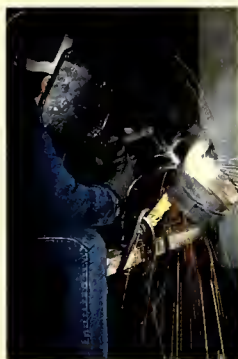
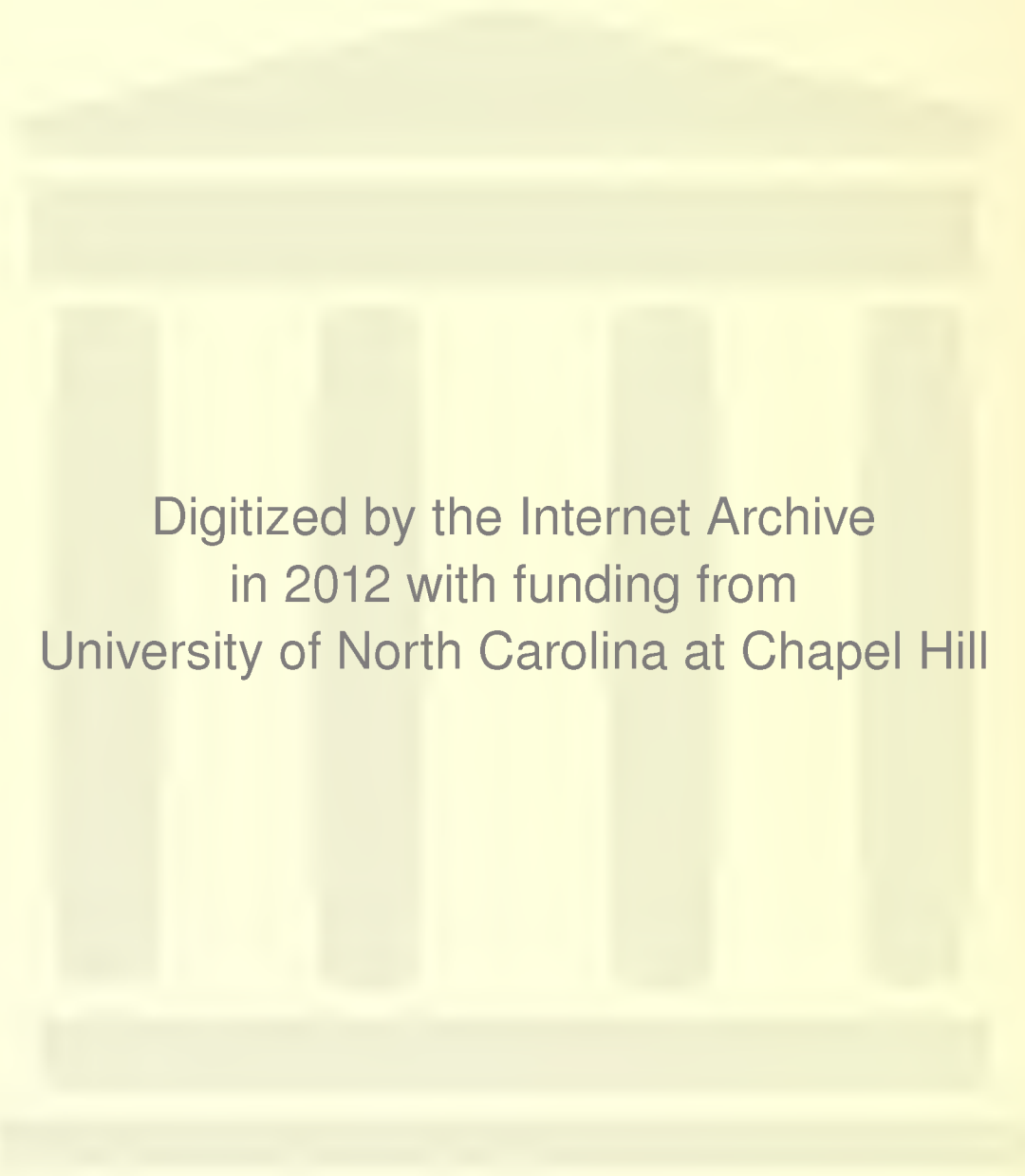


# RANDOLPH TECHNICAL COLLEGE

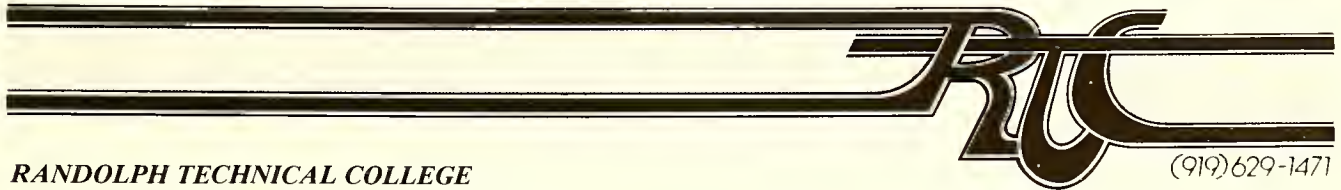
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**RANDOLPH TECHNICAL COLLEGE**

**P.O. BOX 1009 ASHEBORO, N.C. 27204-1009**

**RANDOLPH TECHNICAL COLLEGE GENERAL CATALOG 1987-1989**

*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 Community Colleges Guidelines.

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### **Published by**

Randolph Technical College  
P. O. Box 1009  
Asheboro, N. C. 27204-1009  
Spring 1987

### **Accreditation**

Randolph Technical College is accredited by the North Carolina State Board of Education, Department of Community Colleges, and is accredited by the Commission of Colleges of the Southern Association of Colleges and Schools to award the Associate Degree.

### **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 Officer and  
Title IX Coordinator  
Randolph Technical College

### **Randolph Technical College**

General Catalog 1987-1989

P.O. Box 1009

Asheboro, NC 27204-1009

(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 115D 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. 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.



The 24-year history of Randolph Technical College has been marked by meeting challenges and making sure every move has been for the benefit of the student. As we begin another academic year we at Randolph Technical College will strive to continue to offer each of you the best educational and vocational experiences available at any college.

The growth of Randolph Technical College has been steady—void of mushroom expansion. Each move has been based on need and providing those courses which students could use to the best advantage in a fast changing world. These challenges have been met because of the unity of the public officials, trustees, administration, faculty and the students, plus countless friends throughout the community.

One of the greatest assets of Randolph Technical College is the high esteem in which it is held by the citizens of Randolph County and the surrounding areas. Countless hundreds of citizens have given freely of their time and expertise to help make Randolph Technical College the quality college it is today.

Graduates of Randolph Tech are better prepared to become outstanding citizens and employees and can better enjoy the higher standards of living after having studied at Randolph Technical College. These students contribute to their community in helping it become a better place to live.

As President of this college, I look forward to the beginning of each new academic year with renewed pride and much optimism. Pride—because Randolph Tech in its more than twenty-four years of serving Randolph County folk, has helped many achieve their goals through satisfaction and development of skills. Optimism—because each year I watch new students discover and begin work toward their goals and dreams for the future.

Randolph Technical College is truly your Community College. We are here to help you. I invite you to visit us, to look carefully at what we have to offer and to take advantage of our programs and services.

Sincerely,

M. H. Branson  
*President of the College*

**1987-1988**

**FALL QUARTER**

September 2, 3 (Wednesday, Thursday) Registration  
 September 8 (Tuesday) Classes begin  
 September 15 (Tuesday) Last day to register, drop, or add courses  
 October 19, 20 (Monday, Tuesday) Fall Break for students, Staff Development for all employees  
 October 22 (Thursday) Last day to withdraw from a course without penalty  
 November 23-25 (Monday, Tuesday, Wednesday) Final Exams  
 November 25 (Wednesday) End of Fall Quarter  
 November 26, 27 (Thursday, Friday) Thanksgiving Holidays

**WINTER QUARTER**

December 2 (Wednesday) Registration  
 December 3 (Thursday) Classes begin  
 December 10 (Thursday) Last day to register, drop, or add courses  
 December 18 (Friday 10:00 p.m.) Christmas Holidays begin  
 January 4 (Monday) Classes resume  
 January 28 (Monday) Last day to withdraw from a course without penalty  
 February 29 - March 2 (Monday, Tuesday, Wednesday) Final Exams  
 March 2 (Wednesday) End of Winter Quarter

**SPRING QUARTER**

March 8 (Tuesday) Registration  
 March 10 (Thursday) Classes begin  
 March 17 (Thursday) Last day to register, drop, or add courses  
 March 31 (Thursday 10:00 p.m.) Easter Holidays begin  
 April 5 (Tuesday) Classes resume  
 April 25 (Monday) Last day to withdraw from a course without penalty  
 May 25-27 (Wednesday, Thursday, Friday) Final Exams  
 May 27 (Friday) 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 10:00 p.m.) Summer Break begins  
 July 11 (Monday) Classes resume  
 July 25 (Monday) Last day to withdraw from a course without penalty  
 August 24-26 (Wednesday, Thursday, Friday) Final Exams  
 August 26 (Friday) End of Summer Quarter  
 August 28 (Sunday) Graduation

**1988-1989**

**FALL QUARTER**

August 31, September 1 (Wednesday, Thursday) Registration  
 September 6 (Tuesday) Classes begin  
 September 13 (Tuesday) Last day to register, drop, or add courses  
 October 17, 18 (Monday, Tuesday) Fall Break for students, Staff Development for all employees  
 October 20 (Thursday) Last day to withdraw from a course without penalty  
 November 21-23 (Monday, Tuesday, Wednesday) Final Exams  
 November 23 (Wednesday) End of Fall Quarter  
 November 24, 25 (Thursday, Friday) Thanksgiving Holidays

**WINTER QUARTER**

November 30 (Wednesday) Registration  
 December 1 (Thursday) Classes begin  
 December 8 (Thursday) Last day to register, drop, or add courses  
 December 16 (Friday 10:00 p.m.) Christmas Holidays begin  
 January 2 (Monday) Classes resume  
 January 26 (Thursday) Last day to withdraw from a course without penalty  
 February 27-March 1 (Monday, Tuesday, Wednesday) Final Exams  
 March 1 (Wednesday) End of Winter Quarter

**SPRING QUARTER**

March 8 (Wednesday) Registration  
 March 9 (Thursday) Classes begin  
 March 16 (Thursday) Last day to register, drop, or add courses  
 March 23 (Thursday 10:00 p.m.) Easter Holidays begin  
 March 28 (Tuesday) Classes resume  
 April 24 (Monday) Last day to withdraw from a course without penalty  
 May 24-26 (Wednesday, Thursday, Friday) Final Exams  
 May 26 (Friday) End of Spring Quarter

**SUMMER QUARTER**

June 1 (Thursday) Registration  
 June 5 (Monday) Classes begin  
 June 12 (Monday) Last day to register, drop, or add courses  
 June 30 (Friday 10:00 p.m.) Summer Break begins  
 July 3, 4 (Monday, Tuesday) Classes resume  
 July 5 (Wednesday) Last day to withdraw from a course without penalty  
 July 19 (Wednesday) Final Exams  
 August 18, 21, 22 (Friday, Monday, Tuesday) End of Summer Quarter  
 August 22 (Tuesday) Graduation Exercises  
 August 27 (Sunday)





## Correspondence Directory

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

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

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

**Student Aid:** *Mr. Eric R. Locklear, Student Financial Aid Officer.*

Scholarship information, College Work Study, Veterans Benefits, Pell Grants, Loans.

**Counseling Services:** *Mr. Ron Bushell, Academic Counseling, Ms. Mary S. Morgan, Career Development, Academic Counseling. Mr. Ned Tonkin, Academic Counseling. Mr. James Steadman, Information 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. Carol Elmore, Registrar.*

Requests for transcripts, grades, graduation information.

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

General student development.

**Continuing Education:** *Dr. Wayne C. Eller, Dean of Continuing Education.*

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

**Learning Resources Center:** *Ms. Merrill F. Smith, Dean of Learning Resource Center.*

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

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 areas 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.



**Associate Degree**

- Accounting
- Associate Degree in Nursing: For LPNs
- Business Administration
- Business Computer Programming
- Commercial Graphics
- Electronics Engineering Technology
- Floral Design and Commercial Horticulture
- General Education UNC-G Extension (College Transfer Option)
- General Office
- Interior Design
- Photofinishing
- Photography
- Secretarial Science

**Diploma**

- Automotive Body Repair
- Automotive Mechanics
- Business Computer Programming
- General Office
- Industrial Electricity
- Machinist
- Photofinishing
- Photography
- Welding

**Certificate**

- Automotive Body Repair
- Automotive Mechanics
- Business Computer Programming
- Child Care Worker
- Floral Design and Commercial Horticulture
- Industrial Electricity
- Industrial Mechanics
- Machinist
- Welding
- Word Processing

**Developmental Studies**

**\*Continuing Education and Community Service Programs**

- Adult Basic Education
- Human Resources Development
- Basic Law Enforcement Training Credit Certificate Program
- Academic Extension
- Avocational Extension
- Occupational Extension
- Practical Skills Extension

**Learning Resources Center Programs**

- Adult High School
  1. Adult High School Diploma Program
  2. Classroom GED
- Individualized Instruction Center
- Visiting Artist Program

\*Graduates of the Continuing Education and Community Service Programs may receive certificates.

## *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 ensure 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 Development. To make an appointment write the Admissions Office, Randolph Technical College, P. O. Box 1009, Asheboro, NC 27204-1009 or call the Office of Admissions at (919) 629-1471, Ext. 298.

## General Information

---

Randolph Technical College offers programs to include the following:

### Degrees

Randolph Technical College offers the following degrees:

- Associate in Applied Science
- Associate in General Education

### Associate in Applied Science

Satisfactory completion of an approved program of no fewer than 96 quarter credit hours is required.

### Associate in General Education

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

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 College be met, including fulfillment of all financial obligations.

“Substitution courses taken by students for completion of their degree or diploma must be approved by the Dean of Student Development. The occurrence of substitutions will be very limited and must be of special nature.”

### 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.

### Continuing Education and Community Services

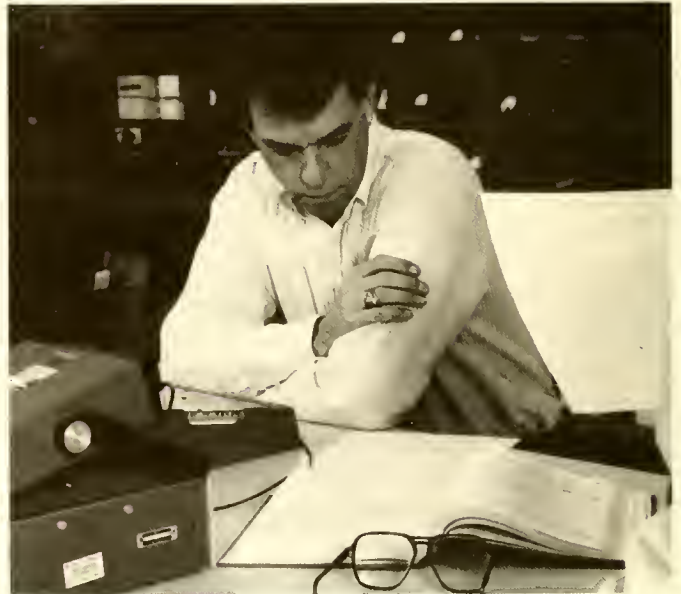
*Occupational Extension*—Adult training designed for the specific purpose of training an individual for employment, upgrading the skills of persons presently employed, and retraining others for new employment in occupational fields.

*Academic Extension*—Programs designed to serve the academic educational needs of adult citizens, including courses in humanities, mathematics and science, and social science.

*Practical Skills Extension*—Programs designed to provide practical skills training for persons pursuing additional skills which are not considered their major or primary vocation but may supplement income or reasonably lead to employment.

*Avocational Extension*—Courses which focus on an individual's personal or leisure needs rather than his occupation, profession, or employment.

*Small Business Extension*—Programs designed to provide management training for persons who are planning to start a business or for persons who have the need for management skills.



### 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 counseling service is provided by the college to help students decide which program best serves their needs and objectives in life, as indicated by their background, abilities 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 students opportunities to improve their educational status by eliminating deficiencies through remedial work. When students are able to meet the specific admission requirements for a given curriculum they may then be enrolled in that curriculum and remain in the program as long as they make satisfactory progress. 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 College reserves the right to limit enrollment in a curriculum to a number that can be accommodated by the resources of the College.

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

### Curriculum Programs

#### General Admissions Requirements

Applicants for Admission to Randolph Technical College must be 18 years of age or high school graduates. 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.

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.

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.

Applicants for admission to certain curriculum programs will be administered a color vision test at the time of the admissions interview. These test results are used for counseling and advising only.

Applicants for two-year associate degree programs may submit SAT scores as an alternate to the College’s CAT testing program. Students who elect to take the SAT in high school and score 380 or more on math and verbal for a total of 760 will be exempt from the College’s placement test. *The SAT is used only for placement purposes.*

Applicants to the Associate Degree in Nursing program for the licensed Practical Nurse must meet the following admissions requirements.

- High school graduate or equivalent (request a copy of G.E.D. scores and/or transcript).
- Maintained a 2.0 (C) quality point average on all high school math and science courses. High School biology and at least one math are required.

Note: High School level or post secondary credits can be used to fulfill these requirements. A standard score of 45 on the G.E.D. Natural Science Test can count as one unit of biology and/or a standard score of 45 on the math portion of the G.E.D. can count as one unit of math.

- Be a graduate of an accredited Practical Nurse Program. (Request a transcript from P. N. Program and any courses for which college credit has been given.)

- Maintained a 3.0 quality point average on P. N. and health related courses with no grade of less than “C” on any course.
- Hold a current license as a L.P.N. in N. C. (Photocopy of License required).
- Meet Pre-Admission Procedures and General Admissions Requirements of Randolph Technical College.
- Submit a Health History Form.
- Take the California Achievement Tests in English, Reading, and Math. Competency must be demonstrated at the 12th grade level. Retesting is available a maximum of two (2) times with a minimum 3 month interval between. Retesting is done with an alternate form of the California Achievement Test.
- Submit these recommendations on the provided forms:
  - a. One must be from the immediate supervisor (R.N.) in the current (within past 12 months) employment setting.
  - b. One must be from the Director or a faculty member of the P.N. Program attended.
  - c. One may be personal.
- Personal interview with the Nursing Admissions Committee after all other criteria are met. Nursing Admissions Committee is composed of the Departmental Chairman for Nursing, a nurse faculty, and a Student Development representative.
- All admissions are on a conditional basis and evidence of a Physical and Dental examination must be submitted prior to final acceptance.
- Students not meeting the admissions criteria will be counseled regarding removing deficiencies.
- Reading and math scores are used in counseling students. If these are low, students may be referred to Individualized Instruction Center or Developmental Studies to improve ability.

- Physical and emotional health which indicates applicants’ ability to provide safe nursing care. Assessment and documentation will be by:

- review of references—2 required
- previous work or school attendance records
- personal interview by member of nursing faculty and Student Development staff.

At this point the applicant may be accepted pending receipt of medical report form which should be completed and submitted between July 15 and September 1 or before student registers, whichever date falls first. The report should include information as follows.

- applicant’s history of illnesses
- physical examination by physician
- tuberculin test and/or chest x-ray with date, CBC, urinalysis serology, and tetanus injection with date

Applicants for admission to the Industrial Electricity program are to present one unit of algebra.

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.

### Continuing Education Programs

1. Participation in RTC’s Continuing Education Programs is open to any adult, 18 years or older, who is not currently enrolled in the public school system. (In some unique cases, high school students between 16 and 18 years old may participate on a space available basis with written permission from his/her principal).
2. Enrollment in most Continuing Education Courses does *not* require a High School Diploma.
3. A very simple registration procedure is available to students enrolling in Continuing Education Programs. Registration takes place during the first class session with the completion of a short registration form and payment of any applicable fees. It is recommended that persons pre-register by phone or mail in order to insure that a slot is reserved for them.

### Admissions Information

Persons intending to enroll in a specific curriculum are encouraged to submit their applications at least 2 months prior to the quarter in which they wish to enroll. Applications can be obtained from high school counselors and from the Student Development 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 Development, (919) 629-1471.

### Pre-Admission Procedures

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. GED graduates must submit copies of their GED test scores. Students transferring from other colleges or post-high school institutions must submit official transcripts from all such institutions attended.

### International Student Admissions

Application materials for admission must be received from international students 2 months prior to the quarter/semester in which 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.

### Credit By Proficiency

This provides for credit based on the proficiency examination. When 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). When courses are

waived for a student: (1) the student will not register for that course, and (2) the proficiency will be noted on the student's permanent record without quality point consideration, with credit hours recorded on the transcript. Further, the student may substitute electives for these courses waived by proficiency. No proficiency examination will be given prior to the approval of the instructor involved, the Departmental Chairperson and the Dean of Occupational Education. All proficiency examinations must be completed prior to the end of the drop/add period for the quarter/semester in which the course would normally first be taken. (Some departments may impose additional requirements upon successful completion of the proficiency examination.) Copies of the proficiency examinations must be filed with the Dean of Occupational Education who will provide results of these exams to Student Development to record on the student's permanent record.

### Special Student

Students who have not applied for admission into a curriculum are classified as special students. Students are required to submit an application for admission and are eligible to take an unlimited number of courses. A maximum of 25% of the courses required for a degree or a diploma can be earned while students are under the classification of Special Student.

Proficiency examinations may be used to earn credit for additional courses taken as a Special Student.

Should Special Students desire to declare a major, they should contact the College's Admissions Office, provide the appropriate transcripts and participate in the admissions interview and placement testing.

The responsibility for initiating the change from Special Student status to a major lies with the student. Any questions should be directed to the Admissions Office.

### Readmission

Students who have been suspended for academic or disciplinary reasons may request readmission to the College through the Dean of Student Development. The written request must be made one month prior to the quarter in which they wish to seek readmission to RTC.

Requests for readmission will be reviewed by the Admissions Committee, consisting of the Dean of Student Development, the Departmental Chairman, and the Registrar.

Upon granting readmission, the Admissions Committee may impose certain restrictions, such as unit loan or periodic grade reviews upon the student. Failure to meet conditions of the readmission may result in the student's dismissal.

### **Repeating A Course**

Students who fail a required course must repeat that course to graduate. If students wish to raise their GPA they may repeat any course, and all grades will be used to compute the GPA and will appear on the transcript. Under special conditions, certain courses can be repeated in the Individualized Instruction Center (IIC). Students should contact faculty advisers to determine eligibility for repeating coursework in this manner.

### **Re-entry To A Curriculum**

Students who wish to start a curriculum over with a new GPA must make written request to the Dean of Student Development one month prior to the quarter they wish to enroll.

The request is reviewed by the Admissions Committee, consisting of the Dean of Student Development, the Departmental Chairman and the Registrar. If re-entry is granted then each course in the curriculum must be repeated meeting all prerequisites.

### **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 appropriate Departmental Chairman, working with Student Development.

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

### **Prerequisites**

Entry Requirements:

Some curricula have requirements for entry and should be discussed with counselors and/or Departmental Chairman to insure proper prerequisites.

Course Prerequisites:

All curriculum courses should be taken in normal sequence unless otherwise approved by the Departmental Chairman. Course prerequisites must be met as indicated in the college catalogue.

### **Withdrawal**

Students desiring to withdraw from a course or courses must contact the Registrar's Office within the first week of classes to obtain the necessary forms and procedures. Curriculum students may withdraw from courses without penalty through the first six weeks of the quarter. During this six weeks, a "W" will be assigned upon withdrawal. A student withdrawing after the published drop date will be assigned a "F" on the course unless special permission for a "W" has been granted due to medical, counseling, or administrative circumstances.

### **Graduation Requirements**

1. Students must complete all required courses within their curriculum as published in the catalogue at the time of their initial enrollment.
2. Students must have an overall GPA of 2.00 and a 2.00 average in their major courses as defined by the Curriculum Standards.
3. Nursing students must maintain a 2.00 GPA in all nursing and nursing related courses with no grade less than a "C".



### Faculty Advisors

All students will be assigned a faculty advisor from their department of study. This advisor will work closely with the students during the course selection for each academic period. Students should feel free to consult their advisor for any questions about academic affairs.

### Credits

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

### Grading System

Letter symbols are used in the evaluation of achievement in all occupational programs. Grade 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 attempted for a period of more than one quarter.

	<b>Grade Points</b>	
	<b>Earned</b>	
A	93-100	4.0
B	85-92	3.0
C	77-84	2.0
D	70-76	1.0
F	Below 70	0.0
I	Incomplete	0.0
Y	Audit	0.0
X	Credit by Proficiency	0.0
CR	Transfer Credit	0.0
W	Withdraw Without Penalty	0.0

### Grade Reports

A grade report is issued to students each quarter, provided their credentials and financial obligations to the College are in order. Grade reports will be mailed to all students.

### Transfer Credit for 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.

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.

#### Social Sciences

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 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.

#### 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 Chairman.

### **Student Financial Aid Consumer Information**

Randolph Technical College makes every effort within the limitations of its available financial resources to assure that no qualified student will be denied the opportunity to attend the College because of a lack of adequate funds to meet expenses. Financial assistance is available in a variety of forms to help students who meet the need criteria for eligibility. Grants, work-study, loans and scholarships may be used singularly or in combination to meet a student's total need.

Financial Aid is awarded without regard to the applicant's race, religion, color, national origin, or sex, but on the basis of demonstrated need for financial assistance and maintaining good academic standing.

Because the NC Community College System was initiated in order to make higher education readily available to all adult citizens of North Carolina regardless of their age or financial status, the State of North Carolina provides considerable financial support for institutions in the system. Thus, the modest tuition charged by Randolph Technical College (set by the State Board of Education) in no way reflects the actual cost of the education the student receives. High quality instruction, coupled with well-equipped laboratories and other educational facilities are available to the RTC student.

Student eligibility requirements for receiving Pell Grants, College Work/Study, Special Work Aid, and Guaranteed Student Loan funds are as follows.

- 1) A student must be a US Citizen or a permanent resident.
- 2) A student must submit an acceptable form of Need Analysis to the Financial Aid Office. The preferred form of needs analysis for Randolph Tech is the American College Testing Family Financial Statement (ACT-FFS).
- 3) A student must be enrolled in an approved program of study at Randolph Tech.
- 4) A student must maintain satisfactory progress while enrolled at RTC to continue to receive financial aid. The Financial Aid Office follows the Academic

Probation policy of the College with regard to financial aid and satisfactory progress.

Students not meeting satisfactory academic progress are dismissed after a quarter of probationary status if satisfactory performance is not achieved. In order to be re-admitted, a student must meet the requirements of the Admissions Committee.

- 5) A student receiving Federal financial aid must have on file: an affidavit of educational purpose; a signed statement of Selective Service status; and must not be in default on any Guaranteed Student Loan or owe a refund on any Title IV grants at any educational institution.

Students may not receive financial aid at Randolph Technical College until they have first been accepted for admissions by the Admissions Office. A student may not receive financial aid for a course which he/she has already received credit for without specific written individual approval of the Financial Aid Office.

