

# STANLY TECHNICAL INSTITUTE

CATALOG  
1973-1974



Dan Hyatt

## THE CATALOG

The purpose of the catalog is to furnish prospective students and other interested persons with information about Stanly Technical Institute and its programs. Announcements contained in this catalog are subject to change without notice and may not be regarded as binding obligations on the Institute or the State. Changes will be kept to a minimum, but changes in policy by the State Board of Education, the Department of Community Colleges, or by the local Board of Trustees may require alterations in curricula, fees, etc.

# STANLY TECHNICAL INSTITUTE

621 Wall Street

ALBEMARLE, NORTH CAROLINA 28001



## GENERAL CATALOG

1973-74



General Information .....	White
Technical Division .....	Yellow
Vocational Division .....	Blue
Continuing Education .....	Green
Learning Resources Center .....	White
Personnel of the Institute .....	White



## FOREWORD

Stanly Technical Institute is oriented toward the community it serves. The school offers opportunity to the human being who could become an outstanding contributor to the world, but who would never have been educated to do the job unless this institution existed in the community. Stanly Technical Institute opens its doors to any qualified resident. Geographic, social and economic barriers will not bar these doors of individual privilege, potential and opportunity.

The individuals who operate Stanly Technical Institute believe the keystone of our democracy is the value placed on the human personality. This school will continue to make the democratic invitation to each individual who seeks to live a meaningful life by reaching his full potentialities.

STI will always be the servant of the people by providing the highest quality in all educational programs. High individual performance, consistent with the standards established by the Board of Trustees and faculty, is encouraged.

This catalog will give the reader an overview of Stanly Technical Institute, a school that realizes the needs of people and attempts to meet those needs, a school built on ways to bring its students opportunities, a school interested in the welfare of its community.

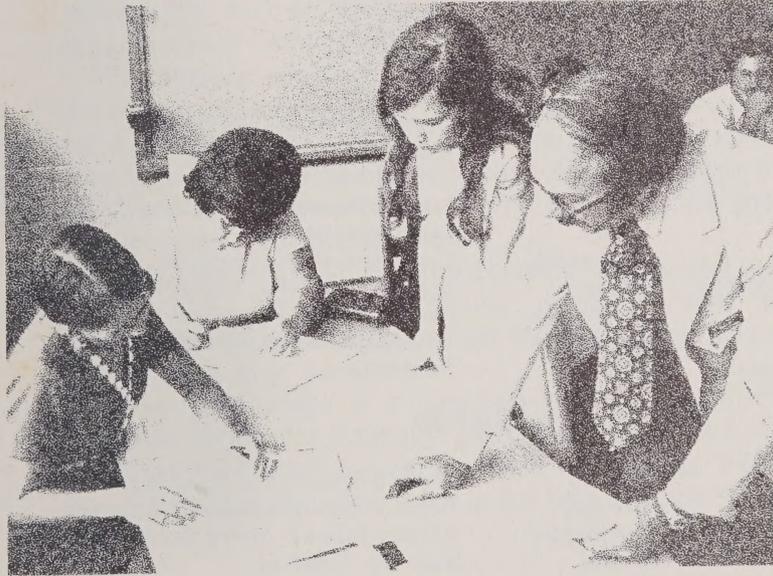
A large, stylized handwritten signature in black ink, which appears to read "Charles H. Byrd". The signature is fluid and cursive, with the first and last names being the most prominent.

Charles H. Byrd  
President

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## GENERAL INFORMATION

## ACADEMIC CALENDAR — 1973-74

### FALL QUARTER

September 4	Tuesday	Faculty Orientation
September 5	Wednesday	Registration
September 6, 7	Thurs. - Fri.	Faculty Work Days and Schedule Adjustment
September 10	Monday	1st day classes—Fall Quarter
September 21	Friday	Last Day for Drop-Add
November 14	Wednesday	Pre-registration for Winter Quarter
November 22, 23	Thurs. - Fri.	Thanksgiving Holidays
November 26, 27, 28	Mon. - Wed.	Exams

