligible to receive the Associate in Applied Science Degree.

The program is designed to prepare the graduate for the following job opportunities.

- Floral Designer
- Floral Sales
- Flower Shop Supervisor
- Retail Manager-Owner
- Landscape Foreman in Construction and Installation
- Greenhouse—Garden Center Supervisor
- Parks and Estate Grounds Maintenance



## Floral Design & Commercial Horticulture

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
<b>FIRST QUARTER (Fall)</b>				
ENG 204	Oral Communications	3	0	3
FLO 101	Floral Design I	3	4	5
FLO 112	Floral Art and Color	3	0	3
AGR 185	Soil Science Fertilizers	3	2	4
MAT 110	Business Mathematics	5	0	5
		<u>17</u>	<u>6</u>	<u>20</u>

<b>SECOND QUARTER (Winter)</b>				
ENG 101	Technical Communications	3	0	3
FLO 102	Floral Design II	2	4	4
HOR 150	General Horticulture	3	2	4
HOR 160	Plant Identification I	5	0	5
BUS 102	Typewriting I	2	3	3
		<u>15</u>	<u>9</u>	<u>19</u>

<b>THIRD QUARTER (Spring)</b>				
ENG 102	Technical Communications	3	0	3
FLO 103	Floral Design III	2	5	4
HOR 161	Plant Identification II	3	0	3
HOR 170	Plant Disease and Pest Control	5	2	6
HOR 254	Plant Propagation	2	4	4
		<u>15</u>	<u>11</u>	<u>20</u>

### (OPTIONAL)

<b>FOURTH QUARTER (Summer)</b>				
FLO 199	Work Experience and Assignment in Exotic House Plants	0	40	4
		<u>0</u>	<u>40</u>	<u>4</u>

<b>FIFTH QUARTER (Fall)</b>				
ENG 103	Report Writing	3	0	3
FLO 204	Floral Design IV	3	6	6
FLO 221	Speciality Purchasing	3	0	3
HOR 260	Landscape Construction	2	4	4
BUS 232	Sales Development	3	0	3
		<u>14</u>	<u>10</u>	<u>19</u>

<b>SIXTH QUARTER (Winter)</b>				
HOR 251	Landscape Planning I	2	2	3
HOR 259	Garden Center Operations	2	2	3
FLO 205	Floral Design V	2	8	6
BUS 120	Accounting	5	2	6
PSY 204	Human Relations	3	0	3
		<u>14</u>	<u>14</u>	<u>21</u>

<b>SEVENTH QUARTER (Spring)</b>				
HOR 252	Landscape Planning II	2	4	4
FLO 206	Floral Design VI	2	4	4
FLO 237	Floral Shop Operation and Management	4	6	7
	Social Science Elective	3	0	3
		<u>11</u>	<u>14</u>	<u>18</u>

**Required Total 117**  
**Optional Work Experience 4**  
**Total Quarter Hours Credit 121**

## General Education

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

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

Students completing this program are eligible to receive the Associate in General Education Degree.

During a period of two years, Randolph Technical College will endeavor to offer each of the following courses at least once. Due to the fact that RTC varies the offerings from semester to semester, the courses are listed according to the categories of Natural Science and Mathematics, Social and Behavioral Sciences, Humanities, and general courses for electives for Liberal Education requirements.

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

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

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



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

The following courses, taught through the contractual agreement between Randolph Technical College and University of North Carolina at Greensboro, should, then, be required of a student who wishes to earn an Associate in General Education. These requirements follow guidelines established by the Department of Community Colleges and approved by the State Board of Education on July 1, 1979.

### Requirements for Associate of General Education

English 101	3
English 102	3
Math 119	3
Math 121	3
Spanish 101 and 102	
or	
Spanish 103 and 104	6
Biology 101	3
Biology 102	3
Health 101	3
Humanities	9
(As listed in UNC-G catalogue)	
Social and Behavioral Sciences	9
Electives	19

**Total Semester Hours Credit 64**



## General Education

			Hours Per Week		Semester
			Class	Lab	Hours Credit
<b>SOCIAL AND BEHAVIORAL SCIENCES</b>					
HIS	113	The World in the 20th Century	3	0	3
HIS	114	The World in the 20th Century	3	0	3
HIS	211	The United States	3	0	3
HIS	212	The United States	3	0	3
PSY	221	General Psychology	3	0	3
PSC	105	Political Analysis	3	0	3
PSC	221	American National Government	3	0	3
ATY	101	Man in Nature	3	0	3
ATY	212	General Anthropology	3	0	3
ECO	201	Introductory Microeconomics and Social Issues	3	0	3
ECO	202	Introductory Macroeconomics and Social Issues	3	0	3
SOC	211	Introduction to Sociology	3	0	3
GEO	201	Cultural Geography	3	0	3
GEO	202	Economic Geography	3	0	3
COM	206	Non-Verbal and Interpersonal Communication	3	0	3
<b>NATURAL SCIENCE AND MATHEMATICS</b>					
MAT	105	Developmental Math	3	0	3
MAT	119	College Algebra	3	0	3
MAT	121	Analytic Trigonometry	3	0	3
BIO	101	Principles of Biology	2	3	3
BIO	102	Principles of Biology	2	3	3
CHE	103	General Descriptive Chemistry I	3	0	3
GEO	211	Physical Geography I	2	3	3
GEO	212	Physical Geography II	2	3	3
<b>HUMANITIES</b>					
ENG	105	Approach to Fiction	3	0	3
ENG	106	Approach to Poetry	3	0	3
ENG	107	Approach to Drama	3	0	3
ENG	211	English Literature	3	0	3
ENG	212	English Literature	3	0	3
ART	105	Introduction to Art	3	0	3
PHI	111	Introduction to Philosophy	3	0	3
PHI	115	Elementary Logic	3	0	3
ENG	251	American Literature	3	0	3
ENG	252	American Literature	3	0	3
MUS	241	Music Appreciation	3	0	3
SPA	103	Intermediate Spanish	3	0	3
SPA	104	Intermediate Spanish	3	0	3
CO,	106	Communication and Society	3	0	3
<b>LIBERAL EDUCATION COURSES</b>					
ENG	101	English Composition	3	0	3
ENG	102	English Composition	3	0	3
HEA	101	Health	3	0	3
SPA	101	Elementary Spanish	3	0	3
SPA	102	Elementary Spanish	3	0	3
COM	105	Fundamentals of Speech	3	0	3

## General Education/Course Descriptions

<b>ART 105 INTRODUCTION TO ART</b>	<b>3</b>	<b>0</b>	<b>3</b>	
Intensive analysis of selected monuments and artists.				
<b>ATY 101 MAN IN NATURE</b>	<b>3</b>	<b>0</b>	<b>3</b>	
Anthropology's answers to the question, "What Is Man?" A basic understanding of the human condition, i.e., man and his place in nature. Anthropology and human problems.				
<b>ATY 212 GENERAL ANTHROPOLOGY</b>	<b>3</b>	<b>0</b>	<b>3</b>	
Survey of general anthropology. Includes an inquiry into origins of man, prehistory and comparative study of culture.				
<b>BIO 101 PRINCIPLES OF BIOLOGY</b>	<b>2</b>	<b>3</b>	<b>3</b>	
Emphasis placed on philosophical basis of science, molecular and cellular basis of life, ecological principles, evolution by means of natural selection and diversity of living things.				
<b>BIO 102 PRINCIPLES OF BIOLOGY</b>	<b>2</b>	<b>3</b>	<b>3</b>	
Basic coverage of cellular and organismic reproduction, patterns of inheritance, development, evolution and maintenance of homeostasis.				
<b>CHEM 103 GENERAL DESCRIPTIVE CHEMISTRY I</b>	<b>3</b>	<b>0</b>	<b>3</b>	
The first semester of an introductory course for students whose programs require only one year of college chemistry. Among the topics introduced are: states of matter, atomic and molecular structure and chemical equilibrium.				
<b>COM 105 FUNDAMENTALS OF SPEECH</b>	<b>3</b>	<b>0</b>	<b>3</b>	
Essentials of speech, with emphasis on the development of personal skills in organizing and delivering interpersonal and public messages.				
<b>COM 106 COMMUNICATION IN SOCIETY</b>	<b>3</b>	<b>0</b>	<b>3</b>	
Introduction to contemporary theory and practice of human communication, including symbols and perception; communication models; language and meaning; interpersonal, public and mass communication; intercultural and interracial communication; the effects of advertising, propagandas and political campaigning.				
<b>COM 206 NONVERBAL AND INTERPERSONAL COMMUNICATION</b>	<b>3</b>	<b>0</b>	<b>3</b>	
Nonverbal and verbal communication in interpersonal situations. Silent messages, including body language; interacting effectively with other people; conflict management. Emphasis upon understanding ways of improving communication with family, friends, loved ones and others with whom close, personal relationships exist.				
<b>ECO 201 INTRODUCTORY MICROECONOMICS AND SOCIAL ISSUES</b>	<b>3</b>	<b>0</b>	<b>3</b>	
An introduction to microeconomic principles and methods of analysis. The application of microeconomic analysis to selected social issues. Topics include the market system, supply and demand and cost benefit analysis. These principles are studied in the context of specific social problems.				
<b>ECO 202 INTRODUCTORY MACROECONOMICS AND SOCIAL ISSUES</b>	<b>3</b>	<b>0</b>	<b>3</b>	
An introduction to elementary macroeconomic principles and methods of analysis. The application of macroeconomic principles to				
				selected social issues. Topics include national income, the monetary system, inflation, recession, the national debt, international trade and economic growth.
<b>ENG 001 DEVELOPMENTAL ENGLISH</b>	<b>3</b>	<b>0</b>	<b>3</b>	
A review of traditional English grammar and mechanics of the written language will enable the student to write sentences and paragraphs, culminating in multi-paragraph compositions. Practice in organizing units of thought is an important part of the course.				
<b>ENG 101 ENGLISH COMPOSITION</b>	<b>3</b>	<b>0</b>	<b>3</b>	
<b>ENG 102 ENGLISH COMPOSITION</b>	<b>3</b>	<b>0</b>	<b>3</b>	
Designed to develop ability to read with discrimination and to write effectively. First semester: practice in expository writing; study of essays, Second semester: continued practice in writing exposition; practice in use of source materials.				
<b>ENG 105 APPROACH TO FICTION</b>	<b>3</b>	<b>0</b>	<b>3</b>	
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.				
<b>ENG 106 APPROACH TO POETRY</b>	<b>3</b>	<b>0</b>	<b>3</b>	
Close reading and analysis of poetry; introduction to critical concepts and vocabulary useful in the study and appreciation of poetry.				
<b>ENG 107 APPROACH TO DRAMA</b>	<b>3</b>	<b>0</b>	<b>3</b>	
Close reading and analysis of world drama from ancient Greeks to present, with emphasis on work of modern playwrights. Introduction to critical concepts and vocabulary useful in study of drama.				
<b>ENG 211 ENGLISH LITERATURE</b>	<b>3</b>	<b>0</b>	<b>3</b>	
<b>ENG 212 ENGLISH LITERATURE</b>	<b>3</b>	<b>0</b>	<b>3</b>	
Introduction to English literature. Emphasis on interpretation and intelligent appreciation of literary masterpieces.				
<b>ENG 251 AMERICAN LITERATURE FROM THE BEGINNINGS TO THE CIVIL WAR</b>	<b>3</b>	<b>0</b>	<b>3</b>	
American culture and literature from early colonial times through Lincoln. Emphasis on expansion of the American mind.				
<b>ENG 252 AMERICAN LITERATURE FROM THE CIVIL WAR TO THE PRESENT</b>	<b>3</b>	<b>0</b>	<b>3</b>	
American literature from 1860 to the present. Emphasis on Civil War and Reconstruction, westward expansion, the local color movement and regionalism, rise of realism, development of social revolt and beginning of naturalism.				
<b>GEO 201 CULTURAL GEOGRAPHY</b>	<b>3</b>	<b>0</b>	<b>3</b>	
An introductory game/project oriented course concerned with the characteristics, description, development and spatial arrangement of world cultures or "way of life."				
<b>GEO 202 ECONOMIC GEOGRAPHY</b>	<b>3</b>	<b>0</b>	<b>3</b>	
Characteristics, location and functional relationships of world economic patterns.				
<b>GEO 211 PHYSICAL GEOGRAPHY I</b>	<b>2</b>	<b>3</b>	<b>3</b>	
An introduction to the earth's atmospheric environment/the physical bases and dynamics of phenomena responsible for weather and cli-				

## General Education/Course Descriptions

	mate. Consideration also of man's inadvertent modification of weather and of the inherent variability of climate with time.			
<b>GEO 212 PHYSICAL GEOGRAPHY II</b>		<b>2</b>	<b>3</b>	<b>3</b>
An examination of the physical and chemical processes responsible for the development of the earth's varied terrain characteristics. Environmental problems involving man's impact on landscape and river erosion are also considered.				
<b>HEA 101 HEALTH</b>		<b>3</b>	<b>0</b>	<b>3</b>
To promote better living in present and future through an understanding of pertinent health needs of individual and community. Emphasis on development of values and insights as a basis for choices in meeting health problems. Primarily for freshman and sophomores. Fulfills teacher certification requirements. Elective for all others.				
<b>HIS 113 THE WORLD IN THE TWENTIETH CENTURY</b>		<b>3</b>	<b>0</b>	<b>3</b>
<b>HIS 114 THE WORLD IN THE TWENTIETH Century</b>		<b>3</b>	<b>0</b>	<b>3</b>
Major developments which have shaped contemporary world, with emphasis on two world wars, Russian and Chinese revolution, emergence of a third world of new nations and impact of modernization.				
<b>HIS 211 THE UNITED STATES: A GENERAL SURVEY</b>		<b>3</b>	<b>0</b>	<b>3</b>
<b>HIS 212 THE UNITED STATES: A GENERAL SURVEY</b>		<b>3</b>	<b>0</b>	<b>3</b>
First semester: to 1865. Second semester: since 1865.				
<b>MAT 001 BASIC MATHEMATICS</b>		<b>5</b>	<b>0</b>	<b>5</b>
Practical number theory; analysis of basic operations: addition, subtraction, multiplication and division. Common fractions, decimal fractions, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures; measurement of surfaces and volumes. Introduction to signed numbers and simple linear equations in one unknown.				
<b>MAT 105 DEVELOPMENTAL MATH</b>		<b>3</b>	<b>0</b>	<b>3</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.				
<b>MAT 119 COLLEGE ALGEBRA</b>		<b>3</b>	<b>0</b>	<b>3</b>
Review of elementary algebra, equations, inequalities, relations, functions, transformations, complex numbers, polynomial and rational functions sequences, series, mathematical induction. (Formerly 110).				
<b>MAT 121 ANALYTIC TRIGONOMETRY</b>		<b>3</b>	<b>0</b>	<b>3</b>
Review of relations, trigonometric (circular) functions and identities, exponential and logarithmic functions, solutions of triangles, equations of second degree and their graphs.				
<b>MUS 241 MUSIC APPRECIATION</b>		<b>3</b>	<b>0</b>	<b>3</b>
Introduction to literature of music, designed to give students a general understanding of musical forms and styles. Does not require previous musical training. Listening labs will be scheduled at the discretion of the instructor. Not open to music majors.				
<b>PHI 111 INTRODUCTION TO PHILOSOPHY</b>		<b>3</b>	<b>0</b>	<b>3</b>
Discussion of the views and methods of major philosophers. Consideration of such topics as the foundation and scope of human knowledge, personal identity, freedom and the concept of mind.				
<b>PHI 115 ELEMENTARY LOGIC</b>		<b>3</b>	<b>0</b>	<b>3</b>
An introduction to basic principles of reasoning including the syllogism, truth tables, induction and probability, fallacies and related topics.				
<b>PSC 105 POLITICAL ANALYSIS</b>		<b>3</b>	<b>0</b>	<b>3</b>
Introduction to the basic concepts, ideas, approaches and methods used to study political institutions and behavior. Emphasis on the fundamental aspects of politics in general rather than on specific societies or communities.				
<b>PSC 221 AMERICAN NATIONAL GOVERNMENT</b>		<b>3</b>	<b>0</b>	<b>3</b>
Organization and behavior of the institutions, groups and persons in American national government and politics. Emphasis varies by instructor and semester. An introductory level course.				
<b>PSY 221 GENERAL PSYCHOLOGY</b>		<b>3</b>	<b>0</b>	<b>3</b>
Survey of psychology. Includes psychology as science, nervous system, growth and development, sensory and perceptual processes, motivation, emotion, learning, personality (normal and pathological), statistics, testing, intelligence, aptitudes and achievement. Students may not take both 221 and 223 for credit.				
<b>RED 001 DEVELOPMENTAL READING</b>		<b>3</b>	<b>0</b>	<b>3</b>
Directed applications to a variety of reading situations enables the student to obtain maximum comprehension of printed materials. Special emphasis is placed on building vocabulary, increasing reading rate and critically analyzing materials with a focus on locational and study skill development. Attention is given to word identification and word parts.				
<b>SOC 211 INTRODUCTION TO SOCIOLOGY</b>		<b>3</b>	<b>0</b>	<b>3</b>
Scientific study of social behavior including factors involved in functioning and development of human society as culture, personality, social organization, institutions, stratification, social process and social change.				
<b>SPA 101 ELEMENTARY SPANISH</b>		<b>3</b>	<b>0</b>	<b>3</b>
<b>SPA 102 ELEMENTARY SPANISH</b>		<b>3</b>	<b>0</b>	<b>3</b>
Introduction to Spanish with practice in listening, speaking, writing and reading. Supplementary instruction in the language laboratory.				
<b>SPA 103 INTERMEDIATE SPANISH</b>		<b>3</b>	<b>0</b>	<b>3</b>
<b>SPA 104 INTERMEDIATE SPANISH</b>				
Review and further study of basic Spanish structures with emphasis on active use of language skills; listening, speaking, writing, reading. Supplementary instruction in the language laboratory. 103 is prerequisite to 104.				



