RANDOLPH TECHNICAL COLLEGE

CATALOGUE

1985—1987

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RANDOLPH TECHNICAL COLLEGE
P.O. BOX 1009 ASHEBORO, N.C. 27204-1009
(919)629-1471

RANDOLPH TECHNICAL COLLEGE GENERAL CATALOG 1985-1987

Published by Randolph Technical College, Asheboro, NC 27204-1009

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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Accreditation

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

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
P.O. Box 1009
Asheboro, NC 27204-1009
Phone: (919) 629-1471

Photographic Production:
Ed Finerty, Pat Clark, Cord Finley, Dan Maxhimer, O'Neil Williams, Jerry Wolford
Photograph of visiting artist, Courtest of Greg Stewart

Randolph Technical College
General Catalog 1985-1987
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.

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

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

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

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

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

Sincerely,

M. H. Branson

M. H. Branson
President of the College

1985-1986

FALL QUARTER

August 28, 29 (Wednesday, Thursday)	Registration
September 3 (Tuesday)	Classes Begin
September 10 (Tuesday)	Last day to register, drop, or add courses
October 15 (Tuesday)	Last day to withdraw from a course without penalty
October 21, 22 (Monday, Tuesday)	Fall break for students; Professional Development for all employees
November 20 (Wednesday)	End of Fall Quarter

WINTER QUARTER

November 26 (Tuesday)	Registration
November 28, 29 (Thursday, Friday)	Thanksgiving Holidays
December 2 (Monday)	Classes begin
December 9 (Monday)	Last day to register, drop, or add courses
December 18 (Wednesday 10:00 p.m.)	Christmas Holidays begin
January 2 (Thursday)	Classes resume
January 27 (Monday)	Last day to withdraw from a course without penalty
February 28 (Friday)	End of Winter Quarter

SPRING QUARTER

March 6 (Thursday)	Registration
March 10 (Monday)	Classes begin
March 17 (Monday)	Last day to register, drop, or add courses
March 27 (Thursday 10:00 p.m.)	Easter Holidays begin
April 1, (Tuesday)	Classes resume
April 24 (Thursday)	Last day to withdraw from a course without penalty
May 27 (Tuesday)	End of Spring Quarter

SUMMER QUARTER

May 29 (Thursday)	Registration
June 2 (Wednesday)	Classes begin
June 11 (Wednesday)	Last day to register, drop, or add courses
June 30 - July 4	Summer Break
July 17 (Thursday)	Last day to withdraw from a course without penalty
August 22 (Friday)	End of Summer Quarter
August 24 (Sunday)	Graduation Exercises

1986-1987

FALL QUARTER

August 27, 28 (Wednesday, Thursday)	Registration
September 2 (Tuesday)	Classes begin
September 9 (Tuesday)	Last day to register, drop, or add courses
October 14 (Tuesday)	Last day to withdraw from a course without penalty
October 27, 28 (Monday, Tuesday)	Fall break for students; Professional Development for all employees
November 19 (Wednesday)	End of Fall Quarter

WINTER QUARTER

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

SPRING QUARTER

March 5 (Thursday)	Registration
March 9 (Monday)	Classes begin
March 16 (Monday)	Last day to register, drop, or add courses
April 16 (Thursday 10:00 p.m.)	Easter Holidays begin
April 21 (Tuesday)	Classes resume
April 23 (Thursday)	Last day to withdraw from a course without penalty
May 26 (Tuesday)	End of Spring Quarter

SUMMER QUARTER

June 2 (Tuesday)	Registration
June 3 (Wednesday)	Classes begin
June 10 (Wednesday)	Last day to register, drop, or add courses
June 29 - July 3	Summer Break
July 16 (Thursday)	Last day to withdraw from a course without penalty
August 25 (Wednesday)	End of Summer Quarter
August 30 (Sunday)	Graduation Exercises

North
Carolina
Zoological
Park

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: *Ms. Denise Cecil, Student Financial Aid Officer.*
Scholarship information, College Work Study, Veterans Benefits, Basic Grants, Loans.

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

Academic Programs: *Dr. W. A. Edwards, Vice-President for Instruction.*
Inquiries on high school students attending classes at Randolph Tech. General Coordination of all instructional programs.

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

Transcripts: *Ms. Ellen H. Robbins, Registrar.*
Requests for transcripts, grades, graduation information.

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

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

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
Photography Technology
Secretarial-Executive

Diploma

Automotive Body Repair
Automotive Mechanics
Business Computer Programming
Child Care Worker
Electrical Installation and Maintenance
General Office
Machinist
Photofinishing Specialist
(Technical Specialty)
Practical Nursing
Welding

Certificate

Automotive Body Repair
Automotive Mechanics
Business Computer Programming
Electrical Installation and Maintenance
Floral Design and Commercial Horticulture
Machinist
Industrial Mechanics
Welding
Word Processing

Developmental Studies

Extension

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

General Adult Education Programs

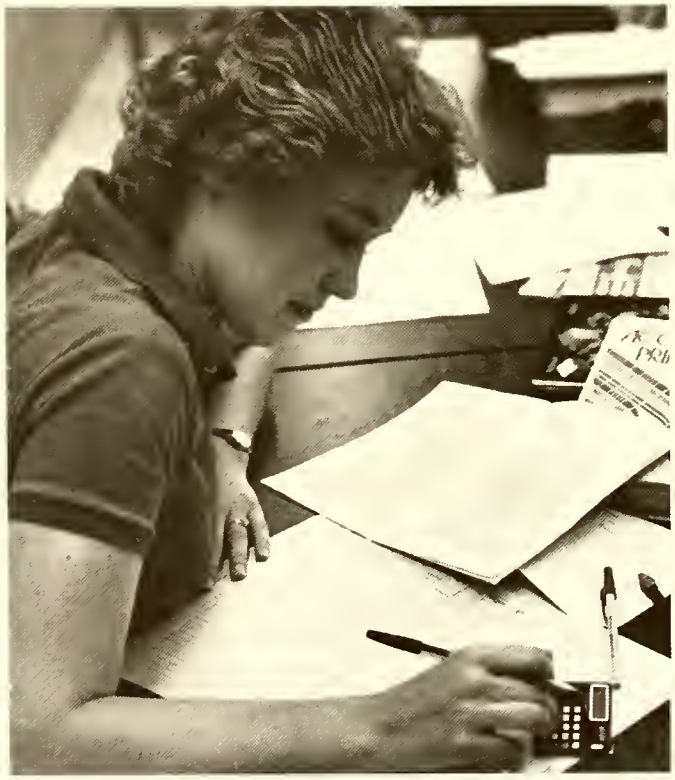
Adult Basic Education
Adult High School Diploma Program
High School Credit Courses
Enrichment Courses
Individualized Instruction Center

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 27203 or call the Office of Admissions at (919) 629-1471, Ext. 224.

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.

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

The "Open Door" Policy

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

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

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

The Dean of Student 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 if under eighteen. Special consideration may be given on an individual basis to students not meeting these specific entrance requirements. The College will accept students with a high school equivalency diploma.

A high school diploma or the equivalent is required of all applicants for degree or 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.

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.

Applicants to the Practical Nursing Program must meet the following admissions requirements.

- Potential for educational achievement evidenced by:
  - —high school graduate or equivalent, preferably upper 50% of class
  - —high school equivalency certificate (GED minimum 225 for equivalency)
  - —Otis School Ability Test (OSLAT) — 95 or above required
  - —reading level — grade equivalent 11
  - —math score — grade equivalent 11
- 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 Electrical Installation and Maintenance 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 Procedures

Persons intending to enroll in a specific curriculum should submit their applications January 1, or as soon after as possible for admission to the fall quarter of that year. Applicants will be notified of receipt of their applications and fees. A $10.00 pre tuition deposit is required to process the application. Applications can be obtained from all high school counselors and from the College 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.

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

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

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

International Student Admissions

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

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

Proficiency Testing

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

Transfer Students

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

In cases where equivalent course content is questionable, transfer credit will be determined by the concerned Departmental Chairman, working with Student Development.

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

All courses transferred into major areas are determined by the Departmental Chairman and Student Development.

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

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.

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 Science

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

Financial Aid Information

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

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

Aid awards are made on a yearly basis with portions of the total award disbursed to the student each quarter. The usage of vouchers has been established to credit the student's account for Books, Supplies, Tuition, and Fees during registration and a check for the balance, if any, is issued at the middle of the quarters attended. Work-study checks are disbursed monthly for the amount of hours listed on the student's time sheet.

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

Types of Aid Available

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

Pell Grant—Pell Grants are the base or floor upon which a student's aid package is built. Eligibility is based on financial need as determined by the U.S. Office of Education. ALL STUDENTS WANTING FINANCIAL ASSISTANCE ARE REQUIRED TO APPLY FOR A PELL GRANT.

SEOG—Supplemental Educational Opportunity Grants are available on campus. In order to receive this grant a student must demonstrate eligibility by applying on the ACT application. This grant will be awarded based on the most need. Early applicants will most likely receive these funds if need is shown.

Scholarships

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

Randolph Technical College Foundation, Inc.

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

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

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

Students who are not residents of North Carolina may borrow funds through their home state. Other low interest loan programs include the United Student Aid Funds.

How To Apply for Student Financial Aid

—Complete the normal admissions process to enter the school.

—Complete a Family Financial Statement (FFS) and send it to the American College Testing Program (ACT) for processing. The student will need to complete only this one form to be considered for all types of aid available through RTC except for certain scholarship or loan programs. A report of your need will then be sent by ACT to Randolph Tech.

—To apply for a Pell Grant you need only to check the appropriate space on the FFS. Allowances for changes in financial circumstances are made by filing a Pell Supplemental Form.

—To apply for a North Carolina Student Incentive Grant the student must have a second report from his FFS sent to the College Foundation, Inc.

—These aplications must be filed annually.

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

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

Eligibility for Aid

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

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

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

To **remain** eligible, a student must be enrolled at least on a half-time basis and be in good academic standing. To assure that the student remains eligible he/she must notify the Student Aid Office of changes in enrollment/program of study; spend aid funds only on educational expenses; and notify the school of changes in resources available to meet educational or living expenses.

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 in accordance to the Federal Regulations dated October 6, 1983, Vol. 48 668.16 Section 3-i. is shown below:

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 23. 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 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.

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 repre-

sented 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.

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

Other Aid Available

Vocational Rehabilitation—Handicapped students may be eligible for scholarship assistance under the provisions of U.S. Public Law 565. Prospective students who might qualify for this aid should contact the nearest office of the North Carolina Department of Vocational Rehabilitation.

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

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

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

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

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

Student Employment

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

Veteran's Information

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

Disabled Veterans

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

Children of Deceased or Disabled Veterans

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

Once eligibility has been established, students should obtain admission to the College prior to making application to the Veterans Administration for a specific program. Students must have their course work approved by the institutions from which they plan to obtain a degree, and these courses must be listed on the Certificate of Eligibility, which is issued by the Veterans Administration. It is essential that all students entitled to veterans benefits present a copy of their Certificate of Eligibility to Student 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.

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. A $10.00 pre-tuition deposit is required with the application.

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 $550 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 for specific college expenses.

Tuition

Quarter Hours		
12 and up	$ 51.00/Quarter	
1 through 11	4.25/Credit Hour	
12 and up	$255.00/Quarter	(Out-of-State)
1 through 11	21.25/Credit Hour	(Out-of-State)
Semester Hours		
12 and up	$ 76.50/Semester	
1 through 11	6.40/Credit Hour	
12 and up	$382.50/Semester	(Out-of-State)
1 through 11	31.90/Credit Hour	(Out-of-State)

Miscellaneous Service Charges

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

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

Activity Fees

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

Activity fees will be as follows:

Quarter Hours

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

Semester Hours

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

Student Insurance $6.25

Adult Basic Education ..... No Charge

High School Equivalency Program ..... No Charge

Public Service Programs ..... No Charge

Business and Industrial Service Programs ..... $8.00 Registration Fee

Cultural Enrichment Programs ..... $15.00 Registration Fee

Refunds

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

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

Residency for Tuition Purposes

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

To be eligible for classification as a resident for tuition purposes, a person must establish that his or her position in the state currently is, and during the requisite

12-month qualifying period was, for purposes of maintaining a bona fide domicile rather than of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

Any student wishing to be considered as a resident for tuition purposes must make application to the Dean of Student 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 non-resident 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 residentiary determination of status.

Counseling

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.

Further information regarding counseling service is available through the Student Development Office.

Advising

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

Orientation

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

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

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

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

Registration

Registration is the process of enrolling in a schedule of courses, or a program.

Late Registration

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

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.

Withdrawal/Drop/Add

Students desiring to withdraw, drop, or add a course after initial registration should contact the Registrar's Office 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.

MERELY CEASING TO ATTEND CLASSES DOES NOT CONSTITUTE OFFICIAL WITHDRAWAL, NOR DOES NOTIFICATION TO THE INSTRUCTOR.

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

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

Transfers (Between Programs)

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

(1) The student applies to the program he wishes to take.

(2) After counseling and faculty advising, the student follows the regular admissions procedures with prior credit being recognized and course prerequisites being observed.

Credits

Credits for courses leading to Associate in Applied Science Degrees and Vocational Diplomas are earned on a quarterly 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 earned for a period of more than one quarter.

	Grade Points Earned
A	93-100
B	85-92
C	77-84
D	70-76
F	Below 70
I	Incomplete
W	Withdrawal without penalty
X	Credit by proficiency
CR	Transfer credit
Y	Audit

Grade Reports

A grade report is issued to a student each quarter/semester provided his credentials and financial obligations to the College are in order. Grade reports will be mailed to students.

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

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

Re-Admission of Students

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

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

Specific re-admission policies include the following:

(1) A student seeking re-admission must make his request known to Student Development at least one month before the quarter he wishes to attend.

(2) Requests for re-admission will be reviewed by the admissions and disciplinary committee, consisting of the Dean of Student Development, Registrar, Departmental Chairman and/or instructor concerned, and the Student Government President.

(3) The Admissions Committee upon granting re-admission may impose certain restrictions such as unit load, periodic grade reviews or other conditions it feels is in the best interest of the student.

(4) A re-admitted student is subject to dismissal should he fail to meet the conditions stipulated by the admissions committee.

Repeating a Course

(1) Any student who fails a course must repeat that course to graduate. If a grade of *C* or better is earned, the *F* will be removed from the transcript and the overall GPA. Veterans who fail a course will retain the "F" on their transcripts and overall GPA.

(2) An Individualized Instruction Package for course credit, developed by Individualized Instruction Center personnel and appropriate faculty member(s) and approved by the Dean of Occupational Education may be administered under the following conditions:

a. that the student has attempted the course at least one time via regular classroom delivery

b. that the student has a schedule conflict which prevents him or her from taking the regularly scheduled class.

Individualized Instruction Center personnel will certify satisfactory completion of the package, will assign the grade for the course, and will submit the grade to the registrar for credit on the student transcript.

Reentry to a Curriculum

A student who wishes to reenter a curriculum must make a written request to the Dean of Student Development by July 30 of the year in which he wishes to enroll. His request is reviewed by the Admissions Committee, consisting of the Dean of Student Development, Registrar, Departmental Chairman, and/or instructor concerned.

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

Work Experience

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

Course Prerequisites

All curriculum courses are to be taken in a normal sequence with prerequisites taken as indicated in the college catalog. Prerequisites may be waived only by permission of the appropriate departmental chairman and the Dean of Student Development.

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 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)

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.

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
† or *East Carolina University
*N.C. Wesleyan College
*Winston-Salem State University
†N.C. A & T State University
†N.C. State University
*Methodist College

Electronics

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

Floral Design & Commercial Horticulture

*Appalachian State University
*Elon College
*N.C. Wesleyan College
†Western Carolina University
*East 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

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

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.

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.

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. Under

these circumstances where a student is not eligible to register at the regular time, a late fee of $5 will be charged. Transcripts and diplomas will not be released until all obligations are met.

Closing of School Due to Adverse Weather

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

Adult Program, Day and Evening

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

Extra-Curricular Activities

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

Student Development

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 inter-dependency. 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 students.

Parking

Under the provisions of Chapter 115D-19 the Randolph Technical College Board of Trustees has asked the Asheboro City Police Department to patrol and control parking and traffic regulations on the campus of Randolph Technical College. All of the provisions of Chapter 20 of the General Statutes relating to the use

of highways of the State of North Carolina and the operation of motor vehicles thereon shall apply to the streets, roads, alleys, and driveways on the campus of Randolph Technical College. Any person violating any of the provisions of Chapter 20 of the General Statutes in or on the streets, roads, alleys, and driveways on the campus shall upon conviction thereof be punished as prescribed in the section and as provided by Chapter 20 of the General Statutes relating to motor vehicles.

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

a. **Parking**—Parking only in a lined parking space. All spaces lined in white may be used by students. Spaces marked in yellow are reserved for faculty, staff, visitors, and handicapped persons. Parking in any unlined area, alley, driveway, sidewalk, building entrance, or reserved parking space for faculty, staff, visitors, and handicapped will be considered as a parking violation.

b. **Speed Limit**—The speed limit on any street, road, alley, driveway, or parking lot on the campus is 10 miles per hour as affixed by the Board of Trustees.

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

Housing

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

Health Services

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

Students are encouraged to provide themselves with medical insurance to cover such illness/injuries. Accident insurance covering accidents at school or in transportation to and from school is available through the Business Office. The current cost is $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. Sports such as volleyball, shuffleboard, softball, and table tennis are organized on an informal basis when students have free time. The Photo Alumni Association of Randolph Technical College (P.A.A.R.T.C.) provides an opportunity for students and alumni to participate together in professional seminars and workshops.

Student Government

All full-time 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, to organize social events, and to participate in community activities.

Social Functions

1. Social functions will be planned by the SGA and their advisors.
2. An appropriate number of chaperones shall be in attendance. Chaperones will be solicited by the SGA from members of the staff.
3. The Dean of Student 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.

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

Student Governance

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

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

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

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

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

Campus Store

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

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

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

Learning Resources Center

The Learning Resources Center is a merger of traditional library and audiovisual services expanded to include a variety of individualized instructional services. The LRC is more diversified than the earlier library and can more nearly satisfy the educational needs and learning styles of individual students. The Randolph Technical College Learning Resources Center is housed in a 27,000 square foot facility which includes a theater, a spacious library, small group study rooms, audiovisual and graphics production areas, darkroom, TV studio, testing center, and an individualized instruction center.

The Library collection includes approximately 24,000 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 7:30 a.m. to 10:00 p.m. Monday through Thursday and from 7:30 a.m. to 5:00 p.m. on Friday with a staff of professional librarians and support personnel available to assist students in locating information.

The Audiovisual component of the LRC maintains equipment for use with audiovisual materials and provides many audiovisual production services to students and faculty. With the assistance of a staff trained in audiovisual production, graphic design, and printing, students are able to participate in the production of slide-tape programs, videotape productions, and other activities. The AV area of the LRC is open 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.

The Individualized Instruction Center 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.

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

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.

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 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 procedures. 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 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.

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

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

		Hours Per Week		Semester or Quarter Hours
		Class	Lab	Credit
TECHNICAL CURRICULA				
MAT 150	Developmental Math for entry into MAT 110 and MAT 111	5	0	5
MAT 151	Developmental Math for entry into MAT 101; Removes Math deficiency for entry into Electronics Engineering Technology	5	0	5
ENG 150	Developmental English	3	0	3
RED 150	Developmental Reading	4	0	4
GENERAL EDUCATION				
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

RTC offers two tutorial services:

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.

SPECIAL SERVICES TUTORIAL

In addition to Peer Tutorial, RTC offers Special Services Tutorial for students who need work beyond reinforcement of course content. Special Services Tutorial includes individual diagnoses of learning problems, supervision of tutoring sessions and special concentration on math, English, and thinking skills. Students should contact their course instructors or the Special Services staff in VT 100 for referral.