### WINTER QUARTER

November 29, 30	Thurs. - Fri.	Grade Averaging and Reporting
December 3	Monday	Registration and Schedule Adjustment
December 4	Tuesday	1st Day Classes—Winter Quarter
December 14	Friday	Last Day Drop-Add
December 19	Wednesday	Last Day Classes (Christmas)
December 20 - January 1	Tuesday	Christmas and New Year's Holidays
January 2	Wednesday	Classes Resume
February 13	Wednesday	Pre-registration for Spring Quarter
February 27, 28, March 1	Wed. - Fri.	Final Exams

### SPRING QUARTER

March 4	Monday	Grade Averaging and Reporting
March 5	Tuesday	Registration and Schedule Adjustment
March 6	Wednesday	1st Day Classes—Spring Quarter
March 15	Friday	Last Day Drop-Add
April 12 and 15	Fri. and Mon.	Easter Holidays
April 16	Tuesday	Classes Resume
May 15	Wednesday	Pre-registration for Summer Quarter
May 22, 23, 24	Wed. - Fri.	Final Exams

### SUMMER QUARTER

May 27, 28	Mon. - Tues.	Grade Averaging and Reporting
June 4	Tuesday	Registration and Schedule Adjustment
June 5	Wednesday	1st Day of Classes—Summer Quarter
June 14	Friday	Last Day of Drop-Add
July 4, 5	Thurs. - Fri.	Independence Day Holiday
August 21, 22	Wed. - Thurs.	Final Exams
August 23	Friday	Grade Averaging and Reporting
August 23	Friday	Graduation

## GENERAL INFORMATION

### HISTORY

Stanly Technical Institute was established in July, 1971, under the authority of the 1963 Community College Act. However, the College did not officially open until December, 1971. Following petitions by the county and city boards of education and the Stanly County Board of Commissioners, the late Senator Frank Patterson and the Honorable Richard Lane Brown III, were successful leaders in gaining approval by the North Carolina General Assembly to establish a technical institute. Before the end of 1971, a board of trustees was appointed, an organizational meeting held and a president chosen.

The temporary instructional facilities and administrative space were previously occupied by South Albemarle High School. Enrollment figures tell a dramatic story of Stanly Tech. The cumulative number of students who have taken courses at the College has grown from 31 in December, 1971, to over two thousand in December, 1972. The College enrollment is principally from Stanly County.

Stanly Tech has been highly successful in attracting a competent staff and faculty. Experienced faculty members with expertise bring preparation and dedication to their teaching. They see helping students as achieving their purpose.

Today the College is a co-education institution offering two-year technical, vocational, extension and general adult courses. The College is governed by a twelve-member board of trustees. Each member is a county resident and gives freely of his time to guide the operation of the institution.

### PURPOSE

Stanly Technical Institute was established as a comprehensive two-year institution to provide appropriate, economic, and convenient learning opportunities for all citizens beyond the normal high school age. Flexible programs of the Institute are designed to:

Provide two years of technical education appropriate to the needs of the individual and the community.

Provide vocational education for persons who wish to prepare for a trade or increase their present skill.

Provide adult education based on community needs and interest with special emphasis on basic education courses for grades 1-8, high school diploma programs, high school equivalency certificates, and cultural and community service programs.

Stanly Technical Institute has a continuing concern for the total welfare of each student. The school seeks to cultivate in each student healthy mental attitudes, development of abilities and talents, establish-

ment of human relationships, and motivation for progress in intellectual understanding.

### **THE OPEN DOOR ADMISSION POLICY**

Stanly Technical Institute maintains the "open door" admissions policy adopted by the comprehensive Community College System of North Carolina. To the student who comes with a willingness to learn, an entry program at his level of capability will be provided. The Institute attempts to instill in each student a sense of worth as a participating, worthwhile, and dignified member of his community and the whole human family.

### **THE ACADEMIC YEAR**

The school year is divided into four quarters of 55 school days. All credits are earned in quarter hours. The course description section of this catalog will indicate the number of credits required for graduation in each program.

### **THE LEARNING RESOURCES CENTER**

The Learning Resources Center for Stanly Technical Institute is located at the main campus.