## General Office Technology

The General Office curriculum is designed to prepare the individual to enter clerical-office occupations; to provide an educational program for individuals wanting education for upgrading or retraining; or to provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through competency development in the areas of typewriting, filing, and office machines operation. Specialized training in skill areas is supplemented by related courses in mathematics, accounting, business law, communications, sales, credit and collections, office procedures, and management.

Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in office-related activities.

Students completing the program will be eligible to receive the Associate in Applied Science Degree.

Job opportunities include:

### Entry-Level

Machine Operators

Adding

Calculating

Transcribing

Duplicating

Data Typist

Clerk-Typist

Typist

Payroll Clerk

File Clerk I

General Office

Clerk

Posting Clerk

General Clerk

Appointment Clerk

Receptionist

### Advanced Level

Transcribing Machine

Operator Supervisor

Duplicating Machine

Operator III

Automatic Typewriter

Operator

File Clerk II

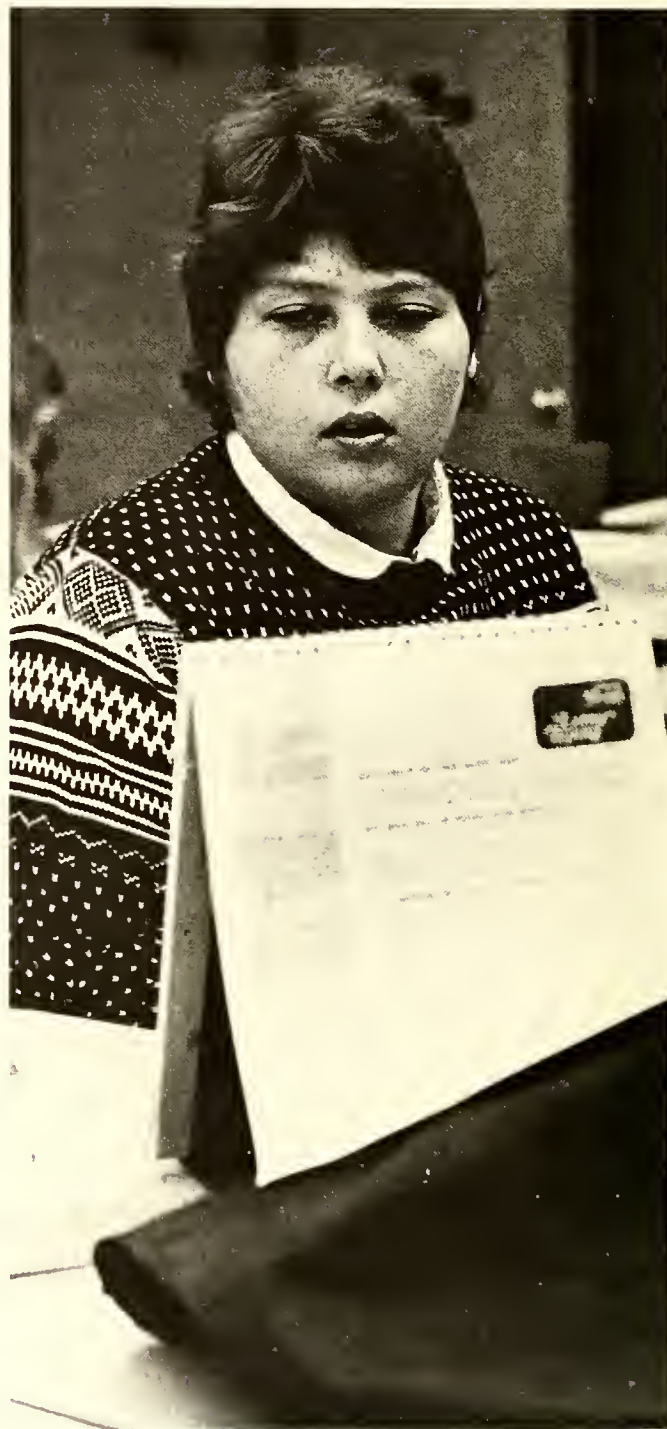
Billing Typist (Billing  
Clerk II)

Accounting Clerk

Correspondence Clerk

Administrative Clerk

Personnel Clerk



# General Office Technology

## FIRST QUARTER (Fall)

	Hours Per Week		Quarter Hours Credit
	Class	Lab	
ENG 204 Oral Communications	3	0	3
MAT 110 Business Mathematics	5	0	5
BUS 101 Introduction to Business	5	0	5
BUS 102 Typewriting I	2	3	3
BUS 110 Office Machines	2	2	3
	<u>17</u>	<u>5</u>	<u>19</u>

## SECOND QUARTER (Winter)

ENG 101 Technical Communications	3	0	3
BUS 103 Typewriting II	2	3	3
BUS 115 Business Law I	3	0	3
BUS 125 Accounting I (Secretarial)	5	2	6
PSY 204 Human Relations	3	0	3
	<u>16</u>	<u>5</u>	<u>18</u>

## THIRD QUARTER (Spring)

ENG 102 Technical Communications	3	0	3
BUS 104 Typewriting III	2	3	3
BUS 112 Records Management	3	2	4
BUS 116 Business Law II	3	0	3
BUS 126 Accounting II (Secretarial)	5	2	6
	<u>16</u>	<u>7</u>	<u>19</u>

## FOURTH QUARTER (Fall)

ENG 103 Report Writing	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
	<u>13</u>	<u>7</u>	<u>16</u>

## FIFTH QUARTER (Winter)

ENG 206 Business Communications	3	0	3
BUS 212 Word Processing I	2	4	4
BUS 214 Secretarial Procedures and Administration I	3	2	4
BUS 219 Credit and Collections	3	0	3
BUS 229 Taxes I	3	2	4
	<u>14</u>	<u>8</u>	<u>18</u>

## SIXTH QUARTER (Spring)

BUS 134 Personal Development	3	0	3
BUS 210 Executive Office Typing	2	3	3
BUS 213 Word Processing II	2	2	3
BUS 216 Secretarial Procedures and Administration II	3	2	4
Business Elective	3	0	3
	<u>13</u>	<u>7</u>	<u>16</u>

Total Quarter Hours Credit 106

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.

Upon completion of the program, graduates will be eligible to receive the Associate in Applied Science Degree.

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

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
<b>FIRST QUARTER (Fall)</b>				
ENG 204	Oral Communications	3	0	3
ART 101	History of Art I	3	0	3
DES 102	Design I	3	6	5
DFT 101	Technical Drafting	0	6	2
DES 108	Basic Drawing	2	4	4
		<u>11</u>	<u>16</u>	<u>17</u>
<b>SECOND QUARTER (Winter)</b>				
ENG 101	Technical Communications	3	0	3
ART 111	History of Art II	3	0	3
DES 112	Design II	3	6	5
DFT 108	Architectural Drafting	0	6	2
DES 125	Color Theory and Application	2	4	4
*DES 100	Developmental Drawing	0	3	0
		<u>0</u>	<u>3</u>	<u>0</u>
<b>THIRD QUARTER (Spring)</b>				
ENG 102	Technical Communications	3	0	3
ART 121	History of Art III	3	0	3
DES 122	Design III	3	6	5
DFT 140	Layout Drafting	0	6	2
MAT 111	Basic Mathematics	5	0	5
		<u>14</u>	<u>12</u>	<u>18</u>
<b>FOURTH QUARTER (Fall)</b>				
ENG 103	Report Writing	3	0	3
DES 203	Introduction to Interior Design	2	9	5
DES 207	Market Materials I	2	2	3
DES 205	History of Early Interior Design	5	0	5
		<u>12</u>	<u>11</u>	<u>16</u>

## FIFTH QUARTER (Winter)

DES 212	Residential Design	2	9	5
DES 208	Market Materials II	2	2	3
SSC 232	Social History of 18th Century Design	3	0	3
DES 223	Survey of Decorative Arts	3	0	3
DES 206	Furniture Design and Construction	2	4	3
		<u>12</u>	<u>15</u>	<u>17</u>

## SIXTH QUARTER (Spring)

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

## SEVENTH QUARTER (Summer)

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

### Total Quarter Hours Credit 116

\*Students demonstrating a deficiency in basic free-hand drawing at the end of their first quarter will be required to take DES 100 Developmental Drawing. The course is scheduled for one night per week during Winter Quarter.

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.

Students completing the program are eligible to receive a Diploma.

Employment opportunities include:

- Manufacturing Firms
- Contractors
- Government Agencies
- Utilities
- Machinery Maintenance and Repair

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



# Machine Shop

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	Hours Per Week		Quarter	
	Class	Lab	Hours Credit	
<b>FIRST QUARTER</b>				
MEC 1101	Machine Shop Theory & Practice	2	12	6
MAT 1101	Fundamentals of Mathematics	5	0	5
DFT 1104	Blueprint Reading: Mechanical	0	3	1
WLD 1101	Basic Gas Welding	0	3	1
MEC 1115	Treatment of Ferrous Metals	<u>2</u>	<u>3</u>	<u>3</u>
		9	21	16
<b>SECOND QUARTER</b>				
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	<u>3</u>	<u>0</u>	<u>3</u>
		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	<u>3</u>	<u>2</u>	<u>4</u>
		13	17	19

## FOURTH QUARTER

MEC 1104	Machine Shop Theory & Practice	4	12	8
MAT 1123	Shop Math III	3	0	3
DFT 1180	Drafting Trades I	2	2	3
PHY 1102	Applied Science	<u>3</u>	<u>2</u>	<u>4</u>
		12	16	18

**Total Quarter Hours Credit 71**



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

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

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

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

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

Students completing the program are eligible to receive a Diploma.



*Practical Nursing (LPN)*

**FIRST QUARTER**

	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinical	
NUR 1101 Fundamentals of Nursing	6	6	6*	11
NUR 1102 Anatomy	5	0	0	5
NUR 1103 Nutrition	3	0	0	3
NUR 1109 Pharmacology	3	0	0	3
	<u>17</u>	<u>6</u>	<u>6</u>	<u>22</u>

**SECOND QUARTER**

NUR 1105 Medical-Surgical Nursing I	4	0	0	4
NUR 1165 Medical-Surgical Nursing I Practicum	0	0	9	3
NUR 1107 Child Health Nursing	5	0	0	5
NUR 1167 Child Health Nursing Practicum	0	0	9	3
NUR 1108 Growth and Development	3	0	0	3
PSY 1101 Human Relations	3	0	0	3
	<u>15</u>	<u>0</u>	<u>18</u>	<u>21</u>

**THIRD QUARTER**

NUR 1106 Maternal Health Nursing	5	0	0	5
NUR 1166 Maternal Health Nursing Practicum	0	0	9	3
NUR 1110 Medical-Surgical Nursing II	8	0	0	8
NUR 1160 Medical-Surgical Nursing II Practicum	0	0	9	3
	<u>13</u>	<u>0</u>	<u>18</u>	<u>19</u>

**FOURTH QUARTER**

NUR 1112 Medical-Surgical Nursing III	6	0	0	6
NUR 1162 Medical-Surgical Nursing III Practicum	0	0	18	6
NUR 1114 Vocational Adjustments	2	0	0	2
ENG 1102 Communications	3	0	0	3
	<u>11</u>	<u>0</u>	<u>18</u>	<u>17</u>

**Total Quarter Hours Credit 79**

\*Class/Lab 6 weeks — Clinical 5 weeks.

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

**Employment Opportunities Include:**

- Automatic Printing Operator
- Automatic Processor Operator
- Print Inspector.
- Laboratory Maintenance Specialist
- Quality Printing Specialist
- Photofinishing Plant Supervisor
- Equipment Sales
- Print Retouching Specialist
- Production Supervisor





**FIRST QUARTER (Fall)**

	Hours Per Week		Quarter Hours Credit
	Class	Lab	
PHO 107 Fundamentals of Photography	3	9	6
PHO 105 Photochemistry	3	3	4
PHO 110 Process Control	3	6	6
ELC 111 Fundamentals of Electricity	3	0	3
MAT 110 Business Math	5	0	5
	<u>17</u>	<u>18</u>	<u>24</u>

**SECOND QUARTER (Winter)**

PHO 115 Materials and Processes I	3	3	4
PHO 112 Introduction to Machine Processing	2	6	4
PHO 118 Automated Machine Printing	3	9	6
ENG 109 Communication Skills	3	0	3
PSY 204 Human Relations	3	0	3
	<u>14</u>	<u>18</u>	<u>20</u>

**THIRD QUARTER (Spring)**

PHO 117 Materials and Processes II	3	3	4
PHO 120 Automated Photographic Processes	3	18	8
ENG 111 Communication Skills	3	0	3
Social Science Elective	3	0	3
	<u>11</u>	<u>21</u>	<u>18</u>

**FOURTH QUARTER (Summer)**

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

**Quarter Hours: Required Total 83**

**FIFTH QUARTER (Fall)**

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

**SIXTH QUARTER (Winter)**

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

**Quarter Hours: Optional Quarters 25**

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

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

Students completing the program are eligible to receive the Associate in Applied Science Degree.

Employment Opportunities include:

- Advertising Photography
- Architectural Photography
- Equipment Sales
- Industrial Photography
- News Photography
- Portrait Photography
- Production Illustration and Catalog Photography
- Public Relations and Visual Presentations  
Photography
- School Photography
- Wedding Photography



# Photography Technology

	Hours Per Week		Quarter Hours Credit	
	Class	Lab		
<b>FIRST QUARTER (Fall)</b>				
PHO 107	Fundamentals of Photography	3	9	6
PHO 105	Photochemistry	3	3	4
ELC 111	Fundamentals of Electricity	3	0	3
ENG 204	Oral Communications	3	0	3
MAT 110	Business Math	5	0	5
		<u>17</u>	<u>12</u>	<u>21</u>

## SECOND QUARTER (Winter)

PHO 108	View Camera	1	6	3
PHO 114	Basic Lighting	1	6	3 <sup>1</sup>
PHO 115	Materials and Processes I	3	3	4
PHO 102	Visual Studies I	2	6	4
PSY 204	Human Relations	3	0	3
ENG 101	Technical Communications	3	0	3
		<u>13</u>	<u>21</u>	<u>20</u>

## THIRD QUARTER (Spring)

PHO 121	Graphics Materials and Applications	2	6	4
PHO 116	Applied Lighting	1	6	3
PHO 117	Materials and Processes II	3	3	4
PHO 104	Visual Studies II	2	6	4
ENG 102	Technical Communications	3	0	3
	Social Science Elective	3	0	3
		<u>14</u>	<u>21</u>	<u>21</u>

## FOURTH QUARTER (Summer)

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

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



## PHOTOGRAPHY, COMMERCIAL OPTION

**COMMERCIAL OPTION ELECTIVES.** The student must complete the required courses plus a minimum of six credit hours in courses designated below with an asterisk.

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

### SIXTH QUARTER (Winter)

PHO 211	Catalog Illustration	3	15	8
PHO 221	Audio-Visual Communications	2	6	4
ELN 213	Electronic Imaging Systems	3	0	3
		8	21	15
*PHO 230	Advanced Photographic Correction and Finishing	2	6	4
*PHO 234	Photographic Market Research	0	6	2
*PHO 240	Portfolio Development	0	6	2
<b>SEVENTH QUARTER (Spring)</b>				
PHO 213	Advertising Illustration	3	15	8
PHO 219	Assignment Production	0	9	3
		3	24	11
*PHO 234	Photographic Market Research	0	6	2
*PHO 240	Portfolio Development	0	6	2

**Quarter Hours: Required Total 115**

**PHOTOGRAPHY, PHOTOJOURNALISM  
OPTION**

**PHOTOJOURNALISM OPTION ELECTIVES:**

The student must complete the required courses plus a minimum of four credit hours in courses designated below with an asterisk.

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
<b>FIFTH QUARTER (Fall)</b>				
*PHO 110	Process Control	3	6	6
*PHO 199	Controlled Work Experience (total hours: 11 class, 300-400 work) This course includes full-time employment and precludes enrollment in other courses dur- ing fall quarter.		4	
*PHO 210	Portrait Photography I	3	15	8
*PHO 212	Wedding Photography	2	6	4
*PHO 234	Photographic Market Research	0	6	2
*PHO 240	Portfolio Development	0	6	2
<b>SIXTH QUARTER (Winter)</b>				
PHO 215	Photojournalism I	3	15	8
PHO 221	Audio-Visual Communications	2	6	4
ELN 213	Electronic Imaging Systems	3	0	3
		8	21	15
*PHO 230	Advanced Photographic Correction and Finishing	2	6	4
*PHO 234	Photographic Market Research	0	6	2
*PHO 240	Portfolio Development	0	6	2
<b>SEVENTH QUARTER (Spring)</b>				
PHO 217	Photojournalism II	3	15	8
PHO 219	Assignment Production	0	9	3
ENG 222	Journalism	3	0	3
		6	24	14
*PHO 234	Photographic Market Research	0	6	2
*PHO 240	Portfolio Development	0	6	2

Quarter Hours: Required Total 116

**PHOTOGRAPHY, PORTRAIT OPTION**

**PORTRAIT OPTION ELECTIVES.** The student must complete the required courses plus a minimum of six credit hours in courses designated below with an asterisk.