Students may earn a 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.

Accounting
Associate Degree Nursing: For the LPN
Automotive Body Repair
Automotive Mechanics
Business Administration
Business Computer Programming
Child Care Worker
Commercial Graphics
Electrical Installation and Maintenance
Electronics Engineering Technology
Floral Design and Commercial Horticulture
General Education
General Office
Interior Design
Machinist
Photofinishing Specialty
(Technical Specialty)
Photography Technology
Practical Nursing
Secretarial-Executive
Welding

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
Bookeeper II
Bookkeeping-Machine Operator II

		Hours Per Week Class	Lab	Quarter 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 110	Office Machines	2	2	3
BUS 120	Accounting I	5	2	6
		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	5	2	6
		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 226	Payroll Records and Accounting	3	0	3
		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	3	0	3
		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 Data Processing	3	2	4
PSY 204	Human Relations	3	0	3
		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	3	0	3
		15	8	19

Total Quarter Hours Credit: 114

Associate Degree in Nursing: For Practical Nurses

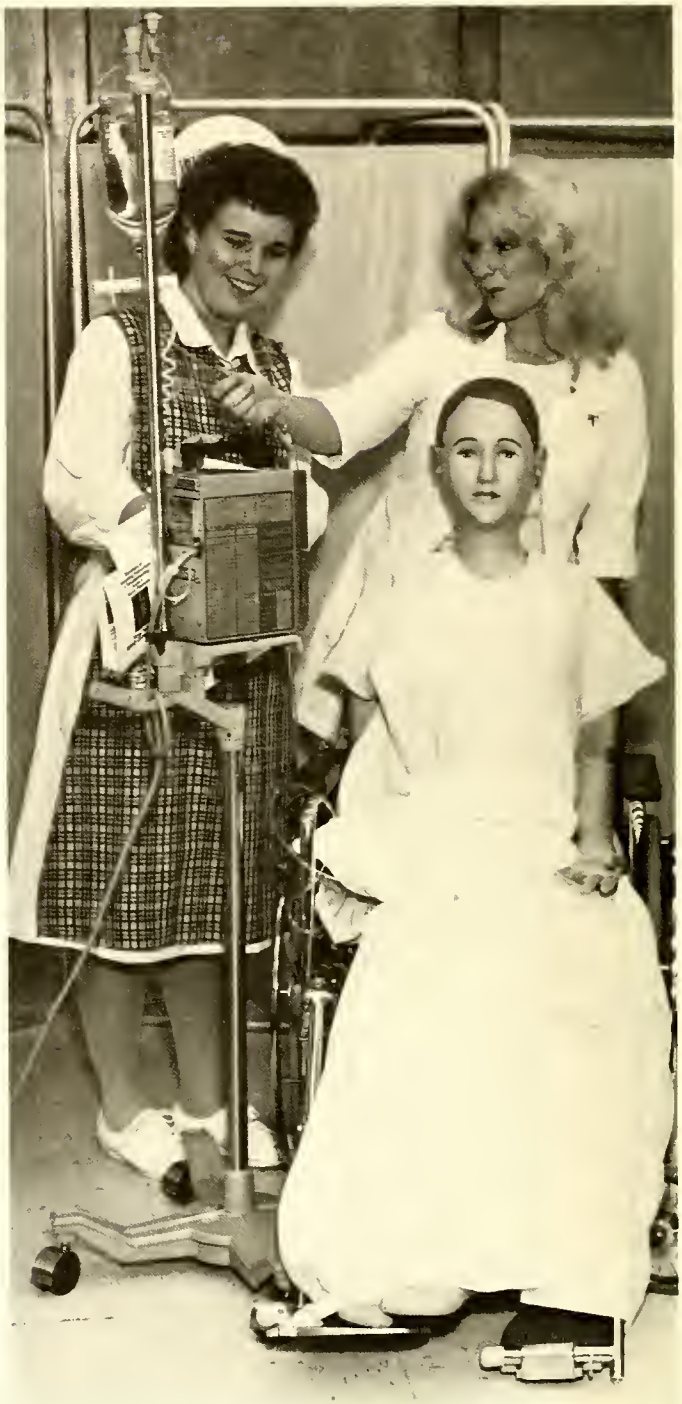
The Associate Degree Nursing curriculum is designed to prepare graduates to integrate the principles and theories of nursing and the sciences in utilizing the nursing process in the practice of nursing. The practice of nursing by associate degree nursing graduates consists of: (1) assessing the patient's 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



		Hours Per Week			Quarter Hours
		Class	Lab	Clinical	Credit
FIRST QUARTER (Fall)					
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	3	0	0	3
		18	7	0	21
SECOND QUARTER (Winter)					
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	4	2	0	5
		12	2	12	17
THIRD QUARTER (Spring)					
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	3	0	0	3**
		11	0	10	14
FOURTH QUARTER (Summer)					
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	3	0	0	3
		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	3*	0	0	3*
		8*	0	18*	14*

*Concentrated in 7 weeks
**Concentrated in 4 weeks
***Changes

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.	12 Hours
Total RTC	82 Hours*
PNE Transfer	40 Hours (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

		Hours Per Week Class	Lab	Quarter Hours Credit
FIRST QUARTER (Fall)				
AUT 1111	Auto Body Repair	3	15	8
WLD 1103	Basic Welding	1	5	3
MAT 1101	Fundamentals of Mathematics	5	0	5
		9	20	16
SECOND QUARTER (Winter)				
AUT 1112	Auto Body Repair II	3	15	8
WLD 1105	Auto Body Welding	2	6	4
ENG 1101	Reading Improvement	2	0	2
PSY 1101	Human Relations	3	0	3
		10	21	17
THIRD QUARTER (Spring)				
AUT 1113	Metal Finishing and Painting	3	12	7
BUS 1103	Small Business Operations	3	0	3
ENG 1102	Communication Skills	3	0	3
PHY 1101	Applied Science	3	2	4
		12	14	17
FOURTH QUARTER (Summer)				
AUT 1114	Body Shop Applications	3	21	10
AUT 1115	Auto Frames and Suspensions	3	3	4
		6	24	14

Total Credit Hours: 64

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

		Hours Per Week Class	Lab	Quarter Hours Credit
FIRST QUARTER (Fall)				
PME 1102	Engine Electrical and Fuel Systems	5	12	9
AUT 1121	Braking Systems	3	3	4
MAT 1101	Fundamentals of Mathematics	5	0	5
		13	15	18
SECOND QUARTER (Winter)				
PME 1101	Internal Combustion Engines	3	12	7
DFT 1101	Schematics and Diagrams: Power Mechanics	0	3	1
ENG 1101	Reading Improvement	2	0	2
WLD 1101	Basic Welding	0	3	1
PSY 1101	Human Relations	3	0	3
		8	18	14
THIRD QUARTER (Spring)				
AUT 1123	Automotive Chassis and Suspension Systems	3	9	6
AHR 1101	Automotive Air Conditioning	2	3	3
ENG 1102	Communication Skills	3	0	3
PHY 1101	Applied Science	3	2	4
BUS 1103	Small Business Operations	3	0	3
		14	14	19
FOURTH QUARTER (Summer)				
AUT 1124	Automotive Power Train Systems	3	9	6
AUT 1125	Automotive Servicing	3	9	6
PHY 1102	Applied Science	3	2	4
		9	20	16

Total Quarter Hours Credit: 67

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.

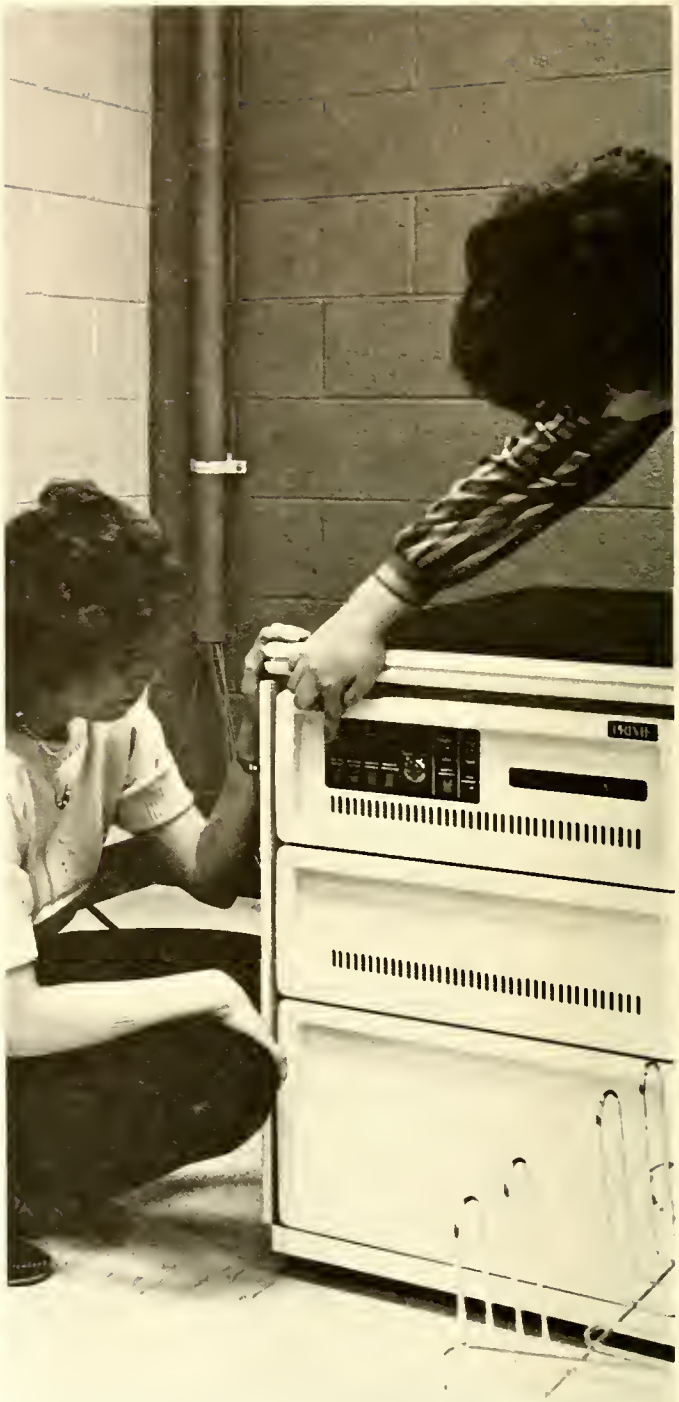
Job Opportunities:

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
Housing Project Manager
Market Manager
Loan Counselor
Office Manager
Department Manager
Warehouse Manager

		Hours Per Week Class	Lab	Quarter 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 110	Office Machines	2	2	3
BUS 120	Accounting I	5	2	6
		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	5	2	6
		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	5	0	5
		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	3	0	3
		15	2	16
FIFTH QUARTER (Winter)				
ENG 206	Business Communications	3	0	3
BUS 219	Credit and Collections	3	0	3
BUS 271	Office Management and Procedures	5	0	5
EDP 104	Introduction to Data Processing	3	2	4
PSY 204	Human Relations	3	0	3
		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	3	0	3
		14	4	16

Total Quarter Hours Credit: 110



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.

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

		Hours Per Week Class	Lab	Quarter Hours Credit
FIRST QUARTER (Fall)				
MAT 110	Business Mathematics	5	0	5
BUS 120	Accounting I	5	2	6
EDP 104	Introduction to Data Processing	3	2	4
EDP 102	Keyboarding	0	2	1
ENG 204	Oral Communications	3	0	3
		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	3	2	4
		16	6	19
THIRD QUARTER (Spring)				
BUS 122	Accounting III	5	2	6
EDP 124	COBOL Programming I	3	4	5
EDP 122	Beginning BASIC	3	2	4
ENG 102	Technical Communications	3	0	3
		14	8	18
FOURTH QUARTER (Summer)				
PSY 204	Human Relations	3	0	3
ENG 103	Report Writing	3	0	3
EDP 224	COBOL Programming II	2	4	4
EDP 222	Advanced BASIC	2	4	4
		10	8	14
FIFTH QUARTER (Fall)				
BUS 225	Cost Accounting	3	2	4
BUS 235	Business Management	3	0	3
EDP 235	Computer Operations	1	4	3
EDP 230	File Processing	2	4	4
		9	10	14
SIXTH QUARTER (Winter)				
EDP 126	RPG II Programming	2	4	4
ENG 206	Business Communications	3	0	3
EDP 243	Systems Analysis	2	4	4
EDP 240	On-line and database techniques	2	2	3
		9	10	14
SEVENTH (Spring)				
EDP 250	Data Processing Applications	2	8	6
SSC	Social Science Elective	3	0	3
EDP 248	Systems Design	2	4	4
	EDP or Technical Elective	2(3)	2(4)	4
		9-10	14-16	17

Total Quarter Hours Credit: 117

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 Class	Lab	Quarter Hours Credit
FIRST QUARTER (Fall)				
PSY 1105	Human Growth and Development: Pre-Natal Infant	3	0	0	3
EDU 1102	Early Childhood Education	3	0	0	3
EDU 1109	Physical Activities in Early Childhood	3	0	0	3
EDU 1137	Math for Young Children	2	0	0	2
EDU 1217	Children's Literature	3	0	0	3
HEA 1119	First Aid	2	0	0	2
BUS 1102	Typewriting I	2	3	0	3
		18	3	0	19
SECOND QUARTER (Winter)					
ENG 1109	Communication Skills I	3	0	0	3
PSY 1106	Human Growth and Development: Early Childhood	3	0	0	3
PSY 1101	Human Relations	3	0	0	3
EDU 1204	Parent Education	3	0	0	3
EDU 1121	Seminar Practicum I	1	0	10	2
EDU 1115	Reading and Language Arts for Children	5	0	0	5
		18	0	10	19
THIRD QUARTER (Spring)					
PSY 1107	Classroom Management	3	0	0	3
EDU 1114	Art Activities in Early Childhood	1	2	0	2
EDU 1233	Food and Nutrition for Children	3	0	0	3
ENG 1111	Communication Skills II	3	0	0	3
EDU 1138	Science Activities for Young Children	2	0	0	2
EDU 1122	Seminar Practicum II	1	0	10	2
		13	2	10	15
FOURTH QUARTER (Summer)					
EDU 1231	Creative Activities	2	0	0	2
EDU 1141	Administration of Day Care Centers	4	0	0	4
EDU 1123	Seminar Practicum III	1	0	20	3
EDU 1235	Activities for School Age Children	3	0	0	3
		10	0	20	12

Total Quarter Hours Credit: 65

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, folders, 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
Illustrator
Layout Artist
Paste-Up/Mechanical Artist
Typographer
Graphic Arts Technician
Screen Process Technician
Small Offset Press Operator
Photographic Lab Technician
Print Shop Technician

Advanced Level

Art Director
Creative Director/Coordinator
Advertising Manager
Advanced Type Composer
Media Coordinator
Art Production

		Hours Per Week Class	Lab	Quarter Hours Credit
FIRST QUARTER (Fall)				
ENG 204	Oral Communications	3	0	3
DES 120	Life Drawing I	0	6	2
ART 101	History of Art I	3	0	3
DES 102	Design I	3	6	5
DFT 101	Technical Drafting	0	6	2
		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	0	6	2
		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	3	0	3
		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	3	0	3
		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	3	0	3
		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	3	0	3
		11	18	17
SEVENTH QUARTER (Summer)				
CGT 220	Illustration	2	9	5
CGT 223	Special Design Projects	3	9	6
CAT 217	Photography II	2	6	4
		7	24	15

Total Quarter Hours Credit: 115

The Electrical Installation and Maintenance curriculum is designed to provide a training program in the basic knowledge, fundamentals and practices involved in the electrical trades. A large segment of the program is laboratory and shop instruction designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of this curriculum is qualified to enter an electrical trade as an on-the-job trainee or apprentice, assisting in the layout, installation, check out and maintenance of systems in residential, commercial or industrial settings.

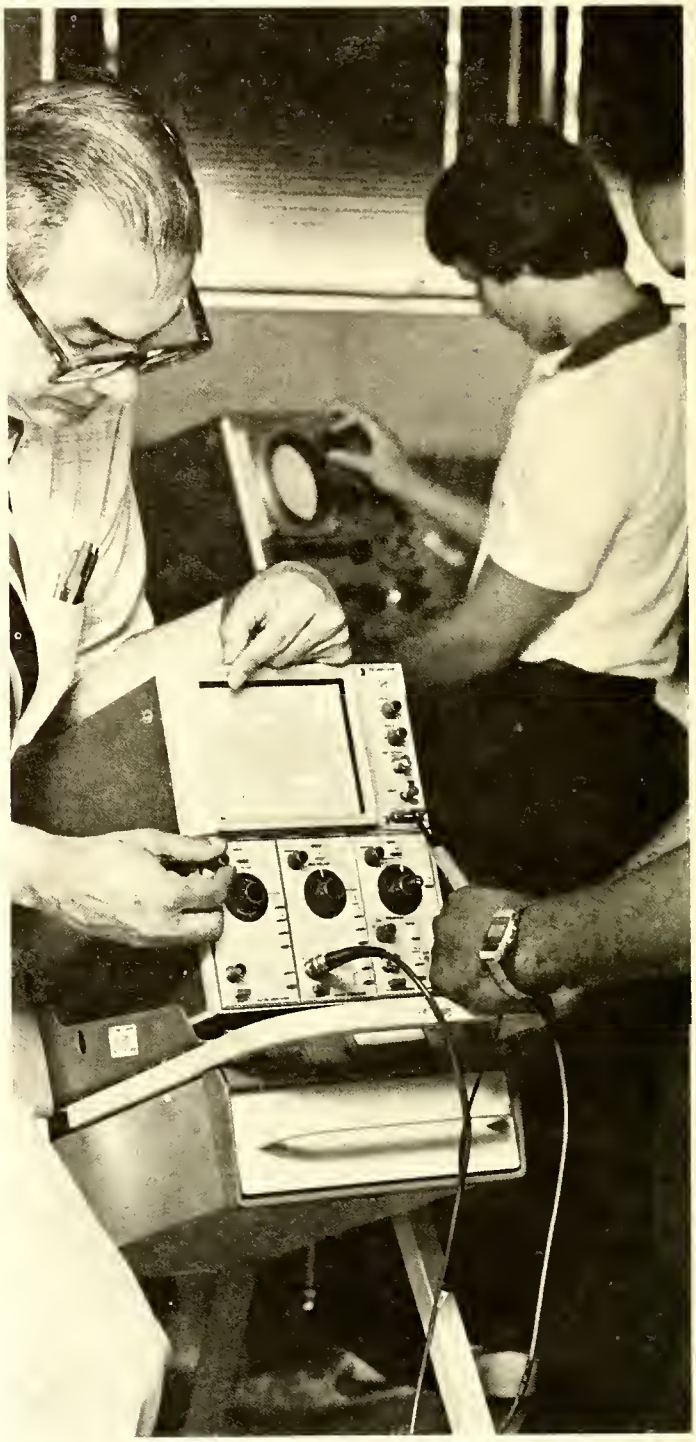
Job Opportunities:

Entry Level
Electrical Apprentice

Advanced Level
Electrician

		Hours Per Week Class	Lab	Quarter Hours Credit
FIRST QUARTER (Fall)				
ELC 1124	Residential Wiring	5	9	8
DFT 1110	Blueprint Reading: Building Trades	0	3	1
MAT 1115	Electrical Math	5	0	5
PHY 1101	Applied Science	3	2	4
		13	14	18
SECOND QUARTER (Winter)				
ELC 1112	Direct & Alternating Current	5	12	9
DFT 1113	Blueprint Reading: Electrical	0	3	1
ENG 1101	Reading Improvement	2	0	2
PHY 1102	Applied Science	3	2	4
PSY 1101	Human Relations	3	0	3
		13	17	19
THIRD QUARTER (Spring)				
ELC 1113	Alternating Current and Direct Current Machines	5	12	9
ELN 1118	Industrial Electronics	3	6	5
ENG 1102	Communication Skills	3	0	3
		11	18	17
FOURTH QUARTER (Summer)				
ELC 1125	Commercial and Industrial Wiring	3	8	6
ELN 1119	Industrial Electronics	3	6	5
ELC 1114	Electrical Controls	2	4	3
DFT 1180	Drafting Trades I	2	2	3
		10	20	17

Total Quarter Hours Credit: 71



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

		Hours Per Week Class	Lab	Quarter Hours Credit
FIRST QUARTER (Fall)				
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	3	2	4
		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	3	4	5
		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	0	6	2
		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	0	6	2
		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	3	4	5
		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	3	4	5
		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
		11	12	17

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, 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

		Hours Per Week Class	Lab	Quarter Hours Credit
FIRST QUARTER (Fall)				
ENG 204	Oral Communications	3	0	3
FLO 101	Floral Design I	3	4	5
FLO 112	Floral Art and Color	3	0	3
AGR 185	Soil Science Fertilizers	3	2	4
MAT 110	Business Mathematics	5	0	5
		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	2	3	3
		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	2	4	4
		15	11	20

(OPTIONAL)

FOURTH QUARTER (Summer)				
FLO 199	Work Experience and Assignment in Exotic House Plants	0	40	4
		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	3	0	3
		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	3	0	3
		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	3	0	3
		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 at Randolph Technical College. They will be pursuing select first- and second-year courses with the option to transfer to a four-year institution. Students may earn up to 64 semester hours credit.