The purpose of the Learning Resources Center, which consists of the Learning Laboratory, Library and the Audio-Visual Laboratory, is to serve all the educational programs of the institution and other community needs. The collection of 1,520 volumes and units available in the fall of 1972 included books, magazines, newspapers, A-V and programmed materials.

The Institution has determined the Center to be a place where learning occurs, not one in which printed and non-printed media are merely stored.

The Learning Resources Center is open from 8:30 a.m. to 5:00 p.m. Monday through Friday, and from 7:00 p.m. to 10:00 p.m. Monday through Thursday evenings.

### **AREAS OF STUDY**

#### **Technical Curriculums**

- Accounting
- Business Administration
- Commercial Art and Advertising Design
- Early Childhood Specialist
- General Office Technology
- Industrial Management
- Secretarial Science — Executive — Legal — Medical

Students completing the required hours in these technical curriculums are awarded the Associate in Applied Science Degree. See the technical (yellow) section of this catalog for course descriptions.

**Vocational Curriculumms**

Auto Body Repair

Electrical Installation and Maintenance

Electronic Servicing

Masonry

Practical Nursing \*

Students completing the requirements for these vocational curriculumms are awarded a diploma. See the vocational (blue) division of this catalog for course descriptions.

**ENTRANCE REQUIREMENTS**

All correspondence concerning admissions should be addressed to the Director of Student Personnel.

Stanly Technical Institute follows the "open door" policy required by the State Board of Education. This policy provides for admission of any North Carolina citizen who has attained the age of eighteen, or whose high school class has been graduated. This policy implements the philosophy of the North Carolina Community College System that Stanly Technical Institute has educational opportunities open to all educational levels and that, through effective guidance, a person can find his place in a proper educational program.

A high school diploma or its equivalent is desirable for admission to full time educational programs. Some exceptions may be made for individuals whose age and maturity make successful completion in a given program seem likely.

See individual course descriptions in this catalog for specific admission requirements, prerequisites, etc., for each curriculum.

**ADMISSION CRITERIA**

An applicant to Stanly Technical Institute should request his high school to submit a transcript showing graduation. High school seniors should have their school submit a transcript showing work through the first semester of the senior year and a supplementary transcript upon graduation.

An applicant holding the high school equivalency certificate should submit a copy of the certificate, and ask his high school to submit a transcript of all work done at the school.

Transcripts of previous education in colleges and technical institutions should be submitted to this institution. All transcripts must come to the office of Student Personnel from schools involved, not from the applicant.

In most cases students are required to take admission tests prior to entrance. These tests are designed for proper placement of the student in the curriculum in which he may excel. These tests are not designed to eliminate any student. There is no charge for the testing or counseling.

\* Contingent upon approval by North Carolina Board of Nursing.

All students are required to complete a statement regarding their physical condition. In some curriculums a physical examination by a physician is required.

All students are required to have an interview with a counselor from the Office of Student Personnel.

### RESIDENT STATUS

Out-of-state students are admitted under the same criteria as in-state students. Tuition and fees are established by the State Board of Education. Such tuition and fees approximate two and one half times the amount charged North Carolina residents.

A legal resident of North Carolina is one who has his dwelling in this state. It is important that each applicant for admission and each enrolled student understand the regulations and know his residence status for tuition payment. The following rules are guidelines.

1. A person twenty-one years of age or older is not deemed eligible for the lower tuition rate unless he has maintained his legal residence in North Carolina for at least six months preceding the date of his first enrollment in an institution of higher education in this state.
2. The legal residence of a person under twenty-one years of age at the time of his first enrollment in an institution of higher education in this state is that of his parents, surviving parent, or legal guardian. In cases where parents are divorced or legally separated the legal residence of the father will control unless custody of the minor was awarded by court order to the mother or to a legal guardian other than a parent. No claim of residence in North Carolina based upon residence of a guardian in North Carolina will be considered if either parent is still living unless the action of the court appointing the guardian antedates the student's first enrollment in a North Carolina institution of higher education by at least twelve months.
3. The residence status of any student is determined at the time of his first enrollment in an institution of higher education in North Carolina and may not thereafter be changed except (a) in the case of a nonresident minor student at the time of his first enrollment whose parents have since established legal residence in North Carolina, and (b) in the case of a resident who abandons his legal residence in North Carolina. In either case, the appropriate tuition rate will become effective at the beginning of the quarter or term next following the date of change of residence status.
4. The legal residence of a wife follows that of her husband, except that a woman currently enrolled in the institution as a resident

may continue as a resident even though she may marry a nonresident.