Rights and responsibilities of students receiving aid under the Title IV programs (Pell Grant, College Work/Study, and Guaranteed Student Loans) include:

- 1) The student has the right to accept or decline any aid package presented.
- 2) The student has the responsibility of notifying the Financial Aid Officer of any other scholarships, employment, or loans extended to him/her from sources outside the College prior to acceptance of awarded aid.
- 3) All awards are based on fulltime enrollment for the academic year. Adjustments will be made accordingly if a student is enrolled for less than full time or does not attend the entire year.
- 4) Students must maintain satisfactory academic progress as outlined by the College Catalogue and Student Handbook in order to receive any type of institutionally-awarded financial assistance.
- 5) The student who withdraws from school and creates Pell Grant or GSL overpayments will not be allowed to receive any Pell or any other institutionally-awarded financial assistance until the overpayments has been repaid in FULL.

## *Student Financial Aid*

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- 6) Financial need will be re-evaluated each year and appropriate increase or decrease in the amount of the assistance offered will be made. For the purpose of this re-evaluation, a new application is required through needs analysis.

Students applying for financial aid will be considered and awarded according to appropriate classification.

Regular Student - Continuing programs of the College leading to Associates Degree and/or diploma.

Full-Time Student - 12 or more credit hours.

Part-Time Student - 1 through 11 credit hours.

Special Student — Not enrolled in regular curriculum with final objective other than graduation from RTC.

Foreign Student - See FA Officer.

### **Types of Aid Available**

#### **Pell Grant**

All students seeking financial aid at Randolph Technical College are strongly encouraged to apply for a Pell Grant. The Pell program is designed to provide financial assistance to US Citizens who attend post-high school educational institutions at the undergraduate level on at least a half-time basis and who have not yet earned a Bachelor's Degree from any institution.

For application to this grant program, a student may use the American College Testing Family Financial Statement. The FFS application is available in the Financial Aid Office.

Within six weeks after the student has mailed the application or FFS, he/she will receive a Student Aid Report - SAR. The SAR is the official notification of the student's eligibility to receive a Pell Grant. The student should submit this SAR to the College Financial Aid Office and await receipt of a preliminary award letter from the Aid Office. Determination of the grant amount is made by the information provided on the student's SAR and materials furnished by ACT to those institutions approved to administer Pell Grant funds.

Pell Grants are disbursed quarterly and/or semesterly by a Voucher System. The student will be able to

register, receive books, and charge these initial costs toward the Pell Grant. If there are any Pell monies left to be given to the student, the balance, when other charges are subtracted, is allocated to the student after one half of the current term has passed.

All Pell recipients will be required to submit an attendance report, signed by all instructors, to the Financial Aid Office. The attendance report forms are available in the Financial Aid Office. This is the student's responsibility.

#### **SEOG**

The Financial Aid Office will award the Supplemental Educational Opportunity Grant to eligible students on an individual basis. Student eligibility is determined from a student submitting an ACT application as a Needs Analysis Statement. The range of this grant varies each academic year. As long as funding exists, students will be encouraged to apply for this grant. As monies are limited in this and all areas of Financial Aid, students are encouraged to apply early through the ACT-FFS.

#### **NC Student Incentive Grant**

College Foundation, Inc.

P.O. Box 12100

1307 Glenwood Avenue, Raleigh, NC 27605

The above is the source of the NC Student Incentive Grant. The application for this grant is made through the ACT-FFS. To be eligible to receive funds up to a maximum of \$2,000 per academic year, a student must

- a) be a legal resident of North Carolina,
- b) be enrolled or accepted for enrollment on a full-time basis.
- c) must demonstrate substantial financial need based on the FFS information, and
- d) must submit application prior to the March 15th deadline of the academic year preceding enrollment.



### **Scholarships**

Various individuals and organizations contribute monies yearly for scholarships for needy students. The scholarships are normally used for tuition and in conjunction with other types of financial aid used to cover educational expenses. Some of the scholarships are restricted according to program of enrollment, or to home area. The first step in applying is to complete and mail in the FFS and fill out an application for the scholarships. The application can be found in the Financial Aid Office.

### **College Work/Study**

Randolph Technical College participates in the Federally-supported College Work/Study Program, through which students, primarily from lower-income families, are given preference for campus job assignments. Work/Study employment is available on the campus on a part-time basis while classes are in session (usually 8 to 10 hours per week). During the summer and other vacation periods, students may be assigned full-time employment (40 hours per week). The first step in applying is to complete and mail the FFS along with submitting an application for CWS to the Financial Aid Office.

### **Special Work Aid**

The College has established an institutional work/study program to aid those needy students not eligible for the federally funded program. Special Work Aid is

governed in much the same fashion as College Work/Study. Again, the first step of application is to complete and mail the FFS.

### **Guaranteed Student Loan**

Insured Student Loan Program  
College Foundation, Inc.  
P.O. Box 12100

1307 Glenwood Avenue Raleigh, NC 27605

The above is the source of funding for residents of the State of North Carolina desiring to borrow under the Guaranteed Student Loan program. To be eligible to apply, a student must be a resident of the State and be enrolled or accepted for enrollment on a least a half-time basis. The maximum amount available to students is \$2625 per academic year or the total allowable cost of education less any other financial assistance received. The maximum applies to the 12 month period starting with fall term (usually August or September) and continuing through the following summer term. A loan request for summer enrollment must be filed on a separate application from that request for funding during the usual academic year. Students interested in pursuing this program should obtain an application from the Financial Aid Office. The application should be submitted to CFI no later than May 31st preceding the next academic year. Each application requires certification by the Financial Aid Office and should be submitted through this office. Applications are approved according to funding, so those students applying early have greater potential for approval. Loan checks will be mailed to the school at the beginning and at the middle of the term for which the funding is requested. Checks will be released to the student as soon as verification of enrollment and attendance has been made and may be picked up in the Business Office.

### **Short-Term Emergency Loans**

Various short-term loan funds are available to regularly enrolled students after their first quarter or semester of study. Loans must be repaid within 30 days with no interest required. Further information concerning these is available in the Financial Aid Office.

### **Veterans' Education Assistance**

The Veterans Readjustment Act of 1966 provides educational assistance for veterans who served on active duty with the Armed Forces after January 31, 1955. Further information concerning these benefits should be obtained first through the veterans' administering office.

Veterans Administration  
251 North Main Street  
Winston-Salem, NC 27102  
1-800-642-0841

#### **NC Veterans Affairs Scholarships:**

This program entitles a son or daughter of a veteran who died of a service-related disability, and/or the child of a POW or MIA classified as such for a minimum of 90 days to receive benefits. Information can be obtained from the Department of Veterans Affairs, P.O. Box 26206, Raleigh, NC 27611.

**War Orphan's Education Assistance Act of 1956:** This program entitles a son or daughter of a veteran who died of a service-related disability to receive benefits. The amount received corresponds to rates for a single person under the GI Bill. Information can be obtained from your local veterans representative or from the Winston-Salem Veterans Administration office.

**VA Standards of Progress, Attendance, and Conduct:** Public Law 93-508 requires that each educational institution approved for veterans to receive educational benefits (GI 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.

Further requirements include that: 1) any veteran who withdraws from all subjects undertaken will have his educational benefits terminated on the date of withdrawal; 2) all veterans must maintain a level of satisfactory academic progress. Students 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 by the Veterans Administration Office. Veterans upgrading performance to meet the level of satisfactory progress may be reinstated to benefits by the Veterans Administration.

#### **Veterans' Pay Schedule:**

For accuracy, a veteran should best contact his/her veterans representative for an assessment of benefits to be received. Benefits will vary according to Chapter certified under and enrollment status (full-time or otherwise).

#### **Selected Reserve Education Assistance Program:**

This program is for members of the Selected Reserve. This educational assistance program is under Chapter 106 and applies to Armed Reserve Units. Members should contact their commanding officer to verify eligibility.

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 Development 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.

### **Other Assistance**

#### **Job Training Partnership Act:**

The JTPA Program is administered by prime sponsors (usually the Employment Security Commission of your area) for various counties across North Carolina. The first step in applying is to contact the Employment Security Commission.

#### **Vocational Rehabilitation:**

The State of North Carolina provides assistance to North Carolina students who are physically handicapped and wish to secure an education. For further information, a student should contact the District Vocational Rehabilitation Office nearest them or the Department of Human Resources. For state residents -

Department of Human Resources  
Division of Social Services  
325 North Salisbury Street  
Raleigh, NC 27611.

#### **Outside Scholarships:**

Students are encouraged to search out resources other than those provided by Randolph Technical College in order to fund their educational pursuits. Civic organizations and certain job-related agencies provide assistance to area students attending full-time institutions. These inquiries are the responsibility of the student. These may also include high school scholarships or church affiliated funding.

#### **Social Security Benefits:**

Due to many changes in the Educational Social Security Benefits Program, accurate and updated information may best be provided by the Social Security Administration Office.

Financial Aid recipients must meet Satisfactory Progress Standards that are both **qualitative** and **quantitative** in their progress towards attaining their degree/diploma.

The qualitative measurement of satisfactory progress at RTC is in accordance to the Federal Regulations dated October 6, 1983, Vol. 48 668.16 Section 3-i. These are:

Each student at RTC is expected to maintain satisfactory progress toward a degree or diploma. At the end of each quarter and/or semester a student's grade point average for that quarter/semester and his cumulative grade point average are examined. For the purposes of identifying students on academic probation, grade-point averages will be computed upon the basis of all credit hours attempted. The grade point average scale is shown on page 25. A student with six or more credit hours under a specified curriculum of study in a degree or diploma program who falls below these minimum requirements will be placed on probation for one quarter or semester in which he will be able to receive financial aid. Any curriculum student on probation who fails to make satisfactory improvement in his grade point average during the quarter/semester he is on probation will not be allowed to continue in his program or receive any Title IV funding. The student may be re-admitted after a suspension period, however, until he has established good academic standing in his grade point average he will not receive financial aid. If the student decides during his probation period that he will be changing programs he must be in good academic standing in his present program at the end of the probation period before he can receive financial aid under his new program. If at the end of the probation period the student is not in good academic standing under the current program and changes to a new program then the student must attend the first quarter/semester without any financial aid. Satisfactory progress in the new program must be demonstrated before a student is re-instated on financial aid.

The quantitative measurement of satisfactory progress at RTC is in accordance to the Federal Regulations dated October 6, 1983, Vol. 48, 668. 16 Section 3-ii, is shown below:

Both full-time and part-time students in degree or diploma programs receiving financial aid are set on a time frame in which the student must complete his or her educational objective. The Financial Aid Office must specify and review the actual length of time a financial aid recipient is in attendance.

## *Student Financial Aid*

The specified time will be divided into annual increments at which time the percentage of work towards the student's educational objective is monitored. The minimum percentage of work acceptable to maintaining satisfactory progress shall be the percentage represented by the student compared to the maximum time frame set by Randolph Technical College.

The time frame for all financial aid recipients will be at least two times the program's normal time. For example, if a student is in a four quarter program which will normally take 12 months to complete, the student will be allotted 24 months (eight quarters). If the student falls short of this minimum percentage of work acceptable then his/her financial aid will be stopped until the student acquires enough credits to meet the percentage of work required to maintain satisfactory progress.

### **Procedure for Certifying Veteran Students Enrolling in UNC-G Extension Curriculum.**

1. No veteran student enrolled in the General Education curriculum will be certified until Randolph Tech is in receipt of **ALL** prior college transcripts.
2. Each veteran student in General Education with prior college work will be referred by Certifying Official to a designated counselor for transfer credit evaluation according to associate degree requirements listed in Randolph Tech catalog.  
\*EXCEPTION: If the four-year school of choice documents a transfer credit evaluation for the student from transcript(s) of previous college work, (and that evaluation documents refusal of credit Randolph Tech evaluator considers allowable), then Randolph Tech's Certifying Official may certify according to that four-year school's evaluation.
3. "Joint Evaluation" is critical: when co-operation from the baccalaureate level school in question is lacking, Randolph Tech's transfer credit evaluation will be done strictly according to the General Education Associate Degree requirements listed in the catalog.



**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 full-time students.

**Part-Time Students**

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

**Special Students**

Any student who does not declare a major is classified as a Special Student. The Special Student is required to submit an application for admission and is eligible to take an unlimited number of courses.

Should the Special Student desire to declare a major, he or she should contact the College's Admissions Office, provide the appropriate transcripts and participate in the admissions interview and placement testing. A maximum of 25% of the credit hours earned as a Special Student can be applied to the major requirements for graduation. Proficiency examinations may be used to receive credit for additional courses taken as a Special Student, once the student has declared a major and completed the admissions process. Students in this category are encouraged to work closely with the counseling staff. The responsibility for initiating the change from Special Student status to a major, plus completion of proficiencies, lies with the student. Any questions should be directed to the Admissions Office.

**Expenses (Tuition & Fees)**

Asheboro and Randolph County area students who commute to Randolph Technical College may expect to spend an average of \$700 per year for tuition, books, and supplies, depending on the major selected. Supplies may be more costly in majors involving Photography, Commercial Graphics, and Interior Design. 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 a substantial difference in expense. Students are advised to contact the Admissions Office of specific college expenses.

**FEE INFORMATION**

<b>TUITION</b>		<b>July 1, 1987</b>
<b>Quarter Hours</b>		<b>Quarter Credit Hours</b>
12 and up	\$ 66.00/Quarter	\$ 75.00
1 through 11	\$ 5.50/Credit Hour	\$ 6.25
12 and up	\$504.00/Quarter (Out-of-State)	\$ 702.00
1 through 11	\$ 42.00/Credit Hour (Out-of-State)	\$ 58.50
<b>Semester Hours</b>		<b>Semester Credit Hours</b>
12 and up	\$ 99.00/Semester	\$ 112.50
1 through 11	\$ 8.25/Credit Hour	\$ 9.40
12 and up	\$756.00/Semester (Out-of-State)	\$1053.00
1 through 11	\$ 63.00/Credit Hour (Out-of-State)	\$ 87.75

**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**

\$ .60 per credit hour up to a maximum of \$7.20 per quarter.

**Semester Hours**

\$ .90 per credit hour up to a maximum of \$10.80 per semester.

Student Insurance . . . . . \$6.25

**Extension Course Registration Fees:**

Occupational and Academic courses . . . . . \$15 per course

Practical Skills courses . . . . . \$20 per course

Avocation courses . . . . . \$25 per course

**Institutional Refund Policy**

If approved by the Dean of Student Services and the Business Manager, 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. In these instances, all of 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 a War Orphan receiving benefits under the US Code, Title 38 - Chapters 33 and 35. These students



may be refunded a pro rata portion of the tuition fee not used up at the time of withdrawal.

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.

Activity fees, student insurance, late registration fees and any other fee that isn't designated as tuition fee are not refundable. One hundred percent of book costs 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 Development. The application procedure and process are available in the office of Student Development.

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.

### **Institutional Appeal Procedure Relative to Residency Classifications for Tuition Purposes**

Students who have been initially classified as nonresident for tuition purposes have the right to appeal to the institutional residency committee for a change in classification to that of resident. This appeal would be based on the premise that the student is currently, and has been for at least the twelve-month period immediately preceding the date of such appeal, a legal resident of North Carolina

All appeals are to be in writing, directed to the Dean of Student Development, and received by the institution ten (10) working days after the initial residency determination of status.

### **Counseling (Career Center) (Information Referral Center)**

The Student Development Division includes counselors, and other specialized workers providing appropriate counseling services 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.

A Career Center is available to assist students with career choices, mid-life counseling, job placement, and job seeking skills.

An Information and Referral Center provides campus and related information in a central location in the Student Center. Assessment Services (Testing) are available through this center.

### **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.

### **Incomplete**

An Incomplete grade (I) is assigned at the discretion of the instructor for incomplete course work. In the course(s) for which 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 hold may be applied to the release of a transcript, or other information requested from an official record, for a student who has an overdue indebtedness to the College. Such a student continues to have the right to see his official record upon request.
3. 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 (Standards of Progress)**

Each student at Randolph Technical College is expected to maintain satisfactory progress toward a certificate, degree or diploma. At the end of each quarter and/or semester a student's grade point average for that quarter/semester and his cumulative grade point average are examined. For the purposes of identifying

## Academic Policies

students on academic probation, grade-point averages will be computed upon the basis of all credit hours attempted. Minimum cumulative grade point averages for remaining in good standing are as follows.

Attempted Credit Hours	Certificate Programs GPA	Diploma Programs GPA	Degree Programs GPA	UNC-G General Education Degree
3 - 18	1.50	1.50	1.50	1.50
19 - 31	1.75	1.75	1.65	1.75
32 - 47	2.00	1.90	1.75	1.90
48 - 64		1.95	1.85	2.00
65 - 83		2.00	1.90	
84 - 98			1.95	
99 - 125			2.00	

Any student who falls below these minimum requirements will be placed on probation for one quarter or semester. When a student is placed on probation he is notified in writing by the Registrar's office. A student on academic probation is required to schedule a conference with a counselor after he is so notified about his probation status. Any curriculum student on probation who fails to make satisfactory improvement in his grade point average during the quarter/semester he is on probation will be suspended for the following term. A student who fails to see a counselor by the end of the quarter/semester in which he is notified of his probation status will not be allowed to re-enroll for the next school term. In order to be re-admitted, a student must meet the requirements of the re-admissions committee.

Practical Nursing and Associate Degree Nursing (for Licensed Practical Nurses) must maintain a C grade in all NUR courses in order to continue in the program.

All student veterans and eligible dependents of veterans who have applied for V.A. educational benefits must maintain satisfactory progress. If satisfactory progress is not maintained during the probationary quarter/semester, V. A. educational benefits will be terminated.

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 .....726 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 make the necessary change of status to the VARO for pay purposes.

### Developmental Studies

Randolph Technical College offers an innovative program to enrich students' academic ability. Through the Developmental Studies Program and the Special Services Project, RTC offers students in both classroom and one-on-one instruction in math, writing and reading comprehension. The Office of Student Development measures general achievement as part of its admissions procedure. Students who show need in content areas (math, English and reading) are placed into the appropriate Developmental Studies course. For students in need of further enrichment, Developmental Studies offers instructor and peer tutorial services through the Special Services Project. In addition to the formal development program, the Special Services Project offers all students who may indicate need enrichment in thinking skills: verbal reasoning, figural reasoning, formal logic, and memory, and general study skills.

The California Test Series is used for placement purposes for all Associate Degree curricula. The CAT is administered as part of the admissions process, and results of these tests are used to place students in the appropriate English, math and reading 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.

### **Special Services Project (Special Tutorial and Other Services)**

Students in academic difficulty may take advantage of Special Services according to the following procedures:

1. A student who begins a contract with Special Services immediately after admissions and placement testing will be permitted to remain contracted to Special Services and to enroll in Developmental Studies and appropriate curriculum courses for a period of 12 months beginning with the date of Special Services Contract.
2. A student who goes on academic probation and signs a contract with Special Services will within the first month of the probation quarter be permitted to enroll in Developmental Studies and appropriate curriculum courses and to remain contracted to Special Services for a period of 12 months beginning with the first day of the quarter during which the student contracted with Special Services.

Termination of the Special Services Contract for any reason negates this procedure.

Students should contact Student Services counselors, Special Services staff, and Faculty Advisors to clarify their status regarding financial aid or prerequisites.

Grades in Developmental Studies courses earned while the student is on Academic Probation and under contract to Special Services will not be included in the Student's Grade Point Average in order to allow these students to take Developmental courses as needed.

A separate Developmental Studies transcript will be maintained.

The Special Services Project offers a variety of services aimed at enhancing the academic success of RTC students. Each year Special Services is home base for 125 students. These students participate in special academic advising whereby three special instructors track their academic progress. Students needing enrichment are offered special instructor tutorial, peer tutorial, group study or independent study. Each study focuses on improvement in thinking skills and may be assigned as additional work for courses in the regular, RTC curricula.

In addition to academic help, Special Services can provide assistance for students with any special need. The Rent-a-Student program refers students to temporary, part-time jobs in the community (babysitting, housework, yard work, and so forth). Special Services staff make referrals to campus and community agencies when students have special needs.

Interested students may apply for this services anytime during the year in VT 100.

### **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.

### **Graduation**

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

Students must make application for a Degree/Diploma/Certificate with the Registrar. Students with questions regarding graduation should contact the Registrar's office.

#### **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.

#### **Job 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. Job placement is coordinated through the College Career Center.

## Transfer Agreements

The following four year institutions have entered into agreements to accept A.A.S. Technical Degree Students. Students are advised to consult a counselor or the Registrar for details about these transfer options.

**Business Department** (Accounting, Business Administration, Secretarial Science and General Office Technology)

- \*Appalachian State University
- \*Elon College
- +Guilford College
- +Western Carolina University
- +N.C. A & T State University
- +East Carolina University
- \*N.C. Wesleyan College
- +Pfeiffer College
- +Mars Hill College
- \*Winston-Salem State University
- \*Methodist College

**Commercial Graphics**

- \*Elon College
- +Western Carolina University
- +East Carolina University
- \*N.C. Wesleyan College
- \*Winston-Salem State University
- +N.C. A & T University
- +N.C. State University
- \*Methodist College

**Electronics**

- \*UNC-Charlotte
- \*Appalachian State University
- +N.C. A & T State University
- \*Winston-Salem State University
- \*N.C. Wesleyan College
- +Massachusetts Institute of Technology (Cambridge, Massachusetts)
- \*Methodist College
- \*Elon college
- +East Carolina University

**Floral Design & Commercial Horticulture**

- \*Appalachian State University
- \*Elon College
- \*N.C. Wesleyan College
- +Western Carolina University
- \*Winston-Salem State University
- \*Methodist College

**Interior Design**

- \*Elon College
- +Western Carolina University
- +Virginia Commonwealth University
- Winston Salem State University
- \*N.C. Wesleyan College
- + or \* East Carolina University
- +Kendall School of Design (Grand Rapids, Michigan)
- \*Methodist College

**Photography**

- \*Appalachian State University
- \*Elon College
- \*N.C. Wesleyan college
- + or \* Western Carolina University
- \*East Carolina University
- \*Winston-Salem State University
- +Rochester Institute of Technology (Rochester, NY)
- +Coker College (Hartsville, SC)
- \*Methodist College

\*Special Degrees (Only A.A.S. transfers)

+Evaluation of individual courses

(Greensboro College, Direct Transfer with A.A.S. Degree)

## Student Conduct & Regulations

### 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 Student Development.

### Student Conduct

Normal classroom discipline is the responsibility of the instructor, action of a more serious nature is handled by the Dean of Student Development. Any decision, whether made by an instructor or the Dean of Student Development, may be appealed through the Dean of Student Development 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.

Students are not to bring children to class with them.

Students who negligently lose, damage, destroy, sell, or otherwise dispose of school property placed in their

possession or entrusted to them will be charged for the full extent of the damage or loss and are subject to disciplinary action.

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.

Transcripts and diplomas will not be released until all obligations are met.

### **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 Development. If the grievance is not resolved at this level, the grievant and the Dean of Student Development 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 Development 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 Development. This due process procedure must be finalized in a reasonable length of time.

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

In the event of inclement weather, the 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 Development**

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Through the objectives of its Student Development Division, Randolph Technical College provides a holistic approach to the delivery of services that will achieve increasing mastery by the student of complex developmental tasks, self direction and interdependency. The College strives to create an atmosphere whereby the academic community is a total learning environment. Attention is focused on the student and his or her performance. The Student Development Division of the College serves as a facilitator to the student for the 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 confidentiality enforced.
5. Leadership in College recruiting/marketing 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 Career Development, job placement, and program advisement.
10. Coordination for institutional follow-up on former student.

### **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 \$6.25 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 on health services, contact the Student Development Office.

### **Student Activities**

Randolph Technical College attempts to provide extracurricular activities for students since the College believes that such activities contribute to the over-all growth and educational development of an individual.

### **Student Government**

All curriculum 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.

### **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 Development 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 Development 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.

### **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 Development 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 Student Development
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.



### **Campus Facilities**

Randolph Tech's campus includes four major buildings plus a design center. 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, provides an automotive body shop, a building trades shop, and electrical electronics labs. A Student Services Center of 18,000 square feet houses a student lounge, the campus bookstore, food services, and office facilities for guidance counseling, career center, information center and registration. The Design Center currently houses both Commercial Graphics and Interior Design.

### **Campus Store—Food Service**

In an effort to provide facilities that will make the educational process more complete, Randolph Technical College provides an attractive Campus Store and convenient food service for its students.

### **Learning Resources Center (LRC)**

The Randolph Technical College Learning Resources Center is located in a 27,000 square foot facility which includes a theater, a spacious library, small group study rooms, audiovisual and graphics production areas, dark room, TV studio, testing center, and an individualized instruction center. The Library collection includes approximately 24,500 volumes concentrated primarily in vocational and technical fields. Approximately 1,000 new volumes are acquired each year to meet the needs of expanding curriculums. Other library holdings include subscriptions to over 250 periodicals, over 3,500 audiovisual programs, and a variety of pamphlets, maps, and other materials. The library is open from 7:45 a.m. to 10:00 p.m. Monday through Thursday and from 7:45 a.m. to 5:00 p.m. on Friday. The Audiovisual component of the LRC maintains equipment for use with audiovisual materials and provides many audiovisual production services to students and faculty. The AV area of the LRC is open between 8:00 a.m. and 8:00 p.m. Monday through Thursday, and between 8:00 a.m. and 5:00 p.m. on Friday.

The Individualized Instruction Center located in the LRC is a self-paced self-instructional learning center open to all students eighteen years or older. The Center provides free skill evaluation and preparatory study in English, math, and reading. Computers and software are available to aid the students in their study. High school prerequisites needed for college entrance can also be taken in the Center.

Students who wish to complete high school through the IIC may do so through the Adult High School Diploma program or the General Education Development Testing Program.

The State Approval Agency 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.

### **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. The purpose of the program is to deepen the appreciation and cultivation of the arts, both within the community and technical colleges and the communities they serve.

The talents of the visiting artists are available free of charge to schools, churches, civic clubs, and other community oriented organizations throughout Randolph County. Visiting artists are in residence at Randolph Technical College from August through May of each year.

## Developmental Studies (Courses and Special Tutorial)

Randolph Technical College offers a highly successful and innovative program to enrich students' academic ability. Through the Developmental Studies Program and the Special Services Project, RTC offers students both classroom and one-on-one instruction in math, writing and reading comprehension.

The Office of Student Development measures general achievement as part of its admissions procedure. Students who show need in content areas (math, English and reading) are placed into the appropriate Developmental Studies course. For students in need of further enrichment, Developmental Studies offers instructor and peer tutorial services through the Special Services Project.

In addition to the formal developmental program, the Special Services Project offers all students who may indicate need enrichment in thinking skills: verbal reasoning, figural reasoning, formal logic, and memory, and general study skills. Special Services enrichment is offered through independent study, group study, peer tutorial and instructor tutorial. Tutorial can include additional work done for courses outside of the Developmental Studies Program.