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

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

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

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

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

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

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

Requirements for Associate of General Education

English 101	3
English 102	3
Math 119	3
Math 121	3
Spanish 101 and 102	
or	
Spanish 103 and 104	6
Biology 101	3
Biology 102	3
Health 101	3
Humanities	9
(As listed in UNC-G catalogue)	
Social and Behavioral Sciences	9
Electives	19
Total Semester Hours Credit:	**64**

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

ART 105 INTRODUCTION TO ART 3 0 3
Intensive analysis of selected monuments and artists.

ATY 101 MAN IN NATURE 3 0 3
Anthropology's answers to the question, "What Is Man?" A basic understanding of the human condition, i.e., man and his place in nature. Anthropology and human problems.

ATY 212 GENERAL ANTHROPOLOGY 3 0 3
Survey of general anthropology. Includes an inquiry into origins of man, prehistory and comparative study of culture.

BIO 101 PRINCIPLES OF BIOLOGY 2 3 3
Emphasis placed on philosophical basis of science, molecular and cellular basis of life, ecological principles, evolution by means of natural selection and diversity of living things.

BIO 102 PRINCIPLES OF BIOLOGY 2 3 3
Basic coverage of cellular and organismic reproduction, patterns of inheritance, development, evolution and maintenance of homeostasis.

CHEM 103 GENERAL DESCRIPTIVE CHEMISTRY I 3 0 3
The first semester of an introductory course for students whose programs require only one year of college chemistry. Among the topics introduced are: states of matter, atomic and molecular structure and chemical equilibrium.

COM 105 FUNDAMENTALS OF SPEECH 3 0 3
Essentials of speech, with emphasis on the development of personal skills in organizing and delivering interpersonal and public messages.

COM 106 COMMUNICATION IN SOCIETY 3 0 3
Introduction to contemporary theory and practice of human communication, including symbols and perception; communication models; language and meaning; interpersonal, public and mass communication; intercultural and interracial communication; the effects of advertising, propaganda and political campaigning.

COM 206 NONVERBAL AND INTERPERSONAL COMMUNICATION 3 0 3
Nonverbal and verbal communication in interpersonal situations. Silent messages, including body language; interacting effectively with other people; conflict management. Emphasis upon understanding ways of improving communication with family, friends, loved ones and others with whom close, personal relationships exist.

ECO 201 INTRODUCTORY MICROECONOMICS AND SOCIAL ISSUES 3 0 3
An introduction to microeconomic principles and methods of analysis. The application of microeconomic analysis to selected social issues. Topics include the market system, supply and demand and cost benefit analysis. These principles are studied in the context of specific social problems.

ECO 202 INTRODUCTORY MACROECONOMICS AND SOCIAL ISSUES 3 0 3
An introduction to elementary macroeconomic principles and methods of analysis. The application of macroeconomic principles to selected social issues. Topics include national income, the monetary system, inflation, recession, the national debt, international trade and economic growth.

ENG 001 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 101 ENGLISH COMPOSITION 3 0 3
ENG 102 ENGLISH COMPOSITION 3 0 3
Designed to develop ability to read with discrimination and to write effectively. First semester: practice in expository writing; study of essays, Second semester: continued practice in writing exposition; practice in use of source materials.

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

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

ENG 107 APPROACH TO DRAMA 3 0 3
Close reading and analysis of world drama from ancient Greeks to present, with emphasis on work of modern playwrights. Introduction to critical concepts and vocabulary useful in study of drama.

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

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

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

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

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

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

GEO 212 PHYSICAL GEOGRAPHY II 2 3 3

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

HEA 101 HEALTH 3 0 3

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

HIS 113 THE WORLD IN THE TWENTIETH CENTURY 3 0 3

HIS 114 THE WORLD IN THE TWENTIETH CENTURY 3 0 3

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

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

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

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

MAT 001 BASIC MATHEMATICS 5 0 5

Practical number theory; analysis of basic operations: addition, subtraction, multiplication and division. Common fractions, decimal fractions, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures; measurement of surfaces and volumes. Introduction to signed numbers and simple linear equations in one unknown.

MAT 105 DEVELOPMENTAL MATH 3 0 3

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

MAT 119 COLLEGE ALGEBRA 3 0 3

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

MAT 121 ANALYTIC TRIGONOMETRY 3 0 3

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

MUS 241 MUSIC APPRECIATION 3 0 3

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

PHI 111 INTRODUCTION TO PHILOSOPHY 3 0 3

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

PHI 115 ELEMENTARY LOGIC 3 0 3

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

PSC 105 POLITICAL ANALYSIS 3 0 3

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

PSC 221 AMERICAN NATIONAL GOVERNMENT 3 0 3

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

PSY 221 GENERAL PSYCHOLOGY 3 0 3

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

RED 001 DEVELOPMENTAL READING 3 0 3

Directed applications to a variety of reading situations enables the student to obtain maximum comprehension of printed materials. Special emphasis is placed on building vocabulary, increasing reading rate and critically analyzing materials with a focus on locational and study skill development. Attention is given to word identification and word parts.

SOC 211 INTRODUCTION TO SOCIOLOGY 3 0 3

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

SPA 101 ELEMENTARY SPANISH 3 0 3

SPA 102 ELEMENTARY SPANISH 3 0 3

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

SPA 103 INTERMEDIATE SPANISH 3 0 3

SPA 104 INTERMEDIATE SPANISH 3 0 3

Review and further study of basic Spanish structures with emphasis on active use of language skills; listening, speaking, writing, reading. Supplementary instruction in the language laboratory. 103 is prerequisite to 104.

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

		Hours Per Week Class	Lab	Quarter 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	2	2	3
		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	3	0	3
		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	5	2	6
		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	3	0	3
		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 and Administration I	3	2	4
BUS 219	Credit and Collections	3	0	3
EDP 104	Introduction to Data Processing	3	2	4
		14	8	18
SIXTH QUARTER (Spring)				
BUS 134	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 and Administration II	3	2	4
	Business Elective	3	0	3
		13	7	16

Total Quarter Hours Credit: 106

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

		Hours Per Week Class	Lab	Quarter Hours Credit
FIRST QUARTER (Fall)				
ENG 204	Oral Communications	3	0	3
ART 101	History of Art I	3	0	3
DES 102	Design I	3	6	5
DFT 101	Technical Drafting	0	6	2
DES 108	Basic Drawing	2	4	4
		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	2	4	4
		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	3	0	3
		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	5	0	5
		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	2	4	3
		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	3	0	3
		13	18	19
SEVENTH QUARTER (Summer)				
DES 260	Special Projects	2	12	6
DES 262	Commercial Design	2	12	6
		4	24	12

Total Quarter Hours Credit: 114

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 Class	Lab	Quarter Hours Credit
FIRST QUARTER (Fall)				
MEC 1101	Machine Shop Theory & Practice	2	12	6
MAT 1101	Fundamentals of Mathematics	5	0	5
DFT 1104	Blueprint Reading: Mechanical	0	3	1
WLD 1101	Basic Welding	0	3	1
MEC 1115	Treatment of Ferrous Metals	2	3	3
		9	21	16
SECOND QUARTER (Winter)				
MEC 1102	Machine Shop Theory & Practice	2	12	6
MAT 1103	Shop Math I	3	0	3
DFT 1105	Blueprint Reading: Mechanical	0	3	1
ENG 1101	Reading Improvement	2	0	2
MEC 1116	Treatment of Non-Ferrous Metals	2	3	3
PSY 1101	Human Relations	3	0	3
		12	18	18
THIRD QUARTER (Spring)				
MEC 1103	Machine Shop Theory & Practice	4	12	8
DFT 1106	Blueprint Reading: Mechanical	0	3	1
MAT 1104	Shop Math II	3	0	3
ENG 1102	Communication Skills	3	0	3
PHY 1101	Applied Science	3	2	4
		13	17	19
FOURTH QUARTER (Summer)				
MEC 1104	Machine Shop Theory & Practice	4	12	8
MAT 1123	Shop Math III	3	0	3
DFT 1180	Drafting Trades I	2	2	3
PHY 1102	Applied Science	3	2	4
		12	16	18

Total Quarter Hours Credit: 71

The Photofinishing Specialist curriculum is designed to provide the photofinishing industry with well-trained and highly qualified 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, photomechanisms, photochemistry, 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
Print Controller
Custom Printer
Print Inspector
Machine Printer
Processor Operator

Advanced Level
Laboratory Chief (Laboratory Manager, Photographic Laboratory Supervisor)
Supervisor, Quality Control
Supervisor, Film Processing
Supervisor, Finishing Department
Technical Service Representative

		Hours Per Week Class	Lab	Quarter Hours Credit
FIRST QUARTER (Fall)				
PHO 107	Fundamentals of Photography	3	9	6
PHO 105	Photochemistry	3	3	4
PHO 110	Process Control	3	6	6
ELC 111	Fundamentals of Electricity	3	0	3
MAT 110	Business Math	5	0	5
		17	18	24
SECOND QUARTER (Winter)				
PHO 115	Materials and Processes I	3	3	4
PHO 112	Introduction to Machine Processing	2	6	4
PHO 118	Automated Machine Printing	3	9	6
ENG 109	Communication Skills	3	0	3
PSY 204	Human Relations	3	0	3
		14	18	20
THIRD QUARTER (Spring)				
PHO 117	Materials and Processes II	3	3	4
PHO 120	Automated Photographic Processes	3	18	8
ENG 111	Communication Skills	3	0	3
	Social Science Elective	3	0	3
		11	21	18
FOURTH QUARTER (Summer)				
PHO 127	Photographic Machine Maintenance	2	12	8
PHO 128	Advanced Printing and Photo-Reproduction Techniques	2	9	5
PHO 130	Photographic Correction and Finishing	2	9	5
ELN 113	Basic Electronics	3	0	3
		9	30	21

Quarter Hours: Required Total: 83

***FIFTH QUARTER (Fall)**				
PHO 125	Custom Finishing	2	8	6
PHO 131	Production Technique	0	15	5
PHO 135	Production Problem Solving	0	6	2
		2	29	13
***SIXTH QUARTER (Winter)**				
PHO 139	Production Supervision	0	15	5
PHO 230	Advanced Photographic Correction and Finishing	2	6	4
ELN 213	Electronic Imaging Systems	3	0	3
		5	21	12

Quarter Hours: Optional Quarters: 25

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

The Photography Technology curriculum offers comprehensive training in photographic technique and its application in 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

		Hours Per Week Class	Lab	Quarter Hours Credit
FIRST QUARTER (Fall)				
PHO 107	Fundamentals of Photography	3	9	6
PHO 105	Photochemistry	3	3	4
ELC 111	Fundamentals of Electricity	3	0	3
ENG 204	Oral Communications	3	0	3
MAT 110	Business Math	5	0	5
		17	12	21
SECOND QUARTER (Winter)				
PHO 108	View Camera	1	6	3
PHO 114	Basic Lighting	1	6	3
PHO 115	Materials and Processes I	3	3	4
PHO 102	Visual Studies I	2	6	4
PSY 204	Human Relations	3	0	3
ENG 101	Technical Communications	3	0	3
		13	21	20
THIRD QUARTER (Spring)				
PHO 121	Graphics Materials and Applications	2	6	4
PHO 116	Applied Lighting	1	6	3
PHO 117	Materials and Processes II	3	3	4
PHO 104	Visual Studies II	2	6	4
ENG 102	Technical Communications	3	0	3
	Social Science Elective	3	0	3
		14	21	21
FOURTH QUARTER (Summer)				
PHO 124	Small Format Photography	3	9	6
PHO 130	Photographic Correction and Finishing	2	9	5
PHO 106	Visual Studies III	2	6	4
ENG 103	Report Writing	3	0	3
ELN 113	Basic Electronics	3	0	3
		13	24	21

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

PHOTOGRAPHY, COMMERCIAL OPTION

COMMERCIAL OPTION ELECTIVES HOURS. The student is required to complete a minimum of three credit hours in courses designated below with an asterick.

			Hours Per Week		Quarter Hours
			Class	Lab	Credit
FIFTH QUARTER (Fall)					
PHO	209	Commercial Photography I (five weeks)	4½	18	6
		six weeks - studio intern)	40		2
					8
*PHO	219	Assignment Production	0	9	3
*PHO	240	Portfolio Development	0	6	2
SIXTH QUARTER (Winter)					
PHO	211	Commercial Photography II	3	15	8
PHO	221	Audio-Visual Communications	2	6	4
ELN	213	Electronic Imaging Systems	3	0	3
					15
*PHO	230	Advanced Photographic Correction and Finishing	2	6	4
*PHO	240	Portfolio Development	0	6	2
SEVENTH QUARTER (Spring)					
PHO	213	Commercial Photography III (five weeks)	4½	18	6
		(six weeks - studio intern)	40		2
					8
*PHO	219	Assignment Production	0	9	3
*PHO	240	Portfolio Development	0	6	2

Quarter Hours: Required Total 117

PHOTOGRAPHY, PHOTOJOURNALISM OPTION

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

		Hours Per Week Class	Lab	Quarter Hours Credit
FIFTH QUARTER (Fall)				
*PHO 110	Process Control	3	6	6
*PHO 199	Controlled Work Experience (total hours: 11 class, 300-400 work) This course includes full-time employment and precludes enrollment in other courses during fall quarter.			4
*PHO 210	Portrait Photography 1	3	15	8
*PHO 212	Wedding Photography	2	6	4
*PHO 234	Photographic Market Research	0	6	2
*PHO 240	Portfolio Development	0	6	2
SIXTH QUARTER (Winter)				
PHO 215	Photojournalism 1	3	15	8
PHO 221	Audio-Visual Communications	2	6	4
ELN 213	Electronic Imaging Systems	3	0	3
		8	21	15
*PHO 230	Advanced Photographic Correction and Finishing	2	6	4
*PHO 240	Portfolio Development	0	6	2
SEVENTH QUARTER (Spring)				
PHO 217	Photojournalism 11	3	15	8
PHO 219	Assignment Production	0	9	3
ENG 222	Journalism	3	0	3
		6	24	14
*PHO 234	Photographic Market Research	0	6	2
*PHO 240	Portfolio Development	0	6	2

Quarter Hours: Required Total 116

PHOTOGRAPHY, PORTRAIT OPTION

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

		Hours Per Week Class	Lab	Quarter Hours Credit
FIFTH QUARTER (Fall)				
PHO 210	Portrait Photography 1	3	15	8
PHO 212	Wedding Photography	2	6	4
		5	21	12
*PHO 110	Process Control	3	6	6
*PHO 234	Photographic Market Research	0	6	2
*PHO 240	Portfolio Development	0	6	2
SIXTH QUARTER (Winter)				
PHO 216	Portrait Photography II	3	15	8
PHO 230	Advanced Photographic Correction and Finishing	2	6	4
BUS 115	Business Law	3	0	3
		8	21	15
*PHO 221	Audiovisual Communications	2	6	4
*ELN 213	Electronic Imaging Systems	3	0	3
*PHO 240	Portfolio Development	0	6	2

Quarter Hours: Required Total: 116

The Practical Nursing curriculum graduates are prepared to take the National Council Licensure Examination required to practice as a licensed practical nurse. The Practical Nursing curriculum is designed to develop competencies in practicing the following five components of practice as defined by the North Carolina *Nursing Practice Act,* 1981:(1) participating in assessing the client's physical and mental health including the client's reaction to illnesses and treatment regimens; (2) recording and reporting the results of the nursing assessment; (3) participating in implementing the health care plan developed by the registered nurse and/or prescribed by any person authorized by State law to prescribe such a plan, by performing tasks delegated by and performed under the supervision or under orders or directions of a registered nurse, physician licensed to practice medicine, dentist, or other person authorized by State law to provide such supervision; (4) reinforcing the teaching and counseling of a registered nurse, physician licensed to practice medicine in North Carolina, or dentist; and (5) reporting and recording the nursing care rendered and the client's response to that care.

Licensed practical nurses may be employed in hospitals, nursing homes, clinics, doctors' offices, industry, and public health agencies.

Individuals desiring a career in practical nursing should be encouraged to take math and science courses in high school.