5. Military personnel attached to military posts or installations in North Carolina are not considered eligible for the lower tuition rate unless they have maintained a legal residence in the state for six months preceding the date of his first enrollment in an institution of higher education in the state.
6. Aliens lawfully admitted to the United States for permanent residence who have established a legal residence in North Carolina according to paragraphs 1, 2, or 4, above are eligible for the lower tuition rate.
7. Ownership of property in or payment of taxes to the State of North Carolina apart from legal residence will not qualify one for the lower tuition rate.

Any student or prospective student in doubt concerning his residence status must bear the responsibility for securing a ruling by stating his case in writing to the Office of the Registrar.

Incomplete or incorrect information regarding residence may result in the student's being dismissed from the institution.

### **TRANSFER STUDENTS**

The Director of Student Personnel will review applications for admission with advanced standing. Where subject content and length of course are comparable with those in the curriculum applied for, credit may be allowed for grades of C or above. Transfer credits will not influence the student's grade point average while attending Stanly Technical Institute. In cases where both school and student agree that an alternate course would be more beneficial to the student, such alternate course may be permitted.

### **ADMISSION OF FORMER STUDENTS**

Any former student who left the school in good standing is encouraged to enroll for additional study.

### **REGISTRATION**

Applicants who have been admitted and have paid their admission deposit will be notified of the date for registration. At registration students will be assigned class schedules, pay their fees, and purchase their books. A fee of \$5 is charged for late registration.

### **TUITION**

Since the College receives financial support through local, state and federal sources, tuition is very low. Tuition charges are set by the North Carolina State Board of Education and are subject to change without

notice. For in-state students registered for credit courses, tuition and fees are as follows:

Students enrolled for 13 credit hours or more — \$32 per quarter

Students enrolled for fewer than 13 credit hours — \$2.50 per credit hour

Out-of-State students:

Tuition for out-of-state students is computed at two and one half times the amount established for in-state students.

### **FEES**

Student Publication and Activity Fee:

Full-time student \$5 per quarter

Part-time student \$3 per quarter

### **BOOKS AND SUPPLIES**

It is the student's responsibility to obtain the required textbooks and supplies prior to the first meeting of a class. The College maintains a bookstore from which the student may purchase the necessary books and supplies.

### **SCHEDULE OF PAYMENTS**

Applicants are required to submit a deposit with the completed application form. A \$5 deposit for application to technical and vocational curriculums is necessary. This deposit is non-refundable but is applied to the student's tuition at time of enrollment.

All tuition charges are to be paid in full on registration day.

No student will be permitted to graduate, nor will a transcript be issued until all financial obligations to the business office are satisfied.

### **REFUNDS**

Tuition refunds will only be considered during the first ten calendar days of the quarter. Two-thirds of a student's tuition will be refunded if, in the judgment of Stanly Technical Institute officials, a student is compelled to withdraw for unavoidable reasons during that time. If a course or a curriculum fails to materialize all tuition will be refunded.

If a student, having paid the required tuition and fees for a quarter, withdraws from the Institute with the permission of the administration, the student may be allowed credit for unrefunded tuition if he applies for readmission in any of the next four quarters. Written request for this arrangement must be made.

Veterans or war orphans who receive financial aid under U. S. Code, Title 38, Chapters 33 and 35, can be refunded the pro rata portion of the tuition fee not used at the time of withdrawal.

## ACADEMIC REGULATIONS DEGREES—DIPLOMAS

### Degree Programs Defined

Stanly Technical Institute will confer the Associate in Applied Science Degree in all technical curriculums. This degree is conferred in the name of the North Carolina State Board of Education when all requirements for graduation have been satisfied.