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
<b>TECHNICAL CURRICULA</b>				
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	4	0	4
<b>GENERAL EDUCATION</b>				
MAT 001	Basic Mathematics	3	0	3
MAT 105	Developmental Math	3	0	3
ENG 001	Developmental English	3	0	3
RED 001	Developmental Reading	3	0	3



### COURSE DESCRIPTIONS

**GUI 090 Tutorial Services** No Credit Variable contact hours

#### PEER TUTORIAL

The Peer Tutorial Program is designed for students who are having difficulty in a specific course or area of instruction. Each student is assigned to a peer tutor for one-on-one assistance with regular coursework. Students and tutors must be approved by the instructor in the course. The program is not designed for developmental work that requires professional assistance. Students in curriculum, general education, and occupational extension programs are eligible for this free service. Students should contact their instructor or apply for this service in the Learning Resources Center.

## *Areas of Instruction*



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

### **ASSOCIATE DEGREE**

Accounting  
Associate Degree in Nursing: For LPNs  
Business Administration  
Business Computer Programming  
Commercial Graphics  
Electronics Engineering Technology  
Floral Design and Commercial Horticulture  
General Education UNC-G Extension (College Transfer Option)  
General Office  
Interior Design  
Photofinishing  
Photography  
Secretarial-Executive

### **DIPLOMA**

Automotive Body Repair  
Automotive Mechanics  
Business Computer Programming  
General Office  
Industrial Electricity  
Machinist  
Photofinishing  
Photography  
Welding

### **CERTIFICATE**

Automotive Body Repair  
Automotive Mechanics  
Business Computer Programming  
Child Care Worker  
Floral Design and Commercial Horticulture  
Industrial Electricity  
Industrial Mechanics  
Machinist  
Welding  
Word Processing

The purpose of the Accounting curriculum is to prepare the individual to enter the accounting profession through study of accounting principles, theories, and practices with related study in law, finance, management and data processing.

The curriculum is designed to prepare the individual for entry-level accounting positions such as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk and related data processing occupations. With experience and additional education, the individual will be able to advance to positions such as systems accountant, cost accountant, budget accountant and property accountant.

**Job Opportunities:**

**Entry Level**

- Accountant
- Estimator
- Bookkeeper I
- Bookkeeping-Machine Operator I
- Accounting Clerk

**Advanced Level**

- Budget Accountant
- Cost Accountant
- Property Accountant
- Systems Accountant
- Bookkeeper II
- Bookkeeping-Machine Operator II



		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	<u>5</u>	<u>2</u>	<u>6</u>
		20	4	22
<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	<u>5</u>	<u>2</u>	<u>6</u>
		16	5	18
<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	<u>3</u>	<u>0</u>	<u>3</u>
		17	2	18

**FOURTH QUARTER (Fall)**

ENG 103	Report Writing	3	0	3
BUS 123	Business Finance	3	0	3
BUS 225	Cost Accounting	3	2	4
BUS 229	Taxes	3	2	4
BUS 235	Business Management	<u>3</u>	<u>0</u>	<u>3</u>
		15	4	17

**FIFTH QUARTER (Winter)**

ENG 206	Business Communications	3	0	3
BUS 222	Intermediate Accounting I	4	2	5
BUS 271	Office Management and Procedures	5	0	5
EDP 104	Introduction to Computers	3	2	4
PSY 204	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
		18	4	20

**SIXTH QUARTER (Spring)**

BUS 223	Intermediate Accounting II	4	2	5
BUS 269	Auditing	3	2	4
BUS 272	Principles of Supervision	3	0	3
EDP 120	Microcomputer Applications	2	4	4
	Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
		15	8	19

**Total Quarter Hours Credit: 114**

**Associate Degree in Nursing: For Practical Nurses**

The Associate Degree Nursing curriculum is designed to prepare graduates to integrate the principles and theories of nursing and the sciences in utilizing the nursing process in the practice of nursing. The practice of nursing by associate degree nursing graduates consists of: (1) assessing the patient's physical and mental health, including the patient's reaction to illness and treatment regimens; (2) recording and reporting the results of the nursing assessment; (3) planning, initiating, delivering, and evaluating appropriate nursing acts; (4) teaching, delegating to or supervising other personnel in implementing the treatment regimen; (5) collaborating with other health care providers in determining the appropriate health care for a patient; (6) implementing the treatment and pharmaceutical regimen prescribed by any person authorized by State law to prescribe such a regimen; (7) providing teaching and counseling about the patient's health care; (8) reporting and recording the plan for care, nursing care given, and the patient's response to that care; and (9) supervising, teaching, and evaluating those who perform or are preparing to perform nursing functions.

Graduates are eligible to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a registered nurse.

Individuals desiring a career in registered nursing should take biology, algebra and chemistry courses prior to entering the program.

Job Opportunities:

Registered Nurse



# Associate Degree in Nursing

			Hours Per Week			Quarter
			Class	Lab	Clinical	Hours
						Credit
<b>FIRST QUARTER (Fall)</b>						
BIO 215	Microbiology		4	2	0	5
PSY 110	Abnormal Psychology		3	0	0	3
NUR 200	Nursing Transition		4	3	0	5
BIO 201	Anatomy and Physiology II		4	2	0	5
PSY 103	Human Growth and Development		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			18	7	0	21

<b>SECOND QUARTER (Winter)</b>						
NUR 201	Family Health Nursing		5	0	0	5
NUR 202	Family Health Nursing Practicum		0	0	12	4
ENG 102	Technical Communications		3	0	0	3
BIO 202	Anatomy and Physiology III		<u>4</u>	<u>2</u>	<u>0</u>	<u>5</u>
			12	2	12	17

<b>THIRD QUARTER (Spring)</b>						
NUR 205	Mental Health Nursing		5	0	0	5*
NUR 206	Mental Health Nursing Practicum		0	0	10	3*
ENG 103	Report Writing		3	0	0	3**
NUR 207	Professional Issues		<u>3</u>	<u>0</u>	<u>0</u>	<u>3**</u>
			11	0	10	14

<b>FOURTH QUARTER (Summer)</b>						
NUR 203	Medical-Surgical Nursing I		6	0	0	6
NUR 204	Medical-Surgical Nursing Practicum I		0	0	12	4
ENG 204	Oral Communications		3	0	0	3
SOC 101	Introduction to Sociology		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			12	0	12	16

## FIFTH QUARTER (Fall)

NUR 208	Medical-Surgical Nursing II		5	0	0	5
NUR 209	Medical-Surgical Nursing II Practicum		0	0	18	6
NUR 210	Management in Nursing		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			8	0	18	14

\*Concentrated in 7 weeks

\*\*Concentrated in 4 weeks

## CURRICULUM COURSES TRANSFERRED FROM P.N.E. PROGRAM

Fundamentals of Nursing  
 Nutrition  
 Pharmacology  
 Anatomy (Basic Science)  
 Medical-Surgical Nursing with Clinical Practice  
 Maternal Child Health Nursing with Clinical Practice  
 General Education—6 hours (Must include ENG 101 and PSY 101)

Major	49 Hours
Related	21 Hours
Gen. Ed.	<u>12 Hours</u>
Total RTC	82 Hours
PNE Transfer	<u>40 Hours</u> (Minimum)
Curr. Total	122 Hours



The Automotive Body Repair curriculum provides training in the use of the equipment and materials of the auto body mechanic trade. The student studies the construction of the automobile body and techniques of auto body repairing, rebuilding and refinishing.

Repairing, straightening, aligning, metal finishing and painting of automobile bodies and frames are typical jobs performed. Job titles include automobile body repairperson, automotive painter, and frame and chassis repairperson. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

#### Job Opportunities:

Automobile Accessories Installer  
Automobile-Repair-Service Estimator  
Appraiser, Automobile Damage  
Automatic Window, Seat, and Top Lift Repairer  
Painter Helper, Automotive  
Painter, Transportation Equipment  
Automobile Body Customizer  
Automobile Body Repairer



# Automotive Body Repair

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
<b>FIRST QUARTER (Fall)</b>				
AUT 1111	Auto Body Repair I	3	15	8
WLD 1103	Basic Welding	3	3	4
MAT 1101	Fundamentals of Mathematics	<u>5</u>	<u>0</u>	<u>5</u>
		9	20	17
<b>SECOND QUARTER (Winter)</b>				
AUT 1112	Auto Body Repair II	4	12	8
WLD 1105	Auto Body Welding	2	6	4
ENG 1101	Reading Improvement	2	0	2
PSY 1101	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
		11	18	17

## THIRD QUARTER (Spring)

AUT 1113	Metal Finishing and Painting	5	12	9
BUS 1103	Small Business Operations	3	0	3
ENG 1102	Communication Skills	3	0	3
PHY 1101	Applied Science	<u>3</u>	<u>2</u>	<u>4</u>
		14	14	19

## FOURTH QUARTER (Summer)

AUT 1114	Body Shop Applications	3	15	8
AUT 1115	Auto Frames and Suspensions	3	3	4
BUS 1122	Shop Management	<u>4</u>	<u>0</u>	<u>4</u>
		10	18	16

**Total Credit Hours: 69**

The Automotive Mechanics curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair and adjust automotive vehicles. Manual skills are developed in practical shop work and the technical understanding of the operating principles involved in the modern automobile are taught through class assignments, discussions and shop practices.

Automobile mechanics maintain and repair mechanical, electrical and body parts of passenger cars, trucks and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition and use shop manuals and other technical publications as references for technical data. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

**Job Opportunities:**

**Entry Level**

General Mechanic  
Tune-up Mechanic  
Front-end Specialist  
Automatic Transmission Specialist  
Brake Specialist

**Advanced Level**

Shop Supervisor  
Shop Foreman



# Automotive Mechanics

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
<b>FIRST QUARTER (Fall)</b>				
PME 1102	Engine Electrical and Fuel Systems	5	12	9
AUT 1121	Braking Systems	4	3	5
MAT 1101	Fundamentals of Mathematics	<u>5</u>	<u>0</u>	<u>5</u>
		14	15	19
<b>SECOND QUARTER (Winter)</b>				
PME 1101	Internal Combustion Engines	6	12	10
DFT 1101	Schematic & Diagrams: Power Mech.	1	2	2
ENG 1101	Reading Improvement	2	0	2
WLD 1101	Basic Welding	0	3	1
PSY 1101	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
		12	17	18

## THIRD QUARTER (Spring)

AUT 1123	Automotive Chassis and Suspension Systems	4	9	7
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	<u>3</u>	<u>0</u>	<u>3</u>
		15	14	20

## FOURTH QUARTER (Summer)

AUT 1124	Automotive Power Train Systems	3	9	6
AUT 1125	Automotive Servicing	<u>3</u>	<u>9</u>	<u>6</u>
		6	18	12

**Total Quarter Hours Credit: 69**

## *Business Administration*

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The Business Administration curriculum is designed to prepare an individual for entry into middle-management occupations in various businesses and industries. The curriculum provides an overview of the business and industrial world—its organization and management.

The purpose of the curriculum will be fulfilled through courses designed to develop competency in: (1) understanding the principles of organization and management in business operations, (2) utilizing modern techniques to make decisions, (3) understanding the economy through study and analysis of the role of production and marketing, (4) communicating orally and in writing and (5) interpersonal relationships.

Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in middle-management activities in business or industry.

### Job Opportunities:

#### **Entry Level**

Purchasing Agent  
Sales Manager  
Public-Relations Representative  
Sales-Service Promoter  
Training Representative  
General Supervisor  
Credit Card Operations Manager  
Operations Officer  
Loan Officer  
Volunteer Services Supervisor  
Customer Services Manager  
Residence Supervisor

#### **Advanced Level**

Personnel Manager  
Credit & Collection Manager  
Customer Service Manager  
Branch Manager  
Production Superintendent  
Traffic Manager



**FIRST QUARTER (Fall)**

		Hours Per Week		Quarter Hours
Class	Lab	Lab	Credit	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	<u>5</u>	<u>2</u>	<u>6</u>
		20	4	22

**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	<u>5</u>	<u>2</u>	<u>6</u>
		16	5	18

**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	<u>5</u>	<u>0</u>	<u>5</u>
		19	2	20

**FOURTH QUARTER (Fall)**

ENG 103	Report Writing	3	0	3
BUS 123	Business Finance	3	0	3
BUS 229	Taxes	3	2	4
BUS 232	Sales Development	3	0	3
BUS 235	Business Management	<u>3</u>	<u>0</u>	<u>3</u>
		15	2	16

**FIFTH QUARTER (Winter)**

ENG 206	Business Communication	3	0	3
BUS 219	Credit and Collections	3	0	3
BUS 271	Office Management and Procedures	5	0	5
EDP 104	Introduction to Computers	3	2	4
PSY 204	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
		17	2	18

**SIXTH QUARTER (Spring)**

BUS 226	Payroll Records and Accounting	3	0	3
BUS 247	Risk and Insurance	3	0	3
BUS 272	Principles of Supervision	3	0	3
EDP 120	Microcomputer Applications	2	4	4
	Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
		14	4	16

**Total Quarter Hours Credit: 110**

## *Business Computer Programming*

The primary objective of the Business Computer Programming curriculum is to prepare individuals for gainful employment as computer programmers. The objective is fulfilled through study and application in areas such as computer and systems theories and concepts, data processing techniques, business operations, logic, flow charting, programming procedures, languages and types, uses and operation of equipment.

Entry-level jobs as computer programmer and computer programmer trainee are available. With experience and additional education, the individual may enter jobs such as data processing manager, computer programmer manager, systems analyst and systems manager.

### Job Opportunities:

#### **Entry Level**

- Computer Programmer
- Computer Programmer Trainee
- Information Systems Programmer
- Process Control Programmer
- Detail Programmer

#### **Advanced Level**

- Data Processing Manager/Supervisor
- Computer Operations Manager/Supervisor
- Chief Business Programmer
- Data Processing Programmer/Analyst



# Business Computer Programming

		Hours Per Week		Quarter
		Class	Lab	Hours
		Credit		
<b>FIRST QUARTER (Fall)</b>				
MAT 110	Business Mathematics	5	0	5
BUS 120	Accounting I	5	2	6
EDP 104	Introduction to Computers	3	2	4
EDP 102	Keyboarding	0	2	1
ENG 204	Oral Communications	<u>3</u>	<u>0</u>	<u>3</u>
		16	6	19
<b>SECOND QUARTER (Winter)</b>				
BUS 121	Accounting II	5	2	6
ECO 102	Economics I	3	0	3
ENG 101	Technical Communications	3	0	3
EDP 116	Assembler Language	2	2	3
EDP 114	Computer Programming Logic	<u>3</u>	<u>2</u>	<u>4</u>
		16	6	19
<b>THIRD QUARTER (Spring)</b>				
BUS 122	Accounting III	5	2	6
EDP 124	COBOL Programming I	4	2	5
EDP 122	Beginning BASIC	3	2	4
ENG 102	Technical Communications	<u>3</u>	<u>0</u>	<u>3</u>
		15	6	18
<b>FOURTH QUARTER (Summer)</b>				
PSY 204	Human Relations	3	0	3
ENG 103	Report Writing	3	0	3
EDP 224	COBOL Programming II	3	2	4
EDP 222	Advanced BASIC	<u>3</u>	<u>2</u>	<u>4</u>
		12	4	14

## FIFTH QUARTER (Fall)

BUS 225	Cost Accounting	3	2	4
BUS 235	Business Management	3	0	3
EDP 235	Computer Operations	2	2	3
EDP 230	File Processing	<u>3</u>	<u>2</u>	<u>4</u>
		11	6	14

## SIXTH QUARTER (Winter)

EDP 126	RPG II Programming	3	2	4
ENG 206	Business Communications	3	0	3
EDP 243	Systems Analysis	3	2	4
EDP 240	On-Line and Database Techniques	<u>2</u>	<u>2</u>	<u>3</u>
		11	6	14

## SEVENTH QUARTER (Spring)

EDP 250	Data Processing Applications	4	4	6
SSC	Social Science Elective	3	0	3
EDP 248	Systems Design	3	2	4
	EDP or Technical Elective	<u>3</u>	<u>0</u>	<u>3</u>
		13	6	16

**Total Quarter Hours Credit: 114**

## *Commercial Graphics*

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The Commercial Graphics curriculum is designed to provide students with knowledge and skills necessary for employment in the graphic communications profession, which deals with the design, illustration, and mechanical preparation of printed promotional material. This curriculum provides the students with a sound, competitive foundation in the creative and/or the technical and mechanical areas of this profession.

The student is trained in the development of the concept and physical design for promotional materials such as newspaper or magazine ads, posters, folder, letterheads, corporate symbols, brochures, booklets, or package illustration. The program of study emphasizes design, advertising, preparation of art for printing, lettering, typesetting, photography, screen printing, and offset printing.

Graduates of this curriculum will find employment opportunities with graphic design and commercial art studios, advertising agencies, printing companies, department stores, a wide variety of manufacturing industries, newspapers, and businesses with in-house graphic operations.

### **Job Opportunities:**

#### **Entry Level**

Graphic Designer/ Artist  
Layout Artist  
Paste-Up/Mechanical Artist  
Typographer  
Graphic Arts Technician  
Small Offset Press Operator  
Print Shop Technician

#### **Advanced Level**

Art Director  
Creative Director/Coordinator  
Advertising Manager  
Media Coordinator  
Illustrator  
Advanced Pre-Press Technician  
Production Supervisor





# Commercial Graphics

## FIRST QUARTER (Fall)

	Hours Per Week		Quarter Hours Credit
	Class	Lab	
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	<u>0</u>	<u>6</u>	<u>2</u>
	9	18	15

## SECOND QUARTER (Winter)

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	<u>0</u>	<u>6</u>	<u>2</u>
	11	18	17

## THIRD QUARTER (Spring)

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 Graphic Design I	2	6	4
MAT 111 Basic Mathematics	<u>3</u>	<u>0</u>	<u>3</u>
	13	12	18

## FOURTH QUARTER (Fall)

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

## FIFTH QUARTER (Winter)

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

## SIXTH QUARTER (Spring)

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

## SEVENTH QUARTER (Summer)

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

**Total Quarter Hours Credit: 115**



The Electronics curriculum provides a basic background in electronic related theory, with practical applications of electronics for business and industry. Courses are designed to develop competent electronics technicians who may work as assistants to engineers or as liaisons between engineers and skilled craftspersons.

The electronics technician will start in one or more of the following areas: research, design, development, production, maintenance or sales. The graduate may begin as an electronics technician, an engineering aide, laboratory technician, supervisor or equipment specialist.

**Job Opportunities:**

- Electronics Technician
- Electrical Tester
- Electronics Engineering Technician
- Electronics Mechanic
- Electronic Sales and Service Technician

**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	4	7
ELN 104	Introduction to Computers	<u>3</u>	<u>2</u>	<u>4</u>
		16	6	19

**SECOND QUARTER (Winter)**

ENG 101	Technical Communications	3	0	3
MAT 102	Technical Mathematics	5	0	5
ELC 113	Electrical Fundamentals II	5	4	7
ELN 121	Electronics I	<u>3</u>	<u>4</u>	<u>5</u>
		16	8	20

**THIRD QUARTER (Spring)**

ENG 102	Technical Communications	3	0	3
MAT 103	Technical Mathematics	5	0	5
ELN 122	Electronics II	5	4	7
DFT 101	Technical Drafting	<u>0</u>	<u>6</u>	<u>2</u>
		13	10	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	6
ELN 218	Digital Electronics I	<u>3</u>	<u>4</u>	<u>5</u>
		15	10	20

**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: 126**

The Floral Design and Commercial Horticulture curriculum is designed to provide students with skills in designing and fashioning floral arrangements appropriate to particular events such as holidays, birthdays, weddings and banquets. The floral designer may be called on to decorate facilities for special events or to interpret clients' requirements for households and business establishments. The curriculum emphasizes buying and arranging flowers and the management of a retail flower shop, the art of salesmanship, effective communication and business management. Also stressed is the growing of flowers and plants and greenhouse management.

Graduates of this curriculum should find job opportunities as flower buyers, floral designers, floral salespersons, flower shop supervisors or managers, or owners of retail flower shops.

**Job Opportunities:**

**Entry Level**

Floral Designer (Florist)  
Flower Buyer  
Floral Sales

**Advanced Level**

Flower Shop Supervisor  
Retail Manager-Owner  
Park and Estate Grounds Maintenance  
Greenhouse/ Garden Center Supervisor



# Floral Design & Commercial Horticulture

## FIRST QUARTER (Fall)

		Hours Per Week		Quarter Hours Credit
		Class	Lab	
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	<u>5</u>	<u>0</u>	<u>5</u>
		17	6	20

## SECOND QUARTER (Winter)

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	<u>2</u>	<u>3</u>	<u>3</u>
		15	9	19

## THIRD QUARTER (Spring)

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	<u>2</u>	<u>4</u>	<u>4</u>
		15	11	20

## (OPTIONAL)

### FOURTH QUARTER (Summer)

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

### FIFTH QUARTER (Fall)

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	<u>3</u>	<u>0</u>	<u>3</u>
		14	10	19

### SIXTH QUARTER (Winter)

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	<u>3</u>	<u>0</u>	<u>3</u>
		14	14	21

### SEVENTH QUARTER (Spring)

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	<u>3</u>	<u>0</u>	<u>3</u>
		11	14	18

**Required Total: 117**

**Optional Work Experience: 4**

**Total Quarter Hours Credit: 121**



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 of 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 transfer 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.

Students should note that either ENG 101 or ENG 102 is required of all programs. In addition to this, students should consult the catalog of the four-year institution to which they wish to transfer to determine specific requirements for their major. To assist students, RTC employs an academic advising system in which students consult their advisors before they are 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 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 203 and 204	6
Biology 101	3
Biology 102	3
Health 201	3
Humanities	9
(As listed in UNC-G catalogue)	
Social and Behavioral Sciences	9
Electives	19

**Total Semester Hours Credit: 64**

*General Education  
UNC-G Extension/College Transfer Option*

			Hours Per Week		Semester
			Class	Lab	Hours Credit
<b>SOCIAL AND BEHAVIORAL SCIENCES</b>					
ATY 201	Man in Nature		3	0	3
ATY 212	General Anthropology		3	0	3
ECO 201	Principles of Microeconomics		3	0	3
ECO 202	Principles of Macroeconomics		3	0	3
GEO 201	Cultural Geography		3	0	3
GEO 202	World Products and Marketing Systems		3	0	3
HIS 211	The United States: A General Survey		3	0	3
HIS 212	The United States: A General Survey		3	0	3
HIS 217	The World in the 20th Century		3	0	3
HIS 218	The World in the 20th Century		3	0	3
PSC 105	Political Issues		3	0	3
PSC 200	American Politics		3	0	3
PSY 221	General Psychology		3	0	3
PSY 211	Introduction to Sociology		3	0	3
SWK 215	Introduction to Social Work		3	0	3
WCV 101	Western Civilization		3	0	3
WCV 102	Western Civilization		3	0	3
WMS250	The American Woman		3	0	3
<b>NATURAL SCIENCE AND MATHEMATICS</b>					
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	Our Changing Weather and Climate		2	3	3
GEO 212	Physical Geography: Landscape Processes		2	3	3
MAT 105	Developmental Math		3	0	3
MAT 119	College Algebra		3	0	3
MAT 121	Analytic Trigonometry		3	0	3
MAT 191	Calculus I		3	0	3

**HUMANITIES**

ART 105	Monuments in the History of Art		3	0	3
ART 106	Survey of Western Art		3	0	3
COM 106	Communication and Society		3	0	3
COM 121	Drama Appreciation		3	0	3
DCE 200	Dance Appreciation		3	0	3
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 Masters: Medieval and Renaissance		3	0	3
ENG 212	English Masters: Neoclassical to Modern		3	0	3
ENG 251	American Masters		3	0	3
ENG 252	Modern American Masters		3	0	3
MUS 241	Music Appreciation		3	0	3
PHI 111	Introduction to Philosophy		3	0	3
SPA 203	Intermediate Spanish		3	0	3
SPA 204	Intermediate Spanish		3	0	3

**LIBERAL EDUCATION COURSES**

COM 105	Speech Composition and Delivery		3	0	3
ENG 101	English Composition		3	0	3
ENG 102	English Composition		3	0	3
ENG 221	Writing of Poetry		3	0	3
HEA 201	Health: A Personal Look		3	0	3
SPA 101	Beginning Spanish		3	0	3
SPA 102	Beginning Spanish		3	0	3

## General Education/ Course Descriptions

### General Education/ Course Descriptions

<b>ART 105</b>	<b>MONUMENTS IN THE HISTORY OF ART</b>	<b>3</b>	<b>0</b>	<b>3</b>	Intensive analysis of selected monuments and artists.
<b>ART 106</b>	<b>SURVEY OF WESTERN ART</b>	<b>3</b>	<b>0</b>	<b>3</b>	Historic survey of painting, sculpture and architecture from ca. 3000 B.C. to the twentieth century.
<b>ATY 101</b>	<b>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</b>	<b>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</b>	<b>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</b>	<b>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>CHE 103</b>	<b>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</b>	<b>SPEECH COMPOSITION AND DELIVERY</b>	<b>3</b>	<b>0</b>	<b>3</b>	Essentials of speech making, with emphasis on the development of personal skill in effective organization and delivery of oral messages.
<b>COM 106</b>	<b>COMMUNICATION IN SOCIETY</b>	<b>3</b>	<b>0</b>	<b>3</b>	Introduction to contemporary theory and practice of human communication, models; interpersonal, public, and mass communication; intercultural and interracial communication; the effects of advertising, propaganda, and political campaigning.
<b>COM 121</b>	<b>DRAMA APPRECIATION</b>	<b>3</b>	<b>0</b>	<b>3</b>	Theatre as an art form: how the actor, director, and designer function. Outstanding plays of major periods demonstrate the technical and aesthetic aspects of theatrical production. Illustrated lectures, demonstrations, and classroom experiments.
<b>DCE 200</b>	<b>DANCE APPRECIATION</b>	<b>3</b>	<b>0</b>	<b>3</b>	Dance as an art form: historical and aesthetic perspectives, basic dance elements and the relationship to other arts. Lectures, films, demonstrations and practical dance experience.
<b>ECO 201</b>	<b>PRINCIPLES OF MICROECONOMICS</b>	<b>3</b>	<b>0</b>	<b>3</b>	An introduction to microeconomic principles and methods of analysis. Topics include: market system, supply and demand, shortages and surpluses, study of competition and monopoly. Economic principles used to study specific social problems.
<b>ECO 202</b>	<b>PRINCIPLES OF MACROECONOMICS</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 the national income, the monetary system, inflation, recession, the national debt, international trade and economic growth.