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

Quarter Hours: Required Total 116

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

The Teacher Aide program is designed to develop the necessary skills for entry into this occupation as well as to upgrade the competency of those already employed in this occupation.

Courses will be offered each quarter to meet the requirements of the certificate, diploma, and degree programs. Students may begin classes each quarter.

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

Students completing the Teacher Aide program may work toward and receive either a Diploma or Certificate.

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

Students completing the Teacher Aide program may work toward and receive either a Diploma or Certificate.



### CORE CURRICULUM FOR TEACHER AIDE

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

### CERTIFICATE REQUIREMENTS

	Hours Per Week		Quarter Hours Credit	
	Class	Lab		
<b>Core Curriculum</b>				
RED 101	Introduction to Reading Education	3	3	4
PSY 215	Interpersonal Relationships and Communications	3	0	3
EDU 150	The Public Schools and the Role of the Aide	3	2	4
EDU 234	Audio Visual Instruction	2	2	3
MAT 111	Basic Mathematics	5	0	5
		39	10	43



**DEGREE REQUIREMENTS FOR  
TEACHER ASSOCIATE**

**DIPLOMA REQUIREMENTS**

	Hours Per Week		Quarter
	Class	Lab	Hours Credit
<b>Core Curriculum</b>	23	3	24
PSY 215 Interpersonal Relationships and Communications	3	0	3
EDU 115 Language Arts for Children	3	0	3
EDU 150 The Public Schools and the Role of the Aide	3	2	4
EDU 203 Exceptional Children	3	0	3
EDU 234 Audio Visual Instruction	2	2	3
RED 101 Introduction to Reading Education	3	3	4
RED 102 Methods, Materials, and Techniques of Teaching Reading I	3	3	4
RED 204 Seminar and Practice in Reading Education I	2	6	4
ENG 217 Children's Literature	2	2	3
MAT 111 Basic Mathematics	5	0	5
EDU 231 Creative Activities	1	3	2
PSY 115 Child Psychology	3	0	3
	56	24	65

			Hour Per Week		Quarter
			Class	Lab	Hours Credit
<b>Core Curriculum</b>			23	3	24
PSY 215	Interpersonal Relationship and Communications		3	0	3
PSY 201	Human Growth and Development: Middle Childhood and Adolescence		3	0	3
EDU 115	Language Arts for Children		3	0	3
EDU 150	The Public Schools and the Role of the Aide		3	2	4
EDU 203	Exceptional Children		3	0	3
EDU 234	Audio Visual Instruction		2	3	3
EDU 137	Math and Science for Children		2	2	3
RED 101	Introduction to Reading Education		3	3	4
RED 102	Methods, Materials and Techniques of Teaching Reading I		3	3	4
RED 103	Methods, Materials and Techniques of Teaching Reading II		5	6	7
RED 203	Reading in Content Areas		3	6	5
RED 204	Seminar and Practice in Reading Education I		2	6	4
RED 205	Seminar and Practice in Reading Education II		2	6	4
ENG 217	Children's Literature		2	2	3
SOC 102	Introduction to Sociology		5	0	5
SOC 108	Community Resources		3	0	3
MAT 111	Basic Mathematics		5	0	5
SSC	Social Science Elective		3	0	3
EDU 231	Creative Activities		1	3	2
PSY 115	Child Psychology		3	0	3
			84	45	98

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 College is working toward a certification program for pipe welders. Employment is available in the following occupational fields:

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

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

Students completing the program are eligible to receive a Diploma.



# Welding

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		Hours Per Week		Quarter
		Class	Lab	Hours Credit
<b>FIRST QUARTER</b>				
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
		<u>9</u>	<u>18</u>	<u>15</u>
<b>SECOND QUARTER</b>				
WLD 1121	Arc Welding	3	12	7
DFT 1117	Blueprint Reading: Welding	0	3	1
MAT 1103	Shop Math I	3	0	3
ENG 1101	Reading Improvement	2	0	2
WLD 1112	Mechanical Testing and Inspection	1	3	2
PSY 1101	Human Relations	3	0	3
		<u>12</u>	<u>18</u>	<u>18</u>

## THIRD QUARTER

WLD 1124	Pipe Welding	3	12	7
WLD 1123	Inert Gas Welding	1	6	3
PHY 1101	Applied Science	3	2	4
ENG 1102	Communication Skills	3	0	3
		<u>10</u>	<u>20</u>	<u>17</u>

## FOURTH QUARTER

WLD 1122	Commercial and Industrial Practices	3	9	6
WLD 1125	Certification Practices	3	6	5
PHY 1102	Applied Science	3	2	4
DFT 1180	Drafting Trades 1	2	2	3
		<u>11</u>	<u>19</u>	<u>18</u>

**Total Quarter Hours Credit 68**



## *Evening Curriculum Programs*

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Students may earn a certificate or a degree in the following areas of study by attending evening classes. Evening classes are conducted at the College between the hours of 6:00 p.m. and 10:00 p.m. Monday through Thursday. Individuals interested in any of the following programs should file the necessary application for curriculum programs with the Office of Student Services. The College will offer select business curriculums at off campus locations. Availability of courses will be determined by enrollment.

- Automotive Mechanics (certificate)
- Accounting
- Business Administration
- Electrical Maintenance (certificate)
- Floral Design and Commercial Horticulture (certificate)
- General Office Technology
- Industrial Mechanics (certificate)
- Machine Shop (certificate)
- Welding (certificate)



## Automotive Mechanics (Evening)

The Automotive Mechanics curriculum was designed for those desiring the basic skills required of an auto mechanic, but due to their working schedule can only attend evening classes. 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.

The graduate should know the nomenclature and function of tools and automotive components to the extent that disassemble and reassemble instructions received in either oral or written form are readily understood.

Graduates of the curriculum are not required to possess the depth of knowledge and understanding of automotive principles to be able to test and diagnose; but through experience and further study the student may acquire these abilities. Students completing the program will be eligible to receive a certificate.

Employment opportunities include:

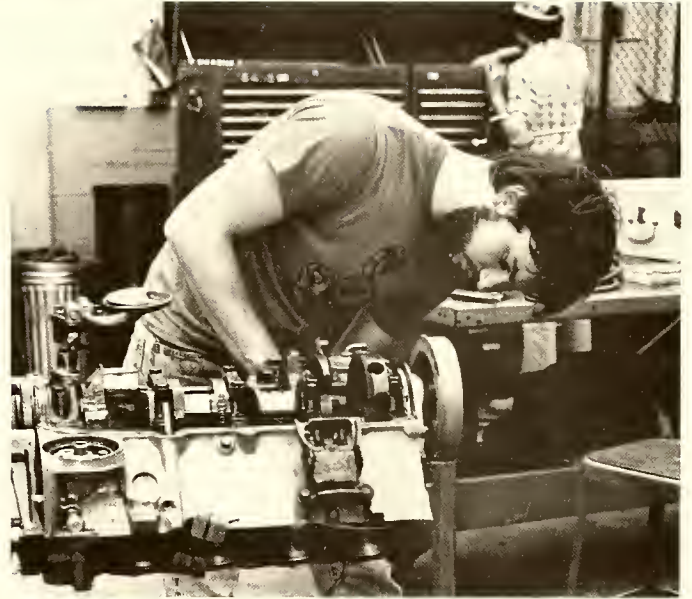
- Technician
- Parts Counter Person
- Maintenance Service
- Dealer Service Manager or Service Writer
- Factory Representative
- Sales Technician

### FIRST QUARTER

Class	Hours Per Week		Quarter Hours Credit
	Class	Lab	
PME 1150 Automotive Engines	2	4	4
MAT 1101 Fundamentals of Mathematics	<u>5</u>	<u>0</u>	<u>5</u>
	7	4	9

### SECOND QUARTER

PME 1151 Automotive Fuel Systems	2	4	4
ENG 1112 Communication Skills	<u>2</u>	<u>0</u>	<u>2</u>
	4	4	6



### THIRD QUARTER

PME 1152 Automotive Electrical Systems	2	4	4
WLD 1100 Basic Gas Welding	<u>2</u>	<u>4</u>	<u>4</u>
	4	8	8

### FOURTH QUARTER

AUT 1173 Chassis and Suspension	2	4	4
AUT 1171 Automotive Braking Systems	<u>1</u>	<u>2</u>	<u>2</u>
	3	6	6

### FIFTH QUARTER

AUT 1174 Automotive Power Train	2	4	4
AHR 1161 Automotive Air Conditioning	<u>1</u>	<u>2</u>	<u>2</u>
	3	6	6

### SIXTH QUARTER

AUT 1175 Automotive Trouble Shooting	0	5	2
	<u>0</u>	<u>5</u>	<u>2</u>

**Total Quarter Hours Credit 37**

### ELECTIVE

PME 1126 Small Engine Repair	2	4	4
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## *Accounting (Evening)*



The Accounting curriculum is designed to prepare the individual to enter the accounting profession; to provide an educational program for individuals wanting education for upgrading or retraining; or to provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through the development of competencies in the following areas: the study of accounting principles, theories, and practices with related study in law, finance, management, and data processing operations.

Students completing the program will be eligible to receive an Associate in Applied Science Degree.

Job opportunities include:

### **Entry Level**

Junior Accountant  
Bookkeeper  
Accounting Clerk  
Cost Clerk  
Payroll Clerk  
Various Data Processing Occupations

### **Advanced Level**

Auditor  
Systems Manager  
Systems Analyst  
Data Processing Manager  
Cost Accountant



## Accounting (Evening)

COURSE NO.	COURSE TITLE	Hours Per Week		Quarter
		Class	Lab	Hours Credit
ENG 101	Technical Communications	3	0	3
*ENG 102	Technical Communications	3	0	3
*ENG 103	Report Writing	3	0	3
ENG 204	Oral Communications	3	0	3
*ENG 206	Business Communications	3	0	3
MAT 110	Business Mathematics	5	0	5
BUS 101	Introduction to Business	5	0	5
BUS 102	Typewriting I	2	3	3
BUS 110	Office Machines	2	2	3
BUS 115	Business Law I	3	0	3
*BUS 116	Business Law II	3	0	3
BUS 120	Accounting I	5	2	6
*BUS 121	Accounting II	5	2	6
*BUS 122	Accounting III	5	2	6
*BUS 123	Business Finance	3	0	3
*BUS 222	Intermediate Accounting I	4	2	5
*BUS 223	Intermediate Accounting II	4	2	5
*BUS 225	Cost Accounting	3	2	4
*BUS 226	Payroll Records and Accounting	3	0	3
*BUS 229	Taxes I	3	2	4
BUS 235	Business Management	3	0	3
BUS 247	Business Insurance	3	0	3
*BUS 269	Auditing	3	2	4
**BUS 271	Office Management	5	0	5
BUS 272	Principles of Supervision	3	0	3
*EDP 104	Introduction to Data Processing	3	2	4
ECO 102	Economics I	3	0	3
*ECO 104	Economics II	3	0	3
PSY 204	Human Relations	3	0	3
	Social Science Elective	3	0	3

**Total Quarter Hours Credit 113**

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

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

\*Prerequisite Required (See course description)

\*\*Prerequisite Recommended (See course description)

The Business Administration curriculum is designed to prepare students for employment in one of the many occupations common to business; to provide an educational program for individuals wanting education for upgrading or retraining; or to provide an opportunity for individuals wanting to fulfill professional or general interest needs.

Specific objectives of the curriculum are to develop competencies in the following areas: understanding our economy through the study of economics and marketing; understanding the principles of organization and management in business operations; understanding of and skill in effective communications in business; understanding the principles of accounting, finance, and business law, and understanding human relations as they apply to successful business operations.

Graduates of the Business Administration curriculum have available to them a variety of career opportunities from the beginning sales person or office clerk to manager trainee. These opportunities include positions in banking, communications, credit, finance, the tourist industry, insurance, retailing, transportation, and wholesaling.

Students completing the program will be eligible to receive an Associate in Applied Science Degree.



*Business Administration (Evening)*

COURSE NO.	COURSE TITLE	Hours Per Week		Quarter
		Class	Lab	Hours Credit
ENG 101	Technical Communications	3	0	3
*ENG 102	Technical Communications	3	0	3
*ENG 103	Report Writing	3	0	3
ENG 204	Oral Communications	3	0	3
*ENG 206	Business Communications	3	0	3
MAT 110	Business Mathematics	5	0	5
BUS 101	Introduction to Business	5	0	5
BUS 102	Typewriting I	2	3	3
BUS 110	Office Machines	2	2	3
BUS 115	Business Law I	3	0	3
*BUS 116	Business Law I	3	0	3
BUS 120	Accounting I	5	2	6
*BUS 121	Accounting II	5	2	6
*BUS 122	Accounting III	5	2	6
*BUS 123	Business Finance	3	0	3
*BUS 219	Credit and Collections	3	0	3
*BUS 226	Payroll Records and Accounting	3	0	3
*BUS 229	Taxes I	3	2	4
BUS 232	Sales Development	3	0	3
BUS 235	Business Management	3	0	3
BUS 239	Marketing	5	0	5
BUS 247	Business Insurance	3	0	3
**BUS 271	Office Management	5	0	5
BUS 272	Principles of Supervision	3	0	3
*EDP 104	Introduction to Data Processing	3	2	4
ECO 102	Economics I	3	0	3
*ECO 104	Economics II	3	0	3
PSY 204	Human Relations	3	0	3
	Social Science Elective	3	0	3

**Total Quarter Hours Credit 106**

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

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

\*Prerequisite Required (See Course Description)

\*\*Prerequisite Recommended (See Course Description)



The Electrical Maintenance curriculum is designed to provide students with a background in electrical theory with practical application for industry. A large portion of the program is laboratory and shop instruction designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of this curriculum is qualified to enter an electrical trade as an on-the-job trainee or apprentice, assisting in the planning, layout, installation, checkout and maintenance of systems in industrial plants.

Students completing the program are eligible to receive a Certificate.

Employment opportunities include:

- Manufacturing
- Maintenance
- Sales
- Utilities
- Service



*Electrical Maintenance (Evening)*

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**FIRST QUARTER**

MAT 1115 Electrical Math  
 ELC 1161 Direct Current

Hours Per Week		Quarter
Class	Lab	Hours Credit
5	0	5
2	4	4
7	4	9

**SECOND QUARTER**

DFT 1181 Drafting Trades  
 ELC 1162 Direct Current

1	2	2
2	4	4
3	6	6

**THIRD QUARTER**

ENG 1112 Communication Skills  
 ELC 1163 Alternating Current

2	0	2
2	4	4
4	4	6

**FOURTH QUARTER**

AHR 1121 Principles of Refrigeration  
 and Air Conditioning  
 ELC 1164 Alternating Current

1	2	2
2	4	4
3	6	6

**FIFTH QUARTER**

ELC 1166 Industrial Control Circuits I  
 ELN 1168 Basic Industrial Electronics

2	4	3
2	4	4
4	8	7

**SIXTH QUARTER**

ELC 1167 Industrial Control Circuits II  
 ELN 1169 Digital Industrial Electronics

2	4	3
3	6	5
5	10	8

**Total Quarter Hours Credit 42**

**ELECTIVES**

ELC 1109 Industrial Power Systems  
 ELC 1135 Pneumatic and Electrical  
 AHR 1122 Principles of Refrigeration and  
 Air Conditioning

2	4	4
1	3	2
1	2	2

The Floral Design and Commercial Horticulture curriculum is designed for individuals desiring to enter the Floral Industry as design assistants and with a working knowledge of horticulture operations.

This curriculum includes the study and practical application of many subjects in the field of horticulture. Materials covered are the planting and growing of plants, selecting plant material, arranging and planting materials in the proper manner, and proper maintenance of the material that has been planted.

Graduates of this curriculum can enter the Floral and Commercial Horticulture Industry with competence as design assistants and with knowledge of horticulture operations.

Students completing the program will be eligible to receive a Certificate.





*Floral Design & Commercial Horticulture (Evening)*

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**FIRST QUARTER**

FLO 121 Floral Design I  
 HOR 274 Plant Propagation

Hours Per Week		Quarter
Class	Lab	Hours Credit
1	6	3
<u>1</u>	<u>2</u>	<u>2</u>
2	8	5

**SECOND QUARTER**

FLO 122 Floral Design II  
 HOR 275 Plant Propagation

1	6	3
<u>1</u>	<u>2</u>	<u>2</u>
2	8	5

**THIRD QUARTER**

FLO 123 Floral Design III  
 PSY 204 Human Relations in Business

1	6	3
<u>3</u>	<u>0</u>	<u>3</u>
4	6	6

**FOURTH QUARTER**

FLO 220 Floral Design IV  
 HOR 284 Greenhouse Management

1	6	3
<u>1</u>	<u>2</u>	<u>2</u>
2	8	5

**FIFTH QUARTER**

FLO 222 Floral Design V  
 HOR 285 Greenhouse Management

1	6	3
<u>1</u>	<u>2</u>	<u>2</u>
2	8	5

**SIXTH QUARTER**

FLO 223 Floral Design VI  
 BUS 195 Small Business Operations

1	6	3
<u>3</u>	<u>0</u>	<u>3</u>
4	6	6

**Total Quarter Hours Credit 32**

**ELECTIVES**

HOR 180 Plant Identification  
 HOR 271 Residential Landscaping

1	2	2
1	2	2

## General Office Technology (Evening)

The General Office curriculum is designed to prepare the individual to enter clerical-office occupations; to provide an educational program for individuals wanting education for upgrading or retraining or to provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through competency development in the areas of typewriting, filing, and office machines operation. Specialized training in skill areas is supplemented by related courses in mathematics, accounting, business law, communications, sales, credit and collections, office procedures, and management.

Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in office-related activities.

Students completing the program will be eligible to receive the Associate in Applied Science Degree.

Job opportunities include:

### Entry-Level

Machine Operators

Adding

Calculating

Transcribing

Duplicating

Data Typist

Clerk-Typist

Typist

Payroll Clerk

File Clerk I

General Office

Clerk

Posting Clerk

General Clerk

Appointment Clerk

Receptionist

### Advanced Level

Transcribing Machine

Operator Supervisor

Duplicating Machine

Operator III

Automatic Typewriter

Operator

File Clerk II

Billing Typist (Billing

Clerk II)

Accounting Clerk

Correspondence Clerk

Administrative Clerk

Personnel Clerk



*General Office Technology (Evening)*

COURSE NO.	COURSE TITLE	Hours Per Week		Quarter Hours Credit
		Class	Lab	
ENG 101	Technical Communications	3	0	3
*ENG 102	Technical Communications	3	0	3
*ENG 103	Report Writing	3	0	3
ENG 204	Oral Communications	3	0	3
*ENG 206	Business Communications	3	0	3
MAT 110	Business Mathematics	5	0	5
BUS 101	Introduction to Business	5	0	5
BUS 102	Typewriting I	2	3	3
*BUS 103	Typewriting II	2	3	3
*BUS 104	Typewriting III	2	3	3
BUS 110	Office Machines	2	2	3
**BUS 112	Records Management	3	2	4
BUS 115	Business Law I	3	0	3
*BUS 116	Business Law II	3	0	3
BUS 120	Accounting I	5	2	6
*BUS 121	Accounting II	5	2	6
BUS 134	Personal Development	3	0	3
*BUS 205	Advanced Typewriting	2	3	3
*BUS 210	Executive Office Typing	2	3	3
*BUS 211	Advanced Office Machines	2	2	3
*BUS 212	Word Processing I	2	4	4
*BUS 213	Word Processing II	2	2	3
*BUS 214	Secretarial Procedures and Administration I	3	2	4
*BUS 216	Secretarial Procedures and Administration II	3	2	4
*BUS 219	Credit and Collections	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
PSY 204	Human Relations	3	0	3
	Business Elective	3	0	3

**Total Quarter Hours Credit 106**

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

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

\*Prerequisite Required (See Course Description)

\*\*Prerequisite Recommended (See Course Description)



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

The graduate of this curriculum qualifies for employment in industry as a maintenance mechanics being able to install, maintain and service mechanical equipment.

Students completing the program will be eligible to receive a Certificate.

Employment opportunities include:

- Manufacturing Firms
- Government Agencies
- Machines Contractors
- Utilities



*Industrial Mechanics (Evening)*

**FIRST QUARTER**

	Hours Per Week		Quarter
	Class	Lab	Hours Credit
MAT 1101 Fundamentals of Mathematics	5	0	5
WLD 1100 Basic Gas Welding	<u>2</u>	<u>4</u>	<u>4</u>
	7	4	9

**SECOND QUARTER**

	Hours Per Week		Quarter
	Class	Lab	Hours Credit
DFT 1181 Drafting Trades	1	2	2
WLD 1102 Basic Arc Welding	<u>2</u>	<u>4</u>	<u>4</u>
	3	6	6

**THIRD QUARTER**

	Hours Per Week		Quarter
	Class	Lab	Hours Credit
DFT 1104 Blueprint Reading: Mechanical	0	3	1
MEC 1151 Machine Shop Theory and Practice	2	4	4
	<u>2</u>	<u>7</u>	<u>5</u>

**FOURTH QUARTER**

ENG 1112 Communication Skills	2	0	2
MEC 1152 Machine Shop Theory and	2	4	4
	<u>4</u>	<u>4</u>	<u>6</u>

**FIFTH QUARTER**

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

**ELECTIVES**

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

**Total Quarter Hours Credit 38**

**ELECTIVES**

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



The Machine Shop certificate program was designed to provide an opportunity for persons interested in machining and production work to develop skill in the use of the wide range of hand and power machine tools used in industry. The curriculum offers basic skill development courses with a concentration on shop practices and metal properties to provide employable skills.

Students completing the program will be eligible to receive a Certificate.

Employment opportunities include:

- Manufacturing Firms
- Machinery Maintenance and Repair
- Lathe, Milling Machine and Drill Press Operators



## Machine Shop (Evening)

	Hours Per Week		Quarter			
	Class	Lab	Hours	Credit		
<b>FIRST QUARTER</b>						
MAT 1101	Fundamentals of Mathematics	5	0	5		
WLD 1100	Basic Gas Welding	2	4	4		
		<u>7</u>	<u>4</u>	<u>9</u>		
<b>SECOND QUARTER</b>						
DFT 1181	Drafting Trades	1	2	2		
WLD 1102	Basic Arc Welding	2	4	4		
		<u>3</u>	<u>6</u>	<u>6</u>		
<b>THIRD QUARTER</b>						
DFT 1104	Blueprint Reading: Mechanical	0	3	1		
MEC 1151	Machine Shop Theory and Practices	2	4	4		
		<u>2</u>	<u>7</u>	<u>5</u>		
<b>FOURTH QUARTER</b>						
ENG 1112	Communications Skills	2	0	2		
MEC 1152	Machine Shop Theory and Practices	2	4	4		
		<u>4</u>	<u>4</u>	<u>6</u>		
<b>FIFTH QUARTER</b>						
DFT 1105	Blueprint Reading: Mechanical	0	3	1		
MAT 1103	Shop Math	3	0	3		
MEC 1161	Machine Shop Theory and Practice	2	4	4		
		<u>5</u>	<u>7</u>	<u>8</u>		
<b>SIXTH QUARTER</b>						
MEC 1162	Machine Shop Theory and Practice	2	4	4		
MEC 1115	Treatment of Ferrous Metals	2	3	3		
		<u>4</u>	<u>7</u>	<u>7</u>		
<b>Total Quarter Hours Credit</b>					<b>41</b>	

The Welding program combines shop-laboratory experience with related technical instruction to prepare students for entry employment in maintenance occupations. In shop-lab practices, the student progresses from general oxyacetylene and arc welding to pipe welding. Safety is stressed in use of oxyacetylene and arc welding equipment, also proper use of tools and equipment. A graduate should be able to perform maintenance welding and related repair work.

Students completing the program are eligible to receive a Certificate.

Employment opportunities include:

- Automotive
- Construction
- Production Shop
- Job Shop



# Welding (Evening)

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## FIRST QUARTER

	Hours Per Week		Quarter
Class	Lab		Hours Credit
MAT 1101 Fundamentals of Mathematics	5	0	5
WLD 1100 Basic Gas Welding	2	4	4
	<u>7</u>	<u>4</u>	<u>9</u>

## SECOND QUARTER

DFT 1181 Drafting Trades	1	2	2
WLD 1102 Basic Arc Welding	2	4	4
	<u>3</u>	<u>6</u>	<u>6</u>

## THIRD QUARTER

DFT 1104 Blueprint Reading: Mechanical	0	3	1
WLD 1151 Arc Welding	2	4	4
	<u>2</u>	<u>7</u>	<u>5</u>

## FOURTH QUARTER

ENG 1112 Communication Skills	2	0	2
WLD 1152 Arc Welding	2	4	4
	<u>4</u>	<u>4</u>	<u>6</u>

## FIFTH QUARTER

MEC 1151 Machine Shop Theory and Practice	2	4	4
WLD 1174 Pipe Welding	1	5	3
	<u>3</u>	<u>9</u>	<u>7</u>

## SIXTH QUARTER

MEC 1152 Machine Shop Theory and Practice	2	4	4
WLD 1175 Inert Gas Welding	1	5	3
	<u>3</u>	<u>9</u>	<u>7</u>

**Total Quarter Hours Credit 40**





## Course Descriptions

### Course Descriptions

Course content for technical, vocational, and certificate level courses is outlined in the course descriptions to follow. All courses are alphabetized.

*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.

#### **AGR 185 SOIL SCIENCE FERTILIZERS 3 2 4**

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

#### **AHR 1101 AUTOMOTIVE AIR CONDITIONING 2 3 3**

General introduction to the principles of refrigeration; study of the assembly of components and connections necessary in the mechanisms, and methods of operation, and control; proper handling of refrigerants in charging the system.

Prerequisite: PHY 1102.

#### **AHR 1121 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 function of the component parts of a system. Other topics to be included will be the basic laws of refrigeration; characteristics and comparison of the various refrigerants; the use and construction of valves, fittings, and basic controls. Practice work includes tube bending, flaring and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants.

#### **AHR 1122 PRINCIPLES OF REFRIGERATION AND AIR CONDITIONING 1 2 2**

A continuation of AHR 1121.

#### **AHR 1161 AUTOMOTIVE AIR CONDITIONING 1 2 2**

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

#### **ART 101 HISTORY OF ART I 3 0 3**

An introduction to the basic concepts and philosophies that govern the development of art. A study of both two and three dimensional art. forms from Prehistoric through the Renaissance.

Prerequisite: None.

#### **ART 111 HISTORY OF ART II 3 0 3**

A continuation of Art History I. The study of the art forms from the Renaissance through 1880.

Prerequisite: ART 101.

#### **ART 121 HISTORY OF ART III 3 0 3**

Major emphasis is given to the changes in concepts of contemporary art forms beginning with Impressionism. Both oriental and occidental art will be studied. The course will emphasize the influence and changes these forms have had on exterior and interior architecture, furniture design, and the decorative arts.

Prerequisite: ART 111.

#### **AUT 1111 AUTO BODY REPAIR 3 15 8**

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

#### **AUT 1112 AUTO BODY REPAIR II 3 15 8**

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

Prerequisite: AUT 1111.

#### **AUT 1113 METAL FINISHING AND PAINTING 3 12 7**

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

Prerequisites: AUT 1112, WLD 1105.

#### **AUT 1114 BODY SHOP APPLICATIONS 3 21 10**

Application of all phases of training. Methods of removing and installing interior trim; painting of trim parts and accessories. Glass removal and installation. Repairing and replacing damaged cooling system components. Repair, order writing, parts purchasing, estimates of damage, and developing the final settlement with the adjuster.

Prerequisite: AUT 1112.



## Course Descriptions

- AUT 1115 AUTO FRAMES AND SUSPENSION** 3 3 4  
 General information and instruction in the automotive frame and suspension systems, the method of operation and control and the safety of the vehicle. Straightening of frames, unitized underbodies and front wheel alignment.  
 Prerequisites: AUT 1113, MAT 1101.
- AUT 1121 BRAKING SYSTEMS** 3 3 4  
 A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment, and repair.  
 Prerequisite: PHY 1102.
- AUT 1123 AUTOMOTIVE CHASSIS AND SUSPENSION SYSTEMS** 3 9 6  
 Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end alignment.  
 Prerequisite: PME 1102.
- AUT 1124 AUTOMOTIVE POWER TRAIN SYSTEMS** 3 9 6  
 Principles and functions of automotive power train systems: clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair.  
 Prerequisites: PHY 1102, AUT 1123.
- AUT 1125 AUTOMOTIVE SERVICING** 3 9 6  
 Emphasis is on 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.
- AUT 1171 AUTOMOTIVE BRAKING SYSTEMS** 1 2 2  
 A study of the various braking systems employed on automotive vehicles. Emphasis is placed on how they operate, proper adjustments and repair.
- AUT 1173 CHASSIS AND SUSPENSIONS** 2 4 4  
 Principles and functions of the components of automotive chassis. Practical job instruction of adjusting and repairing of suspensions, and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage and front alignment.
- AUT 1174 AUTOMOTIVE POWER TRAIN** 2 4 4  
 A study of principles and functions of automotive power train systems; clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Servicing and repair of systems will be stressed.
- AUT 1175 AUTOMOTIVE TROUBLE SHOOTING** 0 5 2  
 Emphasis on shop procedures necessary in determining the nature of troubles developed in various component systems.  
 Prerequisite: Consent of instructor.
- BUS 101 INTRODUCTION TO BUSINESS** 5 0 5  
 A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management.  
 Prerequisite: None.
- BUS 102 TYPEWRITING I** 2 3 3  
 Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.  
 Prerequisite: None.
- BUS 103 TYPEWRITING II** 2 3 3  
 Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms.  
 Prerequisite: BUS 102 or the equivalent.
- BUS 104 TYPEWRITING III** 2 3 3  
 Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms.  
 Prerequisite: BUS 103 or the equivalent.
- BUS 106 SHORTHAND I** 3 2 4  
 A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.  
 Prerequisite: None.
- BUS 107 SHORTHAND II** 3 2 4  
 Continued study of theory with greater emphasis on dictation and elementary transcription.  
 Prerequisite: BUS 106 or the equivalent.
- BUS 108 SHORTHAND III** 3 2 4  
 Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription.  
 Prerequisite: BUS 107.
- BUS 110 OFFICE MACHINES** 2 2 3  
 A general survey of the business and office machines. Emphasizes techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculators.  
 Prerequisite: None.



## Course Descriptions

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### **BUS 112 RECORDS MANAGEMENT 3 2 4**

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

Prerequisite: BUS 102 recommended.

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

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

Prerequisite: None.

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

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

Prerequisite: BUS 115.

### **BUS 120 ACCOUNTING I 5 2 6**

Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.

Prerequisite: None.

### **BUS 121 ACCOUNTING II 5 2 6**

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

Prerequisite: BUS 120.

### **BUS 122 ACCOUNTING III 5 2 6**

Introduction to corporation accounting, including organization and operation; stockholders' equity, earnings, and dividends; long-term liabilities and investments. Topics include departmental accounting, branch accounting, job order cost system, funds statement and cash flow.

Prerequisite: BUS 121.

### **BUS 123 BUSINESS FINANCE 3 0 3**

Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing.

Prerequisite: BUS 120.

### **BUS 125 ACCOUNTING I (SECRETARIAL) 5 2 6**

Basic principles, procedures, and terminology of accounting applicable to service and mercantile enterprises. Includes payroll, making

entries, preparing financial statements, and analyzing and interpreting financial data.

Prerequisite: None.

### **BUS 126 ACCOUNTING II (SECRETARIAL) 5 2 6**

A continuation of BUS 125 with more intensive training in accounting principles and procedures. Includes a study of the different forms of ownership with emphasis on partnership accounting.

Prerequisite: BUS 125.

### **BUS 134 PERSONAL DEVELOPMENT 3 0 3**

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

Prerequisite: None.

### **BUS 195 SMALL BUSINESS OPERATION 3 0 3**

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

Prerequisite: None.

### **BUS 205 ADVANCED TYPEWRITING 2 3 3**

Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, statistical tabulation and the typing of reports, manuscripts, and legal documents.

Prerequisite: BUS 104.

### **BUS 206 DICTATION AND TRANSCRIPTION I 3 2 4**

Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 80 words per minute for three minutes is recommended.

Prerequisite: BUS 108.

### **BUS 207 DICTATION AND TRANSCRIPTION II 3 2 4**

Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the secretarial requirements of business and professional offices. Special emphasis is given to office-style dictation. Minimum dictation rate of 90 words per minute for three minutes on new material is recommended. The student is encouraged to strive for 110 words per minute.

Prerequisite: BUS 206.

## Course Descriptions

- 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 205.
- BUS 211 ADVANCED OFFICE MACHINES** 2 2 3  
Instruction in the operation of bookkeeping-accounting machines, duplicating equipment, electronic calculators, IBM Executive typewriter, and automated typing equipment.  
Prerequisites: BUS 110 and BUS 104.
- BUS 212 WORD PROCESSING I** 2 4 4  
Students develop skill in typing mailable letters, memoranda, and manuscripts directly from recorded belts or tapes. Emphasis is placed on vocabulary development, spelling, grammar, punctuation, and word division. Basic concepts of Word Processing is introduced. Training is given on automated typing equipment.  
Prerequisite: BUS 104 or the equivalent.
- BUS 213 WORD PROCESSING II** 2 3 3  
Students do more intensive work in transcribing directly from recorded belts or tapes. Additional training is given on automated typing equipment. Emphasis is placed on good work habits and efficiency.  
Prerequisite: BUS 212.
- BUS 214 SECRETARIAL PROCEDURES AND ADMINISTRATION I** 3 2 4  
A course designed to provide answers to problems of office procedure, efficiency, and human relations. A study of the overall view of the secretary's responsibilities include receptionist duties, purchasing equipment and supplies, processing mail, telephone and telegraphic services. Students are trained in the development of initiative and independent thinking and office problem-solving through simulated projects.  
Prerequisites: BUS 102, BUS 112, BUS 120, ENG 103.
- BUS 216 SECRETARIAL PROCEDURES AND ADMINISTRATION II** 3 2 4  
A continuation of BUS 214. The study of secretarial responsibilities include records management; travel, conference and meeting arrangements; collecting, processing, and presenting business data; handling financial and legal aspects of secretarial work; and the supervisory-administrative role of the secretary. Students are trained in the development of initiative and independent thinking and office problem-solving through simulated projects.  
Prerequisite: BUS 214.
- BUS 219 CREDIT & COLLECTIONS** 3 0 3  
Problems and practices in modern credit management. Responsibilities of the credit department and its relation to other phases of the business are covered, as well as bookkeeping and collecting practices; problems in contract, installment, and open account selling; and legal phases of credit granting and collection.  
Prerequisite: BUS 120.
- 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 122.
- BUS 226 PAYROLL RECORDS AND ACCOUNTING** 3 0 3  
The various phases of the Social Security Act and other laws relating to the payment of wages and salaries. Emphasis on the basic payroll systems and accounting methods used in computing wages and the time-keeping systems used to record time worked.  
Prerequisite: BUS 120.
- BUS 229 TAXES I** 3 2 4  
Application of federal and state taxes to individuals and business proprietorships. A study of following taxes: City and County Property, N. C. Sales and Use, N. C. Intangibles, Payroll, and Income. Practical experience with actual tax forms.  
Prerequisite: BUS 120.
- BUS 232 SALES DEVELOPMENT** 3 0 3  
This course emphasizes the need for creative selling in the American economy. The selling process is analyzed in terms of customer buying motives and behavior, techniques of making an effective sales presentation, and methods of building customer goodwill. Sales demonstra-

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tions allow students to develop individual skill in meeting selling problems encountered.