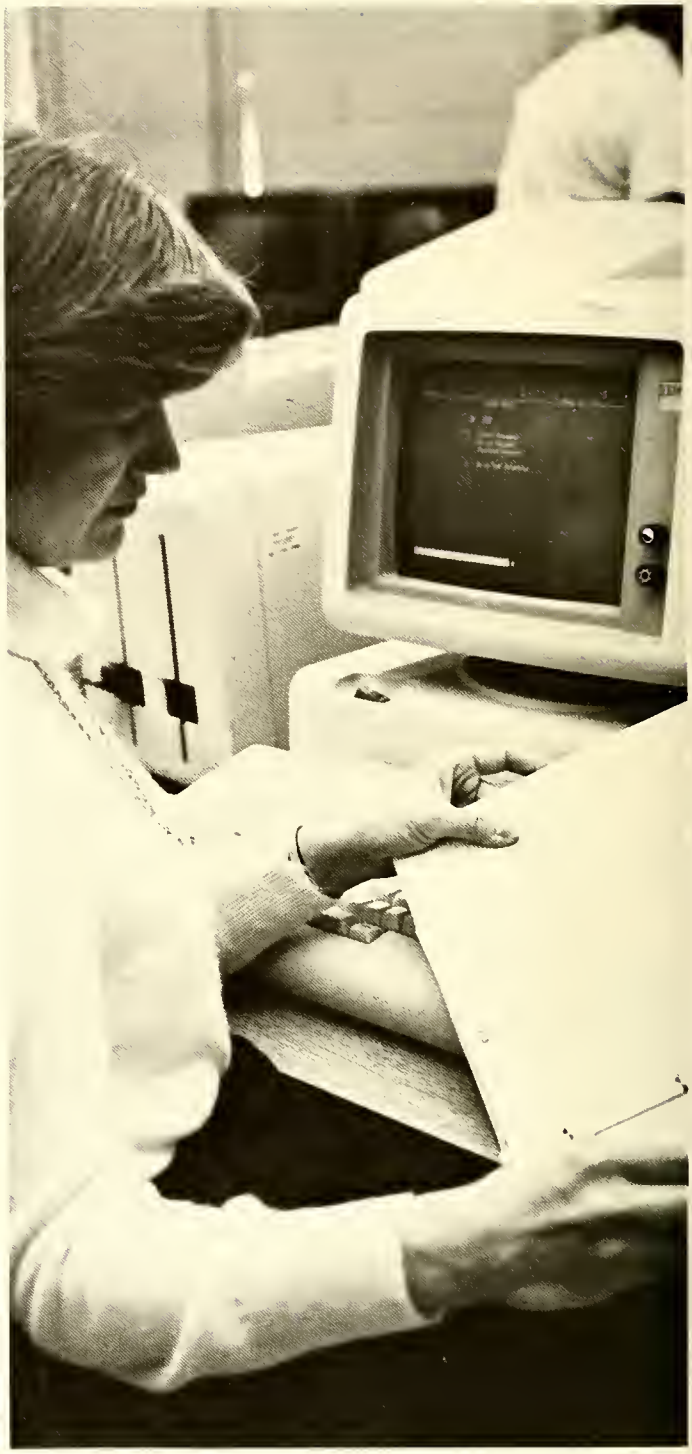
Job opportunities:

Nurse, Licensed Practical

		Hours Per Week			Quarter Hours
		Class	Lab	Clinical	Credit
FIRST QUARTER (Fall)					
NUR 1101	Fundamentals of Nursing	6	*6	*4	8
BIO 1101	Anatomy and Physiology	5	0	0	5
NUT 1101	Nutrition and Diet Therapy	3	0	0	3
NUR 1105	Pharmacology	3	0	0	3
PSY 101	General Psychology	3	0	0	3
		20	6 or	4	22
SECOND QUARTER (Winter)					
NUR 1102	Medical-Surgical Nursing I	10	0	0	10
NUR 1162	Medical-Surgical Nursing I Practicum	0	0	12	4
PSY 1102	Human Growth and Development	3	0	0	3
		13	0	12	17
THIRD QUARTER (Spring)					
NUR 1103	Maternal-Child Health Nursing	10	0	0	10
NUR 1163	Maternal-Child Health Nursing Practicum	0	0	15	5
ENG 101	Technical Communications	3	0	0	3
		13	0	15	18
FOURTH QUARTER (Summer)					
NUR 1104	Medical-Surgical Nursing II	8	0	0	8
NUR 1164	Medical-Surgical Nursing II Practicum	0	0	18	6
NUR 1106	Nursing Seminar	3	0	0	3
		11	8	18	17

Total Credit Hours: 74

*5½ weeks each



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 Class	Lab	Quarter 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 106	Shorthand I	3	2	4
		18	5	20
SECOND QUARTER (Winter)				
ENG 101	Technical Communications	3	0	3
BUS 103	Typewriting II	2	3	3
BUS 107	Shorthand II	3	2	4
BUS 110	Office Machines	2	2	3
BUS 120	Accounting I	5	2	6
		15	9	19
THIRD QUARTER (Spring)				
ENG 102	Technical Communications	3	0	3
BUS 104	Typewriting III	2	3	3
BUS 108	Shorthand III	3	2	4
BUS 112	Records Management	3	2	4
BUS 121	Accounting II	5	2	6
		16	9	20
FOURTH QUARTER (Fall)				
ENG 103	Report Writing	3	0	3
BUS 205	Advanced Typewriting	2	3	3
BUS 206	Dictation and Transcription I	3	2	4
BUS 211	Advanced Office Machines	2	2	3
EDP 104	Introduction to Data Processing	3	2	4
		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 and Administration I	3	2	4
PSY 204	Human Relations	3	0	3
	Business Elective (Optional)			
		14	6	17
SIXTH QUARTER (Spring)				
BUS 207	Dictation and Transcription II	3	2	4
BUS 213	Word Processing II	2	2	3
BUS 216	Secretarial Procedures and Administration II	3	2	4
BUS 134	Professional Development	3	0	3
	Business Elective	3	0	3
		14	6	17

Total Quarter Hours Credit: 110

The Welding curriculum gives students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals indusry. 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 Class	Lab	Quarter Hours Credit
FIRST QUARTER (Fall)				
WLD 1120	Oxyacetylene Welding and Cutting	3	12	7
MAT 1101	Fundamentals of Mathematics	5	0	5
DFT 1104	Blueprint Reading: Mechanical	0	3	1
MEC 1112	Machine Shop Processes	1	3	2
		9	18	15
SECOND QUARTER (Winter)				
WLD 1121	Arc Welding	3	12	7
DFT 1117	Blueprint Reading: Welding	0	3	1
MAT 1103	Shop Math I	3	0	3
ENG 1101	Reading Improvement	2	0	2
WLD 1112	Mechanical Testing and Inspection	1	3	2
PSY 1101	Human Relations	3	0	3
		12	18	18
THIRD QUARTER (Spring)				
WLD 1124	Pipe Welding	3	12	7
WLD 1123	Inert Gas Welding	1	6	3
PHY 1101	Applied Science	3	2	4
ENG 1102	Communication Skills	3	0	3
		10	20	17
FOURTH QUARTER (Summer)				
WLD 1122	Commercial and Industrial Practices	3	9	6
WLD 1125	Certification Practices	3	6	5
PHY 1102	Applied Science	3	2	4
DFT 1180	Drafting Trades I	2	2	3
		11	19	18

Total Quarter Hours Credit: 68

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)
Business Computer Programming (certificate, diploma, degree)
Electrical Installation and Maintenance (certificate)
Floral Design & Commercial Horticulture (certificate)
General Office (degree)
General Office (diploma)
Industrial Mechanics (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 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

COURSE NO.		COURSE TITLE	Hours Per Week Class	Hours Per Week Lab	Quarter Hours Credit
ENG	101	Technical Communications	3	0	3
*ENG	102	Technical Communications	3	0	3
*ENG	103	Report Writing	3	0	3
ENG	204	Oral Communications	3	0	3
*ENG	206	Business Communications	3	0	3
MAT	110	Business Mathematics	5	0	5
BUS	101	Introduction to Business	5	0	5
BUS	102	Typewriting I	2	3	3
BUS	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 Data Processing	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)

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 Hours
		Class	Lab	Credit
FIRST QUARTER				
AUT 1111 A	Basic Auto Body Repair I	1	5	3
WLD 1103	Basic Welding	1	5	3
		2	10	6
SECOND QUARTER				
AUT 1112 A	Basic Auto Body Repair II	1	8	5
THIRD QUARTER				
AUT 1113 A	Basic Auto Body Repair III	1	8	5
FOURTH QUARTER				
AUT 1114 A	Basic Auto Body Applications	1	8	5

Total Quarter Hours Credit: 21

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 Class	Lab	Quarter Hours Credit
FIRST QUARTER (Fall)				
PME 1150	Automotive Engines	2	4	4
MAT 1101	Fundamentals of Mathematics	5	0	5
		7	4	9
SECOND QUARTER (Winter)				
PME 1151	Automotive Fuel Systems	2	4	4
ENG 1112	Communication Skills	2	0	2
		4	4	6

THIRD QUARTER (Spring)				
PME 1152	Automotive Electrical Systems	2	4	4
WLD 1100	Basic Gas Welding	2	4	4
		4	8	8
FOURTH QUARTER (Fall)				
AUT 1173	Chassis and Suspension	2	4	4
AUT 1171	Automotive Braking Systems	1	2	2
		3	6	6
FIFTH QUARTER (Winter)				
AUT 1174	Automotive Power Train	2	4	4
AHR 1161	Automotive Air Conditioning	1	2	2
		3	6	6
SIXTH QUARTER (Spring)				
AUT 1175	Automotive Trouble Shooting	0	5	2
		0	5	2

Total Quarter Hours Credit: 37

ELECTIVE				
PME 1126	Small Engine Repair	2	4	4

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

Housing Project Manager
Market Manager
Loan Counselor
Office Manager
Department Manager
Warehouse Manager

COURSE NO.		COURSE TITLE	Hours Per Week Class	Hours Per Week Lab	Quarter Hours Credit
ENG	101	Technical Communications	3	0	3
*ENG	102	Technical Communications	3	0	3
*ENG	103	Report Writing	3	0	3
ENG	204	Oral Communications	3	0	3
*ENG	206	Business Communications	3	0	3
MAT	110	Business Mathematics	5	0	5
BUS	101	Introduction to Business	5	0	5
BUS	102	Typewriting I	2	3	3
BUS	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 Data Processing	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.

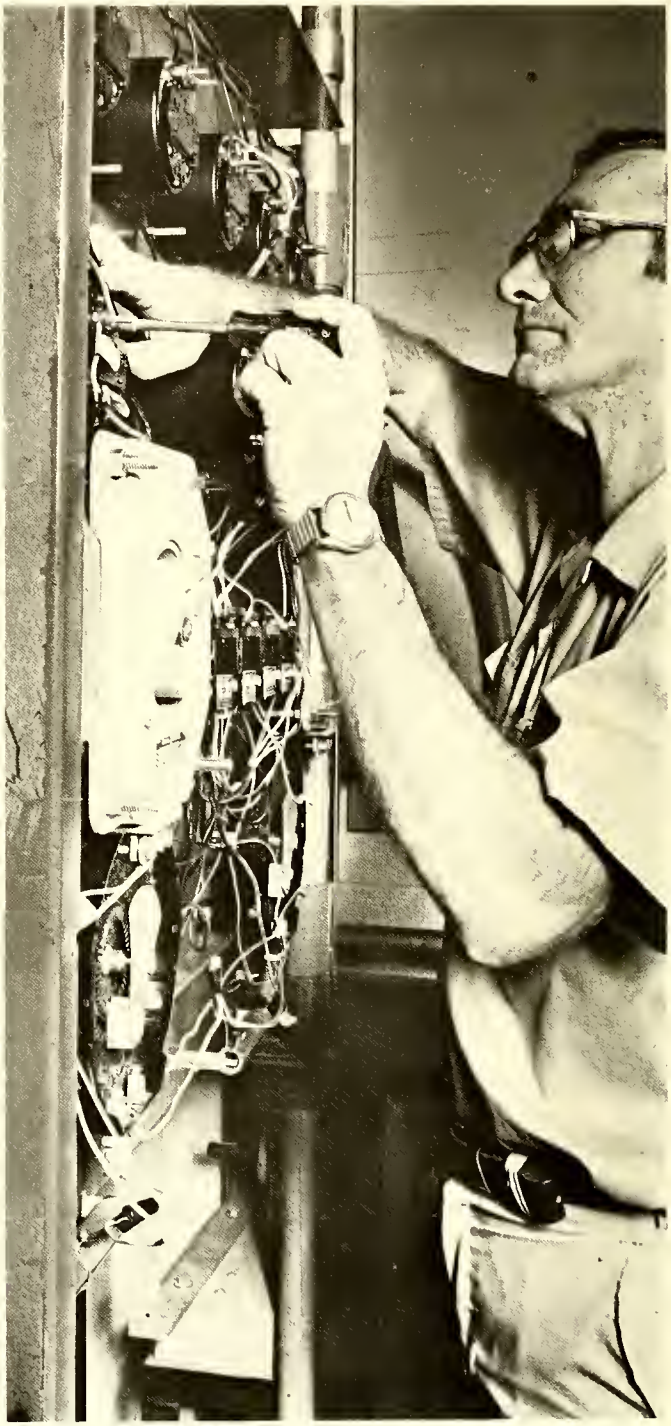
Job opportunities:

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

		Hours Per Week Class	Lab	Quarter Hours Credit
FIRST QUARTER (Fall)				
MAT 110	Business Mathematics	5	0	5
BUS 120	Accounting I	5	2	6
EDP 104	Introduction to Data Processing	3	2	4
EDP 102	Keyboarding	0	2	1
ENG 204	Oral Communications	3	0	3
		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	3	2	4
		16	6	19
THIRD QUARTER (Spring)				
BUS 122	Accounting III	5	2	6
EDP 124	COBOL Programming I	3	4	5
EDP 122	Beginning BASIC	3	2	4
ENG 102	Technical Communications	3	0	3
		14	8	18
FOURTH QUARTER (Summer)				
PSY 204	Human Relations	3	0	3
ENG 103	Report Writing	3	0	3
EDP 224	COBOL Programming II	2	4	4
EDP 222	Advanced BASIC	2	4	4
		10	8	14
FIFTH QUARTER (Fall)				
BUS 225	Cost Accounting	3	2	4
BUS 235	Business Management	3	0	3
EDP 235	Computer Operations	1	4	3
EDP 230	File Processing	2	4	4
		9	10	14
SIXTH QUARTER (Winter)				
EDP 126	RPG II Programming	2	4	4
ENG 206	Business Communications	3	0	3
EDP 243	Systems Analysis	2	4	4
EDP 240	On-line and database techniques	2	2	3
		9	10	14
SEVENTH (Spring)				
EDP 250	Data Processing Applications	2	8	6
SSC	Social Science Elective	3	0	3
EDP 248	Systems Design	2	4	4
	EDP or Technical Elective	2(3)	2(4)	4
		9-10	14-16	17

Total Quarter Hours Credit: 117



The Electrical Installation and Maintenance curriculum is designed to provide a training program in the basic knowledge, fundamentals and practices involved in the electrical trades. A large segment of the program is laboratory and shop instruction designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of this curriculum is qualified to enter an electrical trade as an on-the-job trainee or apprentice, assisting in the layout, installation, check out and maintenance of systems in residential, commercial or industrial settings.

Job opportunities:

Entry Level
Electrical Apprentice

		Hours Per Week Class	Lab	Quarter Hours Credit
FIRST QUARTER (Fall)				
MAT 1115	Electrical Math	5	0	5
ELC 1161	Direct Current	2	4	4
		7	4	9
SECOND QUARTER (Winter)				
DFT 1181	Drafting Trades	1	2	2
ELC 1162	Direct Current	2	4	4
		3	6	6
THIRD QUARTER (Spring)				
ENG 1112	Communications Skills	2	0	2
ELC 1163	Alternating Current	2	4	4
		4	4	6
FOURTH QUARTER (Fall)				
AHR 1121	Principles of Refrigeration and Air Conditioning	1	2	2
ELC 1164	Alternating Current	2	4	4
		3	6	6
FIFTH QUARTER (Winter)				
ELC 1166	Industrial Control Circuits I	2	4	3
ELN 1168	Basic Industrial Electronics	2	4	4
		4	8	7
SIXTH QUARTER (Spring)				
ELC 1167	Industrial Control Circuits II	2	4	3
ELN 1169	Digital Industrial Electronics	3	6	5
		5	10	8

Total Quarter Hours Credit: 42

ELECTIVES				
ELC 1109	Industrial Power Systems	2	4	4
ELC 1135	Pneumatic and Electrical	1	3	2
AHR 1122	Principles of Refrigeration and Air Conditioning	1	2	2

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 Class	Lab	Quarter Hours Credit
FIRST QUARTER (Fall)				
FLO 121	Floral Design I	1	6	3
HOR 274	Plant Propagation	1	2	2
		2	8	5
SECOND QUARTER (Winter)				
FLO 122	Floral Design II	1	6	3
HOR 275	Plant Propagation	1	2	2
		2	8	5
THIRD QUARTER (Spring)				
FLO 123	Floral Design III	1	6	3
PSY 204	Human Relations in Business	3	0	3
		4	6	6
FOURTH QUARTER (Fall)				
FLO 220	Floral Design IV	1	6	3
HOR 284	Greenhouse Management	1	2	2
		2	8	5
FIFTH QUARTER (Winter)				
FLO 222	Floral Design V	1	6	3
HOR 285	Greenhouse Management	1	2	2
		2	8	5
SIXTH QUARTER (Spring)				
FLO 223	Floral Design VI	1	6	3
BUS 195	Small Business Operations	3	0	3
		4	6	6

Total Quarter Hours Credit: 32

ELECTIVES				
HOR 180	Plant Identification	1	2	2
HOR 271	Residential Landscaping	1	2	2

The purpose 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

COURSE NO.		COURSE TITLE	Hours Per Week Class	Hours Per Week Lab	Quarter Hours Credit
ENG	101	Technical Communications	3	0	3
*ENG	102	Technical Communications	3	0	3
*ENG	103	Report Writing	3	0	3
ENG	204	Oral Communications	3	0	3
*ENG	206	Business Communications	3	0	3
MAT	110	Business Mathematics	5	0	5
BUS	101	Introduction to Business	5	0	5
BUS	102	Typewrting I	2	3	3
*BUS	103	Typewriting II	2	3	3
*BUS	104	Typewriting III	2	3	3
BUS	110	Office Machines	2	2	3
*BUS	112	Records Management	3	2	4
BUS	115	Business Law I	3	0	3
*BUS	116	Business Law II	3	0	3
BUS	120	Accounting I	5	2	6
*BUS	121	Accounting II	5	2	6
BUS	134	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 and Administration I	3	2	4
*BUS	216	Secretarial Procedures and Administration II	3	2	4
*BUS	219	Credit and Collections	3	0	3
*BUS	229	Taxes I	3	2	4
BUS	232	Sales Development	3	0	3
*EDP	104	Introduction to Data Processing	3	2	4
PSY	204	Human Relations	3	0	3
		Business Elective	3	0	3

Total Quarter Hours Credit: 106

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

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

*Prerequisite Required (See Course Description)
**Prerequisite Recommended (See Course Description)

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

		Hours Per Week Class	Lab	Quarter 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	2	2	3
		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	3	0	3
		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 114	Office Procedures	3	2	4
BUS 121	Accounting II	5	2	6
		16	9	20
FOURTH QUARTER (Summer)				
BUS 205	Advanced Typewriting	2	3	3
BUS 212	Word Processing I	2	4	4
EDP 104	Introduction to Data Processing	3	2	4
		7	9	11

Total Credit Hours for Diploma: 68

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 Class	Lab	Quarter Hours Credit
FIRST QUARTER (Fall)				
MAT 1101	Fundamentals of Mathematics	5	0	5
WLD 1100	Basic Welding	2	4	4
		7	4	9
SECOND QUARTER (Winter)				
DFT 1181	Drafting Trades	1	2	2
WLD 1102	Basic Arc Welding	2	4	4
		3	6	6
THIRD QUARTER (Spring)				
DFT 1104	Blueprint Reading: Mechanical	0	3	1
MEC 1151	Machine Shop Theory and Practice	2	4	4
		2	7	5
FOURTH QUARTER (Fall)				
ENG 1112	Communication Skills	2	0	2
MEC 1152	Machine Shop Theory and Practice	2	4	4
		4	4	6
FIFTH QUARTER (Winter)				
ELC 1105	Industrial Electrical Practices	2	4	4
AHR 1121	Principles of Refrigeration and Air Conditioning	1	2	2
		3	6	6
SIXTH QUARTER (Spring)				
ELC 1106	Industrial Electrical Practices	2	4	4
AHR 1122	Principles of Refrigeration and Air Conditioning	1	2	2
		3	6	6

Total Quarter Hours Credit: 38

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

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. 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

		Hours Per Week Class	Lab	Quarter Hours Credit
FIRST QUARTER (Fall)				
MAT 1101	Fundamentals of Mathematics	5	0	5
WLD 1100	Basic Welding	2	4	4
		7	4	9
SECOND QUARTER (Winter)				
DFT 1181	Drafting Trades	1	2	2
WLD 1102	Basic Arc Welding	2	4	4
		3	6	6

THIRD QUARTER (Spring)				
DFT 1104	Blueprint Reading: Mechanical	0	3	1
MEC 1151	Machine Shop Theory and Practices	2	4	4
		2	7	5
FOURTH QUARTER (Fall)				
ENG 1112	Communications Skills	2	0	2
MEC 1152	Machine Shop Theory and Practices	2	4	4
		4	4	6
FIFTH QUARTER (Winter)				
DFT 1105	Blueprint Reading: Mechanical	0	3	1
MAT 1103	Shop Math	3	0	3
MEC 1161	Machine Shop Theory and Practice	2	4	4
		5	7	8
SIXTH QUARTER (Spring)				
MEC 1162	Machine Shop Theory and Practice	2	4	4
MEC 1115	Treatment of Ferrous Metals	2	3	3
		4	7	7

Total Quarter Hours Credit: 41

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 Class	Lab	Quarter Hours Credit
FIRST QUARTER (Fall)				
MAT 1101	Fundamentals of Mathematics	5	0	5
WLD 1100	Basic Welding	2	4	4
		7	4	9
SECOND QUARTER (Winter)				
DFT 1181	Drafting Trades	1	2	2
WLD 1102	Basic Arc Welding	2	4	4
		3	6	6
THIRD QUARTER (Spring)				
DFT 1104	Blueprint Reading: Mechanical	0	3	1
WLD 1151	Arc Welding	2	4	4
		2	7	5
FOURTH QUARTER (Fall)				
ENG 1112	Communication Skills	2	0	2
WLD 1152	Arc Welding	2	4	4
		4	4	6
FIFTH QUARTER (Winter)				
MEC 1151	Machine Shop Theory and Practice	2	4	4
WLD 1174	Pipe Welding	1	5	3
		3	9	7
SIXTH QUARTER (Spring)				
MEC 1152	Machine Shop Theory and Practice	2	4	4
WLD 1175	Inert Gas Welding	1	5	3
		3	9	7

Total Quarter Hours Credit: 40

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.