<b>ENG 001</b>	<b>DEVELOPMENTAL ENGLISH</b>	<b>3</b>	<b>0</b>	<b>3</b>	Developmental English for General Education prepares students for freshman English and other liberal arts courses. The emphasis of the course is on basic writing and critical thinking. Instruction in writing covers grammar, paragraph development, and organization of longer essays.
<b>ENG 101</b>	<b>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 102</b>	<b>ENGLISH COMPOSITION</b>	<b>3</b>	<b>0</b>	<b>3</b>	
<b>ENG 105</b>	<b>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 evaluation of fiction.
<b>ENG 106</b>	<b>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</b>	<b>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 works of modern playwrights. Introduction to critical concepts and vocabulary useful in the study of drama.
<b>ENG 211</b>	<b>ENGLISH MASTERS: MEDIEVAL AND RENAISSANCE</b>	<b>3</b>	<b>0</b>	<b>3</b>	Major poets and dramatists read within the context of their times: Chaucer, Spenser, Shakespeare, Milton and others.
<b>ENG 212</b>	<b>ENGLISH MASTERS: NEOCLASSICAL TO MODERN</b>	<b>3</b>	<b>0</b>	<b>3</b>	Major authors of the Augustan, Romantic and Victorian periods studied in relation to their times and traditions: Pope, Swift, Wordsworth, Tennyson and others.
<b>ENG 221</b>	<b>WRITING OF POETRY</b>	<b>3</b>	<b>0</b>	<b>3</b>	An introductory workshop in writing poetry for students beyond the freshman year.
<b>ENG 251</b>	<b>AMERICAN MASTERS</b>	<b>3</b>	<b>0</b>	<b>3</b>	Classic authors and their contributions to the intellectual life of America: Hawthorne, Melville, Poe, Whitman and others.
<b>ENG 252</b>	<b>MODERN AMERICAN MASTERS</b>	<b>3</b>	<b>0</b>	<b>3</b>	Late nineteenth and twentieth century authors and their contributions to the development of modern thought: Twain, Frost, Faulkner, Hemingway and others.
<b>GEO 201</b>	<b>CULTURAL GEOGRAPHY</b>	<b>3</b>	<b>0</b>	<b>3</b>	An introductory game/project oriented course concerned with the characteristics, descriptions, development and spatial arrangements of world cultures or "way of life."
<b>GEO 202</b>	<b>WORLD PRODUCTION AND MARKETING SYSTEMS</b>	<b>3</b>	<b>0</b>	<b>3</b>	The characteristics and location of the world's resources, theory of industrial location, world patterns of industry.
<b>GEO 211</b>	<b>OUR CHANGING WEATHER AND CLIMATE</b>	<b>3</b>	<b>0</b>	<b>3</b>	An introduction to the nature, origin, processes and dynamics of the earth's atmospheric environment. Consideration also of man's inadvertent modification of weather and of the inherent variability of climate with time.



## General Education/ Course Descriptions

<b>GEO 212</b>	<b>PHYSICAL GEOGRAPHY: LANDSCAPE PROCESSES</b>	<b>3</b>	<b>0</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 of landscape and river systems are also covered.
<b>HEA 201</b>	<b>HEALTH: A PERSONAL LOOK</b>	<b>3</b>	<b>0</b>	<b>3</b>	Study of health needs and problems designed to foster understanding and attitudes needed for intelligent decision-making related to present and future health behaviors. Fulfills teacher certification requirements. Elective for all others.
<b>HIS 211</b>	<b>THE UNITED STATES: A GENERAL SURVEY</b>	<b>3</b>	<b>0</b>	<b>3</b>	
<b>HIS 212</b>	<b>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>HIS 217</b>	<b>THE WORLD IN THE TWEN- TIETH CENTURY</b>	<b>3</b>	<b>0</b>	<b>3</b>	
<b>HIS 218</b>	<b>THE WORLD IN THE TWEN- TIETH 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 revolutions, emergence of a third world of new nations and impact of modernization and mass culture. First semester: 1900 to 1939. Second semester: since 1939.
<b>MAT 001</b>	<b>DEVELOPMENTAL MATH I</b>	<b>3</b>	<b>0</b>	<b>3</b>	Developmental Math I for General Education prepares the student for work in introductory algebra with the ultimate goal of entrance into college algebra courses. Major topics of the course are fractions, decimal numbers, algebraic expressions, and problem solving. As students show need, the instructor will direct special study in certain reasoning skills with the aim of moving the student from the levels of concrete reasoning toward transition to the level of formal reasoning.
<b>MAT 105</b>	<b>DEVELOPMENTAL MATH II</b>	<b>3</b>	<b>0</b>	<b>3</b>	Developmental Math II for General Education prepares the student for work in college-level mathematics and physical sciences. The student will develop an appreciation of the real number system as an extension of natural numbers. Major topics include fundamental algebraic operations (as they apply to integers), polynomials, factoring, rational numbers, fraction, linear equations, systems of linear equations, exponents and radicals. The instructor will stress application of principles and, as students show need, direct special study in reasoning skills with the goal of developing abstract and formal reasoning skills.
<b>MAT 119</b>	<b>COLLEGE ALGEBRA</b>	<b>3</b>	<b>0</b>	<b>3</b>	Review of elementary algebra, equations, inequalities, relations, functions, transformations, graphing, complex numbers, polynomial and rational functions.
<b>MAT 121</b>	<b>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>MAT 191</b>	<b>CALCULUS I</b>	<b>3</b>	<b>0</b>	<b>3</b>	Limits and introductory differential calculus of functions of one variable. Pr. 4 units of high school mathematics including advanced algebra and trigonometry or a grade of at least C in 119.
<b>MUS 241</b>	<b>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</b>	<b>INTRODUCTION TO PHILOSOPHY</b>	<b>3</b>	<b>0</b>	<b>3</b>	Discussion of the views and methods of major philosophers. Study of topics drawn from metaphysics and epistemology, such as the foundations and scope of human knowledge, personal identity, freedom and determinism and the mind-body problem.
<b>PSC 105</b>	<b>POLITICAL ISSUES</b>	<b>3</b>	<b>0</b>	<b>3</b>	Introduction to the basic issues, concepts and approaches used to study political institutions and behavior. Emphasis on fundamental aspects of politics in general.
<b>PSC 200</b>	<b>AMERICAN POLITICS</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</b>	<b>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</b>	<b>DEVELOPMENTAL READING</b>	<b>3</b>	<b>0</b>	<b>3</b>	Developmental Reading for General Education prepares the student for general education by developing his skills of analysis and synthesis. Major topics of this course are vocabulary development, reading comprehension, formal logic, and, as students show need, special study in inductive and deductive thinking.
<b>SOC 211</b>	<b>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 such as culture, personality, social organization, institutions, stratification, social process and social change.
<b>SPA 101</b>	<b>BEGINNING SPANISH</b>	<b>3</b>	<b>0</b>	<b>3</b>	
<b>SPA 102</b>	<b>BEGINNING 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. 101 is prerequisite to 102.
<b>SPA 203</b>	<b>INTERMEDIATE SPANISH</b>	<b>3</b>	<b>0</b>	<b>3</b>	
<b>SPA 204</b>	<b>INTERMEDIATE SPANISH</b>	<b>3</b>	<b>0</b>	<b>3</b>	Review and further study of basic Spanish structures with emphasis on active use of language skills: listening, speaking, writing, reading. 203 is prerequisite to 204.
<b>SWK 215</b>	<b>INTRODUCTION TO SOCIAL WORK</b>	<b>3</b>	<b>0</b>	<b>3</b>	Introduction to social welfare programs and social work practice. Topics include: social problems confronting society; societal and community helping resources; social work practice in a changing society. Field observation required.
<b>WCV 101</b>	<b>WESTERN CIVILIZATION</b>	<b>3</b>	<b>0</b>	<b>3</b>	
<b>WCV 102</b>	<b>WESTERN CIVILIZATION</b>	<b>3</b>	<b>0</b>	<b>3</b>	Interdisciplinary study of Western Civilization emphasizing critical developments from ancient to modern times. Will emphasize themes relating history to the humanities (a), social sciences (b) or natural sciences (c).
<b>WMS 250</b>	<b>AN INTRODUCTION TO WOM- ENS STUDIES: THE AMERICAN WOMAN</b>	<b>3</b>	<b>0</b>	<b>3</b>	A multidisciplinary introduction to the study of images, roles and status of women in American history and culture. Special attention will be paid to the developments of sex roles and the social mythology which surrounds them.

## *General Office (Degree-Diploma)*

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The purposes of the General Office curriculum are to: (1) prepare the individual to enter clerical-office occupations, (2) provide an educational program for individuals wanting education for upgrading (moving from one position to another) or retraining (moving from present position to a clerical position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, filing and business machines. Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in office-related activities.

### Job Opportunities:

#### **Entry Level**

Business Machine Operator  
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  
Accounting Clerk  
Correspondence Clerk  
Administrative Clerk  
Personnel Clerk



*General Office (Degree-Diploma)*

**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	<u>2</u>	<u>2</u>	<u>3</u>
	17	5	19

**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 120* Accounting I	5	2	6
PSY 204* Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
	16	5	18

**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 121* Accounting II	<u>5</u>	<u>2</u>	<u>6</u>
	16	7	19

**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 229 Taxes	3	2	4
BUS 232 Sales Development	<u>3</u>	<u>0</u>	<u>3</u>
	13	7	16

**FIFTH QUARTER (Winter)**

ENG 206 Business Communications	3	0	3
BUS 212* Word Processing I	2	4	4
BUS 214* Secretarial Procedures I	5	2	6
BUS 219 Credit and Collections	3	0	3
EDP 104* Introduction to Computers	<u>3</u>	<u>2</u>	<u>4</u>
	16	8	20

**SIXTH QUARTER (Spring)**

PSY 112 Professional Development	3	0	3
BUS 210 Executive Office Typing	2	3	3
BUS 213 Word Processing II	2	2	3
BUS 216 Secretarial Procedures II	5	2	6
Business Elective	<u>3</u>	<u>0</u>	<u>3</u>
	15	7	18

**Total Quarter Hours Credit Degree: 110**  
**Total Quarter Hours Credit Diploma: 70**

\*Courses Required for Diploma



The Interior Design Curriculum prepares students for a variety of job opportunities in the fields of both residential and non-residential design. The course of study includes principles and elements of design, drafting, visual communication techniques, the history of styles, currently manufactured products, color theory, furniture design and construction, floor coverings, fabrics, window treatments, wall coverings, paint, accessories, and lighting. Students have the opportunity to cover the elements of interior design and to demonstrate their abilities in interior coordination.

Graduates of this program may qualify for various positions with the following types of employers: interior design studios, furniture manufacturers, architects, furniture design studios, photography studios and any type of business dealing with interior furnishings.

**Job Opportunities:**

**Entry Level**

Interior Designer (Paraprofessional)

Interior Decorator

**Advanced Level**

Interior Designer

**FIRST QUARTER (Fall)**

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
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	<u>2</u>	<u>4</u>	<u>4</u>
		11	16	17

**SECOND QUARTER (Winter)**

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	<u>2</u>	<u>4</u>	<u>4</u>
		11	16	17

**THIRD QUARTER (Spring)**

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	<u>3</u>	<u>0</u>	<u>3</u>
		12	12	16

**FOURTH QUARTER (Fall)**

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	<u>5</u>	<u>0</u>	<u>5</u>
		12	11	16

**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	<u>2</u>	<u>4</u>	<u>3</u>
		12	15	17

**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	<u>3</u>	<u>0</u>	<u>3</u>
		13	18	19

**SEVENTH QUARTER (Summer)**

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

**Total Quarter Hours Credit: 114**



The Industrial Electricity program is designed to prepare students for the installation, repair and maintenance of electrical equipment. The emphasis is on motors and related control systems, but students who take the basic courses will have sufficient knowledge and skill to work as helpers for electricians or repairmen in house wiring, small appliance repair, industrial maintenance, linemen and related jobs.

Job Opportunities:

**Entry Level**

Electrical Apprentice

**Advanced Level**

Electrician

**FIRST QUARTER (Fall)**

		Hours Per Week		Quarter Hours Credit
		Class	Lab	
ELC 1104	Basic Electricity I	5	9	8
ELN 1106	Instrument Familiarization	3	6	5
MAT 1115	Electrical Math	<u>5</u>	<u>0</u>	<u>5</u>
		13	15	18

**SECOND QUARTER (Winter)**

ELC 1105	Basic Electricity II	5	9	8
ELN 1111	Electro-Mechanical Relays & Symbols	3	6	5
ENG 1101	Reading Improvement	2	0	2
PSY 1101	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
		13	15	18

**THIRD QUARTER (Spring)**

ELC 1115	AC & DC Machinery	3	6	5
ELN 1118	Industrial Electronics	3	6	5
DFT 1110	Blueprint Reading: Building Trades	0	3	1
ENG 1102	Communication Skills	3	0	3
PHY 1101	Applied Science	<u>3</u>	<u>2</u>	<u>4</u>
		12	17	18

**FOURTH QUARTER (Summer)**

ELC 1125	Industrial Wiring Practices	5	6	7
ELN 1119	Industrial Electronics	3	6	5
DFT 1113	Blueprint Reading: Electrical	0	3	1
DFT 1180	Drafting Trades I	2	2	3
WLD 1101	Basic Welding	<u>0</u>	<u>3</u>	<u>1</u>
		10	20	17

**Total Quarter Hours Credit: 71**

The Machinist curriculum gives individuals the opportunity to acquire basic skills and related technical information necessary to gain employment as machinists. The machinist is a skilled metalworker who shapes metal by using machine tools and hand tools. Machinists must be able to set up and operate the machine tools found in a modern shop. The machinist is able to select the proper tools and materials required for each job and to plan the cutting and finishing operations in their proper order so that the work can be finished according to blueprint or written specifications. The machinist makes computations relating to dimensions of work, tooling, feeds and speeds of machining. Precision measuring instruments are used to measure the accuracy of work. The machinist also must know the characteristics of metals so that annealing and hardening of tools and metal parts can be accomplished in the process of turning a block of metal into an intricate precise part.

**Job Opportunities:**

**Entry Level**

- Machinist Apprentice
- Die Maker Apprentice
- Toolmaker Apprentice
- Tool and Die Maker Apprentice
- Machine Set-up Operator
- Quality Control Foreman
- Turret Lathe Set-up Operator
- Tool Machine Set-up Operator
- Electrical Discharge Machine Set-up Operator

**Advanced Level**

- Machinist
- Maintenance Machinist





		Hours Per Week		Quarter
		Class	Lab	Hours Credit
<b>FIRST QUARTER (Fall)</b>				
MEC 1101	Machine Shop Theory and Practice	3	12	7
MAT 1101	Fundamentals of Mathematics	5	0	5
DFT 1104	Blueprint Reading: Mechanical	1	2	2
WLD 1101	Basic Welding	0	3	1
MEC 1115	Treatment of Ferrous Metals	<u>2</u>	<u>3</u>	<u>3</u>
		11	20	18
<b>SECOND QUARTER (Winter)</b>				
MEC 1102	Machine Shop Theory and Practice	3	12	7
MAT 1103	Shop Math I	3	0	3
DFT 1105	Blueprint Reading: Mechanical	1	2	2
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>
		14	17	20

**THIRD QUARTER (Spring)**

MEC 1103	Machine Shop Theory and Practice	4	12	8
DFT 1106	Blueprint Reading: Mechanical	1	2	2
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>
		14	16	20

**FOURTH QUARTER (Summer)**

MEC 1104	Machine Shop Theory and Practice	4	12	8
MAT 1123	Shop Math III	3	0	3
DFT 1180	Drafting Trades I	<u>2</u>	<u>2</u>	<u>3</u>
		9	14	14

**Total Quarter Hours Credit: 72**

## *Photofinishing (Degree-Diploma)*



The Photofinishing curriculum is designed to provide the photofinishing industry with personnel for the operation, maintenance, quality control, and supervision of a photofinishing plant.

The curriculum prepares students with both a theoretical and practical knowledge in photography, photo-mechanisms, photo-electronics, photofinishing techniques and supporting technology. Additional experiences will be provided in custom-finishing and supervision of processing with specialized emphasis on areas covered earlier in the curriculum.

Students may find early employment opportunities as operators of photofinishing equipment. Employment opportunities exist for individuals completing the program as custom and machine printers, quality control specialists, service representatives, inspectors, and on the advanced level, in supervisory positions in all areas mentioned.

### Job Opportunities:

#### **Entry Level**

- Quality Control Technician-Assistant
- Custom Machine Printer Operator
- Film Processing Specialist
- Electronic Maintenance
- One Hour Lab Manager
- Automatic Printer Operator

#### **Advanced Level**

- Quality Control Manager
- Technical Service Representative
- Equipment Control Manager
- Maintenance Technician (Photo-Electronics)
- Laboratory Manager
- Production Manager
- Equipment Sales & Service
- Lab Owner

## Photofinishing (Degree-Diploma)

	Hours Per Week		Quarter	
	Class	Lab	Hours	
<b>FIRST QUARTER (Fall)</b>				
PFN 110	Process Control	2	8	6
PHO 111	Fundamentals of Photography	4	8	8
PHO 113*	Photochemistry	4	2	5
PHO 114	Photographic Corrections & Finishing I	<u>0</u>	<u>4</u>	<u>2</u>
		10	22	21 (16)

### SECOND QUARTER (Winter)

PHO 123-A*	Materials & Processes I	4	0	4
PHO 124	Photographic Corrections & Finishing II	0	4	2
PFN 127	Introduction to Machine Processing	2	8	6
PFN 128	Introduction to Machine Printing	2	8	6
ENG 101	Technical Communications	<u>3</u>	<u>0</u>	<u>3</u>
		11	20	21 (17)

### THIRD QUARTER (Spring)

PHO 133-A*	Materials & Processes II	2	0	2
PFN 134	Advanced Photofinishing Processes	2	12	8
PEL 130	Electricity for Photo-Electronics	2	2	3
ENG 102*	Technical Communications Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
		12	14	19 (14)

### FOURTH QUARTER (Summer)

PFN 143	Custom Color Printing I	1	4	3
PFN 144	Custom Processing I	1	4	3
PFN 147	Photographic Machine Maintenance	2	12	8
PEL 140*	Basic Electronics	2	2	3
ENG 103	Report Writing	<u>3</u>	<u>0</u>	<u>3</u>
		9	22	20 (17)

**Total Credit Hours for Diploma: (64)**

\*Courses not required for diploma

SECOND-YEAR CURRICULA. Upon completion of the fourth quarter, the student proceeding to the associate degree selects one of two curricula options: Laboratory Management or Photo-Electronics.

## Photofinishing Laboratory Management Option

	Hours Per Week		Quarter	
	Class	Lab	Hours	

### FIFTH QUARTER (Fall)

PFN 250	Controlled Work Experience Photofinishing	(total hours: class, 330-400 employment)	11	4
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### SIXTH QUARTER (Winter)

PFN 260	Production Supervision	0	12	4
PFN 263	Custom Color Printing II	1	4	3
PFN 264	Custom Processing II	1	4	3
PEL 260	Electronic Imaging Systems	2	2	3
ENG 204	Oral Communications	3	0	3
SSC 261	Social History of the Visual Arts—1800 to Present	<u>3</u>	<u>0</u>	<u>3</u>
		10	22	19

### SEVENTH QUARTER (Spring)

PFN 270	Photofinishing Laboratory Management	1	4	3
PHO 274	Advanced Photographic Corrections & Finishing	0	8	4
PEL 277	Introduction to Photo- electronics	2	8	6
BUS 239	Marketing	5	0	5
BUS 272	Principles of Supervision	<u>3</u>	<u>0</u>	<u>3</u>
		11	20	21

**Total Credit Hours for Degree: 125**

# Photofinishing (Degree-Diploma)

## Photofinishing Photo-Electronics Option

			Hours Per Week		Quarter
			Class	Lab	Hours
			Credit		
<b>FIFTH QUARTER (Fall)</b>					
PEL 252	Photo-Electronics I		1	4	3
PEL 253	Electronic Test Equipment Operation & Use		1	2	2
PEL 254	Electronic Technology I		2	4	4
ENG 204	Oral Communications		3	0	3
			7	10	12
PEL 215*	Photo-Electronics Computations		3	0	3
ELN 104*	Introduction to Computers		3	2	4
Or					
EDP 104*	Introduction to Computers		3	2	4
<b>SIXTH QUARTER (Winter)</b>					
PEL 260	Electronic Imaging Systems		2	2	3
PEL 262	Photo-Electronics II		0	8	4
PEL 264	Electronic Technology II		2	4	4
PEL 265	Electro-Mechanical Industrial Controls		2	4	4
SSC 261	Social History of the Visual Arts—1800 to Present		3	0	3
			9	18	18
PHY 110*	Applied Science		3	2	4

### SEVENTH QUARTER (Spring)

PEL 272	Photo-Electronics III	0	8	4
PEL 273	Troubleshooting Techniques	2	2	3
PEL 274	Electronic Technology III	2	4	4
PFN 270	Photofinishing Laboratory Management	1	4	3
		5	18	14
PEL 271*	Digital Techniques	3	0	3
BUS 239*	Marketing	5	0	5
BUS 272*	Principles of Supervision	3	0	3

**Total Credit Hours for Degree: 125**

\*Elective courses to be selected with advisor



The Photography curriculum offers comprehensive training in photographic technique and its application in a major professional area.

Special emphasis is placed on skills and knowledge in the following areas: black-and-white and color photography, studio procedures, laboratory procedures, laboratory production and quality control, lighting techniques, and business and legal aspects. Studies in design, history and aesthetics of photography, basic electronics, and electronic applications in the photography industry are incorporated into the curriculum.

Employment opportunities include positions as advertising, architectural, biological, industrial, editorial, news, portrait, catalog, product illustration, school, and wedding photographer. In addition, there are opportunities in equipment sales, photographic laboratories, and the field of public relations and advertising.

#### Job Opportunities

Photographer, Still  
Commercial Photographer  
Photojournalist  
Photographer, News  
Photographer, Portrait



## Photography (Degree-Diploma)

		Hours Per Week		Quarter Hours Credit
		Class	Lab	
<b>FIRST QUARTER (Fall)</b>				
PHO 111	Fundamentals of Photography	4	8	8
PHO 112	Design Laboratory I	0	4	2
PHO 113	Photochemistry	4	2	5
PHO 114	Photographic Corrections & Finishing I	0	4	2
ENG 204*	Oral Communications	<u>3</u>	<u>0</u>	<u>3</u>
		11	18	20 (17)

<b>SECOND QUARTER (Winter)</b>				
PHO 122*	Design Laboratory II	0	4	2
PHO 123*	Materials & Processes I	4	2	5
PHO 124	Photographic Correction & Finishing II	0	4	2
PHO 125	Basic Object Lighting	1	4	3
PHO 126	Basic Portrait Lighting	1	4	3
ENG 101	Technical Communications	3	0	3
PSY 204	Human Relations	3	0	3
PEL 267*	Video Production	<u>(2)</u>	<u>(4)</u>	<u>( 4)</u>
		12	18	21 (18)

<b>THIRD QUARTER (Spring)</b>				
PHO 131	View Camera I	1	4	3
PHO 132*	Design Laboratory III	0	4	2
PHO 133*	Materials & Processes II	2	4	4
PHO 135*	Product Lighting	1	4	3
PEL 130	Electricity for Photo-Electronics	2	2	3
ENG 102	Technical Communications	3	0	3
PHO 136**	Portrait/Candid Package Photography	<u>(2)</u>	<u>(4)</u>	<u>( 4)</u>
		12	18	21 (13)

<b>FOURTH QUARTER (Summer)</b>				
PHO 141*	View Camera II	1	4	3
PFN 143	Custom Color Printing I	1	4	3
PHO 148	Small Format Photography	2	8	6
PHO 149	Graphics Materials & Applications	2	4	4
PEL 140*	Basic Electronics	2	2	3
ENG 103	Report Writing	<u>3</u>	<u>0</u>	<u>3</u>
		11	22	22 (16)

**Total Credit Hours for Diploma: (64)**

\*Courses not required for diploma

\*\*Courses required only for diploma

**SECOND-YEAR CURRICULA.** Upon completion of the fourth quarter, the student proceeding to the associate degree selects one of four curricula options: Biomedical Photography, Commercial Photography, Photojournalism, or Portrait Studio Management. Students wishing to broaden their study may audit class hours in options other than their own. Students desiring additional study in specialty areas not addressed by the scheduled curricula may elect a limited number of hours of individual study provided staff and equipment resources are available in the selected area.

### Photography—Biomedical Option

		Hours Per Week		Quarter Hours Credit
		Class	Lab	
<b>FIFTH QUARTER (Fall)</b>				
PFN 110-A	Process Control	2	4	4
PHO 251	Portrait Photography I	1	6	3
PHO 256	Macrophotography/ Photomicrography	1	4	3
BIO 1101	Anatomy & Physiology	<u>5</u>	<u>0</u>	<u>5</u>
		9	14	15
PHO 258*	Individual Study	0	4	2
PHO 259*	Individual Study	0	4	2
<b>SIXTH QUARTER (Winter)</b>				
PHO 265-A	Photojournalism I	2	12	8
SSC 261	Social History of the Visual Arts—1800 to Present	3	0	3
PHO 268	Audio-Visual Production	2	4	4
PEL 260	Electronic Imaging Systems	<u>2</u>	<u>2</u>	<u>3</u>
		9	18	18
PEL 263*	Digital Image Processing	2	4	4
PEL 267*	Video Production	2	4	4

<b>SEVENTH QUARTER (Spring)</b>				
PHO 270	Internship	(total hours: 440 employment)		4

<b>EIGHTH QUARTER (Summer)</b>				
PHO 280	Internship	(total hours: 440 employment)		4

**Total Credit Hours for Degree: 125**

\*Elective courses not required for degree

*Photography (Degree-Diploma)*

**Photography—Commercial Option**

		Hours Per Week		Quarter
		Class	Lab	Hours
				Credit
<b>FIFTH QUARTER (Fall)</b>				
PHO 252	Commercial Photography I (six weeks)	2	30	8
	(five weeks-studio intern)		40	<u>2</u>
				10
PHO 258*	Individual Study	0	4	2
PHO 259*	Individual Study	0	4	2
<b>SIXTH QUARTER (Winter)</b>				
PHO 262	Commercial Photography II	2	18	11
SSC 261	Social History of the Visual Arts-1800 to Present	3	0	3
PEL 260	Electronic Imaging Systems	2	2	3
PHO 268	Audio-Visual Production	2	4	4
or				
PEL 263	Digital Image Processing	—	—	—
		9	24	21
<b>SEVENTH QUARTER (Spring)</b>				
PHO 272	Commercial Photography III (six weeks)	2	30	8
	(five weeks-studio intern)		40	<u>2</u>
				10
PHO 278*	Individual Study	0	4	2
PHO 279*	Individual Study	0	4	2

**Total Credit Hours for Degree: 125**

\*Elective courses not required for degree

**Photography—Photojournalism Option**

		Hours Per Week		Quarter
		Class	Lab	Hours
				Credit
<b>FIFTH QUARTER (Fall)</b>				
PEN 110-A*	Process Control	2	4	4
PHO 250*	Controlled Work Experience— Photojournalism	(total hours: class, 330-400 employment)	11	4
PHO 251*	Portrait Photography I	1	6	3
PHO 253*	Wedding Photography	1	4	3
PHO 258*	Individual Study	0	4	2
PHO 259*	Individual Study	0	4	<u>2</u>
				4**
<b>SIXTH QUARTER (Winter)</b>				
PHO 265	Photojournalism I	4	16	12
SSC 261	Social History of the Visual Arts—1800 to Present	3	0	3
PEL 260	Electronic Imaging Systems	2	2	3
PHO 268	Audio-Visual Production	2	4	4
or				
PEL 263	Digital Image Processing	—	—	—
		11	22	22
<b>SEVENTH QUARTER (Spring)</b>				
PHO 275	Photojournalism II	4	16	12
ENG 222	Journalism	<u>3</u>	<u>0</u>	<u>3</u>
		7	16	15
PHO 278*	Individual Study	0	4	2
PHO 279*	Individual Study	0	4	2

**Total Credit Hours for Degree: 125**

\*Elective courses not required for degree

\*\*A minimum of four credit hours of photography electives is required Fall Quarter.