Prerequisite: None.

### **BUS 235 BUSINESS MANAGEMENT 3 0 3**

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

Prerequisite: None.

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

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

Prerequisite: None.

### **BUS 239 MARKETING 5 0 5**

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

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

Prerequisite: None.

### **BUS 269 AUDITING 3 2 4**

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

Prerequisite: BUS 222.

### **BUS 271 OFFICE MANAGEMENT AND PROCEDURES 5 0 5**

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: BUS 235 Recommended.

### **BUS 272 PRINCIPLES OF SUPERVISION 3 0 3**

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

Prerequisite: None.

### **BUS 1103 SMALL BUSINESS OPERATIONS 3 0 3**

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

### **CAT 101 ADVERTISING PRINCIPLES 3 0 3**

The aim of this course is to acquaint the student with the total scope and involvements of the advertising field—its social and economic significance; its basic purposes and methods of achieving its objectives, its structure and organization, and its means of making known, promoting, and distributing its products and services. Involved also is the survey of general advertising forms and media to acquaint the student with their basic characteristics, functions, and requirements.

Prerequisite: None.

### **CAT 116 PHOTOGRAPHY I 2 6 4**

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

Prerequisite: None.

### **CAT 125 COMMERCIAL ART I 2 6 4**

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

Prerequisites: DES 112 and CGT 110.

### **CAT 207 COMMERCIAL ART II 2 9 5**

A continuation of the application of principles and procedures introduced in CAT 125. Work becomes more comprehensive in specifications regarding project requirements. Emphasis is placed on concept 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.

Prerequisites: CAT 125 and DES 122.



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- CAT 209 COMMERCIAL ART III** 3 6 5  
Continued emphasis is placed on effective visual communication and the development of mechanical skills required for the execution of work. Students are introduced to and practice copy-fitting procedures. At this time, students are acquainted with types of printing papers and their effect on the finished product. Field trips continue to augment studio classes. When feasible, design projects are correlated with Graphic Arts 216.  
Prerequisite: CAT 207.
- CAT 211 COMMERCIAL ART IV** 3 6 5  
Continued emphasis is placed on effective visual communication on a more sophisticated level. Design projects encompass a variety of advertising forms and their individual requirements. Continued practice is provided in copyfitting. When feasible, design projects are correlated with Graphic Arts 222.  
Prerequisite: CAT 209.
- CAT 217 PHOTOGRAPHY II** 2 6 4  
A continuation of the practice of principles and procedures introduced in CAT 116. Emphasis is placed on quality control of the negative and the finished print. Emphasis is placed on pictorial and compositional quality.  
Prerequisite: CAT 116.
- CGT 110 LETTERING AND TYPE** 2 6 4  
An introduction to the mechanics of hand lettering and typography and their application to layout and graphic design. Hand lettering is practiced as it relates to layout design. Fundamentals of typographic measurement, methods of type composition, and terminology are introduced. Emphasis is also placed on using type as a design motif.  
Prerequisite: None.
- CGT 214 GRAPHIC ARTS I** 2 9 5  
An introduction to preparing art for printing. The student is acquainted with the nature, function, and elements of mechanical art, tools and materials required for its execution, and related terminology. The student is introduced to various types of equipment used in off-set printing, its operation and quality control factors. Experience includes fundamentals of small off-set press operations, copy camera operations, off-set plate-making, photo-lettering. Studio work is augmented with field trips to printing firms.  
Prerequisite: None.
- CGT 216 GRAPHIC ARTS II** 3 6 5  
Practice in preparing art for printing is continued with greater emphasis on mechanical proficiency and accuracy of work. Students are introduced to the procedures for preparing printed effects such as reverses, screen tints, dropouts, surprints, etc. Design projects are correlated with this course to provide students with experience in preparing design work for printing and printing it. Studio work is further augmented with field trips.  
Prerequisite: CGT 214.
- CGT 218 ILLUSTRATION** 2 6 4  
A course designed to provide practice with media and techniques for illustration. Experience includes the use and control of media such as ink, shading films, felt markers for product drawings and spot illustrations. The emphasis of the course is on media control and design factors related to the purpose of the illustration.  
Prerequisite: DES 122.
- CGT 220 ILLUSTRATION** 2 9 5  
A continuation of Illustration 218. Emphasis is placed on the execution of comprehensive product illustrations in markers, ink line, and line and tone. Additionally, the opportunity is provided for students to explore directions of individual interest in illustration.  
Prerequisite: CGT 218.
- CGT 222 GRAPHIC ARTS III** 3 6 5  
Experience will include the introduction and practice of preparing art for multi-color printing and the principles and techniques of mechanical color separation. Students will undertake the execution of more complex mechanical art and continue to print various projects executed in CAT 211. Whenever feasible projects are correlated with CAT 211.  
Prerequisite: CGT 216.
- CGT 223 SPECIAL DESIGN PROJECTS** 3 9 6  
Advanced problems in advertising design. The course is designed to provide additional studio time at the end of the student's training period. The aim of the course is to allow for more in-depth investigation into areas of particular interest to an individual and/or to provide added opportunity for the upgrading of weaknesses apparent at this point.  
Prerequisites: CGT 222 and CAT 211.
- DES 100 DEVELOPMENTAL DRAWING** 0 3 0  
A course to provide additional supervised practice in free-hand drawing for those students with weaknesses in basic drawing skills. Emphasis will be on proper positioning of subject in space, proportions, and accuracy of rendering of subject details.
- DES 102 DESIGN I** 3 6 5  
This is the first in a sequence of three courses which will introduce design concepts, principles of design, and elements of design. Practical exercises and problems are undertaken to develop the creative and manipulative skills.  
Prerequisite: None.
- DES 108 BASIC DRAWING** 2 4 4  
A basic course in free and schematic drawing skills and concepts. Emphasis is placed on developing motor controls and the ability to see and understand form and spatial relationships.  
Prerequisite: None.

## Course Descriptions

### DES 112 DESIGN II 3 6 5

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

Prerequisite: DES 102.

### DES 120 LIFE DRAWING I 0 6 2

This is the first course in a series of two courses dealing with figure drawing from the live model. Emphasis is placed upon gesture, proportion, form study, and basic anatomy. Students also receive practice in motor control, shading techniques and composition.

Prerequisite: None.

### DES 122 DESIGN III 3 6 5

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

Prerequisite: DES 112.

### DES 125 COLOR THEORY AND APPLICATION 2 4 4

A study of color theory and color uses in interiors for all purposes: residential, commercial, institutional. Emphasis is placed on color schemes derived from the color wheel and intensity/value charts.

### DES 203 INTRODUCTION TO INTERIOR DESIGN 2 9 5

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

Prerequisites: ART 121, DES 122, DES 125.

### DES 205 HISTORY OF EARLY INTERIOR DESIGN 5 0 5

The fundamental aspects of interior design, architecture, and the related arts are examined through slides, lectures, and student research from ancient Egypt through the Renaissance. Emphasis is placed on residential architecture and development of vocabulary as it pertains to interior design.

### DES 206 FURNITURE DESIGN AND CONSTRUCTION 2 4 3

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

Prerequisite: DFT 108.

### DES 207 MARKET MATERIALS I 2 2 3

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

Prerequisite: None.

### DES 208 MARKET MATERIALS II 2 2 3

A study in detail with emphasis placed on interior fittings such as furniture, drapery fabric, wall coverings, and floor coverings and 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' show-rooms of floor finishes and wall coverings, as well as manufacturers' representatives frequent lectures to the student and presentation of their products.

Prerequisite: None.

### DES 212 Residential Design 2 9 5

This course will introduce to the student a planned, flexible approach to Interior Design problem solving. Interior Design will include the following specific areas: concepts of period styles with stress put on authenticity, concepts of understanding of interior design based on architectural modern styles. Combined with the individual interior design problems, customer approach and visual collage presentation will be developed along with total specifications and cost accounting.

Prerequisite: DES 203.

### DES 220 LIFE DRAWING II 0 6 2

A continuation of DES 120, this course provides the student with more instruction and practice in figure drawing from the live model. Basic anatomy and accuracy of drawing are stressed. Students also receive instruction in media control, color, composition, and portraiture.

Prerequisite: DES 120.

### DES 222 RESIDENTIAL DESIGN 2 9 5

This course is a continuation of DES 212. It includes a study of wall and floor coverings in historic and contemporary use, of continued use of period styles and contemporary styling in furniture, and draperies and accessories as used in interior design problems. The student should be prepared to execute a complete interior using standard presentation techniques. Included with presentation would be typed list of specifications listing each item that is used with complete description as to size, color, location within the finished installation. Also included in the specifications would be manufacturer and price.

Prerequisite: DES 212.

### DES 223 SURVEY OF DECORATIVE ARTS 3 0 3

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

Prerequisite: None.

### DES 231 COMMERCIAL DESIGN 2 9 5

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

Prerequisite: DES 212.

## Course Descriptions

### DES 241 SURVEY OF TWENTIETH CENTURY DESIGN 3 0 3

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

Prerequisite: None.

### DES 260 SPECIAL PROJECTS 2 12 6

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

Prerequisites: DES 222, DES 236, DES 231.

### DES 262 COMMERCIAL DESIGN 2 12 6

A continuation of DES 231 Commercial Design.

Prerequisite: DES 231.

### 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, free-hand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principle 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 commercial; recognizing existing problems, structural changes and remodeling. Problems will be given making use of architectural floor plans and their solutions with a prescribed number of furniture items and equipment.

Prerequisite: DFT 108.

### DFT 1101 SCHEMATICS AND DIAGRAMS: POWER MECHANICS 0 3 1

Interpretation and reading of blueprints. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.

Prerequisite: None.

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

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

### 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.



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**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 1180 DRAFTING TRADES I 2 2 3**

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.

**DFT 1181 DRAFTING TRADES 1 2 2**

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

**ECO 102 ECONOMICS 3 0 3**

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

Prerequisite: None.

**ECO 104 ECONOMICS 3 0 3**

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

Prerequisite: ECO 102.

**ECO 108 CONSUMER ECONOMICS 3 0 3**

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

Prerequisite: None.

**EDP 104 INTRODUCTION TO DATA PROCESSING 3 2 4**

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

Prerequisite: BUS 120.

**EDU 115 LANGUAGE ARTS FOR CHILDREN 3 0 3**

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

**EDU 137 MATH AND SCIENCE FOR CHILDREN 2 3 3**

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

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

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

**EDU 203 EXCEPTIONAL CHILDREN 3 0 3**

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

**EDU 234 AUDIO-VISUAL INSTRUCTION 3 3 4**

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

**ELC 111 FUNDAMENTALS OF ELECTRICITY 3 0 3**

This course is designed to give the student a basic understanding of electricity, its measurement, and its use.

Prerequisite: None.

**ELC 112 ELECTRICAL FUNDAMENTALS I 5 6 7**

A study of units of measurement, electrical quantities, simple circuits, electromotive forces, current, power laws, basic electrical instruments and measurements, resistance, impedance and basic circuit components. Concepts taught are generally limited to fundamentals.

Laboratory work will teach the proper use and care of basic hand tools and the basic manual skills used in working with electricity. Measurement techniques and safety practices will be stressed throughout.

Corequisite: MAT 101.

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- ELC 113 ELECTRICAL FUNDAMENTALS II** 5 6 7  
 A study of RLC circuits under steady state sine wave conditions. Included are the study of phase relationships, AC power, transformers and resonance.  
 Prerequisites: ELC 112 and MAT 101; Corequisite: MAT 102.
- ELC 114 ELECTRICAL FUNDAMENTALS III** 3 2 4  
 An advanced course in A.C. circuit theory. The course includes additional material on resonant circuits, filter networks, bridges, special transformers, and three-phase rectifier circuits.  
 Prerequisites: ELC 113 and MAT 102.
- ELC 1105 INDUSTRIAL ELECTRICAL PRACTICES** 2 4 4  
 This course is used to provide a basic knowledge of industrial electrical practices. Major topics to be covered are Direct Current, Alternating Current, and Industrial Control Circuits. Students are to receive practical experience with switches, receptacles, meters, motors, generators, circuits, transformers, magnetic devices, and other applicable devices
- ELC 1106 INDUSTRIAL ELECTRICAL PRACTICES** 2 4 4  
 A continuation of ELC 1105.
- ELC 1109 INDUSTRIAL POWER SYSTEMS** 2 4 4  
 This is a study of methods, materials, and codes for the construction of industrial power and control systems. The student will gain a practical knowledge with hands-on experience in the construction of power and control circuits. The use of wiring diagrams, schematics, and NEC will be used as they relate to industrial electrical construction and maintenance.
- ELC 1112 DIRECT AND ALTERNATING CURRENT** 5 12 9  
 A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and Kirchoff's Law. A study of the sources of direct current voltage potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits.  
 Prerequisite: None.
- ELC 1113 ALTERNATING CURRENT AND DIRECT CURRENT MACHINES AND CONTROLS** 5 12 9  
 Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple system controls. An introduction to the type control used in small appliances such as thermostats, timers, or sequencing switches.  
 Prerequisites: ELC 1112, MAT 1115.
- ELC 1114 ELECTRICAL CONTROLS** 2 4 3  
 Continued study of electrical controls, with emphasis on single phase, and three phase across the line starters. Mock-ups of controls used in industry will be studied with trouble-shooting techniques being applied. Use of wiring diagrams and schematics in advanced and complex control systems.  
 Prerequisites: ELC 1112, ELC 1113, MAT 1115.
- ELC 1124 RESIDENTIAL WIRING** 5 9 8  
 Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.  
 Prerequisites: ELC 1113, DFT 1110.
- ELC 1125 COMMERCIAL AND INDUSTRIAL WIRING** 3 8 6  
 Layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, and 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.
- ELC 1135 PNEUMATIC AND ELECTRICAL CONTROLS** 1 3 2  
 This course is a study of the basic principles of pneumatic and hydraulic fluids. The student will gain a practical knowledge of pneumatic cylinders, hydraulic cylinders, pneumatic valves, hydraulic valves and the related electrical controls. Standard symbols, schematics and wiring diagrams will be used as they relate to pneumatic and hydraulic control systems.  
 Prerequisite: Consent of instructor.
- ELC 1161 DIRECT CURRENT** 2 4 4  
 This course will primarily consist of a study of direct current. The major topics to be covered are: practical application in wiring switches, receptacles, and cable runs, meters, magnetism, batteries, D. C. generators, and D. C. motors.  
 Prerequisite: None.
- ELC 1162 DIRECT CURRENT** 2 4 4  
 A continuation of ELC 1161.  
 Prerequisite: ELC 1161.
- ELC 1163 ALTERNATING CURRENT** 2 4 4  
 A course concerned with the study of alternating current. The major topics are as follows: Basic A. C. theory, inductance, Capacitance, R. L. C. circuits, transformers (single phase), three phase current, three phase transformers, three phase motors, and single phase motors.  
 Prerequisites: ELC 1162, MAT 1115.