		Class	Lab	Credit
BUS 102	Typewriting I	2	3	3
BUS 103	Typewriting II	2	3	3
ENG 199	Transcription Skills	3	0	3
BUS 212	Word Processing I	2	4	4
BUS 213	Word Processing II	2	2	3
BUS 220	Word Processing III	2	3	3

Total Credit Hours: 19

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 and PNE 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 connecitons necessary in the mechanisms, and methods of operation, and control; proper handling of refrigerants in charging the system.
Prerequisite: PHY 1102.

AHR 1121 PRINCIPLES OF REFRIGERATION AND AIR CONDITIONING 1 2 2
An introduction to the principles of refrigeration, terminology, the use and care of tools and equipment, and the identification and function of the component parts of a system. Other topics to be included will be the basic laws of refrigeration; characteristics and comparison of the various refrigerants; the use and construction of valves, fittings, and basic controls. Practice work includes tube bending, flaring and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants.

AHR 1122 PRINCIPLES OF REFRIGERATION AND AIR CONDITIONING 1 2 2
A continuation of AHR 1121.

AHR 1161 AUTOMOTIVE AIR CONDITIONING 1 2 2
General introduction to automotive air-conditioning units. A study of the assembly of components and connections necessary in the mechanisms; other topics included are the methods of operation and proper handling of refrigerants in charging the systems.

ART 101 HISTORY OF ART I 3 0 3
An introduction to the basic concepts and philosophies that govern the development of art. A study of both two and three dimensional art forms from Prehistoric through the Renaissance.
Prerequisite: None.

ART 111 HISTORY OF ART II 3 0 3
A continuation of Art History I. The study of the art forms from the Renaissance through 1880.
Prerequisite: ART 101.

ART 121 HISTORY OF ART III 3 0 3
Major emphasis is given to the changes in concepts of contemporary art forms beginning with Impressionism. Both oriental and occidental art will be studied. The course will emphasize the influence and changes these forms have had on exterior and interior architecture, furniture design, and the decorative arts.
Prerequisite: ART 111.

AUT 1111 AUTO BODY REPAIR 3 15 8
Basic principles of automobile construction, design, and manufacturing. A thorough study of angles, crown, and forming of steel into the complex contour of the present day vehicles. Application of the basic principles of straightening, aligning, and painting of damaged areas.

AUT 1111 A BASIC AUTO BODY REPAIR 1 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 11 3 15 8
A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges and beads, and straightening typical auto body damage. Acquisition of skills such as shaping angles, crowns, and contour of the metal of the body and fenders. Metal work and painting.
Prerequisite: AUT 1111.

AUT 1112 A BASIC AUTO BODY REPAIR 11 1 8 5
An introduction to the requirements for a metal worker in the Auto Body industry. Topics include: Mig Welding, door and trunk locks, small patch repairs, panel replacement and masking for priming Safety stressed in the use of preparation materials and abrasives.
Prerequisites: AUT 1111 A, WLD 1103.

AUT 1113 METAL FINISHING AND PAINTING 3 12 7
Development of the skill of shrinking stretched metal, soldering and leading and preparation of the metal for painting. Straightening of doors, hoods, and deck lids fitting and aligning. Painting fenders and panels, spot repairs, and complete vehicle painting. Use and application of power tools.
Prerequisites: AUT 1112, WLD 1105.

AUT 1113 A BASIC AUTO BODY REPAIR 111 1 8 5
An introduction to the painting process using lacquers and enamels. The course covers the proper cleaning and preparation of surfaces, masking, mixtures of paints and spraying techniques. Also covered are the use and care of paint guns, the interpretation of paint codes, proper safety habits, painting of metal interparts, flexible parts and rigid plastic parts.
Prerequisite: AUT 1112 A.

AUT 1114 BODY SHOP APPLICATIONS 3 21 10
Application of all phases of training. Methods of removing and installing interior trim; painting of trim parts and accessories. Glass removal and installation. Repairing and replacing damaged cooling system components. Repair, order writing, parts purchasing, estimates of damage, and developing the final settlement with the adjuster.
Prerequisite: AUT 1112.

AUT 1114 A BASIC AUTO BODY APPLICATIONS 1 8 5
Continue development of the skills covered 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.
Prerequisites: AUT 1113, MAT 1101.

AUT 1121 BRAKING SYSTEMS 3 3 4
A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment, and repair.
Prerequisite: PHY 102.

AUT 1123 AUTOMOTIVE CHASSIS AND SUSPENSION SYSTEMS 3 9 6
Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end alignment.
Prerequisite: PME 1102.

AUT 1124 AUTOMOTIVE POWER TRAIN SYSTEMS 3 9 6
Principles and functions of automotive power train systems: clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair.
Prerequisites: PHY 1102, AUT 1123.

AUT 1125 AUTOMOTIVE SERVICING 3 9 6
Emphasis is on shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing.
Prerequisites: AUT 1123, AUT 1121, AHR 1101.

AUT 1171 AUTOMOTIVE BRAKING SYSTEMS 1 2 2
A study of the various braking systems employed on automotive vehicles. Emphasis is placed on how they operate, proper adjustments and repair.

AUT 1173 CHASSIS AND SUSPENSIONS 2 4 4
Principles and functions of the components of automotive chassis. Practical job instruction of adjusting and repairing of suspensions, and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage and front alignment.

AUT 1174 AUTOMOTIVE POWER TRAIN 2 4 4
A study of principles and functions of automotive power train systems; clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Servicing and repair of systems will be stressed.

AUT 1175 AUTOMOTIVE TROUBLE SHOOTING 0 5 2
Emphasis on shop procedures necessary in determining the nature of troubles developed in various component systems.
Prerequisite: Consent of instructor.

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 system 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 I 3 2 4
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.
Prerequisite: None.

BUS 107 SHORTHAND II 3 2 4
Continued study of theory with greater emphasis on dictation and elementary transcription.
Prerequisite: BUS 106 or the equivalent.

BUS 108 SHORTHAND III 3 2 4
Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription.
Prerequisite: BUS 107.

BUS 110 OFFICE MACHINES 2 2 3
A general survey of the business and office machines. Emphasizes techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculators.
Prerequisite: None.

BUS 112 RECORDS MANAGEMENT 3 2 4
A study of the fundamentals of developing and operating systems for classifying, storing, controlling, and retrieving business records. Theory and practice in the various filing control systems, such as alphabetic, numeric, geographic, and subject filing. Principles of management are applied to planning and controlling the records system.
Prequisite: BUS 102 recommended.

BUS 114 OFFICE PROCEDURES 3 2 4
A course designed for the individual entering, upgrading, or retraining in the office occupations relating to general and clerical duties needed to meet entry-level requirements. Special emphasis is on personal attitudes and personal development, communication and human relations skills, receptionist duties, and handling appointments, mail, petty cash, checks, and filing, and telephone usage.
Prerequisite: BUS 103 or the equivalent.

BUS 115 BUSINESS LAW I 3 0 3
A general course designed to acquaint the student with certain fundamentals and principles of business law, including law and its enforcement, contracts, sales, bailments, and negotiable instruments.
Prerequisite: None.

BUS 116 BUSINESS LAW II 3 0 3
A continuation of BUS 115 with emphasis on agency and employment, partnerships, corporations, risk-bearing devices, and property rights.
Prerequisite: BUS 115.

BUS 120 ACCOUNTING I 5 2 6
Principles, techniques and tools of accounting, for understanding of

the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical 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 134 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.
Prerequisite: None.

BUS 195 SMALL BUSINESS OPERATION 3 0 3
An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.
Prerequisite: None.

BUS 205 ADVANCED TYPEWRITING 2 3 3
Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, statistical tabulation and the typing of reports, manuscripts, and legal documents.
Prerequisite: BUS 104.

BUS 206 DICTATION AND TRANSCRIPTION I 3 2 4
Develops the skill of taking dictation and 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 208 DICTATION AND TRANSCRIPTION III 3 2 4
Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 100 words per minute for three minutes is recommended. The students is encouraged to strive for 120 words per minute.
Prerequisite: BUS 207.

BUS 210 EXECUTIVE OFFICE TYPING 2 3 3
Specialization in production typing in one of these areas; legal or general executive. Typing situations approximate the chosen field of study. The student learns to think independently regarding style and method.
Prerequisite: BUS 205.

BUS 211 ADVANCED OFFICE MACHINES 2 2 3
Instruction in the operation of bookkeeping-accounting machines, duplicating equipment, electronic calculators, IBM Executive typewriter, and automated typing equipment.
Prerequisites: BUS 110 and BUS 104.

BUS 212 WORD PROCESSING I 2 4 4
Students develop skill in typing mailable letters, memoranda, and manuscripts directly from recorded belts or tapes. Emphasis is placed on vocabulary development, spelling, grammar, punctuation, and word division. Basic concepts of Word processing 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 AND ADMINISTRATION I 3 2 4
A course designed to provide answers to problems of office procedure, efficiency, and human relations. A study of the overall view of the secretary's responsibilities include receptionist duties, purchasing equipment and supplies, processing mail, telephone and telegraphic services. Students are trained in the development of initiative and independent thinking and office problem-solving through simulated projects.
Prerequisites: BUS 102, BUS 112, BUS 120, ENG 103.

BUS 216 SECRETARIAL PROCEDURES AND ADMINISTRATION II 3 2 4

A continuation of BUS 214. The study of secretarial responsibilities 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 220 WORD PROCESSING III 2 3 3

A continuation of BUS 213 Word Processing II.

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 245 RETAILING 3 0 3

A study of retailing in the economy, including development of our present retail structure, functions performed, principles governing effective operations and managerial problems resulting from current economic and social trends.
Prerequisite: None.

BUS 247 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.

BUS 271 OFFICE MANAGEMENT AND PROCEDURES 5 0 5

An application of the principles of management to the planning, organization and controlling of office work, the direction and control of services and performance, simplification of procedures and methods, and establishment of standards, planning of physical facilities, and business forms.
Prerequisite: BUS 235 Recommended.

BUS 272 PRINCIPLES OF SUPERVISION 3 0 3

Basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis of securing an effective work force and methods of supervision.
Prerequisite: None.

BUS 1102 Typewriting 2 3 0 3

Introduction to the touch typewriting system with emphasis on building proper techniques, mastery of the keyboard, typing personal letters and postal cards and tabulation. Upon completion of the course the student will be able to type 30 words per minute for three minutes.

BUS 1103 SMALL BUSINESS OPERATIONS 3 0 3

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

CAT 100 BASIC ADVERTISING DESIGN 2 0 2

This course is designed for a person with basic printing or advertising needs; such as church bulletins, newsletters, occasional advertisements, non-profit organizations' programs, handbills, etc. In this course, a student will learn how to arrange elements on a page in an attractive, attention-getting way and how to prepare that art for printing. By the end of the class, each person will actually work up an ad, program, or newsletter to meet his/her own needs and to demonstrate the knowledge they gained in this class.

CAT 101 ADVERTISING PRINCIPLES 3 0 3

The aim of this course is to acquaint the student with the total scope and involvements of the advertising field—its social and economic significance; its basic purposes and methods of achieving its objectives, its structure and organization, and its means of making known, promoting, and distributing its products and services. Involved also is the survey of general advertising forms and media to acquaint the student with their basic characteristics, functions, and requirements.
Prerequisite: None.

CAT 116 PHOTOGRAPHY I 2 6 4

An introduction to the photographic process. Experience includes basic camera and light meter controls, film and print processing and quality control factors. The student is acquainted with films, papers. chemicals, and print finishing procedures.
Prerequisite: None.

CAT 125 GRAPHIC DESIGN I 2 6 4

An introduction to the field of advertising design and the role and responsibilities of the designer in the profession. Students are introduced to the nature and use of the layout through lecture and studio practice. Emphasis is placed on the procedures of developing the layout, application of design principles to advertising and graphic design, and the use of tools and materials. At this point students are introduced to basic professional terminology.
Prerequisites: DES 112 and CGT 110.

CAT 207 GRAPHIC DESIGN II 2 9 5

A continuation of the application of principles and procedures introduced in CAT 125. Work becomes more comprehensive in specifications regarding project requirements. Emphasis is placed on concept development and its execution, effective visual communication, and continued development of mechanical skills. Continued emphasis will also be placed on expanding the student's professional vocabulary. Studio work is augmented with field trips to professional firms.
Prerequisites: CAT 125 and DES 122.

CAT 209 GRAPHIC DESIGN III 3 6 5

Continued emphasis is placed on effective visual communication and the development of mechanical skills required for the execution of work. Students are introduced to and practice copy-fitting procedures. At this time, students are acquainted with types of printing papers and their effect on the finished product. Field trips continue to augment studio classes. When feasible, design projects are correlated with Graphic Arts 216.
Prerequisite: CAT 207.

CAT 211 GRAPHIC DESIGN IV 3 6 5

Continued emphasis is placed on effective visual communication on a more sophisticated level. Design projects encompass a variety of advertising forms and their individual requirements. Continued practice is provided in copyfitting. When feasible, design projects are correlated with Graphic Arts 222.
Prerequisite: CAT 209.

CAT 217 PHOTOGRAPHY II 2 6 4

A continuation of the practice of principles and procedures introduced in CAT 116. Emphasis is placed on quality control of the negative and the finished print. Emphasis is placed on pictorial and compositional quality.
Prerequisite: CAT 116.

CGT 110 LETTERING AND TYPE 2 6 4

An introduction to the mechanics of hand lettering and typography and their application to layout and graphic design. Hand lettering is practiced as it relates to layout design. Fundamentals of typographic measurement, methods of type composition, and terminology are introduced. Emphasis is also placed on using type as a design motif.
Prerequisite: None.

CGT 214 GRAPHIC ARTS I 2 9 5

An introduction to preparing art for printing. The student is acquainted with the nature, function, and elements of mechanical art, tools and materials required for its execution, and related terminology. The student is introduced to various types of equipment used in off-set printing, its operation and quality control factors. Experience includes fundamentals of small off-set press operations, copy camera operations, off-set plate-making, photo-lettering. Studio work is augmented with field trips to printing firms.
Prerequisite: None.

CGT 216 GRAPHIC ARTS II 3 6 5

Practice in preparing art for printing is continued with greater emphasis on mechanical proficiency and accuracy of work. Students are introduced to the procedures for preparing printed effects such as reverses, screen tints, dropouts, surprints, etc. Design projects are correlated with this course to provide students with experience in preparing design work for printing and printing it. Studio work is further augmented with field trips.
Prerequisite: CGT 214.

CGT 218 ILLUSTRATION 2 6 4

A course designed to provide practice with media and techniques for illustration. Experience includes the use and control of media such as ink, shading films, felt markers for product drawings and spot illustrations. The emphasis of the course is on media control and design factors related to the purpose of the illustration.
Prerequisite: DES 122.

CGT 220 ILLUSTRATION 2 9 5

A continuation of Illustration 218. Emphasis is placed on the execution of comprehensive product illustrations in markers, ink line, and line and tone. Additionally, the opportunity is provided for students to explore directions of individual interest in illustration.
Prerequisite: CGT 218.

CGT 222 GRAPHIC ARTS III 3 6 5

Experience will include the introduction and practice of preparing art for multi-color printing and the principles and techniques of mechanical color separation. Students will undertake the execution of more complex mechanical art and continue to print various projects executed in CAT 211. Whenever feasible projects are correlated with CAT 211.
Prerequisite: CGT 216.

CGT 223 SPECIAL DESIGN PROJECTS 3 9 6

Advanced problems in advertising design. The course is designed to provide additional studio time at the end of the student's training period. The aim of the course is to allow for more in-depth investigation into areas of particular interest to an individual and/or to provide added opportunity for the upgrading of weaknesses apparent at this point.
Prerequisites: CGT 222 and CAT 211.

DES 102 DESIGN I 3 6 5

This is the first in a sequence of three courses which will introduce design concepts, principles of design, and elements of design. Practical exercises and problems are undertaken to develop the creative and manipulative skills.
Prerequisite: None.

DES 108 BASIC DRAWING 2 4 4

A basic course in free and schematic drawing skills and concepts. Emphasis is placed on developing motor controls and the ability to see and understand form and spatial relationships.
Prerequisite: None.

DES 112 DESIGN II 3 6 5

This course is the second in a sequence of three. Emphasis will be given to creative as well as practical problem solving. Media control and craftsmanship will be stressed.
Prerequisite: DES 102.

DES 120 LIFE DRAWING I 0 6 2

This is the first course in a series of two courses dealing with figure drawing from the live model. Emphasis is placed upon gesture, proportion, form study, and basic anatomy. Students also receive practice in motor control, shading techniques and composition.
Prerequisite: None.

DES 122 DESIGN III 3 6 5

The third course in the design sequence will expand the foundation of basic skills to an advanced level. Problem solving and presentation techniques will be major directions of emphasis.
Prerequisite: DES 112.

DES 125 COLOR THEORY AND APPLICATION 2 4 4

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

DES 203 INTRODUCTION TO INTERIOR DESIGN 2 9 5

This course will provide the opportunity to apply the principle of abstract design, to plane surfaces and varied volumes that constitute the basic elements of interior environments.
Prerequisites: ART 121, DES 122, DES 125.

DES 205 HISTORY OF EARLY INTERIOR DESIGN 5 0 5

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

DES 206 FURNITURE DESIGN AND CONSTRUCTION 2 4 3

A detailed study of furniture design of all periods as well as the materials used. Techniques of case work construction and present day upholstering procedures. This course should familiarize the student with the various woods, metals, marbles, and laminates used in furniture designs as well as fillings such as spring, webb and coil construction in residential and commercial seating.
Prerequisite: DFT 108.

DES 207 MARKET MATERIALS I 2 2 3

This course is a study of the characteristics and uses of fibers and materials and how they are woven, formed, or matted, how they are ornamented and finished.
Prerequisite: None.

DES 208 MARKET MATERIALS II 2 2 3

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

DFT 140 LAYOUT DRAFTING 0 6 2
Continuation of drafting with emphasis placed on sample room layouts, both residential and commercial; recognizing existing problems, structural changes and remodeling. Problems will be given making use of architectural floor plans and their solutions with a prescribed number of furniture items and equipment.
Prerequisite: DFT 108.

DFT 1101 SCHEMATICS AND DIAGRAMS: POWER MECHANICS 0 3 1
Interpretation and reading of blueprints. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.
Prerequisite: None.