## Photography (Degree-Diploma)

### Photography

#### Portrait Studio Management Option

			Hours Per Week		Quarter
			Class	Lab	Hours
					Credit
<b>FIFTH QUARTER (Fall)</b>					
PFN 110-A	Process Control		2	4	4
PHO 251	Portrait Photography I		1	6	3
PHO 253	Wedding Photography		1	4	3
BUS 232	Sales Development		3	0	3
BUS 235	Business Management		3	0	3
			10	14	16
PHO 258*	Individual Study		0	4	2
PHO 259*	Individual Study		0	4	2
<b>SIXTH QUARTER (Winter)</b>					
PHO 261	Portrait Photography II		1	12	5
SSC 261	Social History of the Visual Arts - 1800 to Present		3	0	3
BUS 115	Business Law		3	0	3
			7	12	11
PEL 260*	Electronic Imaging Systems		2	2	3
PEL 263*	Digital Image Processing		2	4	4
PEL 267*	Video Production		2	4	4
PHO 268*	Audio-Visual Production		2	4	4

#### SEVENTH QUARTER (Spring)

PHO 271	Portrait Photography III	1	12	5
PHO 274	Advanced Photographic Corrections & Finishing	0	8	4
BUS 239	Marketing	5	0	5
		6	20	14
PHO 278*	Individual Study	0	4	2
PHO 279*	Individual Study	0	4	2

**Total Credit Hours for Degree: 125**

\*Elective courses not required for degree



The purposes of the Secretarial-Executive curriculum are to: (1) prepare the individual to enter the secretarial profession, (2) provide an educational program for individuals wanting education for upgrading (moving from one secretarial position to another) or retraining (moving from present position to secretarial position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, shorthand, transcription and business machines. 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.

**Job Opportunities:**

**Entry Level**

Secretary  
Stenographer  
Data Typist  
Typist  
Office Clerk  
Word Processing Correspondence Specialist  
Word Processing Typist  
Word Processing Administrative Secretary  
Receptionist

**Advanced Level**

Administrative Secretary  
Transcribing Operator Supervisor  
Word Processing Supervisor

		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 102	Typewriting I	2	3	3
BUS 106	Shorthand I	<u>3</u>	<u>2</u>	<u>4</u>
		18	5	20
<b>SECOND QUARTER (Winter)</b>				
ENG I01	Technical Communications	3	0	3
BUS I03	Typewriting II	2	3	3
BUS I07	Shorthand II	3	2	4
BUS 110	Office Machines	2	2	3
BUS 120	Accounting I	<u>5</u>	<u>2</u>	<u>6</u>
		15	9	19
<b>THIRD QUARTER (Spring)</b>				
ENG I02	Technical Communications	3	0	3
BUS I04	Typewriting III	2	3	3
BUS 108	Shorthand III	3	2	4
BUS 112	Records Management	3	2	4
BUS 121	Accounting II	<u>5</u>	<u>2</u>	<u>6</u>
		16	9	20

**FOURTH QUARTER (Fall)**

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

**FIFTH QUARTER (Winter)**

ENG 206	Business Communications	3	0	3
BUS 115	Business Law I	3	0	3
BUS 212	Word Processing I	2	4	4
BUS 214	Secretarial Procedures I	5	2	6
PSY 204	Human Relations	3	0	3
	Business Elective (Optional)	<u>3</u>	<u>0</u>	<u>3</u>
		16	6	19

**SIXTH QUARTER (Spring)**

BUS 207	Dictation and Transcription II	3	2	4
BUS 213	Word Processing II	2	2	3
BUS 216	Secretarial Procedures II	5	2	6
PSY 112	Professional Development	3	0	3
	Business Elective	<u>3</u>	<u>0</u>	<u>3</u>
		16	6	19

**Total Quarter Hours Credit 114**

The Welding curriculum gives students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry. Welders join metals by applying intense heat, and sometimes pressure to form a permanent bond between intersecting metals.

Welding offers employment in practically any industry; shipbuilding, automotive, aircraft, guided missiles, heavy equipment, railroads, construction, pipefitting, production shops, job shops and many others.

### Job Opportunities:

#### **Entry Level**

Arc Welder  
Arc Welding-Machine Operator  
Gas Welding-Machine Operator  
Gas Welder  
Welder-Assembler  
Combination Welder

#### **Advanced Level**

Lay-out Worker I  
Welder-Fitter



		Hours Per Week		Quarter
		Class	Lab	Hours Credit
<b>FIRST QUARTER (Fall)</b>				
WLD 1119	Arc Welding I	2	6	4
WLD 1120	Oxyacetylene Welding and Cutting	2	9	5
MAT 1101	Fundamentals of Mathematics	5	0	5
DFT 1104	Blueprint Reading: Mechanical	1	2	2
MEC 1112	Machine Shop Processes	<u>1</u>	<u>3</u>	<u>2</u>
		11	20	18
<b>SECOND QUARTER (Winter)</b>				
WLD 1121	Arc Welding II	3	15	8
DFT 1117	Blueprint Reading: Welding	1	2	2
ENG 1101	Reading Improvement	2	0	2
WLD 1112	Mechanical Testing and Inspection	1	3	2
PSY 1101	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
		10	20	17

**THIRD QUARTER (Spring)**

WLD 1122	Commercial and Industrial Practices	3	6	5
WLD 1123	Inert Gas Welding	1	9	4
PHY 1101	Applied Science	3	2	4
ENG 1102	Communication Skills	<u>3</u>	<u>0</u>	<u>3</u>
		10	17	16

**FOURTH QUARTER (Summer)**

WLD 1124	Pipe Welding	5	12	9
WLD 1125	Certification Practices	3	6	5
DFT 1180	Drafting Trades I	<u>2</u>	<u>2</u>	<u>3</u>
		10	20	17

**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 Development. Availability of courses will be determined by enrollment.

Accounting (degree)  
Automotive Body Repair (certificate)  
Automotive Mechanics (certificate)  
Business Administration (degree)  
Child Care Worker (certificate)  
Business Computer Programming (certificate, diploma, degree)  
Floral Design & Commercial Horticulture (certificate)

General Office (degree)  
General Office (diploma)  
Industrial Electricity (certificate)  
Industrial Mechanics (certificate)  
Basic Law Enforcement (certificate)  
Machinist (certificate)  
Welding (certificate)  
Word Processing (certificate)

### *Accounting (Evening)*

The purpose of the Accounting curriculum is to prepare the individual to enter the accounting profession through study of accounting principles, theories and practices with related study in law, finance, management and data processing operations.

The curriculum is designed to prepare the individual for entry-level accounting positions, such as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk and related data processing occupations.

With experience and additional education, the individual will be able to advanced to positions such as systems accountant, cost accountant, budget accountant and property accountant.

#### **Job Opportunities:**

##### **Entry Level**

Accountant  
Estimator  
Bookkeeper I  
Bookkeeping-Machine Operator I  
Accounting Clerk

##### **Advanced Level**

Budget Accountant  
Cost Accountant  
Property Accountant  
Systems Accountant  
Bookkeeper II  
Bookkeeping-Machine Operator II



## Accounting (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 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 269	Auditing	3	2	4
*BUS 271	Office Management	5	0	5
BUS 272	Principles of Supervision	3	0	3
*EDP 104	Introduction to Computers	3	2	4
ECO 102	Economics I	3	0	3
*ECO 104	Economics II	3	0	3
EDP 120	Microcomputer Applications	2	4	4
PSY 204	Human Relations	3	0	3
	Social Science Elective	3	0	3

**Total Quarter Hours Credit: 114**

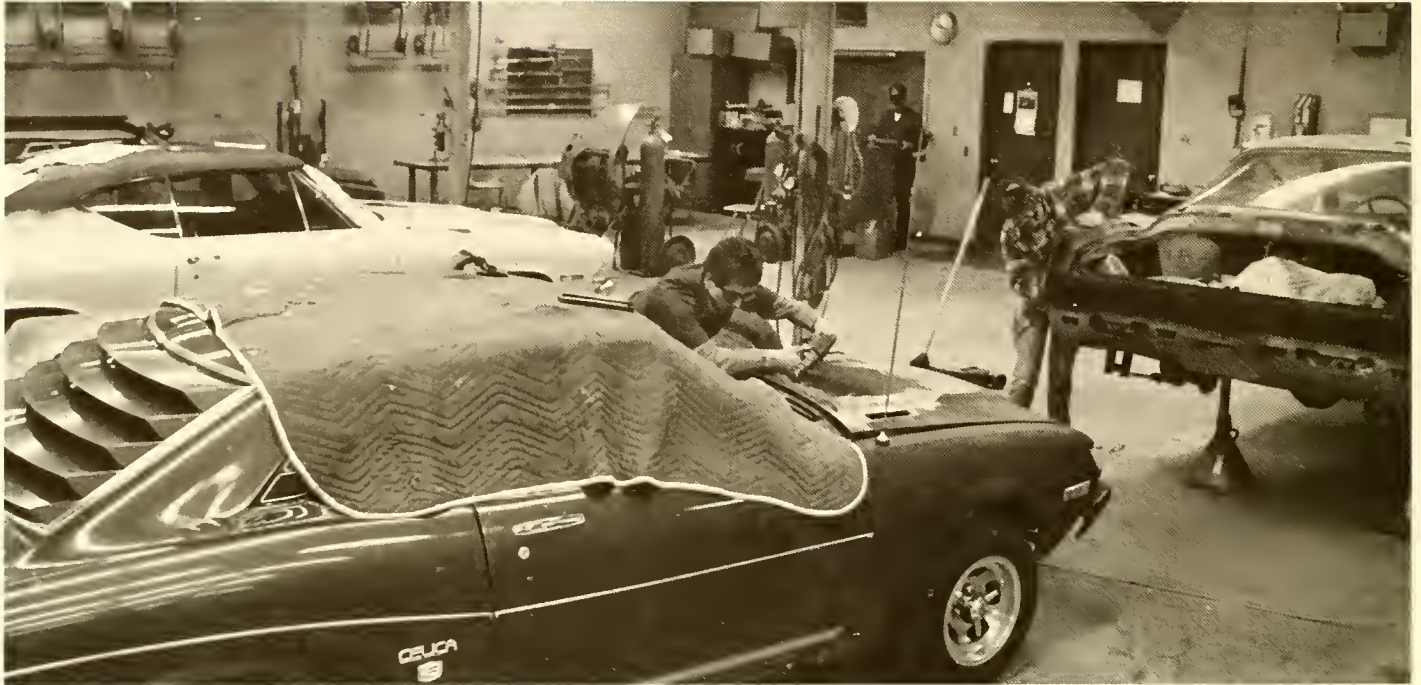
The unique nature of this program requires certain procedures be followed:

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

\*Prerequisite Required (See course description)

\*\*Prerequisite Recommended (See course description)

## Automotive Body Repair (Evening)



The Automotive Body Repair curriculum provides training in the use of the equipment and materials of the auto body mechanic trade. The student studies the construction of the automobile body and techniques of auto body repairing, rebuilding and refinishing.

Repairing, straightening, aligning, metal finishing and painting of automobile bodies and frames are typical jobs performed. Job titles include automobile body repairperson, automotive painter, and frame and chassis repairperson. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

### Job Opportunities:

Automobile Accessories Installer  
Automobile-Repair-Service Estimator  
Appraiser, Automobile Damage  
Automatic Window, Seat, and Top Lift Repairer  
Painter Helper, Automotive  
Painter, Transportation Equipment  
Automobile Body Customizer  
Automobile Body Repairer

Hours Per Week		Quarter
Class	Lab	Hours

### FIRST QUARTER (Fall)

AUT 111A	Basic Auto Body Repair I	1	5	3
WLD 1103	Basic Welding	3	3	4
		4	8	7

### SECOND QUARTER (Winter)

AUT 1112A	Basic Auto Body Repair II	2	6	4
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### THIRD QUARTER (Spring)

AUT 1113A	Metal Finishing and Painting	2	6	4
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### FOURTH QUARTER (Summer)

AUT 1114A	Body Shop Applications	2	6	4
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**Total Quarter Hours Credit: 19**





The Automotive Mechanics curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair and adjust automobile vehicles. Manual skills are developed in practical shop work and the technical understanding of the operating principles involved in the modern automobile are taught through class assignments, discussions and shop practices.

Automobile mechanics maintain and repair mechanical, electrical and body parts of passenger cars, trucks and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition and use shop manuals and other technical publications as references for technical data. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

**Job Opportunities:**

**Entry Level**

- General Mechanic
- Tune-up Mechanic
- Front-end Specialist
- Automatic Transmission Specialist
- Brake Specialist

	Hours Per Week		Quarter Hours Credit
	Class	Lab	

**FIRST QUARTER (Fall)**

PME 1150	Internal Combustion Engines I	3	6	5
MAT 1101	Fundamentals of Mathematics	5	0	5
		8	6	10

**SECOND QUARTER (Winter)**

PME 1152	Automotive Fuel Systems	2	6	4
ENG 1102	Communication Skills	3	0	3
		5	6	7

**THIRD QUARTER (Spring)**

PME 1153	Automotive Electrical Systems	3	6	5
WLD 1101	Basic Welding	0	3	1
		3	9	6

**FOURTH QUARTER (Fall)**

AUT 1173	Chassis and Suspension I	2	3	3
AUT 1171	Braking Systems I	1	3	2
		3	6	5

**FIFTH QUARTER (Winter)**

AUT 1164	Power Train Systems I	2	3	3
AHR 1101	Automotive Air Conditioning	2	3	3
		4	6	6

**SIXTH QUARTER (Spring)**

AUT 1175	Automotive Trouble Shooting I	2	5	4
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**Total Quarter Hours Credit: 38**

## *Business Administration (Evening)*

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The Business Administration curriculum is designed to prepare an individual for entry into middle-management occupations in various businesses and industries. The curriculum provides an overview of the business and industrial world—its organization and management.

The purpose of the curriculum will be fulfilled through courses designed to develop competency in: (1) understanding the principles of organization and management in business operations, (2) utilizing modern techniques to make decisions, (3) understanding the economy through study and analysis of the role of production and marketing, (4) communicating orally and in writing and (5) interpersonal relationships.

Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in middle-management activities in business or industry.

### Job Opportunities:

#### **Entry Level**

Purchasing Agent  
Sales Manager  
Public-Relations Representative  
Sales-Service Promoter  
Training Representative  
General Supervisor  
Credit Card Operations Manager  
Operations Officer  
Loan Officer  
Volunteer Services Supervisor  
Customer Services Manager  
Residence Supervisor

#### **Advanced Level**

Personnel Manager  
Credit & Collection Manager  
Customer Service Manager  
Branch Manager  
Production Superintendent  
Traffic Manager  
Credit Union Manager



*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 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 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	Risk and Insurance	3	0	3
**BUS 271	Office Management	5	0	5
BUS 272	Principles of Supervision	3	0	3
*EDP 104	Introduction to Computers	3	2	4
ECO 102	Economics I	3	0	3
*ECO 104	Economics II	3	0	3
EDP 120	Microcomputer Applications	2	4	4
PSY 204	Human Relations	3	0	3
	Social Science Elective	3	0	3

**Total Quarter Hours Credit: 110**

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 Descriptions)

\*\*Prerequisite Recommended (See Course Description)

The primary objective of the Business Computer Programming curriculum is to prepare individuals for gainful employment as computer programmers. The objective is fulfilled through study and application in areas such as computer and systems theories and concepts, data processing techniques, business operations, logic, flow charting, programming procedures and languages and types, uses and operation of equipment.

Entry-level jobs as computer programmer and computer programmer trainee are available. With experience and additional education, the individual may enter jobs such as data processing manager, computer programmer manager, systems analyst and systems manager.

Students enrolled on a part-time basis in evening Business Computer Programming will require approximately 4 years to complete the total curriculum. Any questions concerning this evening program should be directed to one of the Student Development Counselors or Admissions staff.

**Job Opportunities:**

**Entry Level**

Computer Programmer  
Computer Programmer Trainee  
Information Systems Programmer  
Process Control Programmer  
Detail Programmer

**Advanced Level**

Data Processing Manager/Supervisor  
Computer Operations Manager/Supervisor  
Chief Business Programmer  
Data Processing Programmer/Analyst



*Business Computer Programming (Evening)*

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**FIRST QUARTER (Fall)**

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
MAT 110	Business Mathematics	5	0	5
BUS 120	Accounting I	5	2	6
EDP 104	Introduction to Computers	3	2	4
EDP 102	Keyboarding	0	2	1
ENG 204	Communications	<u>3</u>	<u>0</u>	<u>3</u>
		16	6	19

**SECOND QUARTER (Winter)**

BUS 121	Accounting II	5	2	6
ECO 102	Economics I	3	0	3
ENG 101	Technical Communications	3	0	3
EDP 116	Assembler Language	2	2	3
EDP 114	Computer Programming Logic	<u>3</u>	<u>2</u>	<u>4</u>
		16	6	19

**THIRD QUARTER (Spring)**

BUS 122	Accounting III	5	2	6
EDP 124	COBOL Programming I	4	2	5
EDP 122	Beginning BASIC	3	2	4
ENG 102	Technical Communications	<u>3</u>	<u>0</u>	<u>3</u>
		15	6	18

**FOURTH QUARTER (Summer)**

PSY 204	Human Relations	3	0	3
ENG 103	Report Writing	3	0	3
EDP 224	COBOL Programming II	3	2	4
EDP 222	Advanced BASIC	<u>3</u>	<u>2</u>	<u>4</u>
		12	4	14

**FIFTH QUARTER (Fall)**

BUS 225	Cost Accounting	3	2	4
BUS 235	Business Management	3	0	3
EDP 235	Computer Operations	2	2	3
EDP 230	File Processing	<u>3</u>	<u>2</u>	<u>4</u>
		11	6	14

**SIXTH QUARTER (Winter)**

EDP 126	RPG II Programming	3	2	4
ENG 206	Business Communications	3	0	3
EDP 243	Systems Analysis	3	2	4
EDP 240	On-Line and Database Techniques	<u>2</u>	<u>2</u>	<u>3</u>
		11	6	14

**SEVENTH QUARTER (Spring)**

EDP 250	Data Processing Applications	4	4	6
SSC	Social Science Elective	3	0	3
EDP 248	Systems Design	3	2	4
	EDP or Technical Elective	<u>3</u>	<u>0</u>	<u>3</u>
		13	6	16

**Total Quarter Hours Credit: 114**



The Child Care Worker curriculum prepares individuals to work as assistants with early childhood specialists in day care centers, nursery schools, kindergartens, child development centers, hospitals, institutions, camps and recreation centers. This curriculum provides course work to meet the requirements for entry level employment and upgrading or retraining of staff in child care facilities.

Instruction includes theory and application in child care, growth and development of children, behavior patterns of children, health practices and how to deal with the emotional and physical problems of children.

**Job Opportunities:**

- Child Care Worker
- Day Care Worker
- Child Care Assistant (Aide)

		Hours Per Week		Quarter
		Class	Lab	Hours
				Credit

**FIRST QUARTER (Fall)**

PSY	1105	Human Growth and Development: Pre-Natal Infant	3	0	3
EDU	1109	Physical Activities in Early Childhood	3	0	3
EDU	1137	Math for Young Children	2	0	2
HEA	1119	First Aid	2	0	2
PSY	1107	Classroom Management	<u>3</u>	<u>0</u>	<u>3</u>
			13	0	13

**SECOND QUARTER (Winter)**

PSY	1106	Human Growth and Development: Early Childhood	3	0	3
EDU	1115	Reading and Language Arts for Children	5	0	5
EDU	1138	Science Activities for Young Children	2	0	2
EDU	1231	Creative Activities	<u>2</u>	<u>0</u>	<u>2</u>
			12	0	12

**THIRD QUARTER (Spring)**

EDU	1114	Art Activities in Early Childhood	1	2	2
EDU	1123	Seminar Practicum III	<u>1</u>	<u>20</u>	<u>3</u>
			2	22	5

**Total Quarter Hours Credit: 30**

## Floral Design & Commercial Horticulture (Evening)



The Floral Design and Commercial Horticulture curriculum is designed to provide students with skills in designing and fashioning floral arrangements appropriate to particular events such as holidays, birthdays, weddings and banquets. The floral designer may be called on to decorate facilities for special events or to interpret clients' requirements for households and business establishments. The curriculum emphasizes buying and arranging flowers and the management of a retail flower shop, the art of salesmanship, effective communication and business management. Also stressed is the growing of flowers and plants and greenhouse management.

Graduates of this curriculum should find job opportunities as flower buyers, floral designers, floral salespersons, flower shop supervisors or managers, owners of retail flower shops.

### Job Opportunities:

#### Entry Level

Floral Designer (Florists)

Flower Buyer

Floral Sales

Hours Per Week		Quarter Hours
Class	Lab	Credit

#### FIRST QUARTER (Fall)

FLO 101	Floral Design I	3	4	5
HOR 274	Plant Propagation	<u>1</u>	<u>2</u>	<u>2</u>
		4	6	7

#### SECOND QUARTER (Winter)

FLO 102	Floral Design II	2	4	4
HOR 275	Plant Propagation	<u>1</u>	<u>2</u>	<u>2</u>
		3	6	6

#### THIRD QUARTER (Spring)

FLO 103	Floral Design III	2	5	4
PSY 204	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
		5	5	7

#### FOURTH QUARTER (Fall)

FLO 220	Floral Design IV	2	4	4
HOR 284	Greenhouse Management	<u>1</u>	<u>2</u>	<u>2</u>
		3	6	6

#### FIFTH QUARTER (Winter)

FLO 222	Floral Design V	1	4	3
HOR 285	Greenhouse Management	<u>1</u>	<u>2</u>	<u>2</u>
		2	6	5

#### SIXTH QUARTER (Spring)

FLO 206	Floral Design VI	2	4	4
BUS 195	Small Business Operations	<u>3</u>	<u>0</u>	<u>3</u>
		5	4	7

**Total Quarter Hours Credit: 38**

#### ELECTIVES

HOR 180	Plant Identification I	3	0	3
HOR 251	Landscape Planning I	2	2	3

## *General Office Degree (Evening)*

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The purposes of the General Office curriculum are to: (1) prepare the individual to enter clerical-office occupations, (2) provide an educational program for individuals wanting education for upgrading (moving from one position to another) or retraining (moving from present position to a clerical position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, filing and business machines. Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in office-related activities.

### Job Opportunities:

#### **Entry Level**

Business Machine Operator  
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  
Accounting Clerk  
Correspondence Clerk  
Administrative Clerk  
Personnel Clerk





## General Office Degree (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
PSY 112	Professional 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 I	5	2	6
*BUS 216	Secretarial Procedures II	5	2	6
*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: 110**

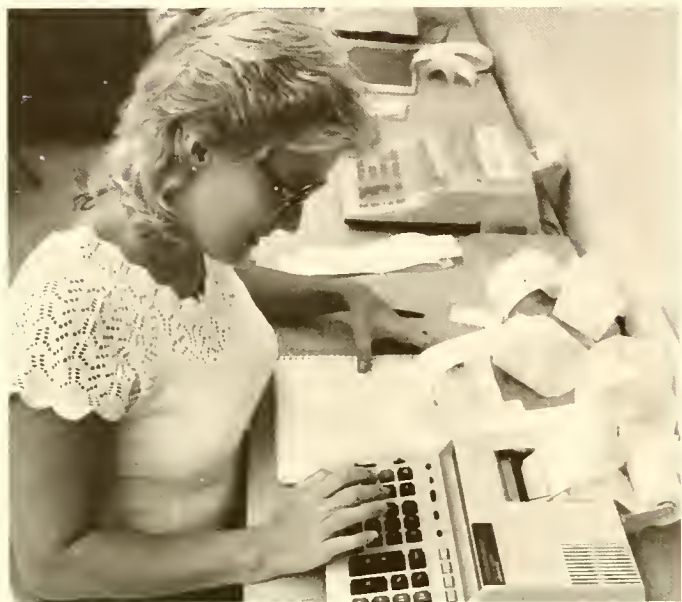
The unique nature of this program requires certain procedures to be followed:

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)

## General Office Diploma (Evening)



The General Office Diploma Program is designed for the individual entering, upgrading, or retraining in the office occupations relating to general and clerical duties. Special emphasis is on typing and basic office duties and responsibilities.

Through study in areas such as typewriting, oral and written communication, basic accounting, business machines, and word processing, the individual will be able to function effectively as an office clerk, machine operator, typist, or receptionist.

The General Office Diploma Program may be taken on a day or evening schedule. Students are advised to check with the Admissions Office or a member of the counseling staff if they have questions.

### Entry Level

Calculating-Machine Operator  
 Transcribing-Machine Operator  
 Clerk-Typist  
 Typist  
 File Clerk I  
 General Clerk  
 Appointment Clerk  
 Receptionist

Hours Per Week		Quarter
Class	Lab	Hours Credit

### FIRST QUARTER (Fall)

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	<u>2</u>	<u>2</u>	<u>3</u>
		17	5	19

### 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 120	Accounting I	5	2	6
PSY 204	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
		16	5	18

### 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 214	Secretarial Procedures I	5	2	6
BUS 121	Accounting II	<u>5</u>	<u>2</u>	<u>6</u>
		18	9	22

### FOURTH QUARTER (Summer)

BUS 205	Advanced Typewriting	2	3	3
BUS 212	Word Processing I	2	4	4
EDP 104	Introduction to Computers	<u>3</u>	<u>2</u>	<u>4</u>
		7	9	11

**Total Quarter Hours Credit: 70**

## Industrial Electricity (Evening)



The Industrial Electricity program is designed to prepare students for the installation, repair and maintenance of electrical equipment. The emphasis is on motors and related control systems, but students who take the basic courses will have sufficient knowledge and skill to work as helpers for electricians or repairmen in house wiring, small appliance repair, industrial maintenance, linemen and related jobs.