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- ELC 1164 ALTERNATING CURRENT** 2 4 4  
 A continuation of ELC 1163.  
 Prerequisites: ELC 1162, ELC 1163.
- ELC 1166 INDUSTRIAL CONTROL CIRCUITS I** 2 4 3  
 Is a study of industrial control circuits. Pilot devices such as push buttons, limit switches, pressure switches, float switches, etc. are discussed. Magnetic devices such as relays and motor starter are used in the lab to enable the student to gain practical knowledge through hands-on experience. Wiring diagrams and schematics are used to wire control circuits in lab.  
 Prerequisites: ELC 1164, MAT 1115.
- ELC 1167 INDUSTRIAL CONTROL CIRCUITS II** 2 4 3  
 A continuation of ELC 1166.  
 Prerequisite: ELC 1166.
- ELN 104 INTRODUCTION TO COMPUTERS** 3 2 4  
 An introductory course designed to acquaint students with the terminology and fundamental concepts associated with electronic computers. The development of both hardware and software is covered by discussing important historical milestones. Comparisons are made between analog and digital computers, and between general purpose and special application computers. The student is introduced to programming techniques through the use of a mini computer and the basic language. Each student is required to make a verbal presentation on employment opportunities for electronic technicians in the computer industry.
- ELN 113 BASIC ELECTRONICS** 3 0 3  
 The second in a series of three electrical and electronics courses for students in the Photography and Photofinishing programs. This course was formally called PHO 123: Industrial Technology II. This course is a basic electronics course for the students above. The course gives a general overview of electronics with emphasis on those techniques and circuits that are encountered in Photographic equipment.  
 Prerequisite: ELC 111.
- ELN 121 ELECTRONICS I** 3 4 5  
 A first course in Electronics. Course includes an introduction to electronics, a study of solid state physics necessary for an understanding of semiconductor device operation, semiconductor device volt-ampere characteristics, and basic circuits using these devices.  
 Corequisite: ELC 113.
- ELN 122 ELECTRONICS II** 5 6 7  
 A second course in Electronics. Course includes uses of discrete semiconductor devices in basic circuits such as small and large signal amplifiers, power supplies, and feed back circuits.  
 Prerequisite: ELN 121.
- ELN 123 ELECTRONICS III** 3 4 5  
 A third course in a series of three in Electronics. Course includes linear integrated circuits and their uses. Heavy emphasis is placed on the I.C.
- Operational Amplifier and its many uses and applications.  
 Prerequisites: ELN 122 and MAT 103.
- ELN 213 ELECTRONIC IMAGING SYSTEMS** 3 0 3  
 A study of the theory of converting images to electrical signals which may be displayed or stored electronically. The course will include the theory of magnetic tape recording, cathode ray tube display and digital techniques for image signal conversion and storage.  
 Prerequisite: ELN 113 or equivalent.
- ELN 218 DIGITAL ELECTRONICS I** 3 4 5  
 Introductory Digital Electronics. Emphasizes the study of combinational and sequential logic circuits using discrete and integrated components. Topics include Binary Arithmetic, numbering systems, Boolean Algebra, and basic logic gates. Laboratory exercises involve use of TTL and CMOS combinatorial circuits.  
 Prerequisite: ELN 123.
- ELN 219 DIGITAL ELECTRONICS II** 3 4 5  
 Continued study of Digital Circuits including flip-flops, asynchronous and synchronous counters, arithmetic operations, registers and basic storage devices. Emphasis is placed on timing, interfacing various families of integrated circuits and reading and interpreting manufacturers specification. Typical applications in industry will be presented.  
 Prerequisite: ELN 218.
- ELN 220 ELECTRONIC SYSTEMS I** 4 4 5  
 A general survey of electronic systems with emphasis on their description in block diagram format. Systems to be studied are those used in communications, computing, measurement, automatic control, and others of a specific nature as appropriate.  
 Prerequisite: ELN 123.
- ELN 222 ELECTRONIC SYSTEMS II** 5 4 7  
 (Specialized Elective)  
**OPTIONS: (A) COMMUNICATIONS, (B) COMPUTERS, OR (C) AUTOMATIC CONTROL**
- ELN 222 ELECTRONIC SYSTEMS II:**  
**(A) COMMUNICATIONS** 5 4 7  
 Introduction to fundamental aspects of electronic communication systems with special emphasis on need for modulation, types of modulation, frequency spectra and bandwidth requirements. Qualitative study of the principles of AM, SSB, and FM including the generation and detection of signals and their frequency spectra. Transmission and propagation of radio signals will be studied.  
 Prerequisite: ELN 220.
- ELN 222 ELECTRONIC SYSTEMS II:**  
**(B) COMPUTERS** 5 4 7  
 The course consists of a functional block diagram analysis of a number of digital computer systems. Emphasis is placed on the mini-/micro computer variety currently being used in industry. The lab will



## Course Descriptions

provide practice in manipulating the hardware and software associated with such computers.

Prerequisite: ELN 220.

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

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

Prerequisite: ELN 220.

**ELN 224 ELECTRONIC SYSTEMS III:** 5 4 7  
**(Specialized Elective)**

**OPTIONS: (A) COMMUNICATIONS, (B) COMPUTERS, OR (C) AUTOMATIC CONTROL**

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

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

Prerequisite: ELN 222.

**ELN 224 ELECTRONIC SYSTEMS III:** 5 4 7  
**(B) MICROPROCESSORS**

This course deals with the theory and applications of microprocessors. Emphasis is placed on typical applications of the microprocessor to the electronic industry. Laboratory exercises will include "hands-on" assignments with a typical microprocessor which is in current use in electronic industry.

**ELN 224 ELECTRONICS SYSTEMS III:**  
**(C) AUTOMATIC CONTROL** 5 4 7

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

Prerequisite: ELN 222.

**ELN 246 ELECTRONICS DESIGN PROJECT** 0 6 3

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

Prerequisite: ELN 220.

**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.

**ELN 1168 BASIC INDUSTRIAL ELECTRONICS** 2 4 4

Deals with basic electronic devices such as rectifiers, transistors, S.C.R.'s, triacs, and light operated devices. Electronics will be used to operate low voltage control circuits.

Prerequisite: ELC 1164.

**ELN 1169 DIGITAL INDUSTRIAL ELECTRONICS** 3 6 5

A study of digital electronics similar to the micro-processors used in industry.

Prerequisite: ELC 1168.

**ENG 101 TECHNICAL COMMUNICATIONS** 3 0 3

Designed to aid students in the improvement of communication skills to express ideas and technical information. Emphasis is on speaking and on writing the sentence, paragraph, and the whole composition while attention to grammar as the need arises. Intended to stimulate students to apply the accepted principles of English usage in their day-to-day situations in industry and social life.

Prerequisite: None.

**ENG 102 TECHNICAL COMMUNICATIONS** 3 0 3

Continuation of English 101.

Prerequisite: ENG 101

**ENG 103 REPORT WRITING** 3 0 3

The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum.

Prerequisite: ENG 102.

**ENG 109 COMMUNICATIONS SKILLS** 3 0 3

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

## Course Descriptions

### ENG 111 COMMUNICATIONS SKILLS 3 0 3

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

### ENG 150 DEVELOPMENTAL ENGLISH 3 0 3

A review of traditional English grammar and mechanics of the written language will enable the student to write sentences and paragraphs, culminating in multi-paragraph compositions. Practice in organizing units of thought is an important part of the course.

### ENG 204 ORAL COMMUNICATIONS 3 0 3

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

### ENG 206 BUSINESS COMMUNICATION 3 0 3

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

Prerequisite: ENG 102.

### ENG 217 CHILDREN'S LITERATURE 3 0 3

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

### ENG 222 JOURNALISM 3 0 3

This course is designed to teach the techniques of news writing, including story structure, newspaper style, writing leads and other aspects of journalistic writing. Spelling, accuracy of facts, and objectivity are stressed.

### 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 COMMUNICATIONS SKILLS 3 0 3

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

Prerequisite: ENG 1101.

### ENG 1112 2 0 2

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

### FLO 101 FLORAL DESIGN I 3 4 5

An introduction to the language of the industry through business procedures and its products. A basic study of floral supplies, design, tools, color and production methods. A study of buying perishables and non-perishable items and their storage and care. Students will be given study cases of national, international, and local membership agencies for florists. A study of the history and principles of flower arrangements.

### FLO 102 FLORAL DESIGN II 2 4 4

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

### FLO 103 FLORAL DESIGN III 2 5 4

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

### FLO 112 FLORAL ART & COLOR 3 0 3

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

### FLO 121 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 122 FLORAL DESIGN II 1 6 3

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

### FLO 123 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

## Course Descriptions

and notion, lighting, equipment, display window, work room and sales area. Introduction of wedding equipment and fashions and styles of wedding bouquets. Relationship of florist and church, wedding rehearsals and methods of formal decorations.

### **FLO 199 WORK EXPERIENCE AND ASSIGNMENT IN EXOTIC HOUSE PLANTS (Optional) 0 40 4**

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

### **FLO 204 FLORAL DESIGN IV 3 6 6**

A course dealing with the use of fresh flowers in free form and geometric designs. Basic principles of taking orders over the phone—learning to sell an item that the customer does not see and then designing the product. Prepared greens and flowers are used in designs created for home, office and institutional use.

### **FLO 205 FLORAL DESIGN V 2 8 6**

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

### **FLO 206 FLORAL DESIGN VI 2 4 4**

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

### **FLO 220 FLORAL DESIGN IV 1 6 3**

A course dealing with basic principles of taking orders over the telephone learning to sell an item that the customer does not see. Actual experience through classroom exercises with the use of a telephone system. Merchandising, mass market outlets, and cash-and-carry of perishable and non-perishable items. A review of the history and creative ability of flower arrangements.

### **FLO 221 SPECIALTY PURCHASING 3 0 3**

Presents the fundamental principles of buying those supplies required by the florist. Deals with sources for those supplies, methods of

ordering to provide these services when needed, and adapting orders to concur with consumer demands.

### **FLO 222 FLORAL DESIGN V 1 6 3**

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

### **FLO 223 FLORAL DESIGN VI 1 6 3**

An introduction to diversification through a study of craft arts—window props, display items, created with carved styrofoam, papier mache, mosaics and decoupage. A review study using artificial, fresh flowers, and dried materials in creative arrangements.

### **FLO 237 FLORAL SHOP OPERATION AND MANAGEMENT 4 6 7**

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

### **HEA 101 PERSONAL HYGIENE AND HEALTH 2 0 2**

Study of influences on physical and mental health, individual practices which aid in maintaining good physical and mental health throughout the life span and responsibilities of those working with young children to maintain personal health and to serve as models for health practices.

### **HEA 119 FIRST AID 2 0 2**

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

### **HOR 150 GENERAL HORTICULTURE 3 2 4**

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

### **HOR 160 PLANT IDENTIFICATION I 5 0 5**

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

### **HOR 161 PLANT IDENTIFICATION II 3 0 3**

A study of the identification, adaptation and nomenclature of ornamental trees, shrubs, vines, and ground covers. Emphasis is given to the effects on design, planting and care of these landscape ornamentals.

### **HOR 170 PLANT DISEASE AND PEST CONTROL 5 2 6**

To study the major causes of disease in plants including bacteria,



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

**HOR 180 PLANT IDENTIFICATION** 1 2 2

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

**HOR 251 LANDSCAPE PLANNING I** 2 2 3

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

**HOR 252 LANDSCAPE PLANNING II** 2 4 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 259 GARDEN CENTER OPERATIONS** 2 2 3

A course covering all phases of garden center operation including some of the major problems. Areas of study in the course include layout, stocking, product knowledge, traffic flow, seasonal fluctuations, risks, diversification and merchandising. Ample time will be devoted to visitations to established garden center operations.

**HOR 260 LANDSCAPE CONSTRUCTION** 2 4 4

This is designed to teach a student how to plan the total landscape environment. Emphasis will be placed on the construction of and proper placement of masonry walls, rock walls, patios, walks, etc., blending them in with appropriate plant materials.

**HOR 271 RESIDENTIAL LANDSCAPING PLANNING I** 1 2 2

An introductory study of the basic principles of landscape design. Considerable emphasis is placed upon the problems associated with residential site development. The course offers a section devoted to blueprint reading and drawing. Considerable laboratory time is

devoted to visitations to established residential sites. The course is oriented toward an understanding of certain basic principles fundamental to all landscape design endeavors.

**HOR 274 PLANT PROPAGATION** 1 2 2

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

**HOR 275 PLANT PROPAGATION** 1 2 2

A continuation of HOR 274.

**HOR 284 GREENHOUSE MANAGEMENT** 1 2 2

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

**HOR 285 GREENHOUSE MANAGEMENT** 1 2 2

A continuation of HOR 284.

**MAT 101 TECHNICAL MATHEMATICS** 5 0 5

The real number system is developed as an extension of natural numbers. Number systems of various bases are introduced. Fundamental algebraic operations, the rectangular coordinate system, as well as fundamental trigonometric concepts and operations are introduced. The application of these principles to practical problems is stressed.

Prerequisite: Satisfactory evidence that admission requirements have been met.

**MAT 102 TECHNICAL MATHEMATICS** 5 0 5

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

Prerequisite: MAT 101.

**MAT 103 TECHNICAL MATHEMATICS** 5 0 5

The fundamentals 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.

## Course Descriptions

- MAT 111 BASIC MATHEMATICS** 5 0 5  
Required math course for Interior Design and Commercial Graphics majors. The objective of this course is to review and to reinforce the four basic mathematical operations using whole numbers, fractions, and decimals. These skills will be applied to computing percentages, ratios, areas, volumes, equivalent fractions, and conversions involving metric to English and English to metric units.  
Prerequisite: None.
- MAT 150 DEVELOPMENTAL MATH** 5 0 5  
The real number systems is developed as an extension of natural numbers. Fundamental algebraic operations, as they apply to integers, polynomials, factoring, rational numbers, fractions, linear equations, systems of linear equations, exponents and radicals, are introduced. The application of these principles to practical problems is stressed.
- MAT 151 DEVELOPMENTAL MATH** 5 0 5  
A course designed to provide students with the basic skills essential to enter the electronics curriculum. Basic operations of addition, subtraction, multiplication and division are analyzed and the application of these basic operations are applied for integers, common fractions and decimal fractions. Algebra is introduced with topics such as linear equations, solution of systems of equations, exponents and radicals, and algebraic fractions. An attempt is made to satisfy individual students' needs as indicated by diagnostic testing.
- 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.
- 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** 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.  
Prerequisite: 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.
- MEC 1101 MACHINE SHOP THEORY AND PRACTICE** 2 12 6  
An introduction to the machinist trade and the potential it holds for craftsmen. Deals primarily with the identification, care and use of basic hand tools and precision measuring instruments. Elementary layout procedures and processes of lathe, drill press, grinding (off-hand) and milling machines will be introduced both in theory and practice.  
Prerequisite: None.
- MEC 1102 MACHINE SHOP THEORY AND PRACTICE** 2 12 6  
Advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machine shaper. The student will be introduced to the basic operations on grinders and will select projects encompassing all the operations, tools and procedures thus far used and those to be stressed throughout the course.  
Prerequisite: MEC 1101.
- MEC 1103 MACHINE SHOP THEORY AND PRACTICE** 4 12 8  
Advanced work on the engine lathe, turning, boring and threading machines, grinders, milling machine and shaper. Introduction to basic indexing and terminology with additional processes on calculating, cutting and measuring of spur, and worm gears and wheels. The trainee will use precision tools and measuring instruments such as vernier height gages, protractors, comparators, etc. Basic exercises will be given on the turret lathe and on the tool and cutter grinder.
- MEC 1104 MACHINE SHOP THEORY AND PRACTICE** 4 12 8  
Development of class projects using previously learned procedures in planning, blueprint reading, machine operations, final assembly and inspection. Additional processes on the turret lathe, tool and cutter grinder, surface grinder, advanced milling machine operations, etc. Special procedures and operations, processes and equipment, observ-

## Course Descriptions

ing safety procedures faithfully and establishing of good work habits and attitudes acceptable to the industry.

Prerequisite: MEC 1103.

**MEC 1112 MACHINE SHOP PROCESSES** 1 3 2  
To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade.  
Prerequisite: None.

**MEC 1115 TREATMENT OF FERROUS METALS** 2 3 3  
Investigates the properties of ferrous metals and tests to determine their uses. Instructions will include some chemical metallurgy to provide a background for the understanding of the physical changes and causes of these changes in metals. Physical metallurgy of ferrous metals, producing iron and steel, theory of alloys, shaping and forming, heat treatments for steel, surface treatments, alloy of special steel, classification of steels, and cast iron will be topics for study.  
Prerequisite: None.

**MEC 1116 TREATMENT OF NON-FERROUS METALS** 2 3 3  
Continuation of the study of physical metallurgy. The non-ferrous metals: bearing metals, (brass, bronze, lead), light metals (aluminum), light powder metallurgy, titanium, zirconium, indium and vanadium are included in this course. Heat treating and Rockwell Hardness Testing are also covered.  
Prerequisite: MEC 1115.

**MEC 1151 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, power saws, and lathes. Extensive lab work will be supplemented by classroom instruction.

**MEC 1152 MACHINE SHOP THEORY AND PRACTICE** 2 4 4  
The second quarter will cover grinders, drill presses and milling machines. Directed student activities on each piece of equipment will be coupled with chalkboard presentations.

**MEC 1155 MECHANICAL SYSTEMS** 1 3 2  
An introduction to mechanical systems including the use, design and/or preventive maintenance for gears, sprockets, vacuum pumps, air compressors, piping, bearings, lubrication, vibratory bowls and tracks and conveying systems.

**MEC 1161 MACHINE SHOP THEORY AND PRACTICE** 2 4 4  
Advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machines. The student will be introduced to the basic operations on grinders and will select projects

encompassing all the operations, tools and procedures thus far used and those to be stressed throughout the course.

**MEC 1162 MACHINE SHOP THEORY AND PRACTICE** 2 4 4  
A continuation of MEC 1161.

**NUR 1101 FUNDAMENTALS OF NURSING** 6 6 6  
This is an introductory course which provides opportunity for students to become oriented to basic facts, concepts, and principles related to nursing roles and functions and health needs of patients. Principles of body mechanics and asepsis, assistance with daily living activities, and other basic nursing functions are included. Nurse-patient relationships and the nursing processes are explored. Nursing laboratory and Randolph Hospital will be used for supervised practice of skills.

**NUR 1102 ANATOMY** 5 0 5  
A study of the normal structure and functions of the human body with man identified as a living organism composed of cells, tissues, organs, and systems. The normal body is studied as a basis for understanding variations from the normal. Included are the integumentary, muscular-skeletal, circulatory, respiratory, urinary, reproductive, endocrine, nervous, sensory and digestive systems. Basic concepts from physics and biology including immunology are presented as they relate to nursing. The nursing laboratory will be utilized in study and examination of charts, skeletal and other models of human body parts.

**NUR 1103 NUTRITION** 3 0 3  
Presents practical study of nutrients, how they are used by the body, sources and types of food necessary for the balanced diet and variations of basic diet to meet development of other needs. Physiological processes of digestion, absorption, and metabolism are discussed. An introduction to the most commonly used hospital diets is included.

**NUR 1105 MEDICAL-SURGICAL NURSING I** 4 0 4  
Medical-Surgical Nursing I introduces knowledge, skills, and attitudes basic for making judgments and decisions for planning and implementing patient care. The study includes basic patho-physiological processes and therapeutic intervention pertinent to care of geriatric and long-term illness patients, patients with cancer, and patients with respiratory disorders. Care of patients in pre- and post-operative period is also included. The concept of nursing diagnosis is introduced within the framework of the nursing process.