DFT 1104 BLUEPRINT READING: MECHANICAL 0 3 1
Interpretation and reading of blueprints. Information on the basic principles of the blueprint: lines, views, dimensioning procedures and notes.

DFT 1105 BLUEPRINT READING: MECHANICAL 0 3 1
Further practice in interpretation of blueprints as they are used in industry; study of prints supplied by industry; making plans of operations; introduction to drafting room procedures; sketching as a means of passing on ideas, information and processes.
Prerequisite: DFT 1104.

DFT 1106 BLUEPRINT READING: MECHANICAL 0 3 1
Advanced blueprint reading and sketching as related to detail and assembly drawings used in machine shops. The interpretation of drawings of complex parts and mechanisms for features of fabrication, construction and assembly.
Prerequisite: DFT 1105.

DFT 1110 BLUEPRINT READING: BUILDING TRADES 0 3 1
Principles of interpreting blueprints and trade specifications common to the building trades. Development of proficiency in making three view and pictorial sketches.
Prerequisite: None.

DFT 1113 BLUEPRINT READING: ELECTRICAL 0 3 1
Interpretation of schematics, diagrams and blueprints applicable to electrical installations with emphasis on electrical plans for domestic and commercial buildings. Sketching schematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes will be a part of this course.
Prerequisite: DFT 1110.

DFT 1117 BLUEPRINT READING: WELDING 0 3 1
A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications.
Prerequisite: DFT 1104.

DFT 1180 DRAFTING TRADES I 2 2 3
Fundamental drafting principles with instruction and practice lettering, orthographic projection, working drawings. Introduction to the principles of sectioning, dimensioning, use of drawing instruments and the solution of geometrical problems are covered. This is an introductory course in drafting for students needing a knowledge of drawing principles for reading and describing objects in the graphic language.
Prerequisite: None.

DFT 1181 DRAFTING TRADES 1 2 2
Fundamental drafting principles with instruction and practice lettering, orthographic projection, and working drawings. Introduction to the principles of sectioning, dimensioning, and use of drawing instruments are covered. This is an introductory course in drafting for students needing a knowledge of drawing principles.

ECO 102 ECONOMICS 3 0 3
The fundamental principles of economics, including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand, and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.
Prerequisite: None.

ECO 104 ECONOMICS 3 0 3
Greater depth in principles of economics, including a penetration into

the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.
Prerequisite: ECO 102.

ECO 108 CONSUMER ECONOMICS 3 0 3
Designed to give practical help to the person who wants to do a better job of managing his personal finances. A study of personal financial planning, budgeting, buying on credit, borrowing money, investing savings, buying all forms of insurance, home ownership, and estate planning.
Prerequisite: None.

EDP 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 DATA PROCESSING 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.

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, file management, spread sheet projections, and word processing is explored. Emphasis on both the content of particular packages used and on the method of mastering purchased software.
Prerequisite: EDP 104 and BUS 123.

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 1 3 4 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 2 4 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 2 4 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 2 4 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 2 4 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 1 4 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 2 4 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 2 4 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 2 8 6

The student will develop occupational competencies through experience and practice in a simulated classroom laboratory and will be given the oppportunity to initiate and carry out a project. This course places the responsibility on the student to solve a significant problem with a minimum of assistance from the instructor.

Prerequisite: Seventh quarter standing and permission of the instructor.

EDU 1102 EARLY CHILDHOOD EDUCATION 3 0 0 3

A study of principles and practices of early childhood education. Guidelines for identifying, planning, organizing, and implementing appropriate programs and facilities are derived through group discussion and individual projects. Sessions will provide opportunities for observation of groups of children, required research, and curriculum projects. Preparation of daily plans for activities for children will be included.

EDU 1109 PHYSICAL ACTIVITIES IN EARLY CHILDHOOD 3 0 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 0 2

A study of the art media in relation to the creative progress in young children, of the educational component this medium reinforces the way low cost art activities can be incorporated into an art program for young children. 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 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.

EDU 1121 SEMINAR PRACTICUM 1 1 0 10 2

Designed to assist students in observation techniques and to give the student beginning experiences in working with the young child on an individual basis in a preschool setting.

EDU 1122 SEMINAR PRACTICUM II 1 0 10 2

Designed to provide experience for the student to work with small groups of children and to refine observation skills.

EDU 1123 SEMINAR PRACTICUM III 1 0 20 3

Emphasis will be on students gaining experience in planning for all-day care, classroom management, summer programs, and working with children who are ages 0-12.

EDU 1137 MATH FOR YOUNG CHILDREN 2 0 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 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 1141 ADMINISTRATION OF DAY CARE CENTERS 4 0 0 4

The student will understand the concept of organizing and operating day care and child development centers. The student will learn how to establish operational policies and procedures. The student will know the day care governmental requirements for licensing.

EDU 1204 PARENT EDUCATION 3 0 0 3

A study of ways to involve parents in a child's school setting; the purposes and value of the home visitation programs for parents; trends in disciplining young children; and techniques of working with parents for more total development of the child.

EDU 1231 CREATIVE ACTIVITIES 2 0 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 and media, learning to use art media, musical instruments, drama and books and storytelling for creativity and using supply catalogues.

EDU 1233 FOOD AND NUTRITION FOR CHILDREN 3 0 0 3

The student will be able to recognize the food needs for young children and understand the importance of proper nutrition. Emphasis will be

on basic nutrition and methods for helping young children and their families learn nutrition concepts for more healthful living.

EDU 1235 ACTIVITIES FOR SCHOOL AGE CHILDREN 3 0 0 3

The students will compile activities and materials to use with the school age child. These will include arts, crafts, movement, music, math, science, and language materials.

ELC 111 FUNDAMENTALS OF ELECTRICITY 3 0 3

This course is designed to give the student a basic understanding of electricity, its measurement, and its use.
Prerequisite: None.

ELC 112 ELECTRICAL FUNDAMENTALS I 5 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.

ELC 1105 INDUSTRIAL ELECTRICAL PRACTICES 2 4 4

This course is used to provide a basic knowledge of industrial electrical practices. Major topics to be covered are Direct Current, Alternating Current, and Industrial Control Circuits. Students are to receive practical experience with switches, receptacles, meters, motors, generators, circuits, transformers, magnetic devices, and other applicable devices.

ELC 1106 INDUSTRIAL ELECTRICAL PRACTICES 2 4 4

A continuation of ELC 1105.

ELC 1109 INDUSTRIAL POWER SYSTEMS 2 4 4

This is a study of methods, materials, and codes for the construction of industrial power and control systems. The student will gain a practical knowledge with hands-on experience in the construction of power and control circuits. The use of wiring diagrams, schematics, and NEC will be used as they relate to industrial electrical construction and maintenance.

ELC 1112 DIRECT AND ALTERNATING CURRENT 5 12 9

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

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

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

ELC 1114 ELECTRICAL CONTROLS 2 4 3

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

ELC 1124 RESIDENTIAL WIRING 5 9 8

Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.
Prerequisites: ELC 1113, DFT 1110.

ELC 1125 COMMERCIAL AND INDUSTRIAL WIRING 3 8 6

Layout, planning, and installationof wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, and related National Electrical Codes, and the application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems.
Prerequisites: ELN 1118, ELC 1124.

ELC 1135 PNEUMATIC AND ELECTRICAL CONTROLS 1 3 2

This course is a study of the basic principles of pneumatic and hydraulic fluids. The student will gain a practical knowledge of pneumatic cylinders, hydraulic cylinders, pneumatic valves, hydraulic valves and the related electrical controls. Standard symbols, schematics and wiring diagrams will be used as they relate to pneumatic and hydraulic control systems.
Prerequisite: Consent of instructor.

ELC 1161 DIRECT CURRENT 2 4 4
This course will primarily consist of a study of direct current. The major topics to be covered are: practical application in wiring switches, receptacles, and cable runs, meters, magnetism, batteries, DC generators, and DC motors.
Prerequisite: None.

ELC 1162 DIRECT CURRENT 2 4 4
A continuation of ELC 1161.
Prerequisite: ELC 1161.

ELC 1163 ALTERNATING CURRENT 2 4 4
A course concerned with the study of alternating current. The major topics are as follows: Basic AC theory, inductance, capacitance, R.L.C. circuits, transformers (single phase), three phase current, three phase transformers, three phase motors, and single phase motors.
Prerequisites: ELC 1162, MAT 1115.

ELC 1164 ALTERNATING CURRENT 2 4 4
A continuation of ELC 1163.
Prerequisites: ELC 1162, ELC 1163.

ELC 1166 INDUSTRIAL CONTROL CIRCUITS I 2 4 3
A study of industrial control circuits. Pilot devices such as push buttons, limit switches, pressure switches, float switches, etc. are discussed. Magnetic devices such as relays and motor starter are used in the lab to enable the student to gain practical knowledge through hands-on experience. Wiring diagrams and schematics are used to wire control circuits in lab.
Prerequisites: ELC 1164, MAT 1115.

ELC 1167 INDUSTRIAL CONTROL CIRCUITS II 2 4 3
A continuation of ELC 1166.
Prerequisite: ELC 1166.

ELN 104 INTRODUCTION TO COMPUTERS 3 2 4
An introductory course designed to acquaint students with the terminology and fundamental concepts associated with electronic computers. The development of both hardware and software is covered by discussing important historical milestones. Comparisons are made between analog and digital computers, and between general purpose and special application computers. The student is introduced to programming techniques through the use of a mini computer and the BASIC language. Each student is required to make a verbal presentation on employment opportunities for electronic technicians in the computer industry.

ELN 113 BASIC ELECTRONICS 3 0 3
The second in a series of three electrical and electronics courses for students in the Photography and Photofinishing programs. This course was formerly called PHO 123: Industrial Technology II. This course is a basic electronics course for the students above. The course gives a general overview of electronics with emphasis on those techniques and circuits that are encountered in Photographic equipment.
Prerequisite: ELC 111.

ELN 121 ELECTRONICS I 3 4 5
A first course in Electronics. Course includes an introduction to electronics, a study of solid state physics necessary for an understanding of semiconductor device operation, semiconductor device volt-ampere characteristics, and basic circuits using these devices.
Corequisite: ELC 113.

ELN 122 ELECTRONICS II 5 4 7
A second course in Electronics. Course includes uses of discrete semiconductor devices in basic circuits such as small and large signal amplifiers, power supplies, and feedback circuits.
Prerequisite: ELN 121.

ELN 123 ELECTRONICS III 3 4 5
A third course in a series of three in Electronics. Course includes linear integrated circuits and their uses. Heavy emphasis is placed on the I.C. Operational Amplifier and its many uses and applications.
Prerequisites: ELN 122 and MAT 103.

ELN 213 ELECTRONIC IMAGING SYSTEMS 3 0 3
A study of the theory of converting images to electrical signals which may be displayed or stored electronically. The course will include the theory of magnetic tape recording, cathode ray tube display and digital techniques for image signal conversion and storage.
Prerequisite: ELN 113 or equivalent.

ELN 218 DIGITAL ELECTRONICS I 3 4 5
Introductory Digital Electronics. Emphasizes the study of combinational and sequential logic circuits using discrete and integrated components. Topics include Binary Arithmetic, numbering systems, Boolean Algebra, and basic logic gates. Laboratory exercises involve use of TTL and CMOS combinatorial circuits.
Prerequisite: ELN 123.

ELN 219 DIGITAL ELECTRONICS II 3 4 5
Continued study of Digital Circuits including flip-flops, asynchronous and synchronous counters, arithmetic operations, registers and basic storage devices. Emphasis is placed on timing, interfacing various families of integrated circuits and reading and interpreting manufacturers specification. Typical applications in industry will be presented.
Prerequisite: ELN 218.

ELN 220 ELECTRONIC SYSTEMS I 4 4 5
A general survey of electronic systems with emphasis on their description in block diagram format. Systems to be studied are those used in communications, computing, measurement, automatic control, and others of a specific nature as appropriate.
Prerequisite: ELN 123.

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

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

Introduction to fundamental aspects of electronic communication systems with special emphasis on need for modulation, types of modulation, frequency spectra and bandwidth requirements. Qualitative study of the principles of AM, SSB, and FM including the generation and detection of signals and their frequency spectra. Transmission and propagation of radio signals will be studied.
Prerequisite: ELN 220.

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

The course consists of a functional block diagram analysis of a number of digital computer systems. Emphasis is placed on the mini/micro computer variety currently being used in industry. The lab will provide practice in manipulating the hardware and software associated with such computers.
Prerequisite: ELN 220.

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

Automatic control concepts including calibration, measurement and standards are introduced. Laboratory exercises are provided on simulated or generalized measurement and control systems that include indicators, recorders, and controllers. Emphasis is placed on process or system stability using various types of controllers. Final control elements and their characteristics are studied. Graphical analyses and solutions of process control systems are studied.
Prerequisite: ELN 220.

ELN 224 ELECTRONIC SYSTEMS III: 5 4 7
(Specialized Elective)
OPTIONS: (A) COMMUNICATIONS, (B) MICROPROCESSORS, OR (C) AUTOMATIC CONTROL

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

Study of specialized electronic communication systems such as TV, microwave, radar, and optical communication systems. Discussion of sampling and pulse systems including techniques of multiplexing such as PAM, PDM, PCM, and PPM.
Prerequisite: ELN 222.

ELN 224 ELECTRONIC SYSTEMS III: (B) 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 246 ELECTRONICS DESIGN PROJECT 0 6 3

A laboratory class emphasizing independent research and design work by the student. The student will select a project in consultation with the instructor; perform the required research; compile data; formulate a theoretical model; and construct, test, and evaluate a working model of the selected project.
Prerequisite: ELN 220.

ELN 1118 INDUSTRIAL ELECTRONICS 3 6 5

Basic theory, operating characteristics, and application of vacuum tubes such as: diodes, triodes, tetrodes, pentodes, and gaseous control tubes. An introduction to amplifiers using triodes, power supplies using diodes, and other basic applications.
Prerequisite: ELC 1113.

ELN 1119 INDUSTRIAL ELECTRONICS 3 6 5

Basic industrial electronic systems such as motor controls, alarm systems, heating systems and controls, magnetic amplifier controls, welding control systems using thyratron tubes, and other basic types of systems commonly found in most industries.
Prerequisite: ELN 1118.

ELN 1168 BASIC INDUSTRIAL ELECTRONICS 2 4 4

Deals with basic electronic devices such as rectifiers, transistors, S.C.R.'s, triacs, and light operated devices. Electronics will be used to operate low voltage control circuits.
Prerequisite: ELC 1164.

ELN 1169 DIGITAL INDUSTRIAL ELECTRONICS 3 6 5

A study of digital electronics similar to the micro-processors used in industry.
Prerequisite: ELC 1168.

ENG 101 TECHNICAL COMMUNICATIONS 3 0 3

Designed to aid students in the improvement of communication skills to express ideas and technical information. Emphasis is on speaking and on writing the sentence, paragraph, and the whole composition with attention to grammar as the need arises. Intended to stimulate students to apply the accepted principles of English usage in their day-to-day situations in industry and social life.
Prerequisite: None.

ENG 102 TECHNICAL COMMUNICATIONS 3 0 3

Continuation of English 101.
Prerequisite: ENG 101.

ENG 103 REPORT WRITING 3 0 3

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

Prerequisite: ENG 102.

ENG 109 COMMUNICATIONS SKILLS 3 0 3

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

ENG 111 COMMUNICATIONS SKILLS 3 0 3

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

ENG 150 DEVELOPMENTAL ENGLISH 3 0 3

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

ENG 199 TRANSCRIPTION SKILLS 3 0 3

This course integrates the necessary skills for transcribing mailable copies at a typewriter or word processor. Emphasis is placed on the basic principles of capitalization, number expression, spelling, word division, sentence structure, word choice, punctuation, and the development of strong proofreading skills.

Prerequisite: BUS 103 or equivalent skill.

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.

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 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 0 3

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

ENG 1112 2 0 2

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

ENG 1217 Children's Literature 3 0 0 3

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

FLO 101 FLORAL DESIGN I 3 4 5

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

FLO 102 FLORAL DESIGN II 2 4 4

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

FLO 103 FLORAL DESIGN III 2 5 4

Basic study of a flower shop interior and exterior. A layout will be

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

FLO 112 FLORAL ART & COLOR 3 0 3

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

FLO 121 FLORAL DESIGN I 1 6 3

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

FLO 122 FLORAL DESIGN II 1 6 3

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

FLO 123 FLORAL DESIGN III 1 6 3

Basic study of a flower shop interior and exterior. A layout will be made of a flower shop for a complete study of site and location, time and motion, lighting, equipment, display window, work room and sales area. Introduction of wedding equipment and fashions and styles of wedding bouquets. Relationship of florist and church, wedding rehearsals and methods of formal decorations.

FLO 199 WORK EXPERIENCE AND ASSIGNMENT IN EXOTIC HOUSE PLANTS (OPTIONAL) 0 40 4

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

FLO 204 FLORAL DESIGN IV 3 6 6

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

FLO 205 FLORAL DESIGN V 2 8 6

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 1 6 3

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

FLO 221 SPECIALTY PURCHASING 3 0 3

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

FLO 222 FLORAL DESIGN V 1 6 3

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

FLO 223 FLORAL DESIGN VI 1 6 3

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

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 1 2 2

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

HOR 251 LANDSCAPE PLANNING I 2 2 3

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

HOR 252 LANDSCAPE PLANNING II 2 4 4

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

HOR 254 PLANT PROPAGATION 2 4 4

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

HOR 259 GARDEN CENTER OPERATIONS 2 2 3

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

HOR 260 LANDSCAPE CONSTRUCTION 2 4 4

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

HOR 271 RESIDENTIAL LANDSCAPING PLANNING I 1 2 2

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

HOR 274 PLANT PROPAGATION 1 2 2

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

HOR 275 PLANT PROPAGATION 1 2 2

A continuation of HOR 274.

HOR 284 GREENHOUSE MANAGEMENT 1 2 2

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

HOR 285 GREENHOUSE MANAGEMENT 1 2 2

A continuation of HOR 284.

MAT 101 TECHNICAL MATHEMATICS 5 0 5

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

Prerequisite: Satisfactory evidence that admission requirements have been met.

MAT 102 TECHNICAL MATHEMATICS 5 0 5

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

MAT 103 TECHNICAL MATHEMATICS 5 0 5

The 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 5 0 5

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

MAT 112 BUSINESS MATHEMATICS FOR DATA PROCESSING 5 0 5

This course stresses basic algebra in solving business problems. Fundamental operations are covered in price marking, interest and discount, depreciation, payroll, elementary statistics and graphs, and other business problems.
Prerequisite: None.

MAT 114 COMPUTER MATH 3 0 3

Expands on basic algebra and includes use of exponents, radicals, elementary probability and Boolean algebra.
Prerequisite: MAT 112.

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 differentiation and integration, advanced integration techniques, polar equations, parametric equations, and Fourier series.
Prerequisite: MAT 103.

MAT 1101 FUNDAMENTALS OF MATHEMATICS 5 0 5

Analysis of basic operations: Addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Introduction to algebra used in trades. Practice in depth.
Prerequisite: None.

MAT 1103 SHOP MATH 3 0 3

Fundamental properties and definitions: plane and solid geometric figures, selected general theorems, geometric construction of lines, angles and plane figures. Areas of plane figures, volumes of solids. Geometric principles are applied to shop operations.
Prerequisite: MAT 1101.

MAT 1104 SHOP MATH II 3 0 3

Trigonometric ratios: solving problems with right triangles, using tables, and solution of oblique triangles using law of sines and law of cosines. All topics are applied to practical problems.
Prerequisite: MAT 1103.