Job Opportunities:

### Entry Level

Electrical Apprentice

### Advanced Level

Electrician

### FIRST QUARTER (Fall)

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
MAT 1115	Electrical Math	5	0	5
ELN 1106	Instrument Familiarization	<u>3</u>	<u>6</u>	<u>5</u>
		8	6	10

### SECOND QUARTER (Winter)

DFT 1180	Drafting Trades I	2	2	3
ELC 1104A	Basic Electricity I	<u>3</u>	<u>3</u>	<u>4</u>
		5	5	7

### THIRD QUARTER (Spring)

ENG 1102	Communication Skills	3	0	3
ELC 1104B	Basic Electricity I	<u>2</u>	<u>6</u>	<u>4</u>
		5	6	7

### FOURTH QUARTER (Fall)

ELC 1105A	Basic Electricity II	3	3	4
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### FIFTH QUARTER (Winter)

ELC 1105B	Basic Electricity II	2	6	4
ELN 1118A	Industrial Electronics	<u>2</u>	<u>3</u>	<u>3</u>
		4	9	7

### SIXTH QUARTER (Spring)

ELC 1115	AC & DC Machinery	3	6	5
ELN 1118B	Industrial Electronics	<u>1</u>	<u>3</u>	<u>2</u>
		4	9	7

**Total Quarter Hours Credit: 42**

## Industrial Mechanics (Evening)



The curriculum in Industrial Mechanics prepares students with a broad background in industrial skills required by industry for its mechanics. The individual develops skills in the repair and maintenance of industrial equipment, basic welding and cutting, refrigeration and air conditioning, direct and alternating current, machines and their controls and related courses.

### Job Opportunities:

#### Entry Level

Maintenance Machine Repairer  
 Maintenance Mechanic Helper  
 Millwright Helper  
 Factory or Mill Maintenance Repairer-Helper

Hours Per Week		Quarter
Class	Lab	Hours Credit

#### FIRST QUARTER (Fall)

MAT 1101	Fundamentals of Mathematics	5	0	5
WLD 1100A	Basic Welding	<u>1</u>	<u>5</u>	<u>3</u>
		6	5	8

#### SECOND QUARTER (Winter)

DFT 1180	Drafting Trades	2	2	3
WLD 1159A	Arc Welding	<u>2</u>	<u>3</u>	<u>3</u>
		4	5	6

#### THIRD QUARTER (Spring)

DFT 1104	Blueprint Reading: Mechanical	1	2	2
MEC 1151A	Machine Shop Theory and Practice	<u>1</u>	<u>6</u>	<u>3</u>
		2	8	5

#### FOURTH QUARTER (Fall)

ENG 1102	Communication Skills	3	0	3
MEC 1152A	Machine Shop Theory and Practice	<u>1</u>	<u>6</u>	<u>3</u>
		4	6	6

#### FIFTH QUARTER (Winter)

ELC 1101	Industrial Electrical Practices	3	2	4
AHR 1121	Principles of Refrigeration and Air Conditioning	<u>1</u>	<u>2</u>	<u>2</u>
		4	4	6

#### SIXTH QUARTER (Spring)

ELC 1102	Industrial Electrical Practices	3	2	4
AHR 1122	Principles of Refrigeration and Air Conditioning	<u>1</u>	<u>2</u>	<u>2</u>
		4	4	6

**Total Quarter Hours Credit: 37**

#### ELECTIVES

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

## *Basic Law Enforcement Training Program (Evening)*

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### **Basic Law Enforcement Training Program**

The primary objective of this program is to qualify one for employment as a sworn law enforcement officer in the state of North Carolina. Current state laws require that one must complete training in specific subject areas before they can be employed as a sworn officer. This course will meet these requirements as well as all other training requirements to become a certified law enforcement officer in North Carolina.

The basic format for the program is as a day program Monday through Friday 8:00 am -5:00 pm for approximately 11 weeks. As an evening program it is offered Monday through Thursday 6:00 - 10:00 pm and on Saturday 8:00 am - 5:00 pm for 22 weeks.

Included in the program will be the following topics:

1. Course Orientation
2. Constitutional Law
3. Laws of Arrest, Search and Seizure
4. Mechanics of Arrest; Arrest Procedure
5. Law Enforcement Communications and Information Systems
6. Elements of Criminal Law
7. Defensive Tactics
8. Juvenile Laws and Procedures
9. Emergency Medical Services
10. Firearms
11. Patrol Techniques
12. Crime Prevention Techniques
13. Field Notetaking and Report Writing
14. Mechanics of Arrest; Vehicle Stops
15. Mechanics of Arrest; Custody Procedures
16. Mechanics of Arrest; Processing Arrestee
17. Crisis Management
18. Deviant Behavior
19. Civil Disorders
20. Criminal Investigation
21. Interviews; Field and In-Custody
22. Controlled Substances
23. ABC Laws and Procedures
24. Electrical and Hazardous Material Emergencies
25. Motor Vehicle Law
26. Techniques of Traffic Law Enforcement
27. Traffic Accident Investigation
28. Law Enforcement Driver Training
29. Preparing for Court and Testifying in Court
30. Dealing with Victims and the Public
31. Physical Activity
32. Civil Process for Basic Law Enforcement
33. Supplemental Custody

## Machinist (Evening)

The Machinist curriculum gives individuals the opportunity to acquire basic skills and related technical information necessary to gain employment as machinist. The machinist is a skilled metalworker who shapes metal by using machine tools and hand tools. Machinists must be able to set up and operate the machine tools found in a modern shop. The machinist is able to select the proper tools and materials required for each job and to plan the cutting and finishing operations in their proper order so that the work can be finished according to blueprint or written specifications. The machinist makes computations relating to dimensions of work, tooling, feeds and speeds of machining. Precision measuring instruments are used to measure the accuracy of work.

### Job Opportunities:

#### Entry Level

- Machinist Apprentice
- Die Maker Apprentice
- Toolmaker Apprentice
- Tool and Die Maker Apprentice
- Machine Set-Up Operator
- Quality Control Foreman
- Turret Lathe Set-Up Operator
- Tool Machine Set-Up Operator
- Electrical Discharge Machine Set-Up Operator

		Hours Per Week		Quarter
		Class	Lab	Hours
				Credit
<b>FIRST QUARTER (Fall)</b>				
MAT 1101	Fundamentals of Mathematics	5	0	5
WLD 1120A	Oxyacetylene Welding & Cutting	<u>1</u>	<u>5</u>	<u>3</u>
		6	5	8
<b>SECOND QUARTER (Winter)</b>				
DFT 1180	Drafting Trades I	2	2	3
WLD 1119	Arc Welding I	<u>2</u>	<u>6</u>	<u>4</u>
		4	8	7
<b>THIRD QUARTER (Spring)</b>				
DFT 1104	Blueprint Reading: Mechanical	1	2	2
MEC 1101A	Machine Shop Theory & Practice	<u>2</u>	<u>6</u>	<u>4</u>
		3	8	6



### FOURTH QUARTER (Fall)

ENG 1102	Communication Skills	3	0	3
MEC 1101B	Machine Shop Theory & Practice	<u>1</u>	<u>6</u>	<u>3</u>
		4	6	6

### FIFTH QUARTER (Winter)

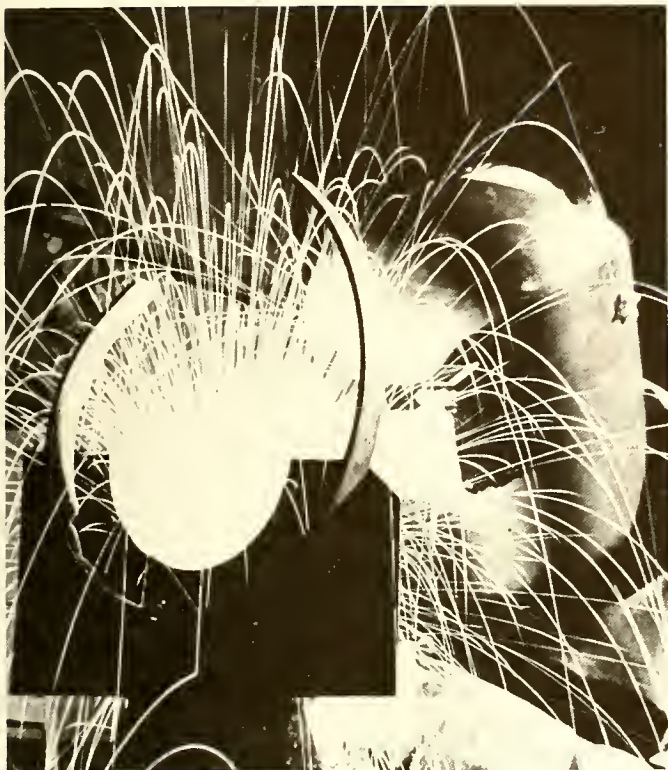
DFT 1105	Blueprint Reading: Mechanical	1	2	2
MAT 1103	Shop Math I	3	0	3
MEC 1102A	Machine Shop Theory & Practice	<u>2</u>	<u>6</u>	<u>4</u>
		6	8	9

### SIXTH QUARTER (Spring)

MEC 1102B	Machine Shop Theory & Practice	1	6	3
MEC 1115	Treatment of Ferrous Metal	<u>2</u>	<u>3</u>	<u>3</u>
		3	9	6

**Total Quarter Hours Credit: 42**

## Welding (Evening)



The Welding curriculum gives students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry. Welders join metals by applying intense heat, and sometimes pressure to form a permanent bond between intersecting metals.

Welding offers employment in practically any industry; shipbuilding, automotive, aircraft, guided missiles, heavy equipment, railroads, construction, pipefitting, production shops, job shops and many others.

### Job Opportunities:

#### Entry Level

- Arc Welder
- Arc Welding-Machine Operator
- Gas Welding-Machine Operator
- Gas Welder
- Welder-Assembler
- Combination Welder

Hours Per Week		Quarter
Class	Lab	Hours Credit

#### FIRST QUARTER (Fall)

MAT 1101	Fundamentals of Mathematics	5	0	5
WLD 1120A	Oxyacetylene Welding & Cutting	<u>1</u>	<u>5</u>	<u>3</u>
		6	5	8

#### SECOND QUARTER (Winter)

DFT 1180	Drafting Trades	2	2	3
WLD 1119	Arc Welding I	<u>2</u>	<u>6</u>	<u>4</u>
		4	8	7

#### THIRD QUARTER (Spring)

DFT 1104	Blueprint Reading: Mechanical	1	2	2
WLD 1121A	Arc Welding II	<u>1</u>	<u>5</u>	<u>3</u>
		2	7	5

#### FOURTH QUARTER (Fall)

ENG 1102	Communication Skills	3	0	3
WLD 1121B	Arc Welding II	<u>1</u>	<u>5</u>	<u>3</u>
		4	5	6

#### FIFTH QUARTER (Winter)

MEC 1101A	Machine Shop Theory and Practice	2	6	4
WLD 1124A	Pipe Welding	<u>1</u>	<u>5</u>	<u>3</u>
		3	11	7

#### SIXTH QUARTER (Spring)

MEC 1101B	Machine Shop Theory and Practice	1	6	3
WLD 1123A	Inert Gas Welding	<u>1</u>	<u>5</u>	<u>3</u>
		2	11	6

**Total Quarter Hours Credit: 39**

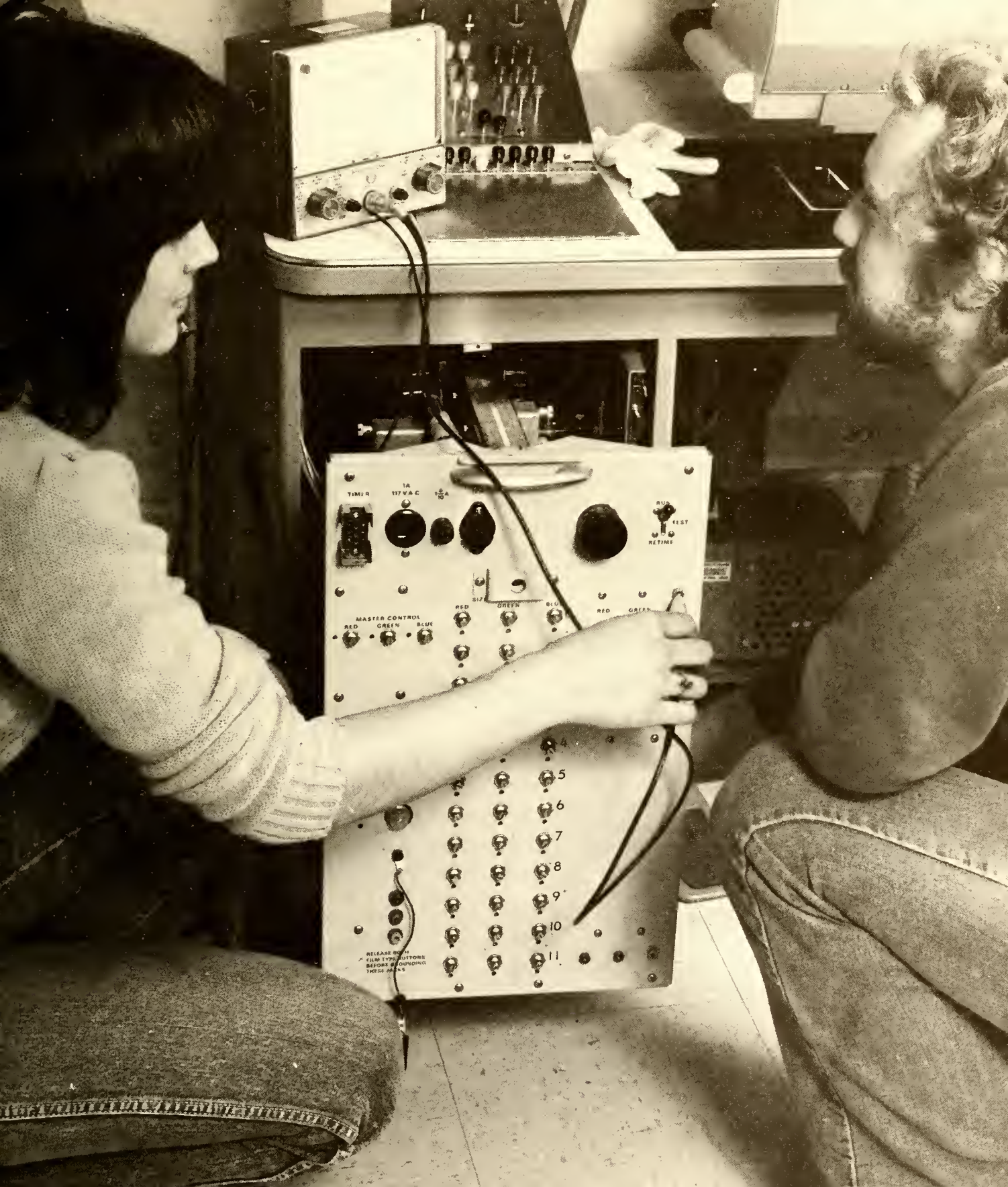


The purpose of the Word Processing Certificate program is to meet the requests from employers and students for additional courses that would provide specialized training necessary to function in all automated offices. Students completing the following courses successfully will be awarded a certificate.

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
BUS 102	Typewriting I	2	3	3
BUS 193	Typewriting II	2	3	3
BUS 212	Word Processing I	2	4	4
BUS 213	Word Processing II	2	2	3

**Total Credit Hours: 13**





**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. (Clinical hours are shown for ADN courses).

**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.

**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.

**ART 101 HISTORY OF ART I 3 0 3**  
 This course is a study of Western art from Prehistoric through the Middle Ages. Student research and classroom lecture focus on vocabulary and the principles of design. An accurate concept of time, dating, and historical context is stressed.

**ART 111 HISTORY OF ART II 3 0 3**  
 ART 111 is a continuation of ART 101. Western art from the Italian Renaissance through the Northern Baroque is studied. Major artists of each period are examined for individual style and personality. Prerequisite: ART 101.

**ART 121 HISTORY OF ART III 3 0 3**  
 ART 121 is a continuation of ART 111. Western art from the Rococo through the present is studied. Art movements and individual artists are examined as influences for the future of art. Prerequisite: ART 111.

**AUT 1111 AUTO BODY REPAIR I 3 15 8**  
 An introduction to basic components, tools, equipment and supplies of the auto body industry. Basic principles of automobile construction, design, and manufacturing. A thorough study of angles, crowns, and forming of steel into the complex contour of the present day vehicles. Application of basic principles of straightening and aligning of damaged areas. Also shrinking stretched metal.

## Course Descriptions

**AUT 1111A AUTO BODY REPAIR I** 1 5 3  
An introduction to the basic components, tools, equipment, and supplies of the Auto Body industry. The repairing of small dents in panels which requires straightening, filling, priming and sanding is to be practiced by the student. Standard procedures and safety measures are stressed in the use of tools, equipment, correct mixtures, and supplies in the Auto Body industry.

**AUT 1112 AUTO BODY REPAIR II** 4 12 8  
A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges, and beads. Filling, soldering, leading and straightening typical auto body damage. Acquisition of skills such as straightening and repairing doors, hoods, and deck lids. Also fitting and aligning of panels and windows.  
Prerequisites: AUT 1111, WLD 1103.

**AUT 1112A AUTO BODY REPAIR II** 2 6 4  
An introduction to the requirements for a metal worker in the Auto Body industry. Topics include Mig welding, door and truck locks, small patch repairs, panel replacement and masking for priming. Safety stressed in the use of preparation materials and abrasives.  
Prerequisites: AUT 1111A, WLD 1103.

**AUT 1113 METAL FINISHING AND PAINTING** 5 12 9  
An introduction to the process and development of skills in surface preparation, mixing and applying lacquer and enamels, painting fenders and panels, spot repairs and complete vehicle painting.  
Prerequisites: AUT 1112, WLD 1105.

**AUT 1113A METAL FINISHING AND PAINTING** 2 6 4  
An introduction to the process and development of skills in surface preparation, mixing and applying lacquer and enamels, painting fenders and panels, spot repairs and complete vehicle painting.  
Prerequisite: AUT 1112A.

**AUT 1114 BODY SHOP APPLICATIONS** 3 15 8  
Application of all phases of training. Methods of removing and installing interior trim; painting of trim parts and accessories. Glass removal and installation. Repairing and replacing damaged cooling system components. Repair, order writing, parts purchasing, estimates of damage, and developing the final settlement with the adjuster.  
Prerequisite: AUT 1112.

**AUT 1114A BODY SHOP APPLICATIONS** 2 6 4  
Continue development of the skills in other Auto Body courses. The completion of the various projects already underway.

**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.  
Prerequisite: AUT 1112.

**AUT 1121 BRAKING SYSTEMS** 4 3 5  
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.

**AUT 1123 AUTOMOTIVE CHASSIS AND SUSPENSION SYSTEMS** 4 9 7  
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.

**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.

**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.

**AUT 1164 POWER TRAIN SYSTEMS I** 2 3 3  
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 1171 BRAKING SYSTEMS I** 1 3 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 3 3  
Principles and functions of the components of automotive chassis. Practical job instruction of adjusting and repairing of suspension and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage and front alignment.

**AUT 1175 AUTOMOTIVE TROUBLE SHOOTING I** 2 5 4  
Emphasis on shop procedures necessary in determining the nature of troubles developed in various component systems.  
Prerequisite: Consent of instructor.

## Course Descriptions

### BIO 201 ANATOMY AND PHYSIOLOGY II

4 2 0 5

Anatomy and Physiology II assumes the student has had a course of gross anatomy and physiology of the entire body. Principles of chemistry as they apply to physiology are introduced. Basic concepts of the cell as a foundation for understanding complex physiological processes of the skeletal, muscular, and genitourinary systems are emphasized. Influences of the endocrine systems is integrated as it applies to physiology. The study of these complex physiological processes is designed to complement the study of pathophysiology with the advanced nursing courses.

### BIO 202 ANATOMY AND PHYSIOLOGY III

4 2 0 5

Anatomy and Physiology III continues the study of the anatomy and the complex physiological processes begun in Anatomy and Physiology II. An examination of the processes of the nervous, respiratory, cardiovascular, and gastrointestinal systems complete the study of the body. Principles of chemistry and hormones are integrated as they relate to physiology. The study of these processes is designed to complement the study of pathophysiology within the advanced nursing courses.

Prerequisite: BIO 201.

### BIO 215 MICROBIOLOGY

4 2 0 5

Microbiology is a study of microscopic units of the body and of pathogenic microorganisms. Emphasis is placed on the etiology, virulence, resistance, control of spread, and immunity of common pathogens.

### 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 II

3 2 4

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

Prerequisite: None.

### BUS 107 SHORTHAND II

3 2 4

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

Prerequisite: BUS 106 or the equivalent.

### BUS 108 SHORTHAND III

3 2 4

Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription.

Prerequisite: BUS 107.

### BUS 110 OFFICE MACHINES

2 2 3

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

Prerequisite: None.

### BUS 112 RECORDS MANAGEMENT

3 2 4

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

Prerequisite: 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.

## Course Descriptions

**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 applications 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 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 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 120 words per minute.  
Prerequisite: BUS 206.

**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 are introduced. Training is given on automated typing equipment.  
Prerequisite: BUS 104 or the equivalent.

**BUS 213 WORD PROCESSING II** 2 2 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 I** 5 2 6  
A course designed to provide answers to problems of office procedures, 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.

## Course Descriptions

- BUS 216 SECRETARIAL PROCEDURES II** 5 2 6  
 A continuation of BUS 214. The study of secretarial responsibilities includes 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 demonstrations 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 247 RISK AND 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.

## Course Descriptions

<b>BUS 271</b>	<b>OFFICE MANAGEMENT AND PROCEDURES</b>	<b>5</b>	<b>0</b>	<b>5</b>	
	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.				
<b>BUS 272</b>	<b>PRINCIPLES OF SUPERVISION</b>	<b>3</b>	<b>0</b>	<b>3</b>	
	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.				
<b>BUS 1103</b>	<b>SMALL BUSINESS OPERATIONS</b>	<b>3</b>	<b>0</b>	<b>3</b>	
	An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.				
<b>BUS 1122</b>	<b>SHOP MANAGEMENT</b>	<b>4</b>	<b>0</b>	<b>4</b>	
	Shop organization and management to include setting up and operating auto body shop; estimating and repair order writing, parts and supplies purchasing, customer relations.				
<b>CAT 101</b>	<b>ADVERTISING PRINCIPLES</b>	<b>3</b>	<b>0</b>	<b>3</b>	
	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.				
<b>CAT 116</b>	<b>PHOTOGRAPHY I</b>	<b>2</b>	<b>6</b>	<b>4</b>	
	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.				
<b>CAT 125</b>	<b>GRAPHIC DESIGN I</b>	<b>2</b>	<b>6</b>	<b>4</b>	
	Course activities are coordinated with those of DES 122, to orient design principles to advertising and graphic design applications. Emphasis is placed on the proper execution of the steps involved in developing a graphic design solution. Students are introduced to the use of related tools and materials, to the operation of basic equipment such as the copy camera and the stat camera, and to basic fundamentals of screenprinting. Emphasis is continued on the development of technical skills in craftsmanship. Professional terminology is introduced.				
	Prerequisites: DES 112, CGT 110.				
<b>CAT 207</b>	<b>GRAPHIC DESIGN II</b>	<b>2</b>	<b>9</b>	<b>5</b>	
	Emphasis is placed on concept development and layout design execution, effective visual communication, and continued development of mechanical skills. An investigation into applications of design for various forms of advertising and graphic design is pursued through studio exercises. Expansion of the student's professional vocabulary is continued.				
	Prerequisites: CAT 125, DES 122.				
<b>CAT 209</b>	<b>GRAPHIC DESIGN III</b>	<b>3</b>	<b>6</b>	<b>5</b>	
	Continued emphasis is placed on effective design for advertising and graphic design applications. Emphasis of studio projects is placed on design for media advertising. Projects become more complex in design requirements and quality of comprehensive execution is stressed. When feasible, design projects are correlated with CGT 216.				
	Prerequisite: CAT 207.				
<b>CAT 211</b>	<b>GRAPHIC DESIGN IV</b>	<b>3</b>	<b>6</b>	<b>5</b>	
	Emphasis is placed on effective graphic design on a professional level. Design projects encompass a variety of non-media forms such as corporate identity development, newsletters, brochures, etc. Fulfilling design specifications and executing comprehensive projects through photomechanical methods are stressed. Some projects are coordinated with CGT 222.				
	Prerequisite: CAT 209.				
<b>CAT 217</b>	<b>PHOTOGRAPHY II</b>	<b>2</b>	<b>6</b>	<b>4</b>	
	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.				
<b>CGT 110</b>	<b>LETTERING AND TYPE</b>	<b>2</b>	<b>6</b>	<b>4</b>	
	An introduction to the mechanics and aesthetics of typography. Students are introduced to techniques of handlettering and to related terminology. Emphasis is placed upon the practice of handlettering for advertising layout applications and on the use of type as a design component. Fundamentals of typographic measurement and methods of type production are studied. Students are introduced to the operation of photolettering equipment.				
	Prerequisite: DES 102.				
<b>CGT 214</b>	<b>GRAPHIC ARTS I</b>	<b>2</b>	<b>9</b>	<b>5</b>	
	An introduction to methods of preparing art for printing. Emphasis is placed on the procedure and the use of tools and materials required for the execution of camera-ready mechanicals. Experience includes graphic arts darkroom procedures, fundamentals of image assembly and platemaking for offset printing. Students are also introduced to related professional terminology.				
	Prerequisite: CAT 125.				

## Course Descriptions

- CGT 216 GRAPHIC ARTS II** 3 6 5  
Preparation of art for printing is continued with greater emphasis on mechanical precision and accuracy. Students are introduced to small offset press operation and the preparation of art for printed effects such as reverses, screen tints, surprints, etc. Design projects are coordinated with this course. Students execute mechanical art, carry out pre-press production operations, and print graphic design projects developed in CAT 209. Expansion of the student's professional vocabulary is continued.  
Prerequisite: CGT 214.
- CGT 218 ILLUSTRATION I** 2 6 4  
Illustration expands the basic drawing techniques to develop the skills needed to do presentation drawings in the design office. Marker renderings is the emphasis for this course. Students learn to render small objects with various materials and surfaces in marker and pencil. Accuracy of drawing and media control are stressed.  
Prerequisite: DES 122.
- CGT 220 ILLUSTRATION II** 2 9 5  
A continuation of CGT 218. Emphasis is placed on comprehensive product illustrations in marker, ink line, and line and tone. Students are encouraged to develop speed in rendering as it would apply to the job situation. 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  
This course includes the introduction and practice of preparing art for multi-color printing and the principles and techniques of mechanical color separation. Students undertake the execution of more complex mechanical art and continue to print projects of their own design. Studio projects are coordinated with CAT 211. Expansion of the student's professional vocabulary is continued.  
Prerequisite: CGT 216.
- CGT 223 SPECIAL DESIGN PROJECTS** 3 9 6  
Advanced problems in graphic design. The aim of the course is to provide for an in-depth investigation into areas of particular interest to an individual student. Emphasis is also placed on professional portfolio development, resume production, and methods of seeking employment.  
Prerequisites: CAT 211, CGT 222.
- DES 102 DESIGN I** 3 6 5  
The first in a sequence of three courses that introduces the basic concepts of principles and elements of design. Through the application of practical exercises, two and three dimensional assignments the student applies these concepts to develop creative and manipulative skills.
- DES 108 BASIC DRAWING** 2 4 4  
A basic course in free and schematic drawing skills and concepts. Emphasis is placed on developing motor controls and the ability to see and understand form and spatial relationships.  
Prerequisite: None.
- DES 112 DESIGN II** 3 6 5  
The second course in the design sequence emphasizes the intuitive, creative process. Progressive problem-solving assignments directed towards choice and control of media, manipulative skills, as well as craftsmanship are stressed.  
Prerequisite: DES 102.
- DES 120 LIFE DRAWING I** 0 6 2  
Life Drawing is a study of figure drawing, using the live model as well as various texts, and includes a brief study of anatomy. The student learns basic drawing principles and techniques which are then applied to the live situation. Pencil and charcoal are the primary media used for this course.
- DES 122 DESIGN III** 3 6 5  
The third course in the design sequence expands the foundation of basic design concepts to an advanced level. Selective problem-solving assignments and presentation techniques will be major directions or 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  
Furniture joinery, materials, and fabrications techniques are important parts of this course. Also learning to clearly illustrate construction and a finished product is necessary. Orthographic projection, model building, and prospective sketching are some skills required and used.  
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.