**NUR 1106 MATERNAL HEALTH NURSING** 5 0 5  
A study of physiology and nursing care of the woman during antepartum, labor delivery and postpartum period. Most frequent complications will be presented; however emphasis will be on the normal. Characteristics and nursing care of the normal newborn are also presented. Some time will be devoted to the more common complications in the mother and to care for the newborn. Supervised clinical experience with selected patients will be provided concurrently with theory.



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### **NUR 1107 CHILD HEALTH NURSING 5 0 5**

A study of the role of the practical nurse in the special patient-nurse-family relationship in her nursing care of the child. Includes a study of growth and development along with exploration of common childhood disorders at the various ages. Supervised clinical experience with selected patients will be provided concurrently with theory.

### **NUR 1108 GROWTH AND DEVELOPMENT 3 0 3**

A study of the basic principles of physiological and psychosocial growth states of the individual from conception through adulthood. Emphasis is on personality development and those factors surrounding the individual which have an influence on development.

### **NUR 1109 PHARMACOLOGY 3 0 3**

Presents the student with facts concerning sources, effects, legalities, and usage of drugs as therapeutic agents. Students are prepared to administer drugs by emphasizing mathematical conversion between systems, identification of drug order, drug classification and nursing responsibilities. Practice opportunities are provided in the classroom and clinical setting.

### **NUR 1110 MEDICAL-SURGICAL NURSING II 8 0 8**

Continues the study of Medical-Surgical Nursing. This study includes the identification of pathophysiological changes, diagnostic testing, methods of treatment and nursing care of patients with cardiovascular and blood disorders, endocrine disorders, gastrointestinal disorders, urinary and reproductive disorders, and musculoskeletal disorders. Experiences are planned in medical, surgical, coronary, and intensive care units of Randolph Hospital.

### **NUR 1112 MEDICAL-SURGICAL NURSING III 6 0 6**

Nursing 1112 completes the initial study of Medical-Surgical Nursing. It includes the identification of pathophysiological changes, diagnostic testing, methods of treatment and nursing care of patients with disorders of the nervous, sensory and integumentary systems; allergic disorders are also discussed. Disaster and emergency nursing and crisis intervention including psychological problems, suicide, drug abuse, rape and alcoholism are explored. Experiences are planned in medical-surgical units and in the Emergency Room of Randolph Hospital.

### **NUR 1114 VOCATIONAL ADJUSTMENTS 2 0 2**

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

### **NUR 1160 MEDICAL-SURGICAL NURSING II PRACTICUM 0 9 3**

Clinical experiences designed to accompany the theory of NUR 1110 are sought at Randolph Hospital's medical surgical units, coronary care unit, and intensive care unit. Students are given progressively

more complex clinical assignments based upon individual competencies.

Prerequisite: NUR 1165.

### **NUR 1162 MEDICAL-SURGICAL NURSING III PRACTICUM 0 18 6**

The clinical experience for Nursing 1112 theory occurs at Randolph Hospital in the medical-surgical units and in the emergency room where nursing care centers around the complex nursing needs of patients.

Prerequisites: NUR 1165, NUR 1160.

### **NUR 1165 MEDICAL-SURGICAL NURSING I PRACTICUM 0 9 3**

Medical-Surgical Nursing I Practicum provides the student with opportunities, in the clinical area, to apply nursing theories and skills relevant to geriatric and long-term illness patients and patients experiencing surgical procedures, disorders of the respiratory system, and cancer. Utilization of the nursing process for the beginning development of communication skills, assessment of data, and development of priorities for care is incorporated into the student's approach of safe and effective patient care.

Prerequisites: NUR 1101, NUR 1102, NUR 1103, NUR 1109.

Corequisites: NUR 1105, PSY 1101.

### **NUR 1166 MATERNAL HEALTH NURSING PRACTICUM 0 9 3**

Maternal Health Nursing Practicum provides the student with opportunities to apply nursing theories and skills utilizing physician's office, labor and delivery room, newborn nursery, and maternity unit. Care of the family with an uncomplicated pregnancy, labor and delivery and care of the normal neonate are emphasized. Opportunity to use the nursing process is provided so that the student is able to increase skills in assessment of data, development of care priorities and implementation of short range teaching goals.

Prerequisites: NUR 1101, NUR 1102, NUR 1103, NUR 1109.

Corequisite: NUR 1106.

### **NUR 1167 CHILD HEALTH NURSING PRACTICUM 0 9 3**

Clinical experience to coincide with the theory of Child Health Nursing will be obtained at Randolph Hospital and various pediatrician's offices.

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

Introduction to visual perception and the abstracting properties of photography, with emphasis on understanding the translation of object to photographic image. Analysis of formal elements and picture organization as demonstrated in a comprehensive presentation of contemporary photography.

Prerequisite: None.

## Course Descriptions

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

Continuation of PHO 102 with emphasis on color. Analysis of illustration and of allusive functions underlying impact and content. History of painting from Vermeer to Monet, and of photography in the 19th century, as preparation for PHO 106.  
Prerequisite: PHO 102.

### **PHO 105 PHOTOCHEMISTRY** 3 3 4

Brief review of basic chemistry followed by detailed study of reactions specific to photographic processes. Basic photographic laboratory methods and calculations are introduced.  
Prerequisite: None.

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

Study of the work of 20th century photographers. Student research and presentations. The influences of modern photographic technique on the vision of photographer and client. Analysis of professional style.  
Prerequisite: PHO 104.

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

Introduction to the principles governing image formation. Light, optics, camera mechanics, latent image, development, and basic densitometry are studied to establish the technical relationship of subject and photographic image. Assignments stress consistent exposure and darkroom techniques.  
Prerequisite: None.

### **PHO 108 VIEW CAMERA** 1 6 3

Comprehensive study of the view camera and its applications. Emphasis on thorough working knowledge of perspective modification and correction capabilities.  
Prerequisite: PHO 107.

### **PHO 110 PROCESS CONTROL** 3 6 6

Study of photographic quality control systems. Measurement, evaluation, and control of photographic processes using densitometry, sensitometry, and related monitoring systems. Control systems for continuous processing of film and papers.  
Prerequisite: None.

### **PHO 112 INTRODUCTION TO MACHINE PROCESSING** 2 6 4

Photographic processing mechanisms. Nomenclature, design and function of various machines currently used in the photofinishing, professional finishing, and school finishing industries.  
Prerequisite: PHO 110.

### **PHO 114 BASIC LIGHTING** 1 6 3

Introduction to the basic techniques used in studio lighting for illustration and portraiture. Electronic flash and quartz light sources are studied and applied in assignments emphasizing controlled lighting of geometric forms.  
Prerequisite: PHO 107.

### **PHO 115 MATERIALS AND PROCESSES I** 3 3 4

Detailed study of the primary materials and processes of black-and-white photography. Theory and mechanics of light. Emulsions and sensitometry of emulsions are discussed in addition to their relationships with processing effects. Densitometry is studied as the end result of the photographic effect.  
Prerequisite: PHO 105.

### **PHO 116 APPLIED LIGHTING** 1 6 3

Study of special lighting techniques applied in the photography of glass, metals, and other reflective surfaces. Lighting for dramatic effects and special illustrative effects.  
Prerequisite: PHO 114.

### **PHO 117 MATERIALS AND PROCESSES II** 3 3 4

Detailed study of the primary materials and processes of color photography. Qualities of light and methods of light analysis are studied. Color sensitometry and densitometry are studied as quality control measures in color processing.  
Prerequisite: PHO 115.

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

Study of automated printers: nomenclature, design, function, modification, and production uses. Printers for black-and-white and color; additive and subtractive color printing methods. Exposure control and color balance of printers. Multiple-exposure package printers.  
Prerequisite: None.

### **PHO 120 AUTOMATED PHOTOGRAPHIC PROCESSES** 2 18 8

Study and use of various processing systems. Emphasis on student's experience of work in processing and quality control with black-and-white and color negative, positive, and transparency materials.  
Prerequisite: PHO 112.

### **PHO 121 GRAPHICS MATERIALS AND APPLICATIONS** 2 6 4

Study and application of photo-sensitive materials used in the graphic arts for production of composite images and for reproduction preparation. Methods for supplementing and transforming the continuous-tone photograph are introduced in assignments requiring actual preparation of materials for use in the visual communications field.  
Prerequisites: PHO 108 and PHO 114.

### **PHO 124 SMALL FORMAT PHOTOGRAPHY** 3 9 6

Introduction to the small format camera and a survey of its applications in photojournalism, industrial photography, and audiovisual production. Instruction in portable lighting, special exposure techniques, and modification of film processing, prepares the student to work under adverse location conditions. Study includes a survey of the major small format systems in current use.  
Prerequisite: PHO 117.

## Course Descriptions

- PHO 125 CUSTOM FINISHING** 2 8 6  
Actual printing and processing a variety of sizes up to 30 inch x 40 inch. Production printing on rolls and individual cut sheets will be done. Use of various electrical systems for determination of color balance. Quality assurance program matching print quality to the standards of the industry. Emphasis on craftsmanship.  
Prerequisite: PHO 120.
- PHO 127 PHOTOGRAPHIC MACHINE MAINTENANCE** 2 12 8  
Printer set-up procedures, operation, maintenance, adjustment, installation of accessories. Study of wiring diagrams, operations sequences. Maintenance of processor control, drive and replenishment systems.  
Prerequisite: PHO 120.
- PHO 128 ADVANCED PRINTING AND PHOTO-REPRODUCTION TECHNIQUES** 2 9 5  
Advanced study of various systems for determination of color balance with emphasis on highest standards of quality control. Corrective negative and positive silver-masking techniques. Specialized masking techniques with graphic arts materials. Transparency corrections.  
Prerequisites: PHO 117 and PHO 120.
- PHO 130 PHOTOGRAPHIC CORRECTION AND FINISHING** 2 9 5  
Introduction to chemical and physical methods for corrections on negatives and prints with bleaches, dyes, opaques pencils, etc. introduction to the airbrush. Practice in various mounting and presentation techniques.  
Prerequisite: None.
- PHO 131 PRODUCTION TECHNIQUE** 0 15 5  
Day to day operation of an automated processing and finishing laboratory. Quality control of all processes in the lab. Production printing, processing, and finishing of black-and-white and color prints. Large-print finishing includes lacquer spraying, retouching, air brushing, and spotting. Portfolio development with instructor guidance.  
Prerequisite: PHO 120.
- PHO 135 PRODUCTION PROBLEM SOLVING** 0 6 2  
Individual creative approach to production problem solving. The student is encouraged to develop innovative solutions to real production difficulties and to seek improved methods of operation.  
Prerequisite: PHO 120.
- PHO 139 PRODUCTION SUPERVISION** 0 15 5  
Experience in supervision of actual photofinishing production within the school plant. Scheduled assignments give the student responsibility for management of manpower, morale, job communications, production evaluation, inventory control, cost control, in all areas of photofinishing operations.  
Prerequisites: PHO 127 and PHO 128.
- PHO 199 CONTROLLED WORK EXPERIENCE** 1 30 4  
A program of eleven class hours followed by 300 to 400 work hours in the industry at standard wages. The objective of this program is to familiarize the student with the attitudes and performance standards required by the industry as well as to further the student's technical skills. A job description for each position is established prior to employment and the student's performance is supervised and evaluated by a program coordinator and by a supervisor-designate of the employer.  
Prerequisite: Permission of the coordinator. Successful completion of all courses scheduled prior to PHO 199 is usually required.
- PHO 210 PORTRAIT PHOTOGRAPHY I** 3 15 8  
Introduction to the lighting, camera, and accessory equipment used in contemporary studio and location portrait photography, with emphasis on control of lighting for enhancement of the subject. Practice in camera and darkroom techniques for effects of diffusion, vignetting, etc. Means of approach and posing of men, women, and children in the single-subject portrait. Introduction to cosmetics. Discussion of promotion, display, and direct sales methods.  
Prerequisites: PHO 114 and PHO 117, or permission of instructor.
- PHO 211 CATALOG ILLUSTRATION** 3 15 8  
Study and practice in the techniques of product photography for catalog publication. Use of space, continuity of lighting, and effective accessorizing are emphasized in assignments covering product categories of furniture, jewelry, soft goods, gift wares, housewares, and sporting goods. Study of various catalogs being produced in the present market.  
Prerequisite: PHO 116 and PHO 117, or permission of instructor.
- PHO 212 WEDDING PHOTOGRAPHY** 2 6 4  
Study of the range of techniques used in producing wedding candids and the formal bridal portrait. The student learns to work within the protocol of various religious services through assignments at staged wedding ceremonies. Darkroom techniques for popular montage prints and other special effects. Discussion of sales packages and album sources. In conjunction with this course, special classes in oil coloring are offered at student request.  
Prerequisites: PHO 114 and PHO 117, or permission of instructor.
- PHO 213 ADVERTISING ILLUSTRATION** 3 15 8  
Comprehensive study of the techniques of photography for advertising. Methods of working with art directors, agencies, and clients are introduced during a sequence of assignments covering food, fashion, interiors, and industry. Study of advertising photography in contemporary magazines. At the conclusion of this course, the student is required to mount an exhibit of his work demonstrating technical and aesthetic standards equal to those of the profession.  
Prerequisite: PHO 211, or permission of instructor.
- PHO 215 PHOTO-JOURNALISM I** 3 15 8  
Comprehensive instruction and practice in exposure and processing techniques applied in newspaper photography. Treatment of content



## Course Descriptions

and coverage in spot news, general news, sports, and similar events. Assignments emphasize coverage of real events where possible. Unexpected "events" on campus help condition the student's response to rapidly changing, often difficult, picture situations. Field trips familiarize the student with various newspaper operations.  
Prerequisite: PHO 124, or permission of instructor.

**PHO 216 PORTRAIT PHOTOGRAPHY II** 3 15 8  
Continuation of PHO 210 with emphasis on mastery of techniques and production of portraits of highest quality. Introduction of posing for group portraits. Special applications of airbrush and dye corrections are practiced in conjunction with PHO 230. Advanced camera and darkroom techniques. The student compiles a sourcebook for quality backdrops, cosmetics, albums, specialized camera accessories, retouching supplies, etc. At the conclusion of this course, the student is required to mount an exhibit of his work demonstrating technical and aesthetic standards equal to those of the profession.  
Prerequisite: PHO 210, or permission of the instructor.

**PHO 217 PHOTO-JOURNALISM II** 3 15 8  
Continuation of PHO 215 with emphasis on greater depth and scope of photographic reporting. Examination of the use of photographs in published feature articles and picture stories. Comprehensive assignments in black-and-white and in color are evaluated by student and faculty groups for content and clarity. Production of storyboards for portfolio use. At the conclusion of this course, the student is required to mount an exhibit of his work demonstrating technical and aesthetic standards equal to those of the profession.  
Prerequisite: PHO 215, or permission of instructor.

**PHO 219 ASSIGNMENT PRODUCTION** 0 9 3  
Assignments in which the student is required to develop skills in organization and management of photographic production teams. Class hours include planning of staff, communication of production requirements, evaluation of individual and collective efforts and results. Students acting as project managers are responsible for team operations, materials acquisitions, job expediting, cost control, quality control, and final output.  
Prerequisite: PHO 211 or PHO 215.

**PHO 221 AUDIO VISUAL COMMUNICATIONS** 2 6 4  
Detailed study of audiovisual production methods including graphic and photographic techniques, control for image continuity and pacing, title slide production, script writing and audio production. Survey of major systems for audio-visual production and presentation in current use.  
Prerequisite: PHO 121 or PHO 124.

**PHO 230 ADVANCED PHOTOGRAPHIC CORRECTION AND FINISHING** 2 6 4  
Continuation of PHO 130 with emphasis on mastery of skills in negative and print corrections. Dye corrections on transparencies. Extensive practice with the airbrush for major alterations of the photographic image. Restoration. Special corrective techniques for

portraiture and commercial illustration.  
Prerequisite: PHO 130.

**PHO 234 PHOTOGRAPHIC MARKET RESEARCH** 0 6 2  
Research of the market potential in 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 in preparing a detailed assessment of the locale and the advisability of the proposed venture.  
Prerequisite: Completion of 4th Quarter.

**PHO 240 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: Completion of 4th Quarter.

**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 WORK, ENERGY, POWER** 3 2 4  
Major areas covered in this course are work, energy, and power. Instruction includes topics such as statistics, 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 and PHY 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 102.

**PHY 1101 APPLIED SCIENCE** 3 2 4  
An introduction to physical principles and their application in industry. Topics in this course are heat and thermometry, and principles of force, motion, work, energy, and power.  
Prerequisite: 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: None.