MAT 1115 ELECTRICAL MATH 5 0 5

A study of fundamental concepts of algebra: basic operations of addition, subtraction, multiplication, and division; solution of first order equations, use of letters and signs, grouping, factoring, exponents, 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 1 12 6

An introduction to the machinist trade and the potential it holds for craftsmen. Deals primarily with the identification, care and use of

basic hand tools and precision measuring instruments. Elementary layout procedures and processes of lathe, drill press, grinding (off-hand) and milling machines will be introduced both in theory and practice.
Prerequisite: None.

MEC 1102 MACHINE SHOP THEORY AND PRACTICE 2 12 6
Advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machine shaper. The student will be introduced to the basic operations on grinders and will select projects encompassing all the operations, tools and procedures thus far used and those to be stressed throughout the course.
Prerequisite: MEC 1101.

MEC 1103 MACHINE SHOP THEORY AND PRACTICE 4 12 8
Advanced work on the engine lathe, turning, boring and threading machines, grinders, milling machine and shaper. Introduction to basic indexing and terminology with additional processes on calculating, cutting and measuring of spur, and worm gears and wheels. The trainee will use precision tools and measuring instruments such as vernier height gages, protractors, comparators, etc. Basic exercises will be given on the turret lathe and on the tool and cutter grinder.

MEC 1104 MACHINE SHOP THEORY AND PRACTICE 4 12 8
Development of class projects using previously learned procedures in planning, blueprint reading, machine operations, final assembly and inspection. Additional processes on the turret lathe, tool and cutter grinder, surface grinder, advanced milling machine operations, etc. Special procedures and operations, processes and equipment, observing safety procedures faithfully and establishing of good work habits and attitudes acceptable to the industry.
Prerequisite: MEC 1103.

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

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

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

MEC 1151 MACHINE SHOP THEORY AND PRACTICE 2 4 4
After briefing the machine shop student on proper work habits, this first quarter will survey hand tools, layout tools, measuring devices, power saws, and lathes. Extensive lab work will be supplemented by classroom instruction.

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

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

MEC 1161 MACHINE SHOP THEORY AND PRACTICE 2 4 4
Advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machines. The student will be introduced to the basic operations on grinders and will select projects encompassing all the operations, tools and procedures thus far used and those to be stressed throughout the course.

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

NUR 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.
Prerequisite: 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 206. 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.
Prerequisite: 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 responsiblity for the student learning experiences.
Prerequisite: NUR 204. Corequisites: NUR 208, NUR 210.

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 modalites. 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.

NUR 1101 FUNDAMENTALS OF NURSING 6 6* 4* 8
This is an introductory course which provides opportunity for students to become oriented to basic facts, concepts, and principles related to nursing roles and functions and health needs of patients. Principles of body mechanics and asepsis, assistance with daily living activities, and other basic nursing functions are included. Nurse-patient relationships and the nursing processes are explored. Nursing laboratory and Randolph Hospital will be used for supervised practice of skills.
*5 weeks each.

BIO 1101 ANATOMY AND PHYSIOLOGY 5 0 0 5
A study of the normal structure and functions of the human body with man identified as a living organism composed of cells, tissues, organs, and systems. The normal body is studied as a basis for understanding variations from the normal. Included are the integumentary, muscular-skeletal, circulatory, respiratory, urinary, reproductive, endocrine, nervous, sensory and digestive systems. Basic concepts from physics and biology including immunology are presented as they relate to nursing. The nursing laboratory will be utilized in study and examination of charts, skeletal and other models of human body parts.

NUT 1101 NUTRITION AND DIET THERAPY 3 0 0 3
Presents practical study of nutrients, how they are used by the body, sources and types of food necessary for the balanced diet and variations of basic diet to meet development of other needs. Physiological processes of digestion, absorption, and metabolism are discussed. An introduction to the most commonly used hospital diets is included.

NUR 1105 PHARMACOLOGY 3 0 0 3
Presents the student with facts concerning sources, effects, legalities, and usage of drugs as therapeutic agents. Students are prepared to administer drugs by emphasizing mathematical conversion between systems, identification of drug order, drug classification and nursing responsibilities. Practice opportunities are provided in the classroom and clinical setting.

NUR 1102 MEDICAL-SURGICAL NURSING I 10 0 0 10
Medical-Surgical Nursing 1 introduces knowledge, skills, and attitudes basic for making judgments and decisions for planning and implementing patient care. The study includes basic patho-physiological processes and therapeutic intervention pertinent to care of geriatric and long-term illness patients, patients with cancer, and patients with respiratory, nervous, and sensory, disorders. Care of patients in pre- and post-operative period is also included. The concept of nursing diagnosis is introduced within the framework of the nursing process.
Prerequisites: NUR 1101, NUR 1105, BIO 1101. Corequisite: NUR 1162.

NUR 1162 MEDICAL-SURGICAL NURSING 1 PRACTICUM 0 0 12 4
Medical-Surgical Nursing 1 Practicum provides the student with opportunities, in the clinical area, to apply nursing theories and skills relevant to geriatric and long-term illness patients and patients experiencing surgical procedures, disorders of the respiratory, nervous, and sensory systems, and cancer. Utilization of the nursing process for the beginning development of communication skills, assessment of data, and development of priorities for care is incorporated into the student's approach of safe and effective patient care.
Prerequisites: NUR 1101, NUR 1105, BIO 1101. Corequisite: NUR 1102.

PSY 1102 HUMAN GROWTH AND DEVELOPMENT 3 0 0 3
A study of the basic principles of physiological and psychosocial growth states of the individual from conception through adulthood. Emphasis is on personality development and those factors surrounding the individual which have an influence on development.

NUR 1103 MATERNAL-CHILD HEALTH NURSING 10 0 0 10
A study of physiology and nursing care of the woman during antepartum, labor, delivery, and post-partum period. Most frequent complications will be presented; however, emphasis will be on the normal. Characteristics and nursing care of the normal newborn are also presented. Some time will be devoted to the more common complications in the mother and to care for the newborn. The study further considers the growth and development along with exploration of common childhood disorders at various ages. Supervised clinical experience with selected patients will be provided concurrently with theory.
Prerequisites: NUR 1101, NUR 1105, BIO 1101. Corequisite: NUR 1163.

NUR 1163 MATERNAL-CHILD HEALTH NURSING PRACTICUM 0 0 15 5
Maternal-Child Health Nursing Practicum provides the student with opportunities to apply nursing theories and skills utilizing physician's office, labor and delivery room, newborn nursery, maternity unit, and pediatric unit. Care of the family with an uncomplicated pregnancy, labor and delivery, care of the normal neonate, and care of the child with common disorders are emphasized. Opportunity to use the nursing process is provided so that the student is able to increase skills in assessment of data, development of care priorities and implementation of short range teaching goals.
Prerequisites: NUR 1101, NUR 1105, BIO 1101. Corequisite: NUR 1103.

NUR 1104 MEDICAL-SURGICAL NURSING II 8 0 0 8
Continues the study of Medical-Surgical Nursing. This study includes the identification of pathophysiological changes, diagnostic testing, methods of treatment, and nursing care of patients with cardiovascular and blood disorders, endocrine disorders, gastrointestinal disorders, urinary and reproductive disorders, musculoskeletal disorders, and crisis intervention. Experiences are planned in medical-surgical units of Randolph Hospital.
Prerequisite: NUR 1102. Corequisite: NUR 1164.

NUR 1164 MEDICAL-SURGICAL NURSING II PRACTICUM 0 0 18 6
Clinical experiences designed to accompany the theory of NUR 1104

are sought on Randolph Hospital's medical-surgical units. Students are given progressively more complex clinical assignments based upon individual competencies.
Prerequisite: 1162. Corequisite: NUR 1104.

NUR 1106 NURSING SEMINAR 3 0 0 3
A course designed to present the practical nurse ethical and legal responsibilities in relation to the Nurse Practice Act. Standards of nursing practice and a brief overview of nursing organizations and nursing history are included. The pros and cons of job opportunities are explored. The importance of continued education to maintain professional growth is stressed.

PHO 102 VISUAL STUDIES I 2 6 4
Introduction to visual perception and the abstracting properties of photography, with emphasis on understanding the translation of object to photographic image. Analysis of formal elements and picture organization as demonstrated in a comprehensive presentation of contemporary photography.
Prerequisite: PHO 107.

PHO 104 VISUAL STUDIES II 2 6 4
Continuation of PHO 102 with emphasis on color. Analysis of illustration and of allusive functions underlying impact and content. History of painting from Vermeer to Monet, and of photography in the 19th century, as preparation for PHO 106.
Prerequisite: PHO 102.

PHO 105 PHOTOCHEMISTRY 3 3 4
Brief review of basic chemistry followed by detailed study of reactions specific to photographic processes. Basic photographic laboratory methods and calculations are introduced.
Prerequisite: None.

PHO 106 VISUAL STUDIES III 2 6 4
Study of the work of 20th century photographers. Student research and presentations. The influences of modern photographic technique on the vision of photographer and client. Analysis of professional style.
Prerequisite: PHO 104.

PHO 107 FUNDAMENTALS OF PHOTOGRAPHY 3 9 6
Introduction to the principles governing image formation. Light, optics, camera mechanics, latent image, development, and basic densitometry are studied to establish the technical relationship of subject and photographic image. Assignments stress consistent exposure and darkroom techniques.
Prerequisite: None.

PHO 108 VIEW CAMERA 1 6 3
Comprehensive study of the view camera and its applications. Emphasis on thorough working knowledge of perspective modification and correction capabilities.
Prerequisite: PHO 107.

PHO 110 PROCESS CONTROL 3 6 6
Study of photographic quality control systems. Measurement, evaluation, and control of photographic processes using densitometry, sensitometry, and related monitoring systems. Control systems for continuous processing of film and papers.
Prerequisite: None.

PHO 112 INTRODUCTION TO MACHINE PROCESSING 2 6 4
Photographic processing mechanisms. Nomenclature, design and function of various machines currently used in the photofinishing, professional finishing, and school finishing industries.
Prerequisite: PHO 110.

PHO 114 BASIC LIGHTING 1 6 3
Introduction to the basic techniques used in studio lighting for illustration and portraiture. Electronic flash and quartz light sources are studied and applied in assignments emphasizing controlled lighting of geometric forms.
Prerequisite: PHO 107.

PHO 115 MATERIALS AND PROCESSES I 3 3 4
Detailed study of the primary materials and processes of black-and-white photography. Theory and mechanics of light. Emulsions and sensitometry of emulsions are discussed in addition to their relationships with processing effects. Densitometry is studied as the end result of the photographic effect.
Prerequisite: PHO 105.

PHO 116 APPLIED LIGHTING 1 6 3
Study of special lighting techniques applied in the photography of glass, metals, and other reflective surfaces. Lighting for dramatic effects and special illustrative effects.
Prerequisite: PHO 114.

PHO 117 MATERIALS AND PROCESSES II 3 3 4
Detailed study of the primary materials and processes of color photography. Qualities of light and methods of light analysis are studied. Color sensitometry and densitometry are studied as quality control measures in color processing.
Prerequisite: PHO 115.

PHO 118 AUTOMATED MACHINE PRINTING 3 9 6
Study of automated printers: nomenclature, design, function, modification, and production uses. Printers for black-and-white and color: additive and subtractive color printing methods. Exposure control and color balance of printers. Multiple-exposure package printers.
Prerequisite: PHO 110.

PHO 120 AUTOMATED PHOTOGRAPHIC PROCESSES 2 18 8
Study and use of various processing systems. Emphasis on student's experience of work in processing and quality control with black-and-white and color negative, positive, and transparency materials.
Prerequisite: PHO 112.

PHO 121 GRAPHICS MATERIALS AND APPLICATIONS 2 6 4

Study and application of photo-sensitive materials used in the graphic arts for production of composite images and for reproduction preparation. Methods for supplementing and transforming the continuous-tone photograph are introduced in assignments requiring actual preparation of materials for use in the visual communications field.
Prerequisites: PHO 108 and PHO 114.

PHO 124 SMALL FORMAT PHOTOGRAPHY 3 9 6

Introduction to the small format camera and a survey of its applications in photojournalism, industrial photography, and audiovisual production. Instruction in portable lighting, special exposure techniques, and modification of film processing, prepares the student to work under adverse location conditions. Study includes a survey of the major small format systems in current use.
Prerequisite: PHO 117.

PHO 125 CUSTOM FINISHING 2 8 6

Actual printing and processing a variety of sizes up to 30 inch x 40 inch. Production printing on rolls and individual cut sheets will be done. Use of various electrical systems for determination of color balance. Quality assurance program matching print quality to the standards of the industry. Emphasis on craftmanship.
Prerequisite: PHO 120.

PHO 127 PHOTOGRAPHIC MACHINE MAINTENANCE 2 12 8

Printer set-up procedures, operation, maintenance, adjustment, installation of accessories. Study of wiring diagrams, operations sequences. Maintenance of processor control, drive and replenishment systems.
Prerequisite: PHO 120.

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

Advanced study of various systems for determination of color balance with emphasis on highest standards of quality control. Corrective negative and positive silver-masking techniques. Specialized masking techniques with graphic arts materials. Transparency corrections.
Prerequisites: PHO 117 and PHO 120.

PHO 130 PHOTOGRAPHIC CORRECTION AND FINISHING 2 9 5

Introduction to chemical and physical methods for corrections on negatives and prints with bleaches, dyes, opaques, pencils, etc.; introduction to the airbrush. Practice in various mounting and presentation techniques.
Prerequisite: PHO 107.

PHO 131 PRODUCTION TECHNIQUE 0 15 5

Day to day operation of an automated processing and finishing laboratory. Quality control of all processes in the lab. Production printing, processing, and finishing of black-and-white and color prints. Large-print finishing includes lacquer spraying, retouching, air brushing, and spotting. Portfolio development with instructor guidance.
Prerequisite: PHO 120.

PHO 135 PRODUCTION PROBLEM SOLVING 0 6 2

Individual creative approach to production problem solving. The student is encouraged to develop innovative solutions to real production difficulties and to seek improved methods of operation.
Prerequisite: PHO 120.

PHO 139 PRODUCTION SUPERVISION 0 15 5

Experience in supervision of actual photofinishing production within the school plant. Scheduled assignments give the student responsibility for management of manpower, morale, job communications, production evaluation, inventory control, cost control, in all areas of photofinishing operations.
Prerequisites: PHO 127 and PHO 128.

PHO 199 CONTROLLED WORK EXPERIENCE 1 30 4

A program of eleven class hours followed by 300 to 400 work hours in the industry at standard wages. The objective of this program is to familiarize the student with the attitudes and performance standards required by the industry as well as to further the student's technical skills. A job description for each position is established prior to employment and the student's performance is supervised and evaluated by a program coordinator and by a supervisor-designate of the employer.
Prerequisite: Permission of the coordinator. Successful completion of all courses scheduled prior to PHO 199 is usually required.

PHO 210 PORTRAIT PHOTOGRAPHY 1 3 15 8

Introduction to the lighting, camera, and accessory equipment used in contemporary studio and location portrait photography, with emphasis on control of lighting for enhancement of the subject. Practice in camera and darkroom techniques for effects of diffusion, vignetting, etc. Means of approach and posing of men, women, and children in the single-subject portrait. Introduction to cosmetics. Discussion of promotion, display, and direct sales methods.
Prerequisites: PHO 114 and PHO 117.

PHO 211 CATALOG ILLUSTRATION 3 15 8

Study and practice in the techniques of product photography for catalog publication. Use of space, continuity of lighting, and effective accessorizing are emphasized in assignments covering product categories of furniture, jewelry, soft goods, gift wares, housewares, and sporting goods. Study of various catalogs being produced in the present market.
Prerequisite: PHO 116 and PHO 117.

PHO 212 WEDDING PHOTOGRAPHY 2 6 4

Study of the range of techniques used in producing wedding candids and the formal bridal portrait. The student learns to work within the protocol of various religious services through assignments at staged wedding ceremonies. Darkroom techniques for popular montage prints and other special effects. Discussion of sales packages and album sources. In conjunction with this course, special classes in oil coloring are offered at student request.
Prerequisites: PHO 114 and PHO 117.

PHO 213 ADVERTISING ILLUSTRATION 3 15 8
Comprehensive study of the techniques of photography for advertising. Methods of working with art directors, agencies, and clients are introduced during a sequence of assignments covering food, fashion, interiors, and industry. Study of advertising photography in contemporary magazines. At the conclusion of this course, the student is required to mount an exhibit of his work demonstrating technical and aesthetic standards equal to those of the profession.
Prerequisite: PHO 211, or permission of instructor.

PHO 215 PHOTO JOURNALISM I 3 15 8
Comprehensive instruction and practice in exposure and processing techniques applied in newspaper photography. Treatment of content and coverage in spot news, general news, sports, and similar events. Assignments emphasize coverage of real events where possible. Unexpected "events" on campus help condition the student's response to rapidly changing, often difficult, picture situations. Field trips familiarize the student with various newspaper operations.
Prerequisite: PHO 124.

PHO 216 PORTRAIT PHOTOGRAPHY II 3 15 8
Continuation of PHO 210 with emphasis on mastery of techniques and production of portraits of highest quality. Introduction of posing for group portraits. Special applications of airbrush and dye corrections are practiced in conjunction with PHO 230. Advanced camera and darkroom techniques. The student compiles a sourcebook for quality backdrops, cosmetics, albums, specialized camera accessories, retouching supplies, etc. At the conclusion of this course, the student is required to mount an exhibit of his work demonstrating technical and aesthetic standards equal to those of the profession.
Prerequisite: PHO 210.

PHO 217 PHOTO JOURNALISM II 3 15 8
Continuation of PHO 215 with emphasis on greater depth and scope of photographic reporting. Examination of the use of photographs in published feature articles and picture stories. Comprehensive assignments in black-and-white and in color are evaluated by student and faculty groups for content and clarity. Production of storyboards for portfolio use. At the conclusion of this course, the student is required to mount an exhibit of his work demonstrating technical and aesthetic standards equal to those of the profession.
Prerequisite: PHO 215.

PHO 219 ASSIGNMENT PRODUCTION 0 9 3
Assignments in which the student is required to develop skills in organization and management of photographic production teams. Class hours include planning of staff, communication of production requirements, evaluation of individual and collective efforts and results. Students acting as project managers are responsible for team operations, materials acquisitions, job expediting, cost control, quality control, and final output.
Prerequisite: PHO 211 or PHO 215.

PHO 221 AUDIO VISUAL COMMUNICATIONS 2 6 4
Detailed study of audiovisual production methods including graphic and photographic techniques, control for image continuity and pacing, title slide production, script writing and audio production. Survey of major systems for audiovisual production and presentation in current use.
Prerequisite: PHO 121 or PHO 124.

PHO 230 ADVANCED PHOTOGRAPHIC CORRECTION AND FINISHING 2 6 4
Continuation of PHO 130 with emphasis on mastery of skills in negative and print corrections. Dye corrections on transparencies. Extensive practice with the airbrush for major alterations of the photographic image. Restoration. Special corrective techniques for portraiture and commercial illustration.
Prerequisite: PHO 130.

PHO 240 PORTFOLIO DEVELOPMENT 0 6 2
Specialized photographic work intended to complement the product of the student's class assignments. A format for presentation is selected and the student assembles a consistent body of work to demonstrate his understanding of photography. Emphasis is placed on the professional area of the student's choice.
Prerequisite: Completion of all photography courses through fourth quarter.

PHY 101 PHYSICS: PROPERTIES OF MATTER 3 2 4
A fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids at rest and in motion, gas laws and applications. Laboratory experiments and specialized problems dealing with these topics are part of this course.
Prerequisite: None.

PHY 102 WORK, ENERGY, POWER 3 2 4
Major areas covered in this course are work, energy, and power. Instruction includes topics such as statistics, forces, center of gravity and dynamics. Units of measurement and their applications are a vital part of this course. A practical approach is used in teaching students the use of essential mathematical formulas.
Prerequisites: MAT 101 and PHY 101.