## Course Descriptions

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

**DES 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.

**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, dimension, 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.

## Course Descriptions

**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** 1 2 2  
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.

**DFT 1104 BLUEPRINT READING: MECHANICAL** 1 2 2  
Interpretation and reading of blueprints. Information on the basic principles of the blueprint: lines, views, dimensioning procedures and notes.

**DFT 1105 BLUEPRINT READING: MECHANICAL** 1 2 2  
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** 1 2 2  
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.

**DFT 1113 BLUEPRINT READING: ELECTRICAL** 0 3 1  
Interpretation of schematics, diagrams and blueprints of electrical installations using the National Electrical Code.  
Prerequisite: DFT 1110.

**DFT 1117 BLUEPRINT READING: WELDING** 1 2 2  
A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications.

**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.

**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 102 KEYBOARDING** 0 2 1  
Introduction to keyboarding with emphasis on mastery of the keyboard to more efficiently use computer terminals.  
Prerequisite: None.

**EDP 104 INTRODUCTION TO COMPUTERS** 3 2 4  
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 computers and programming. Laboratory exercises are devoted to familiarizing the student with data processing equipment.  
Prerequisite: None.

**EDP 114 COMPUTER PROGRAMMING LOGIC** 3 2 4  
Emphasis on the role of the programmer in designing programs for business applications. Includes analyzing data, using flowcharts, pseudocode, and program logic.  
Prerequisite: EDP 104.

## Course Descriptions

- EDP 116 ASSEMBLER LANGUAGE** 2 2 3  
The study of a particular symbolic language as well as the general nature of languages of this type. Includes background in binary math and data representation. The student will write programs to solve assigned problems and will learn to use memory dumps.  
Prerequisite: EDP 104.
- EDP 120 USE OF MICROCOMPUTER APPLICATIONS** 2 4 4  
The process of learning to use packaged applications software in accounting is explored. Emphasis on both the content of particular packages used and on the method of mastering purchased software.  
Prerequisites: EDP 104, BUS 122.
- EDP 122 BEGINNING BASIC** 3 2 4  
This course is designed to familiarize the student with the BASIC language and the operating system commands necessary to use BASIC. Students will learn to use BASIC key words, use simple mathematical formulas and write programs to produce reports for screen and printer output.  
Prerequisite: EDP 114.
- EDP 124 COBOL PROGRAMMING I** 4 2 5  
Basic training in structured COBOL programming. Includes COBOL language structure, statements, and programming methods and techniques. The assigned business problems will be solved by the student's application of program logic to COBOL coding.  
Prerequisite: EDP 114.
- EDP 126 RPG II PROGRAMMING** 3 2 4  
A course in Report Program Generator II language. The structure, programming techniques, and methods of reporting are studied. Business problems will be assigned for students to solve using RPG II.  
Prerequisite: EDP 114.
- EDP 222 ADVANCED BASIC** 3 2 4  
This is an indepth study of BASIC with major emphasis on file processing (sequential, direct, ISAM). Students will learn the string functions, and other functions necessary to write sophisticated business programs.  
Prerequisite: EDP 122.
- EDP 224 COBOL PROGRAMMING II** 3 2 4  
A course designed to provide the student with knowledge and techniques to solve more complex problems using COBOL as the programming language. A study of tables and how tables may be used to solve problems are included in the course. The course offers the opportunity to become more advanced in skills and techniques via application.  
Prerequisite: EDP 124.
- EDP 230 FILE PROCESSING** 3 2 4  
A course in sequential and indexed file-maintenance programming specifications, program design, program coding and master file creation.  
Prerequisite: EDP 224.
- EDP 235 COMPUTER OPERATIONS** 2 2 3  
Students will learn to operate the input, output, and CPU units of the computer system; to give control language instructions; and to use utility software packages.  
Prerequisite: EDP 224.
- EDP 240 ON-LINE AND DATA BASE TECHNIQUES** 2 2 3  
On-line processing concepts are contrasted with those of batch processing. On-line application design consideration are presented as well as a survey of database management systems.  
Prerequisite: EDP 230.
- EDP 243 SYSTEMS ANALYSIS** 3 2 4  
An introduction to computer systems and to systems analysis and design. Preliminary and detailed investigations are examined prior to designing a small business systems project.  
Prerequisite: EDP 230.
- EDP 248 SYSTEMS DESIGN** 3 2 4  
Emphasis on implementation and evaluation of computer systems. Includes a case study in systems design and interim reports by students.  
Prerequisite: EDP 243.
- EDP 250 DATA PROCESSING APPLICATIONS** 4 4 6  
The student will develop occupational competencies through experience and practice in a simulated classroom laboratory and will be given the opportunity to initiate and carry out a project. This course places the responsibility on the student to solve significant problem with a minimum of assistance from the instructor.  
Prerequisite: Seventh quarter standing and permission of the instructor.
- EDU 1109 PHYSICAL ACTIVITIES IN EARLY CHILDHOOD** 3 0 3  
An exploration of activities for promoting optimal overall physical development of young children, with special emphasis on body movements and exercise, dance and games.
- EDU 1114 ART ACTIVITIES IN EARLY CHILDHOOD** 1 2 2  
Art as a process rather than a product is the major focus. Laboratory sessions will provide first hand experiences and will give the student opportunities to explore and practice various art techniques. Each student will plan a meaningful sequence of activities which could be incorporated into a program for young children.
- EDU 1115 READING AND LANGUAGE ARTS FOR CHILDREN** 5 0 5  
A study of the development of skills in the language arts—listening, speaking, writing, and reading for young children with emphasis on selection of appropriate materials and activities. An overview of language acquisition will also be emphasized. Special attention to developing skills in the use of stories, poems, flannelboard, puppets, audio-visuals, and creative dramatics will be featured.

## Course Descriptions

**EDU 1123 SEMINAR PRACTICUM III** 1 20 3  
 Designed to provide experience for the student to work with small groups of children and to refine observation skills.  
 Prerequisite: EDU 1122.

**EDU 1137 MATH FOR YOUNG CHILDREN** 2 0 2  
 The student will be able to select activities and materials for developing math experiences for preschool children. The student will learn how to assist the child in manipulating, experimenting and discovering basic mathematic concepts.

**EDU 1138 SCIENCE ACTIVITIES FOR YOUNG CHILDREN** 2 0 2  
 The student will be able to select activities and materials for developing science experiences for preschool children. The student will learn how to assist the child in manipulating, experimenting and discovering basic science concepts.

**EDU 1231 CREATIVE ACTIVITIES** 2 0 2  
 The student will explore activities and media that can be used for promoting self-expression, aesthetic appreciation and creativity in young children. Topics include: techniques for presenting creative activities, learning to use art media, musical instruments, drama, books and storytelling for creativity.

**ELC 112 ELECTRICAL FUNDAMENTALS I** 5 4 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.

**ELC 113 ELECTRICAL FUNDAMENTALS II** 5 4 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 AC 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.



## Course Descriptions

<b>ELC 1101 INDUSTRIAL ELECTRICAL PRACTICES</b>	<b>3</b>	<b>2</b>	<b>4</b>		
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.					
<b>ELC 1102 INDUSTRIAL ELECTRICAL PRACTICES</b>	<b>3</b>	<b>2</b>	<b>4</b>		
A continuation of ELC 1101. Prerequisite: ELC 1101.					
<b>ELC 1104 BASIC ELECTRICITY I</b>	<b>5</b>	<b>9</b>	<b>8</b>		
This course gives an introduction to basic D.C. theories and principles of electricity, as well as to basic electric units, symbols, and Ohm's Law regarding series and parallel circuits.					
<b>ELC 1104A BASIC ELECTRICITY I</b>	<b>3</b>	<b>3</b>	<b>4</b>		
This course gives an introduction to basic D.C. theories and principles of electricity, as well as to basic electric units, symbols, and Ohm's Law regarding series and parallel circuits.					
<b>ELC 1104B BASIC ELECTRICITY I</b>	<b>2</b>	<b>6</b>	<b>4</b>		
A continuation of ELC 1104A. Prerequisite: ELC 1104A.					
<b>ELC 1105 BASIC ELECTRICITY II</b>	<b>5</b>	<b>9</b>	<b>8</b>		
This course gives an introduction to alternating current theory, sine wave generation and analysis, induction, reactance, impedance, phase relations, transformers, and power factor corrections. Prerequisites: ELC 1104, MAT 1115.					
<b>ELC 1105A BASIC ELECTRICITY II</b>	<b>3</b>	<b>3</b>	<b>4</b>		
This course gives an introduction to alternating current theory, sine wave generation and analysis, induction, reactance, impedance, phase relations, transformers, and power factor corrections. Prerequisites: ELC 1104B, MAT 1115.					
<b>ELC 1105B BASIC ELECTRICITY II</b>	<b>2</b>	<b>6</b>	<b>4</b>		
A continuation of ELC 1105A. Prerequisite: ELC 1105A.					
<b>ELC 1115 AC AND DC MACHINERY</b>	<b>3</b>	<b>6</b>	<b>5</b>		
AC and DC motors, generators, voltage and current regulators, speed control, reversing and braking systems, and characteristics are studied. The student will physically set up and wire various systems and then collect data to determine characteristics and efficiency of system. Prerequisites: ELC 1105, ELC 1111.					
<b>ELC 1125 INDUSTRIAL WIRING PRACTICES</b>				<b>5</b>	<b>6</b> <b>7</b>
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 1111, ELC 1115, and ELN 1118.					
<b>ELC 1135 PNEUMATIC AND ELECTRICAL CONTROLS</b>				<b>I</b>	<b>3</b> <b>2</b>
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.					
<b>ELN 104 INTRODUCTION TO COMPUTERS</b>				<b>3</b>	<b>2</b> <b>4</b>
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.					
<b>ELN 121 ELECTRONICS I</b>				<b>3</b>	<b>4</b> <b>5</b>
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 voltampere characteristics, and basic circuits using these devices. Corequisite: ELC 113.					
<b>ELN 122 ELECTRONICS II</b>				<b>5</b>	<b>4</b> <b>7</b>
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 feedback circuits. Prerequisite: ELN 121.					
<b>ELN 123 ELECTRONICS III</b>				<b>3</b>	<b>4</b> <b>5</b>
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.					

## Course Descriptions

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- 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 6  
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:  
(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) COMMUNICATIONS** 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 use in industry. The lab will provide practice in manipulating the hardware and software associated with such computers.  
Prerequisite: ELN 220.
- ELN 222 ELECTRONIC SYSTEMS II:  
(C) AUTOMATIC CONTROL** 5 4 7  
Automatic control concepts including calibration, measurement and standards are introduced. Laboratory exercises are provided on simulated or generalized measurement and control systems that include indicators, recorders, and controllers. Emphasis is placed on process or system stability using various types of controllers. Final control elements and their characteristics are studied. Graphical analyses and solutions of process control systems are studied.  
Prerequisite: ELN 220.
- ELN 224 ELECTRONIC SYSTEMS III:  
(Specialized Elective)** 5 4 7  
**OPTIONS: (A) COMMUNICATIONS, (B) MICROPROCESSORS, OR (C) AUTOMATIC CONTROL (D) MEASUREMENTS, (E) COMPLEX CIRCUITS, OR (F) TROUBLE SHOOTING.**
- ELN 224 ELECTRONIC SYSTEMS III:  
(A) COMMUNICATIONS** 5 4 7  
Study of specialized electronic communication systems such as TV, microwave radar, and optical communication systems. Discussion of sampling and pulse systems including techniques of multiplexing such as PAM, PDM, PCM, and PPM.  
Prerequisite: ELN 222.
- ELN 224 ELECTRONIC SYSTEMS III:  
(B) MICROPROCESSORS** 5 4 7  
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 224 ELECTRONIC SYSTEMS III:  
(D) MEASUREMENTS** 5 4 7  
A broad indepth review course designed expressly for those Electronics Engineering Technology (EET) students who have finished all or most of the standard EET curriculum and need a review to prepare themselves for an entry level job in industry. This course provides a review of material contained in ELC 112, ELC 113, ELN 121, and ELN 122. The course is heavily laboratory and measurements oriented with most work being done in a laboratory setting.
- ELN 224 ELECTRONIC SYSTEMS III:  
(E) COMPLEX CIRCUITS** 5 4 7  
In this course the student combines fundamentals learned in previous work and does laboratory experimentation, analysis, and troubleshooting on more complex circuits such as regulated power supplies and multi-stage amplifiers. This is a measurements oriented course. The student is taught to increase his or her discipline so that accurate and meaningful measurements are consistently taken and data recorded so that the data can be analyzed and conclusions drawn from it. This course provides a review of material contained in ELC 114, ELN 123, and ELN 220 but goes deeper than those courses.

## Course Descriptions

- ELN 224 ELECTRONIC SYSTEMS III:  
(F) TROUBLE SHOOTING** 5 4 7  
In this course the student works with more complex circuits and small systems in a laboratory setting. Work is done with specialized measurement and test equipment beyond the level of work normally done in the EET program. System troubleshooting philosophy and techniques are emphasized. This course provides a review of material contained in ELN 222, ELN 218, ELN 219 and ELN 224 but goes deeper than those courses.
- 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 1106 INSTRUMENT  
FAMILIARIZATION** 3 6 5  
Functional use of various tools and test equipment used in the electrical field.
- ELN 1111 ELECTRO-MECHANICAL  
RELAYS AND SYMBOLS** 3 6 5  
Introduction to various types of relays (AC and DC), operating principles and characteristics. Various symbols are introduced. Maintenance and construction of relays are studied.  
Prerequisites: ELN 1106, ELC 1104, MAT 1115.
- ELN 1118 INDUSTRIAL ELECTRONICS** 3 6 5  
Introduction to the theory and applications of solid state devices used in industry, especially solid state control circuit for motors and related equipment.  
Prerequisites: ELC 1105, ELN 1111.
- ELN 1118A INDUSTRIAL ELECTRONICS** 2 3 3  
Introduction to the theory and applications of solid state devices used in industry, especially solid state control circuit for motors and related equipment.  
Prerequisites: ELC 1105, ELN 1111.
- ELN 1118B INDUSTRIAL ELECTRONICS** 1 3 2  
A continuation of ELN 1118A.  
Prerequisite: ELN 1118A.
- ELN 1119 INDUSTRIAL ELECTRONICS** 3 6 5  
A continuation of Industrial Electronics including programmable controllers.  
Prerequisites: ELN 1118, ELC 1115.
- ENG 101 TECHNICAL  
COMMUNICATIONS** 3 0 3  
Designed to aid students in the improvement of communication skills to express ideas and technical information. Emphasis is on speaking and on writing the sentence, paragraph, and the whole composition with attention to grammar as the need arises. Intended to stimulate students to apply the accepted principles of English usage in their day-to-day situations in industry and social life.  
Prerequisite: None.
- ENG 102 TECHNICAL COMMUNICATIONS** 3 0 3  
Continuation of English 101.  
Prerequisite: ENG 101.
- ENG 103 REPORT WRITING** 3 0 3  
The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum.  
Prerequisite: ENG 102.
- ENG 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 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.

## Course Descriptions

### 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 1109 COMMUNICATION SKILLS I 3 0 3

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

### ENG 1111 COMMUNICATION SKILLS II 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.

### 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 199 WORK EXPERIENCE (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. This 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. This 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

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 his 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 2 4 4

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.



## Course Descriptions

**FLO 222 FLORAL DESIGN V** 1 4 3  
A continued study of all geometric design forms with the use of fresh flowers: holiday, hospital, funeral and novelties.

**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 1119 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 in 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, 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 pests will be made. Insect anatomy and destruction techniques will be covered.

**HOR 180 PLANT IDENTIFICATION** 3 0 3  
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 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 I** 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.

## Course Descriptions

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

**MAT 102 TECHNICAL MATHEMATICS 5 0 5**  
A continuation of MAT 101. Advanced algebraic and trigonometric topics including quadratics, logarithms, determinants, progressions, the binomial expansion, complex numbers, solution of oblique triangles and graphs of the trigonometric functions are studied in depth.  
Prerequisite: MAT 101.

**MAT 103 TECHNICAL MATHEMATICS 5 0 5**  
The fundamental concepts of analytical geometry, differential and integral calculus are introduced. Topics included are graphing techniques, geometric and algebraic interpretation of the derivative, differentials, rate of change, the integral and basic integration techniques. Applications of these concepts to practical situations are stressed.  
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.

**MAT 111 BASIC MATHEMATICS 3 0 3**  
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.

**MAT 150 DEVELOPMENTAL MATH 5 0 5**  
The real number system 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 is 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 differentia-

tion 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, ratio, and proportions; solution of equations, algebraically and graphically; a study of logarithms and use of tables; and 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 3 12 7**  
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 (offhand) and milling machines will be introduced both in theory and practice.

**MEC 1101A MACHINE SHOP THEORY AND PRACTICE 2 6 4**  
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

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procedures and processes of lathe, drill press, grinding (offhand) and milling machines will be introduced both in theory and practice.

**MEC 101B MACHINE SHOP THEORY AND PRACTICE** 1 6 3

A continuation of MEC 1101A.  
Prerequisite: MEC 1101A.

**MEC 1102 MACHINE SHOP THEORY AND PRACTICE** 3 12 7

Advanced operations in layout tools and procedures, power sawing, drill press, surface grinding, 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 1102A MACHINE SHOP THEORY AND PRACTICE** 2 6 4

Advanced operations in layout tools and procedures, power sawing, drill press, surface grinding, 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 1101B.

**MEC 1102B MACHINE SHOP THEORY AND PRACTICE** 1 6 3

A continuation of MEC 1102A.  
Prerequisite: MEC 1102A.

**MEC 1103 MACHINE SHOP THEORY AND PRACTICE** 4 12 8

Advanced work on the engine lathe, including turning, boring and all types of thread cutting. Advanced work on the grinders, milling machines and drill presses. Introduction to basic indexing and terminology with additional processes on calculating, cutting and measuring of spur and bevel gears. The trainee will use precision tools and measuring instruments such as Vernier height gages, protractors, sine bars, gage blocks, etc.—the basics will be given on the Turret lathe and on the tool and cutter grinder. The trainee will be given a complete study of the Bridgeport Digital Readout System and an introduction in all types of band machining and saw cutting.

**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 lathes, surface grinders, advanced milling operations, etc.—special procedures and operating, processes and equipment, observing safety procedures faithfully and establishing of good work habits and attitudes acceptable to the industry. The trainee will also receive training on the Emco 5, CNC Lathe, including the operation of the machine, an understanding of the computer, programming, tooling, and the machining of parts.

**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.

**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, idium and vanadium are included in this course. Heat trating and Rockwell Hardness Testing are also covered.  
Prerequisite: MEC 1115.

**MEC 1151 MACHINE SHOP THEORY AND PRACTICE** 2 12 6

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 1151A MACHINE SHOP THEORY AND PRACTICE** 1 6 3

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 1151B MACHINE SHOP THEORY AND PRACTICE** 1 6 3

A continuation of MEC 1151A.  
Prerequisite: MEC 1151A.

**MEC 1152 MACHINE SHOP THEORY AND PRACTICE** 2 12 6

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 1152A MACHINE SHOP THEORY AND PRACTICE** 1 6 3

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.

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**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.

**NUR 200 NURSING TRANSITION** 4 3 0 5  
 Nursing Transition is a transition course designed to assist students in making the adjustment to the program, which is considered to be different in emphasis and content from the student's previous nursing education. Topics include individualized skills and knowledge assessment and review, the nursing process, problem oriented records, and the legal role and responsibility of the R.N. Values clarification and role theory will be explored from a basic level. Newly learned skills will be practiced in the laboratory and clinical setting.

**NUR 201 FAMILY HEALTH NURSING** 5 0 0 5  
 Family Health Nursing is designed to provide the student with the theoretical knowledge concerning the more complex problems of obstetrical and pediatric patients. Emphasis is placed on the implementation of the nursing process and assessment skills utilizing the concepts of family-health nursing.  
 Prerequisites: NUR 200, BIO 201. Corequisite: NUR 202.

**NUR 202 FAMILY HEALTH NURSING PRACTICUM** 0 0 12 4  
 Family Health Nursing Practicum provides the student the opportunity to demonstrate increasing ability in using the nursing process with complex obstetrical and pediatric patients. The role of the R.N. is emphasized in the care of the family experiencing complications of pregnancy, labor, and delivery; care of the premature infant; and care of the child experiencing complicated pediatric disorders. Establishing priorities of care, developing a nursing diagnosis, and implementation of teaching goals are included.  
 Prerequisite: NUR 200. Corequisite: NUR 201.

**NUR 203 MEDICAL-SURGICAL NURSING I** 6 0 0 6  
 Medical-Surgical Nursing is designed to build upon the care of medical-surgical clients learned and implemented as a L.P.N. The concentration of study is placed on nursing care of clients with complex disorders of the gastrointestinal, musculoskeletal, and genitourinary systems. Critical care nursing concepts as related to clients with disorders of the cardiovascular system are also studied.  
 Prerequisites: NUR 200, NUR 205, BIO 202, BIO 215. Corequisite: NUR 204.

**NUR 204 MEDICAL-SURGICAL NURSING PRACTICUM I** 0 0 12 4  
 Medical-Surgical Nursing Practicum incorporates complex nursing theory into the development and practice of highly technical nursing care. Through the assignment of physically unstable patients, the student implements information learned in Medical-Surgical I. The full scope of the Health Illness Continuum is realized by providing the students

learning experiences ranging from history taking and physical assessment to teaching and rehabilitation.  
 Prerequisite: NUR 206I. Corequisite: NUR 203.

**NUR 205 MENTAL HEALTH NURSING** 5 0 0 5  
 Mental Health Nursing will be concentrated in a seven week segment, taught by Nursing Education Faculty at John Umstead Hospital. It is designed to aid the student in assessing the dynamics of behavior and in identifying interpersonal needs. Emphasis is placed on communications and interpersonal interviews as a means of attaining these goals. Topics include an introduction to mental health nursing and psychiatric care, basic psychiatric concepts, and problematic behavior and nursing action. For satisfactory completion of the course, the student must pass both NUR 205 and NUR 206.  
 Prerequisites: PSY 110, NUR 200. Corequisite: NUR 206.

**NUR 206 MENTAL HEALTH NURSING PRACTICUM** 0 0 10 3  
 Mental Health Nursing Practicum involves the therapeutic use of self with the client in identifying human needs and problems, using goal-directed approaches, and evaluating results as a continuous process in coping with these needs. Students are encouraged to view themselves and the clients as individuals with individual needs and individual mechanisms of adjustment. This practicum will be evaluated as (S) Satisfactory or (U) Unsatisfactory. For satisfactory completion of the course, the student must pass both NUR 205 and NUR 206.  
 Prerequisite: NUR 200. Corequisite: NUR 205.

**NUR 207 PROFESSIONAL ISSUES** 3 0 0 3  
 Professional Issues provides an opportunity for the student to become aware of the existing issues in nursing. Legal issues such as the nurse practice act and the legislative process; nursing education issues such as entry into practice, mandatory continuing education, and nursing organizations; and current ethical issues are included.

**NUR 208 MEDICAL-SURGICAL NURSING II** 5 0 0 5  
 Medical-Surgical Nursing II continues with care of clients with complex nursing problems. Nursing care of clients with disorders of the nervous and respiratory systems are studied, as well as, burn trauma and oncology and disaster nursing.  
 Prerequisite: NUR 203. Corequisite: NUR 209.

**NUR 209 MEDICAL-SURGICAL NURSING II PRACTICUM** 0 0 18 6  
 Medical-Surgical Nursing II Practicum is a continuation of Medical-Surgical Nursing I Practicum which incorporates complex nursing theory into the development and practice of nursing care for clients studied in Medical-Surgical Nursing II. The final clinical course is further structured to assist the role transition from the dependent student to the graduate nurse. This is facilitated by decreasing the direct supervision of the Clinical Instructor and increasing the student's direct participation with and supervision by the Clinical Health Team. The instructor still retains the authority and responsibility for the student learning experiences.  
 Prerequisite: NUR 204. Corequisites: NUR 208, NUR 210.

## Course Descriptions

### NUR 210 MANAGEMENT IN NURSING 3 0 0 3

Nursing management provides background for understanding and beginning to implement leadership (management) in various health care modalities. Theories of management will apply directly to the nurse utilizing the nursing process. The course is further designed to focus upon problems experienced in the NUR 204 (Nursing Practicum Clinical setting) and the use of peers and the management process in considering alternative approaches. The emphasis is on looking at ways to decrease "Reality Shock" while still performing in a "safe" environment.

Corequisite: NUR 209.

### PEL 130 ELECTRICITY FOR PHOTO-ELECTRONICS 2 2 3

A study of electricity and its use. Areas covered will include use of measurement devices, basic component identification, and simple circuit analysis and construction.

### PEL 140 BASIC ELECTRONICS 2 2 3

This course gives a general overview of electronics with emphasis on electronic circuits, devices, and techniques that are encountered in photographic and photofinishing equipment and systems. Topics covered include inductance, capacitance, reactance, resonance, electron tubes, semiconductor fundamentals and devices. Digital circuit fundamentals, laser, and light sources, sound conversion devices are also introduced in this course.

Prerequisite: PEL 130.

### PEL 251 PHOTO-ELECTRONICS COMPUTATIONS 3 0 3

A Photo-electronic related math applications course designed specifically to provide the necessary math skills for photo-electronic students. Course includes a review and application of addition, subtraction, multiplication, division, scientific notation, metric conversion, algebraic operation and binary number systems as related to electronics and photofinishing.

### PEL 252 PHOTO-ELECTRONICS I 1 4 3

An opening course in Photo-electronics. Course includes the analysis of schematic diagrams, identifying electronic and electro-mechanical components and exploring their function and application in photographic processing and finishing equipment.

### PEL 253 TEST EQUIPMENT OPERATION AND USE 1 2 2

Students will study and practice the operation, function, and application of digital and analog volt ohm meters, oscilloscopes, RF signal generators, function generators, AC/DC power supplies, and associated test equipment used in troubleshooting photographic processing and finishing equipment.