## Course Descriptions

- PME 1101 INTERNAL COMBUSTION ENGINES** 3 12 7  
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.  
Prerequisite: None.
- PME 1102 ENGINE ELECTRICAL AND FUEL SYSTEMS** 5 12 9  
A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system.
- PME 1126 SMALL ENGINE REPAIR** 2 4 4  
General introduction to the principles of two and four cycle motor-cycle engines. Shop work will be devoted to carburetion, ignition, tune-ups, and "trouble-shooting," with emphasis being placed on the complete rebuilding of an engine and transmission.
- PME 1150 AUTOMOTIVE ENGINES** 2 4 4  
Development of knowledge and ability in using, maintaining, and storing the various brand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Methods of testing and repairing various engine components.
- PME 1151 AUTOMOTIVE FUEL SYSTEMS** 2 4 4  
The fuel systems of the automobile, fuel pumps, carburetors and injectors will be studied. The characteristics of fuels, types of fuel systems, special tools, and testing equipment for fuel systems will also be studied.
- PME 1152 AUTOMOTIVE ELECTRICAL SYSTEMS** 2 4 4  
The course is a study of the electrical system of the automobile including: battery cranking mechanism, generator, ignition, accessories and wiring. Also being studied will be special tools and testing equipment for the electrical system.
- PSY 102 GENERAL PSYCHOLOGY I** 5 0 5  
A study of the various fields of psychology; the developmental process; motivation; emotion; frustration and adjustment; mental health; attention and perception; problems of group living. Attention is given to application of these topics to problems of study, self-understanding, and adjustment to the demands of society.
- PSY 105 HUMAN GROWTH AND DEVELOPMENT: PRE-NATAL AND INFANT** 3 0 3  
A study of the psychological and biological factors that affect the mother and child during prenatal and infant periods.
- PSY 106 HUMAN GROWTH AND DEVELOPMENT: EARLY CHILDHOOD** 3 0 3  
An examination of the emotional and social development from infancy to pre-adolescence.
- PSY 201 HUMAN GROWTH AND DEVELOPMENT: MIDDLE CHILDHOOD AND ADOLESCENCE** 3 0 3  
A study of the nature and source of the problems of adolescents in western culture; physical, emotional, social, intellectual and personal-ity development of adolescents.
- PSY 204 HUMAN RELATIONS** 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.  
Prerequisite: None.
- PSY 209 SOCIAL ASPECTS OF ADVERTISING** 3 0 3  
A survey of the advertising industry exploring the social aspects of advertising. Course content includes the survey of psychological and socio-economic factors that influence consumer buying decisions, demographic and psychographic market information, basic requirements of mass communication, regulatory agencies and advertising, and the pros and cons of advertising.  
Prerequisite: CAT 101.
- PSY 215 INTERPRETATION RELATIONSHIPS AND COMMUNICATION** 3 0 3  
A basic course dealing with interpersonal and communication skills utilized in helping relationships. Examination is made of barriers which prohibit communication and hamper the helping process. The student will learn techniques of interviewing for specific purposes and acquire abilities in working with people.
- 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.
- RED 101 INTRODUCTION TO READING EDUCATION** 3 3 4  
An initial exposure to the role of a teaching assistant with particular emphasis upon assisting with public school reading programs. The student will study topics such as the relationship among school personnel, profession work behavior, home-school cooperation, etc. Laboratory experiences will center upon structured observation with a variety of reading teaching setting.
- RED 102 METHODS, MATERIALS AND TECHNIQUES OF TEACHING READING I** 5 6 7  
An overview of the major approaches to the teaching of children/-adults to read. A major emphasis will be the study and utilization of

## Course Descriptions

materials actually found in the laboratory setting. Additional stress will be placed upon the acquisition of the vocabulary specific to reading education and to the piloting of reading lessons with small groups of school children.

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

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

### RED 150 DEVELOPMENTAL READING 3 0 3

Directed applications to a variety of reading situations enables the student to obtain maximum comprehension of printed materials. Special emphasis is placed on building vocabulary, increasing reading rate and critically analyzing materials with a focus on locational and study skill development. Attention is given to word identification and word parts.

### RED 203 READING IN CONTENT AREAS 3 6 5

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

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

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

### RED 205 SEMINAR AND PRACTICE IN READING EDUCATION II 2 6 4

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

### SOC 102 INTRODUCTION TO SOCIOLOGY 5 0 5

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

### SOC 108 COMMUNITY RESOURCES 3 0 3

A study of the resource and service agencies in the community that may be used as a supportive service to industry, education and other human service institutions. A practicum experience is closely correlated with classroom activities so that students may apply knowledge and skills to an on-the-job learning situation.

### SSC 215 HUMANITIES SEMINAR 3 0 3

This is a speaker-discussion oriented course designed so that guest lecturers comprise about 2/3 of the class hours and discussion periods comprise the remaining 1/3 of the class. Students may hear presentations covering the broad variety of subjects aimed at increasing their overall awareness—in addition to presentations related to their major field of study. It is an elective course serving all technical curricula with major emphasis placed on Art and Design related areas.

### SSC 232 SOCIAL HISTORY OF 18TH CENTURY DESIGN 3 0 3

A social history of post-Renaissance French, English, and American Cultures as expressed in their respective decorative arts and architecture is examined. Great emphasis is placed on social, political, and economic conditions of the 18th century which influenced interior design.

### WLD 1100 BASIC GAS WELDING 2 4 4

Following a thorough discussion of safety rules, the 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 1101 BASIC GAS WELDING 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. (For Automotive Mechanics). Prerequisite: None.

### WLD 1102 BASIC ARC WELDING 2 4 4

Electric arc welding with major emphasis on the development of student skills in theory and practice will comprise the second quarter. Running weld beads and the determination of proper inspection procedures to be followed are examples of activities carried on.



## Course Descriptions

### WLD 1103 BASIC GAS WELDING 1 5 3

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver soldering, and flame-cutting methods applicable to mechanical repair work. (For Automotive Body Repair.)  
Prerequisite: None.

### WLD 1105 AUTO BODY WELDING 2 6 4

Welding practices on material applicable to the installation of body panels and repairs to doors, fenders, hoods, and deck lids. Student runs beads, does butt and fillet welding. Performs tests to detect strengths and weaknesses of welded joints. Emphasis on safety procedures throughout the course. Mig Welding.  
Prerequisite: WLD 1101.

### WLD 1112 MECHANICAL TESTING AND INSPECTION 1 3 2

The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, destructive, free-bend, guided bend, nick-tear, notched-bend, tee-bend, nondestructive, V-notch, Charpy impact, etc.  
Prerequisites: WLD 1120, WLD 1121.

### WLD 1120 OXYACETYLENE WELDING AND CUTTING 3 12 7

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

### WLD 1121 ARC WELDING 3 12 7

The operation of AC transformers and DC motor-generator arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weakness in welding. Safety procedures are emphasized throughout the course in the use of tools and equipment.  
Prerequisite: None.

### WLD 1122 COMMERCIAL AND INDUSTRIAL PRACTICES 3 9 6

Designed to build skills through practices in simulated industrial processes and techniques: sketching and laying out on paper the size and shape description, listing the procedure steps necessary to build

the product, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and non-destructive tests and inspection.

Prerequisites: WLD 1120, WLD 1121.

### WLD 1123 INERT GAS WELDING 1 6 3

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.

### WLD 1151 ARC WELDING 2 4 4

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

### WLD 1152 ARC WELDING 2 4 4

A continuation of WLD 1151.

### WLD 1174 PIPE WELDING 1 5 3

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

### WLD 1175 INERT GAS WELDING 1 5 3

A continuation of WLD 1174.







## **Continuing Education**

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

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

### **Adult Basic Education**

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

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

#### **Beginning Level**

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

the student progresses. Some Consumer Education is offered.

#### **Intermediate Level**

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

### **Adult High School Programs**

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

### **Individualized Instruction Center**

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

The IIC provides service in the area of Adult High School Diploma programs, and a full preparatory



## *Continuing Education*

program is available for students who wish to complete high school through the General Education Development Testing Program.

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

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

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

### **GED Testing Program**

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

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

### **Human Resources Development (HRD)**

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

HRD is divided into three sections:

- Orientation and Motivation
- Consumer Education
- Basic Education Skills

The needs of the students are met through structured games, group discussions, films, tours, and role playing. Evaluations are made through participation in

group activities instead of through formal testing. Individuals work at their own rate of speed with the assistance of an instructor at all times.

### **Academic Extension**

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



### **Visiting Artist Program**

The Visiting Artist Program was begun in 1971 as a cooperative venture between the North Carolina Arts Council and the State Department of Community Colleges. Through this program RTC each year has a Visiting Artist who is a non-teaching member of the faculty serving as a performer and consultant for the entire College community.

### **Occupational Extension**

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

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

#### **Fire Service**

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

#### **Management Development Program**

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

#### **CPR and First Aid**

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

#### **Law Enforcement Training**

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



#### **Hospitality Education Programs**

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

#### **Emergency Medical Technician**

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

#### **Other Programs May Include**

- Aviation Ground School
- Parent Education Courses
- Childbirth Education (for expectant parents)
- Woodworking
- Plumbing
- Home Repairs
- Increasing Reading Efficiency
- Public Speaking
- Nursing Programs







### Board of Trustees

The Board of Trustees is made up of thirteen members: four appointed by the Governor, four by the Randolph County and City Boards of Education, and four by the County Commissioners; the Student Government Association President serves as a nonvoting member of the Board.



J. W. PLUMMER  
Chairman



EDDIE G. ALLEN  
Vice Chairman



FRANK AUMAN



MRS. MARTHA L. COMER



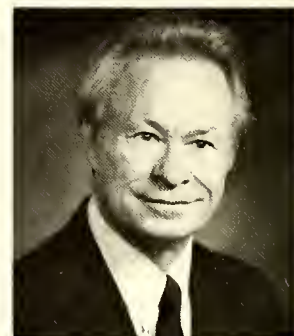
WALLACE GARNER



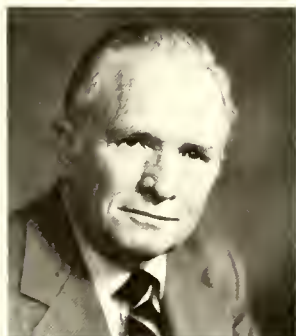
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JERRY W. TILLMAN

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Benny B. Hampton	Dean, Continuing Education
Merrill F. Smith	Dean, Learning Resources Center

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Secretary	Peggy Hinshaw

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Accounting Clerk	Sue Newlin
Cashier	Frances McGee
Supervisor of Equipment and Plant	Bill Johnston
Coordinator of Maintenance	Nash Rush
Staff	Wayne Hayes
Staff	Kenneth Kinley
Coordinator of Housekeeping	Charles Welborn
Supervisor of Auxiliary Services and Affirmative Action Officer	David Canine
Campus Store Manager	Patricia Wood
Assistant	Jan Watson

*Staff*

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Campus Food Service Manager ..... Doris Smith  
Staff ..... Terra Wilcox

**Instruction**

Vice President for Instruction ..... W. Allan Edwards  
Administrative Assistant ..... Mary Wood  
Switchboard-Receptionist Secretary ..... Pam McClintock  
Evening Switchboard-Receptionist ..... Nina Rettinger

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Secretary ..... Geneva Voncannon  
Director of Occupational Extension Programs ..... Donald Childers  
Secretary ..... Vickie Oglesby  
Assistant Director of Extension Programs & PIO Officer ..... Gloria Trotter  
Director of Adult High School Diploma and Classroom GED ..... Carl Zeigler  
Secretary ..... Betsy Kinney  
HRD Director/Instructor ..... Dorothea Scott  
Recruiter/Job Placement Officer ..... Joanne Goble  
Adult Basic Education Coordinator ..... Frances Moffitt  
ABE Community Services Coordinator ..... Tim Callicutt  
Secretary ..... Sylvia Moffitt  
Area Training Specialist, Law Enforcement ..... Larry Kopley  
Area Training Specialist, Fire Service ..... Richard McIntyre  
Training Specialist Secretary ..... Jo Anne Blanton



**Learning Resources Center**

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Coordinator of Library Services .....	Richard Wells
Library Technical Assistant .....	Janetta Wright
Library Clerical Assistant .....	Kenneth Cooper
Coordinator of Audiovisual Services .....	Mike Coughlin
Graphic Designer .....	Bill McCollum
Offset Press Operator .....	Betty McMasters
Coordinator of Individualized Instruction .....	Bill Baldwin
Learning Lab Coordinator and Coordinator of Visiting Artist Programs .....	Carl Zeigler
Learning Lab Coordinator and Tutorial Specialist .....	Patsyanna Barker
Secretary, Individualized Instruction .....	Betsy Kinney

**Occupational Education Division**

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Secretary .....	Sylvia Baumberger
Faculty Assistant .....	Bridget Gallimore
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Executive Secretary .....	O'Dene Suggs
Registrar .....	Ellen Robbins
Secretary .....	Lynn Lamb
Student Services Counselor .....	James Steadman
Student Services Counselor .....	Mary Morgan
Student Services Counselor .....	Edward Tonkin
Financial Aid Officer .....	Maureen Kilby

FACULTY

CECIL P. ALLEN

*Instructor, Photofinishing*

SAMUEL H. BOGOSIAN

*Instructor, Photography*

THOMAS E. BROWN

*Instructor, Welding, Diploma, Randolph Technical College*

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*Instructor, Automotive Mechanics*

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*Departmental Chairman and Instructor, Teacher Aide, A.A., Peace College, B.S., East Carolina University*

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CHARLES L. JOHNSON

*Instructor, Interior Design, B.F.A., Virginia Commonwealth University*

ROBERT W. JOHNSON

*Instructor, Automotive Body Repair*

## Faculty

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GAY H. STEVENSON

*Instructor, Business, A.B.T., High Point College*

WILLIAM C. WALTERS

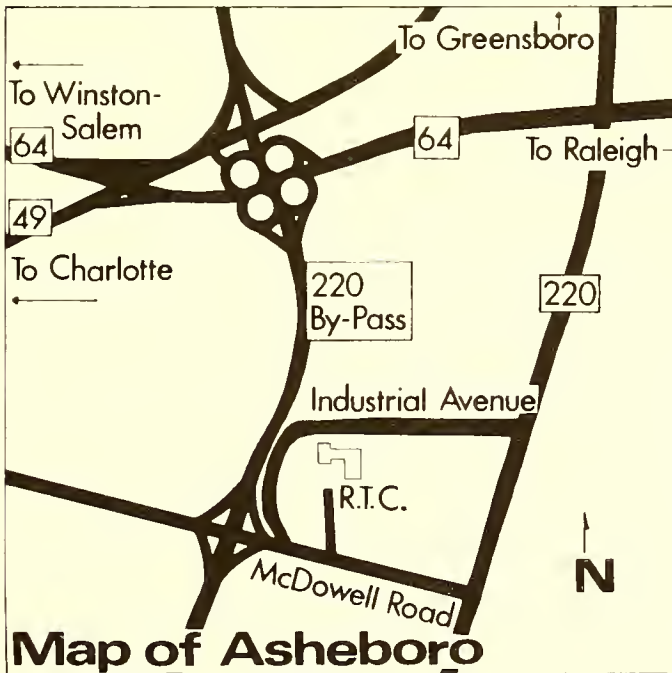
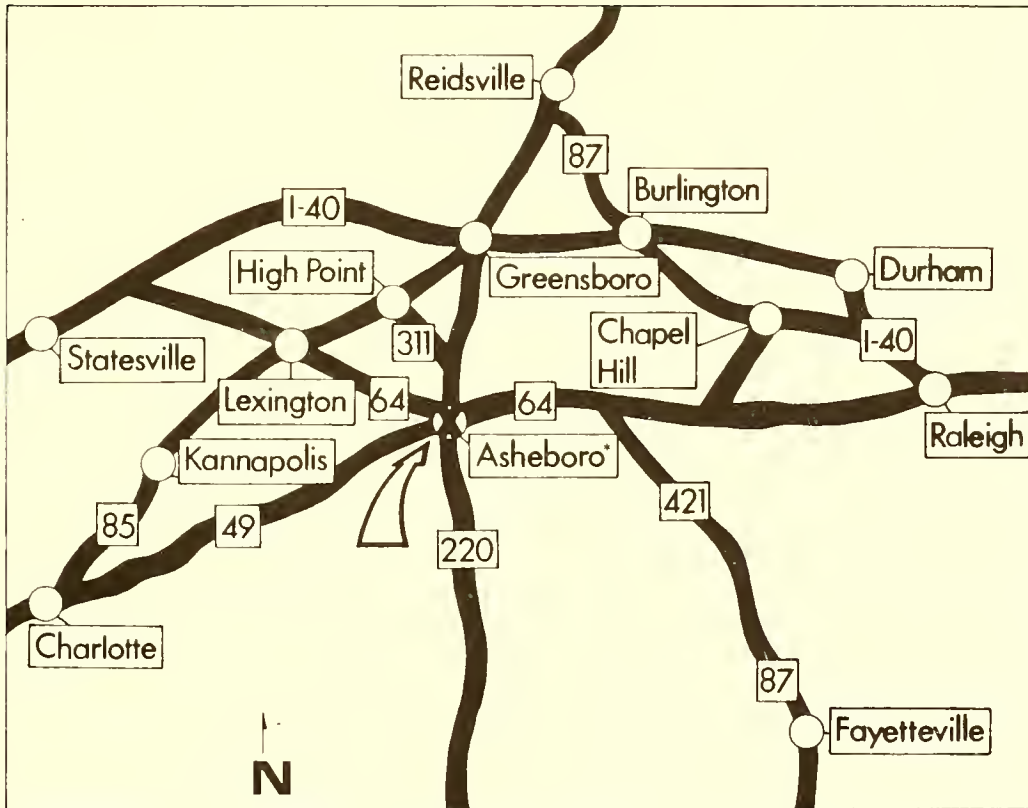
*Instructor, Business, B.S., Appalachian State University*



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Randolph Technical College is located in Asheboro, North Carolina. As indicated on the state map above, Asheboro is within easy driving distance from many major North Carolina cities such as Greensboro, Raleigh, High Point, etc. The map to the left gives directions showing how to get to the Randolph Technical College campus once you have reached Asheboro. Please visit our campus sometime in the near future.

Randolph Technical College  
P.O. Box 1009  
Asheboro, N.C. 27203