PHY 104 PHYSICS: LIGHT AND SOUND 3 2 4
A survey of the concepts involving wave motion leads to a study of sound, its generation, transmission and detection. The principles of wave motion also serve as an introduction to a study of light, illumination and the principles involved in optical instruments. Application is stressed throughout.
Prerequisites: MAT 101, PHY 102.

PHY 1101 APPLIED SCIENCE 3 2 4
An introduction to physical principles and their application in industry. Topics in this course are heat and thermometry, and principles of force, motion, work, energy, and power.
Prerequisite: None.

PHY 1102 APPLIED SCIENCE 3 2 4

The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power.
Prerequisite: None.

PME 1101 INTERNAL COMBUSTION ENGINES 3 12 7

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

PME 1102 ENGINE ELECTRICAL AND FUEL SYSTEMS 5 12 9

A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system.

PME 1126 SMALL ENGINE REPAIR 2 4 4

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

PME 1150 AUTOMOTIVE ENGINES 2 4 4

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

PME 1151 AUTOMOTIVE FUEL SYSTEMS 2 4 4

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

PME 1152 AUTOMOTIVE ELECTRICAL SYSTEMS 2 4 4

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

PSY 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 development and maintenance of various behavior disorders.
Prerequisite: PSY 101.

PSY 204 HUMAN RELATIONS 3 0 3

A course designed to acquaint the student with basic human psychology, with emphasis on the importance of effective human relationships in business situations as well as in daily living.
Prerequisite: None.

PSY 209 SOCIAL ASPECTS OF ADVERTISING 3 0 3

A survey of the advertising industry exploring the social aspects of advertising. Course content includes the survey of psychological and socio-economic factors that influence consumer buying decisions, demographic and psychographic market information, basic requirements of mass communication, regulatory agencies and advertising, and the pros and cons of advertising.
Prerequisite: CAT 101.

PSY 215 INTERPRETATION RELATIONSHIPS AND COMMUNICATION 3 0 3

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

PSY 1101 HUMAN RELATIONS 3 0 3

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.
Prereouisite: 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 emotional and social 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.

SOC 108 COMMUNITY RESOURCES 3 0 3

A study of the resource and service agencies in the community that may be used as a supportive service to industry, education and other human service institutions. A practicum experience is closely correlated with classroom activities so that students may apply knowledge and skills to an on-the-job learning situation.

SOC 1102 INTRODUCTION TO SOCIOLOGY 5 0 5

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

SSC 215 HUMANITIES SEMINAR 3 0 3

This is a speaker-discussion oriented course designed so that guest lecturers comprise about 2/3 of the class hours and discussion periods comprise the remaining 1/3 of the class. Students may hear presentations covering the broad variety of subjects aimed at increasing their overall awareness—in addition to presentations related to their major field of study. It is an elective course serving all technical curricula with major emphasis placed on Art and Design related areas.

SSC 232 SOCIAL HISTORY OF 18TH CENTURY DESIGN 3 0 3

A social history of post-Renaissance French, English, and American Cultures as expressed in their respective decorative arts and architecture is examined. Great emphasis is placed on social, political, and economic conditions of the 18th century which influenced interior design.

WLD 1100 BASIC GAS WELDING 2 4 4

Following a thorough discussion of safety rules, the first quarter of welding will survey the principles and practices of Oxyacetylene Welding and cutting. Emphasis will be on student use of equipment and skill building.

WLD 1101 BASIC WELDING 0 3 1

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver soldering, and flame-cutting methods applicable to mechanical repair work. (For Automotive Mechanics).
Prerequisite: None.

WLD 1102 BASIC ARC WELDING 2 4 4

Electric arc welding with major emphasis on the development of student skills in theory and practice will comprise the second quarter. Running weld beads and the determination of proper inspection procedures to be followed are examples of activities carried on.

WLD 1103 BASIC WELDING 1 5 3

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver soldering, and flame-cutting methods applicable to mechanical repair work. (For Automotive Body Repair.)
Prerequisite: None.

WLD 1105 AUTO BODY WELDING 2 6 4

Welding practices on material applicable to the installation of body panels and repairs to doors, fenders, hoods, and deck lids. Student runs beads, does butt and fillet welding. Performs tests to detect strengths and weaknesses of welded joints. Emphasis on safety procedures throughout the course. Mig Welding.
Prerequisite: WLD 1101.

WLD 1112 MECHANICAL TESTING AND INSPECTION 1 3 2

The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, destructive, free-bend, guided bend, nick-tear, notched-bend, tee-bend, nondestructive, V-notch, Charpy impact, etc.
Prerequisites: WLD 1120, WLD 1121.

WLD 1120 OXYACETYLENE WELDING AND CUTTING 3 12 7

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

WLD 1121 ARC WELDING 3 12 7

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

Prerequisite: None.

WLD 1122 COMMERCIAL AND INDUSTRIAL PRACTICES 3 9 6

Designed to build skills through practices in simulated industrial processes and techniques: sketching and laying out on paper the size and shape description, listing the procedure steps necessary to build the product, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and non-destructive tests and inspection.

Prerequisites: WLD 1120, WLD 1121.

WLD 1123 INERT GAS WELDING 1 6 3

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

Prerequisites: WLD 1120, WLD 1121.

WLD 1124 PIPE WELDING 3 12 7

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

Prerequisite: WLD 1121.

WLD 1125 CERTIFICATION PRACTICES 3 6 5

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

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

WLD 1151 ARC WELDING 2 4 4

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

WLD 1152 ARC WELDING 2 4 4

A continuation of WLD 1151.

WLD 1174 PIPE WELDING 1 5 3

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

WLD 1175 INERT GAS WELDING 1 5 3

A continuation of WLD 1174.

Continuing Education

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

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

Adult Basic Education

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

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

Beginning Level

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

Intermediate Level

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

Adult High School Programs

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

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

Academic Extension

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

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 supervisers, to develop the leadership abilities of supervisors, and to provide preparatory supervision training.

CPR and First Aid

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

Law Enforcement Training

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

Hospitality Education Programs

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

Emergency Medical Technician

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

Other Programs May Include

Aviation Ground School

Parent Education Courses

Childbirth Education (for expectant parents)

Woodworking

Plumbing

Home Repairs

Increasing Reading Efficiency

Public Speaking

Nursing Programs

SMALL
ENGINES

Board of Trustees

The Board of Trustees is made up of thirteen members: four appointed by the Governor, four by the Randolph County and City Boards of Education, and four by the County Commissioners; the Student Government Association President serves as a nonvoting member of the Board.

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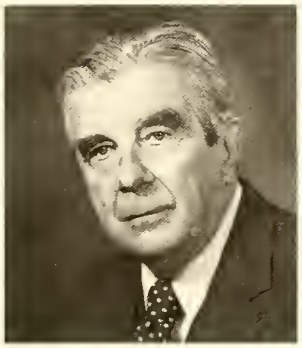

J. D. ROSS, JR.

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MRS. DOROTHY WATKINS

Learning Resources
Center

RANDOLPH TECHNICAL COLLEGE STAFF

President ..... M. H. Branson

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Payroll Clerk ..... Sue Newlin

Cashier ..... Teresa Johnson

Accounting Clerk ..... Nancy Hinshaw

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Affirmative Action Officer ..... Ann Spencer

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Campus Store Assistant ..... Frances McGee

Campus Store Assistant ..... Tina Allen

Campus Store Assistant ..... James Bullard

Campus Food Service Manager ..... Doris Smith

Staff ..... Tressie Britt

Staff ..... Frances Cripps

Staff ..... Mabel Edmonds

Staff ..... Ida Whitaker

Instruction

Vice President for Instruction ..... W. Allan Edwards

Administrative Assistant ..... Mary Wood

Switchboard-Receptionist Secretary ..... Glenda Mickey

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Systems Administrator ..... Curtis Vance

Continuing Education Division

Dean of Continuing Education ..... Wayne C. Eller

Executive Secretary ..... Clarice Crotts

Director of Occupational Extension Programs ..... Donald Childers

Secretary .....

Extension Director ..... Lewis Edwards

Secretary ..... Robin White

Extension Director .....

Adult Basic Education Director ..... Frances Moffitt

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ABE Instructor/Recruiter ..... Karen Allen

HRD Director ..... Dorothea Scott

Secretary ..... Jo Anne Minter

HRD Recruiter/Job Placement Officer .....

O & M Instructor-HRD Program ..... Marcel Bowden

Learning Resources Center

Dean of the Learning Resources Center ..... Merrill F. Smith

Secretary ..... Susan Warner

Coordinator of Library Services ..... Richard Wells

Evening Librarian ..... Leigh Moser

Library Technical Assistant ..... Janetta Wright

Library Assistant ..... Tina Inman

Coordinator of Audiovisual Services ..... Ed Finerty

Evening Audiovisual Assistant .....

Graphic Designer ..... Bill McCollum

Offset Press Operator ..... Betty Peoples

Coordinator of Individualized Instruction ..... Bill Baldwin

Assistant Coordinator of Individualized Instruction ..... Patsyanna Barker

Coordinator of Adult High School Programs ..... Carl Zeigler

Secretary ..... Betsy Kinney

Occupational Education Division

Dean of Occupational Education ..... Dorothy L. Carter

Executive Secretary ..... Sylvia Baumberger

Faculty Assistant ..... Bridget Gallimore

Secretary, Health Occupations ..... Wanda Brown

Evening Director ..... Garrett Rightsell

Evening Switchboard-Receptionist Secretary ..... Sonya Dunn

Director of Special Services ..... Rebekah Megerian

Secretary ..... Nancy Bizzell

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Dean of Student Development ..... John L. Roberson

Executive Secretary ..... O'Dene Suggs

Registrar ..... Ellen Robbins

Secretary ..... Lynn Lamb

Student Services Counselor ..... Mary Morgan

Student Services Counselor ..... Ned Tonkin

Evening Counselor ..... James Steadman

Admission Counselor-Field Representative ..... Sherry Thompson

Financial Aid Officer ..... Denise Cecil

Area Coordinators (Department of Community Colleges)

Law Enforcement Training Coordinator ..... Larry Kepley

Fire Service Training Coordinator ..... Mike Hill

Secretary ..... Judy Bowers

FACULTY

Art and Design Department

Henry Harsch, Departmental Chairman and Instructor, Commercial Graphics
B.S., M.A., East Carolina University

Joe R. Covington, Jr., Instructor, Commercial Graphics
Bachelor of Product Design, North Carolina State University at Raleigh

Ginger L. Flynt, Instructor, Commercial Graphics
A.A.S., Randolph Technical College/Bachelor of Environmental Design, North Carolina State University at Raleigh

Norman K. Hennessee, Instructor, Drafting
B.S., Appalachian State University

Charles L. Johnson, Instructor, Interior Design
B.F.A., Virginia Commonwealth University

Lawrence C. Norris, Instructor, Interior Design
B.F.A., Atlanta College of Art/M.F.A., East Carolina University

Lenton T. Slack, Instructor, Interior Design
B.F.A., Virginia Commonwealth University

Business Department

Evelyn G. Durham, Departmental Chairman and Instructor, Business
B.S.S.A., University of North Carolina at Greensboro

Amy A. Brantley, Instructor, Business
A.A.S., Randolph Technical College/B.T., Appalachian State University

Moir L. Cahill, Instructor, Business
B.A., Elon College/M.S.B.E., University of North Carolina at Greensboro

R. Darlene Cox, Instructor, Business
B.S.S.A., M.S.B.E., University of North Carolina at Greensboro

Lee J. Jordan, Jr., Instructor, Business
B.S., High Point College

Raymond E. Saunders, Instructor, Business
A.A.S., Guilford Technical Community College/-
B.A., University of South Carolina

Child Care Worker Department

Nona H. Fine, Departmental Chairman and Instructor, Child Care Worker
B.S., Appalachian State University

Developmental Studies Department - (Special Services)

Willie Jean Brown, Instructor, English
B.S., M.S., North Carolina Agricultural and Technical State University

Kathy B. Ketchie, Instructor, Math
B.A., Lenoir Rhyne College

Deborah J. Pritchett, Instructor, Reading
B.S., Bluefield State College/M.A. and Certified Reading Specialist, West Virginia College of Graduate Studies

Electronic Data Processing - Business Department

Robert E. Foy, Jr., Instructor, Electronic Data Processing-Business
B.A., Catawba College/A.A.S., Davidson County Community College

Phyllis E. Helms, Instructor, Electronic Data Processing—Business
B.A., University of North Carolina at Chapel Hill/A.A.S., Technical College of Alamance

Electronics - Electrical Department

Eugene B. Hicks, Departmental Chairman and Instructor, Electronics
B.E.E., Auburn University

M. William Baggett, Instructor, Electrical Installation and Maintenance

Robert H. Lindley, Instructor, Math-Electronics
B.A., University of North Carolina at Chapel Hill/B.S., Air Force Institute of Technology

Floral Design and Commercial Horticulture Department

Rodney H. Gore, Instructor, Floral Design
A.A., Southeastern Community College/B.S., Pembroke State University

William H. Shoaf, Instructor, Horticulture
A.A.S., Wayne Community College/B.T., Appalachian State University

Health Occupations Department

Karen L. Gallimore, Departmental Chairman, Health Occupations
B.S.N., M.S.N., University of North Carolina at Greensboro

Mary Rose Driggers, Instructor, Associate Degree in Nursing for the LPN
A.D., Montreat-Anderson College/B.S.N., M.S.N., University of North Carolina at Greensboro

Sue Ellen Miller, Instructor, Practical Nurse Education
B.S.N., University of North Carolina at Greensboro

Lynn C. Tesh, Instructor, Practical Nurse Education
B.S.N., University of North Carolina at Greensboro

Photography Department

Jerry M. Howell, Departmental Chairman and Instructor, Photography
B.A., Duke University/M.F.A., University of North Carolina at Greensboro

Cecil P. Allen, Instructor, Photofinishing

Samuel H. Bogosian, Instructor, Photography

Robert A. Heist, Jr., Instructor, Photography
B.S., Rochester Institute of Technology

Bil Jenko, Instructor, Photofinishing
A.A.S., Photography and Electronics Engineering Technology, Technical Specialty Diploma, Photofinishing, Randolph Technical College

Gilbert F. Jones, Instructor, Photography
B.P.A., Los Angeles Art Center School

Gregory T. Stewart, Instructor and Lab Manager, Photography
A.A.S., Randolph Technical College

Power Mechanics Department

C. Hubert Causey, Departmental Chairman and Instructor, Machinist

Thomas E. Brown, Instructor, Welding
Diploma, Randolph Technical College

James R. Hanson, Instructor, Automotive Mechanics

Robert W. Johnson, Instructor, Automotive Body Repair

Related Studies Department

Frank A. Montgomery, Departmental Chairman and Instructor, Math-Physics
B.A., University of North Carolina at Wilmington/M.S., North Carolina Agricultural and Technical State University

John A. Blackard, Instructor, English
B.A., M.A., University of North Carolina at Greensboro

Joyce P. Harrington, Instructor, English
B.S., M.A., Appalachian State University

Dorothy A. Synder, Instructor, English
B.A., Flora Macdonald College/M.Ed., University of North Carolina at Greensboro

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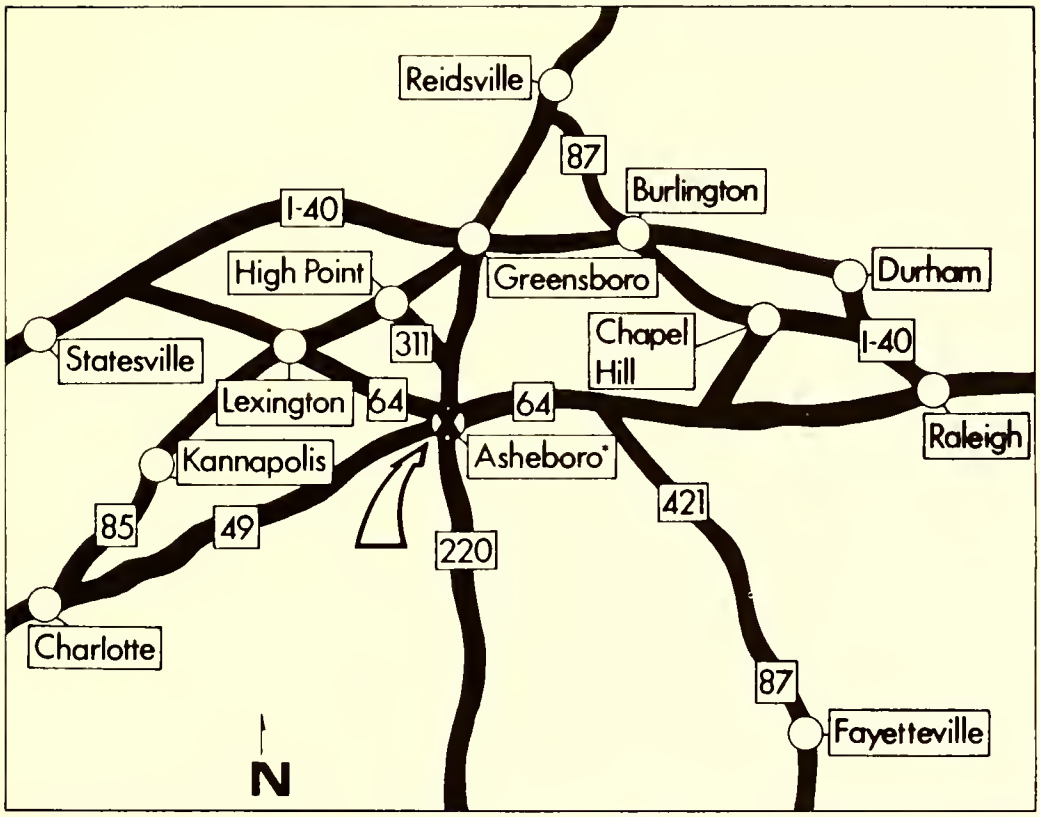

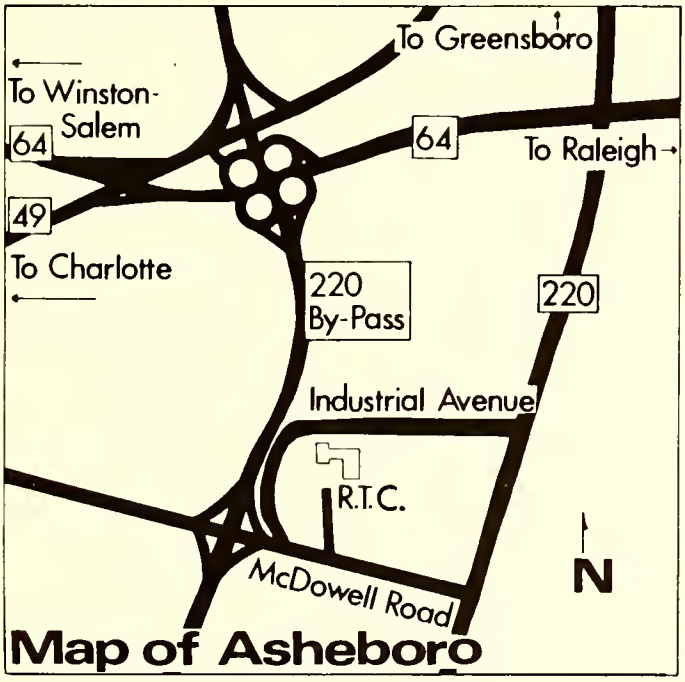

Randolph Technical College is located in Asheboro, North Carolina. As indicated on the state map above, Asheboro is within easy driving distance from many major North Carolina cities such as Greensboro, Raleigh, High Point, etc. The map to the left gives directions showing how to get to the Randolph Technical College campus once you have reached Asheboro. Please visit our campus sometime in the near future.

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