### PEL 254 ELECTRONIC TECHNOLOGY I 2 4 4

An opening course in Electronic Technology. Course includes the study and practice of proper safety procedures, identifying and using proper tools, removing and/or replacing electronic components in photographic processing and finishing equipment using proper soldering

techniques. Course also includes the application of semiconductor devices in basic circuits such as amplifiers, power supplies, feedback circuits.

Prerequisite: PEL 140.

### PEL 260 ELECTRONIC IMAGING SYSTEMS 2 2 3

A study of the theory of converting images to electrical signals which may be displayed or stored electronically. Areas covered will include magnetic recording and playback, CRT/LED/LCD displays, and digital-optical recording and playback systems.

Prerequisite: PEL 140.

### PEL 262 PHOTO-ELECTRONICS II 0 8 4

A second course in photo-electronics. Course includes an analysis of electronic circuitry, control systems, microprocessor control systems for photographic processors and printers.

Prerequisite: PEL 252.

### PEL 263 DIGITAL IMAGE PROCESSING 2 4 4

Techniques of image capture. Generation, manipulation, storage, and transmission of the digital image. Integration of images from photographic, graphic arts, and computer sources. Film recording and printer reproduction of the digital image.

Prerequisite: PEL 140.

### PEL 264 ELECTRONIC TECHNOLOGY II 2 4 4

A second course in electronic technology. Course includes a study of operational amplifiers, multistage amplifiers, field effect transistors, TTL, integrated circuits, and positive and negative feedback.

Prerequisites: PEL 253, PEL 254.

### PEL 265 ELECTRO-MECHANICAL & INDUSTRIAL CONTROLS 2 4 4

Course includes an analysis of different types and uses of AC/DC motors, clutches, braking devices, and drive systems for photofinishing equipment. Pilot devices such as push button switches, pressure switches, float switches, etc., are discussed. Magnetic devices such as relays and motor starters are studied.

### PEL 267 VIDEO PRODUCTION 2 4 4

Introduction to the basic equipment and operations of videotape production including the video camera, recorder, switches, special effects generator, editing equipment, and lighting for location. Introduction to video applications in weddings, insurance records, real estate sales, etc.

### PEL 271 DIGITAL TECHNIQUES 3 0 3

Students perform calculations using binary, octal, hexadecimal numbering systems. A study of asynchronous and synchronous counters, registers, and basic storage devices is also discussed.

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**PEL 272 PHOTO-ELECTRONICS III 0 8 4**  
 A third course in photo-electronics. Course includes an analysis of electronic circuitry, control systems, microprocessor control systems for film cutters, paper cutters and processing equipment.  
 Prerequisite: PEL 262.

**PEL 273 TROUBLESHOOTING TECHNIQUES 2 2 3**  
 Students will perform a systems analysis and integration of industrial photographic processing and finishing systems. Apply all troubleshooting skills and techniques and repair and/or service computer controlled photographic printers, film/paper cutters, splicers, and processors in a photographic processing and finishing system.

**PEL 274 ELECTRONIC TECHNOLOGY III 2 4 4**  
 A third course in electronic technology. Course includes a study of digital electronics, concepts and applications, microprocessor operation, configuration, and application related to photofinishing equipment. Lab projects using integrated circuits will be performed. Students will build counters, registers, encoders, decoders, and test for proper operation using test equipment.  
 Prerequisite: PEL 264.

**PEL 277 INTRODUCTION TO PHOTO-ELECTRONICS 2 8 6**  
 Students will study and practice safety procedures, proper use of tools and test equipment, removal and replacement of electronic components using proper soldering techniques, analyze schematic and wiring diagrams, identify components, perform analysis, operation, and servicing in the general sense of photographic processing and finishing systems.

**PFT 110 PROCESS CONTROL 2 8 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.

**PFN 110A PROCESS CONTROL 2 4 4**  
 An abbreviated study of quality control systems for continuous processing of film and papers. Not for Laboratory Management or Photo-Electronics students.

**PFN 127 INTRODUCTION TO MACHINE PROCESSING 2 8 6**  
 Photographic processing mechanisms. Nomenclature, design and function of various machines currently used in the photofinishing, professional finishing, and school finishing industries.  
 Prerequisite: PFN 110.

**PFN 128 INTRODUCTION TO MACHINE PRINTING 2 8 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: PFT 110.

**PFN 134 ADVANCED PHOTOFINISHING PROCESSES 2 12 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: PFN 127.

**PFN 143 CUSTOM COLOR PRINTING I 1 4 3**  
 Introduction to materials, processes and techniques used in custom printing. Emphasis will be on proper color balance, cropping, dodging, burning and print finishing. All projects will be done on color paper.  
 Prerequisite: PHO 111.

**PFN 144 CUSTOM PROCESSING I 1 4 3**  
 Introduction to processing machines used by custom finishers. A variety of processes in both cut sheet and roll form will be done. Lectures will include various types of machines for special purposes such as roller transport, cine, and leader belt processors. Custom processing of a variety of films and papers will be done by the student.  
 Prerequisite: PFN 128.

**PFN 147 PHOTOGRAPHIC MACHINE MAINTENANCE 2 12 8**  
 Printer set-up procedures, operation, maintenance, adjustment, installation of accessories. Study of wiring diagrams, operations sequence. Maintenance of processor control, drive and replenishment systems.  
 Prerequisite: PFN 134.

**PFN 250 CONTROLLED WORK EXPERIENCE 1 30 4**  
 A program of eleven class hours followed by 300 to 400 work hours in the industry. 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 PFN 250 is usually required.

**PFN 260 PRODUCTION SUPERVISION 0 12 4**  
 Experience in supervision of actual photofinishing production with Randolph Technical College's 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: PFN 144 and PFN 147.

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- PFN 263 CUSTOM COLOR PRINTING II** 1 4 3  
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: PFN 143.
- PFN 264 CUSTOM PROCESSING II** 1 4 3  
Processing of a variety of films; black & white, color, color and black & white internegative and interpositives, Ektachrome duplicating, print films, Duratrans and mural printing will be done by the student.  
Prerequisite: PFN 144.
- PFN 270 PHOTOFINISHING LABORATORY MANAGEMENT** 1 4 3  
Lectures on cost analysis, waste control, labor cost and control, employer-employee relations, labor unions and chemical management. Labs will be in laboratory production management.  
Prerequisite: PFN 260.
- PHO 111 FUNDAMENTALS OF PHOTOGRAPHY** 4 8 8  
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.
- PHO 112 DESIGN LABORATORY I** 0 4 2  
Introduction to the elements of design through constructive laboratory projects, photographic assignments, and a comprehensive study of contemporary photography. Emphasis on the student's acquiring basic skills in organizing picture space.
- PHO 113 PHOTOCHEMISTRY** 4 2 5  
Brief review of basic chemistry followed by detailed study of reactions specific to photographic processes. Basic photographic laboratory methods and calculations are introduced.
- PHO 114 PHOTOGRAPHIC CORRECTIONS AND FINISHING I** 0 4 2  
Introduction to chemical and physical methods for corrections on negatives and prints with bleaches, dyes, opaques, pencils, etc. with initial emphasis on spotting techniques for prints. Introduction to various mounting and presentation techniques.
- PHO 122 DESIGN LABORATORY II** 0 4 2  
Continuation of study of elements of design with emphasis on color. Study of the effects of various media on translation from object to image, with emphasis on photographic and digital imaging systems.  
Prerequisite: PHO 112.
- PHO 123 MATERIALS AND PROCESSES I** 4 2 5  
Detailed study of the primary materials and processes of current black and white photography. Theories and mechanics of light in relation to effect on emulsions. Development in terms of its effect on scene contrast. Printing systems in relation to the reproduction of tone. Students assignments demonstrate controls available for producing high quality black and white prints from a variety of scenes.  
Prerequisites: PHO 111 and PHO 113.
- PHO 123A MATERIALS AND PROCESSES I** 4 0 4  
An abbreviated study of the primary materials and processes of current black and white photography. Not for Biomedical, Commercial, Photojournalism, or Portrait Studio Management students.  
Prerequisites: PHO 111 and PHO 113.
- PHO 124 PHOTOGRAPHIC CORRECTIONS AND FINISHING II** 0 4 2  
Continuation of PHO 114 with emphasis on corrective techniques for the negative. Introduction of the airbrush.  
Prerequisite: PHO 114.
- PHO 125 BASIC OBJECT LIGHTING** 1 4 3  
Introduction to the basic techniques used in studio lighting for illustration. Electronic flash and quartz light sources are studied and applied in assignments emphasizing controlled lighting of geometric forms.  
Prerequisite: PHO 111.
- PHO 126 BASIC PORTRAIT LIGHTING** 1 4 3  
Introduction to basic techniques used in studio lighting for portraiture. Electronic flash is studied and applied in assignments emphasizing controlled lighting of facial contour.  
Prerequisite: PHO 111.
- PHO 131 VIEW CAMERA I** 1 4 3  
Comprehensive study of the view camera and its capabilities: camera types, nomenclature, components, systems, and movements. Introduction to sheet film handling and processing. Emphasis on the student's acquiring a thorough working knowledge and control of placement of plane of focus, depth of field, and shape modification.  
Prerequisite: PHO 125.
- PHO 132 DESIGN LABORATORY III** 0 4 2  
Continued study of media effects on illustration and visual communication. Analysis of style. Emphasis on the student's acquiring advanced skills in organizing picture space for specific purposes of narrative or impact.  
Prerequisite: PHO 122.

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- PHO 133 MATERIALS AND PROCESSES II** 2 4 4  
Detailed study of the primary materials and processes of current color photography. Qualities of light, methods of light analysis, and effect on color emulsions. Color processing in terms of effect on scene contrast and color balance. Color printing systems in relation to reproduction of color in print materials. Student assignments demonstrate the effects of a variety of lighting conditions upon the reproduction of color transparency and print materials.  
Prerequisite: PHO 123.
- PHO 133A MATERIALS AND PROCESSES II** 2 0 2  
An abbreviated study of the primary materials and processes of current color photography. Not for Biomedical, Commercial, Photojournalism, or Portraiture Studio Management students.  
Prerequisite: PHO 123A.
- PHO 135 PRODUCT LIGHTING** 1 4 3  
Introduction of lighting techniques used in the illustration of glass, metals, leather, wood, fabrics, and other product surfaces.  
Prerequisite: PHO 125.
- PHO 136 PORTRAIT/CANDIDS PACKAGE PHOTOGRAPHY** 2 4 4  
Introduction to specialty techniques and equipment used in volume portrait photography and candid photography for receptions, parties, groups, etc. Long roll camera. Discussion of dealing in volume photography, buying laboratory services, packages, and promotions.  
Prerequisite: PHO 126.
- PHO 141 VIEW CAMERA II** 1 4 3  
Continued study of the view camera with emphasis on applications for tabletop photography and architectural interiors and exteriors. Study of object distance/focal length choices for exact control of image size and perspective relationships. Shooting to size. Advanced in-camera techniques.  
Prerequisite: PHO 131.
- PHO 148 SMALL FORMAT PHOTOGRAPHY** 2 8 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.  
Prerequisites: PHO 125 and PHO 126.
- PHO 149 GRAPHICS MATERIALS AND APPLICATIONS** 2 4 4  
Study of high contrast photo-sensitive materials and the reproduction processes used in the graphic arts industry. Methods for transforming line copy and continuous tone copy are introduced in assignments requiring actual preparation of materials used in the visual communications field.  
Prerequisite: PHO 111.
- PHO 250 CONTROLLED WORK EXPERIENCE** 1 30 4  
A lecture/workshop series on campus followed by 300 to 400 work hours in photojournalism or related areas. The objectives of this course are to provide students with actual work experience in a business relevant to their career goals, and to demonstrate through observation the attitudes and work habits required by the industry. Evaluation of each student's performance is determined by both the supervisor on the job and the course coordinator.  
Prerequisite: Permission of the coordinator. Successful completion of all courses scheduled prior to PHO 250 is usually required.
- PHO 251 PORTRAIT PHOTOGRAPHY I** 1 6 3  
Introduction to the lighting, camera, and accessory equipment used in contemporary studio and location portrait photography, with emphasis on control of lighting for enhancement of the subject. Practice in camera and darkroom technique for effects of diffusion, vignetting, etc. Means of approach and posing of men, women, and children in the single-subject portrait. Introduction to cosmetics. Discussion of promotion, display, and direct sales methods.  
Prerequisites: PHO 126 and PFN 143.
- PHO 252 COMMERCIAL PHOTOGRAPHY I** 2 30 40 10  
Introduction to the techniques of photography used in the illustration of models, home furnishings, and food. Specialty lighting, posing, styling, and detailing required in these subject areas. This course includes a five-week period during which students are assigned to work as assistants to photographers in commercial studios.  
Prerequisites: PHO 141 and PHO 148.
- PHO 253 WEDDING PHOTOGRAPHY** 1 4 3  
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 148 and PFN 143.
- PHO 256 MACROPHOTOGRAPHY/PHOTOMICROGRAPHY** 1 4 3  
Study of equipment and techniques used in production of magnified images by direct photographic means. Study of light systems, camera systems, and the compound microscope used in high-magnification photography. Specimen preparation.  
Prerequisite: PHO 148.



## Course Descriptions

### **PHO 258 INDIVIDUAL STUDY 0 4 2**

A course for students desiring study in a specialty area not addressed by the scheduled curricula. Prior to enrolling in this course, the student must make a specific proposal in writing to the department chairman regarding the area of study and the work to be done. If the proposal is approved, the chairman will assign a faculty member to assist in, monitor, and evaluate the student's work.

Prerequisite: Successful completion of all courses scheduled prior to fifth quarter.

### **PHO 259 INDIVIDUAL STUDY 0 4 2**

A course for students desiring study in a specialty area not addressed by the scheduled curricula. Prior to enrolling in this course, the student must make a specific proposal in writing to the department chairman regarding the area of study and the work to be done. If the proposal is approved, the chairman will assign a faculty member to assist in, monitor, and evaluate the student's work. PHO 259 may be used as a means for the student to address a second separate area of study concurrent with PHO 258 or may be used in conjunction with PHO 258 if the student wishes to approach an area of study requiring more time and effort than acknowledged by two credit hours.

Prerequisite: Successful completion of all courses scheduled prior to fifth quarter.

### **PHO 261 PORTRAIT PHOTOGRAPHY II 1 12 5**

Emphasis on mastery of technique and production of portraits of highest quality. Introduction of posing for group portraits. Special applications of airbrush and dye corrections. Advanced camera and darkroom techniques. The student compiles a sourcebook for backdrops, cosmetics, albums, specialized camera accessories, retouching supplies, etc.

Prerequisite: PHO 251.

### **PHO 262 COMMERCIAL PHOTO-GRAPHY II 2 18 11**

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 252.

### **PHO 265 PHOTOJOURNALISM I 4 16 12**

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

Prerequisite: PHO 148.

### **PHO 265A PHOTOJOURNALISM I 2 12 8**

An abbreviated study and practice in exposure and processing techniques applied in location photography with small format.

Assignments emphasize coverage of real events where possible. Not for Photojournalism students.

Prerequisite: PHO 148.

### **PHO 268 AUDIO-VISUAL PRODUCTION 2 4 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 audiovisual production and presentation in current use.

Prerequisites: PHO 148 and PHO 149.

### **PHO 270 INTERNSHIP 0 440 4**

Internship of eleven weeks, forty hours per week, during which the student studies and works under the supervision of biomedical photographers at participating medical facilities. The student assists in various areas of production and participates in surgical photography, patient photography, and similar assignments which can not be provided in the school setting.

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

### **PHO 271 PORTRAIT PHOTOGRAPHY III 1 12 5**

Comprehensive practice in operations of the portrait studio. Methods of dealing with clients, employers, employees, and co-workers in the studio setting. Planning for employment. Planning for the opening of a studio business. Student research into the potential photographic market of selected areas.

Prerequisite: PHO 261.

### **PHO 272 COMMERCIAL PHOTO-GRAPHY III 2 30 40 10**

Comprehensive study of the techniques of photography for advertising in the areas of food, fashion, interiors, and industry. Methods of working with art directors, designers, agencies, and clients. Study of advertising photography in contemporary publications. This course includes a five-week period during which the students are assigned to work as assistants to photographers at commercial studios.

Prerequisite: PHO 262.

### **PHO 274 ADVANCED PHOTOGRAPHIC CORRECTIONS AND FINISHING 0 8 4**

Continuation of PHO 124 with emphasis on mastery 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 photography.

Prerequisites: PHO 124.

## Course Descriptions

**PHO 275 PHOTOJOURNALISM II** 4 16 12  
Continuation of PHO 265 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.  
Prerequisite: PHO 265.

**PHO 278 INDIVIDUAL STUDY** 0 4 2  
A course for students desiring study in a specialty area not addressed by the scheduled curricula. Prior to enrolling in this course, the student must make a specific proposal in writing to the department chairman regarding the area of study and the work to be done. If the proposal is approved, the chairman will assign a faculty member to assist in, monitor, and evaluate the student's work.  
Prerequisite: Successful completion of all courses scheduled prior to seventh quarter.

**PHO 279 INDIVIDUAL STUDY** 0 4 2  
A course for students desiring study in a specialty area not addressed by the scheduled curricula. Prior to enrolling in this course, the student must make a specific proposal in writings to the department chairman regarding the area of study and the work to be done. If the proposal is approved, the chairman will assign a faculty member to assist in, monitor and evaluate the student's work. PHO 279 may be used as a means for the student to address a second, separate area of study concurrent with PHO 278 or may be used in conjunction with PHO 278 if the student wishes to approach an area of study requiring more time and effort than acknowledged by two credit hours.  
Prerequisite: Successful completion of all courses scheduled prior to seventh quarter.

**PHO 280 INTERNSHIP** 440 4  
Continuation of PHO 270. Internship of eleven weeks, forty hours per week, during which the student studies and works under the supervision of biomedical photographers at participating medical facilities.  
Prerequisite: PHO 270

**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.

**PME 1101 INTERNAL COMBUSTION ENGINES** 6 12 10  
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 piston, valves, cams and camshafts, fuel and exhaust systems, cooling systems, proper lubrication; and methods of testing, diagnosing and repairing.

**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 1150 INTERNAL COMBUSTION ENGINES I** 3 6 5  
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 1152 AUTOMOTIVE FUEL SYSTEMS** 2 6 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 1153 AUTOMOTIVE ELECTRICAL SYSTEMS** 3 6 5  
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.

**PSC 101 BASIC LAW ENFORCEMENT TRAINING** 8 12 12  
This course will provide comprehensive training in topics required for certification of law enforcement personnel in North Carolina. Some topics include constitutional, criminal, ABC, motor vehicle and juvenile laws, laws of arrest search and seizure, arrest procedures, civil process, traffic accident investigation, defensive tactics, firearms, supplemental custody procedures, and other related topics.

**PSC 102 BASIC LAW ENFORCEMENT TRAINING** 8 12 12  
A continuation of PSC 101.  
Prerequisite: PSC 101.

## Course Descriptions

**PSY 101 GENERAL PSYCHOLOGY 3 0 3**  
 General Psychology introduces the basic principles of human behavior. It includes a brief history of psychology as a science, knowledge of basic psychological processes, personality and social behavior and behavior modifications. Emphasis is placed on the understanding of self and relationships with others.

**PSY 103 HUMAN GROWTH AND DEVELOPMENT 3 0 3**  
 Human Growth and Development presents the life span-conception through childhood, adolescence, adulthood, aging, and dying. Emphasis is given to the factors influencing the stages of development and the importance of experiences in establishing patterns of behavior, attitudes, and interpersonal skills. The course is designed to enhance understanding of self, as well as, families and clients.

**PSY 110 ABNORMAL PSYCHOLOGY 3 0 3**  
 A comprehensive introduction to pathological behavior including its description, causation, and modification. Emphasis is on environmental and hereditary factors affecting the developmental and maintenance of various behavior disorders.  
 Prerequisite: PSY 101.

**PSY 112 PROFESSIONAL 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.

**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 03**  
 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, and regulatory agencies for advertising. The course also provides a continued survey of different forms of advertising and their effects on the consumer.  
 Prerequisite: CAT 101.

**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.

**PSY 1105 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 1106 HUMAN GROWTH AND DEVELOPMENT: EARLY CHILDHOOD 3 0 3**  
 An examination of the physical, social and emotional development from infancy to age five.

**PSY 1107 CLASSROOM MANAGEMENT 3 0 3**  
 To help the student learn to deal with behaviors that occur in most early childhood settings. The student will be able to state and observe the behavior, explore the consequences, consider the alternatives, state the goal and follow a prescribed procedure for changing specific behaviors.

**RED 150 DEVELOPMENTAL READING 4 0 4**  
 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.

**SOC 101 INTRODUCTION TO SOCIOLOGY 3 0 3**  
 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.

**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.

**SSC 261 SOCIAL HISTORY OF THE VISUAL ARTS - 1800 TO PRESENT 3 0 3**  
 Survey of the visual arts as expressions of western technology and culture of the nineteenth and twentieth centuries. Emphasis on photography and the relationship of technical innovation and popular understanding of visual communications.

**WLD 1100 BASIC WELDING 2 9 5**  
 Following a thorough discussion of safety in the use of oxyacetylene equipment, the basics of welding, bronze welding, flame-cutting, soldering, and silver soldering is discussed and students practice each of the skills. The second half of the quarter is used to discuss and practice tungsten inert gas welding. Safety, care and use of equipment on carbon steel.

**WLD 1100A BASIC WELDING 1 5 3**  
 Following a thorough discussion of safety in the use of oxyacetylene equipment, the basics of welding, bronze welding, flame-cutting, soldering, and silver soldering is discussed and students practice each of the skills. The second half of the quarter is used to discuss and practice tungsten inert gas welding. Safety, care and use of equipment on carbon steel.

**WLD 1101 BASIC 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

## Course Descriptions

- the welding equipment. Practice will be given for surface welding; bronze welding, silver solder, and flame-cutting methods applicable to mechanical repair work. (For Automotive Mechanics).  
Prerequisite: None.
- WLD 1103 BASIC WELDING** 3 3 4  
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)
- 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.
- WLD 1119 ARC WELDING I** 2 6 4  
Safety in the use and set up of equipment, types of welding machines, and what to look for when buying welding equipment. Welding will be started in the flat position and student will advance at own pace through as many positions as possible.
- WLD 1120 OXYACETYLENE WELDING AND CUTTING** 2 9 5  
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 1120A OXYACETYLENE WELDING AND CUTTING** 1 5 3  
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 II** 3 15 8  
Student will start where they finished in Arc Welding I and will continue at own pace in the shop. Discussion of different types of metals, welding electrodes, heat needs to melt, control, and situations they may encounter.  
Prerequisite: WLD 1119.
- WLD 1121A ARC WELDING II** 1 5 3  
Student will start where they finished in Arc Welding I and will continue at own pace in the shop. Discussion of different types of metals, welding electrodes, heat needs to melt, control, and situations they may encounter.  
Prerequisite: WLD 1119.
- WLD 1121B ARC WELDING II** 1 5 3  
A continuation of WLD 1121A.  
Prerequisite: WLD 1121A.
- WLD 1122 COMMERCIAL AND INDUSTRIAL PRACTICES** 3 6 5  
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-descriptive tests and inspection.  
Prerequisites: WLD 1121.
- WLD 1123 INERT GAS WELDING** 1 9 4  
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.
- WLD 1123A INERT GAS WELDING** 1 5 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.
- WLD 1124 PIPE WELDING** 5 12 9  
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.  
Prerequisites: WLD 1119, WLD 1121.
- WLD 1124A PIPE WELDING** 1 5 3  
Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME code.  
Prerequisites: WLD 1119, WLD 1121B.
- 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 1119, WLD 1121.
- WLD 1159 ARC WELDING I** 3 6 5  
Electric arc welding with major emphasis on the development of student skills in theory and practice will comprise the second quarter. Running weld beads and the determination of proper inspection procedures to be followed are examples of activities carried on.
- WLD 1159A ARC WELDING I** 2 3 3  
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.

### **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 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.

#### **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.

### **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.

### **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.

### **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.

### **Occupational Extension**

Occupational extension 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.



### **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 nonvoting member of the Board.



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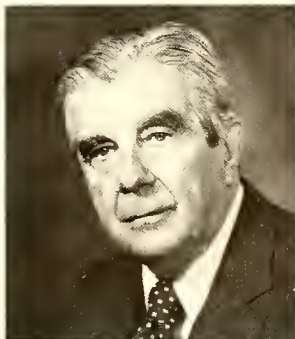
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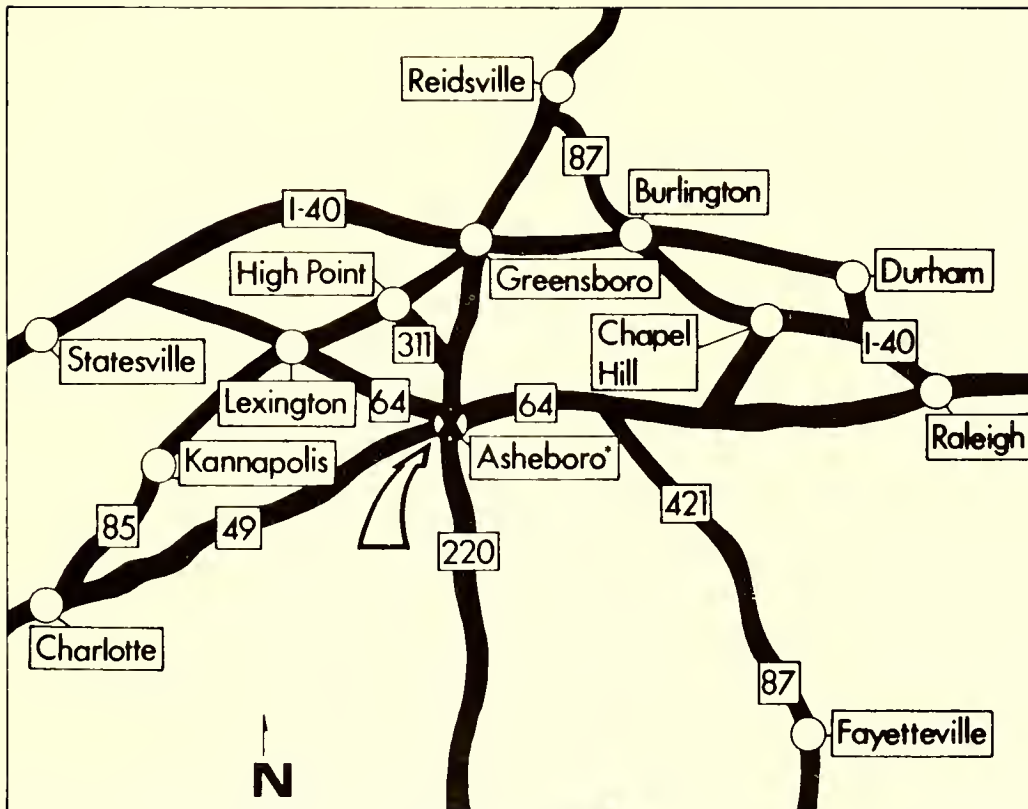
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