### Diploma Programs Defined

Stanly Technical Institute will award a State Diploma in all trade curriculums. This diploma will be awarded in the name of the North Carolina State Board of Education when all requirements for graduation have been satisfied.

### DEGREE AND DIPLOMA REQUIREMENTS FOR GRADUATION

The following requirements are established as a minimum for the Associate in Applied Science Degree and State Diploma.

1. Complete all course requirements of the curriculum, earning at least a 2.0 grade point average in courses required for graduation.
2. Apply for graduation to the Director of Student Personnel one quarter prior to the quarter in which work is completed.
3. Be recommended by the chairman of the curriculum in which work has been completed.
4. Earn at least one-fourth of the credits required for a degree from this institution.
5. Fulfill all financial obligations to the Institute.
6. Be present for graduation exercises which are held during the last week of August. In cases of unavoidable circumstances exceptions to this requirement may be granted by the Director of Student Personnel. During graduation exercises candidates must be dressed in proper academic attire, as determined by the President of the Institution.

### SCHOLASTIC STANDARDS

At the end of each academic quarter quality points are assigned by the following formula. (The minimum grade point average for graduation is 2.0 or a grade average of C.)

- A—4 quality points per credit hour
- B—3 quality points per credit hour
- C—2 quality points per credit hour
- D—1 quality point per credit hour

Grades of F, W, AU, and I yield no quality points. Quality ratings are determined by dividing the total number of quality points by the number of credit hours attempted. If a course is repeated, the last grade will be used in computing the student's hour-quality point ratio. A ratio of 2.0 indicates that the student has an average of C; above 2.0 indicates that he has an average above; below 2.0 indicates that he has an average below C.

### GRADING SYSTEM

A — 93-100	Superior
B — 86-92	Above Average
C — 78-85	Average
D — 70-77	Passing
F — Below 70	Unsatisfactory
W — Withdrawal	
I — Incomplete	
AU — Audit	

**Incomplete:** Incomplete is assigned to a student who is unable to complete a course or take his final exam for unavoidable reasons. This grade must have the approval of the Director of Student Personnel. An incomplete must be removed within the next quarter the student is enrolled. Otherwise the incomplete becomes an F.

### COURSE AUDITING

Students who wish to audit courses must register through normal channels. Auditors receive no credit and are encouraged to attend class regularly and participate in class discussions. Auditors will be charged the same fees as students taking courses for credit.

### GRADE REPORTS AND TRANSCRIPTS

Shortly after the end of each quarter student grade reports are available to students in the Office of the Registrar.

Transcripts of the student's record will be sent to other schools, prospective employers or to the student himself if an official request is made to the registrar's office by the student.

Grade reports and transcripts are withheld by the registrar until all student obligations to the Institute have been met.

### DEANS LIST

Soon after the end of each quarter the Institute publishes a Deans List in order to honor students who have earned outstanding scholastic records. To be named to the Deans List, a student must take a minimum of 12 quarter hours of work and earn at least a B (3.0) average with no grade lower than C.

### **GRADUATION EXERCISES**

Graduation exercises are held at the end of the Summer Quarter on the date published in the academic calendar. Degrees and diplomas are awarded at this time.

Graduating students must fulfill all financial obligations to the Institute and be present for graduation exercises.

### **CHANGES IN GRADES**

A grade may be changed only through mutual agreement of the Director of Occupational Education and the involved faculty member.

### **PROFICIENCY EXAMINATIONS**

In some areas of instruction Proficiency Examinations will be available for those students who wish to demonstrate competency.

To obtain the Proficiency Examination the steps below will be followed:

1. The student should consult his advisor and the curriculum chairman concerning the possibility of a special examination in the area in which he excels.
2. The curriculum chairman and / or advisor will consult with the Director of Occupational Education. Upon their consensus, the date of the examination will be set. The examination may be written, oral, or both.
3. The student will appear at the designated time and place to take the proficiency examination. The course number and number of credit hours will be entered on the student's record (upon successful completion of the examination.) No quality points will be given.

### **CLASS ATTENDANCE**

Absences are a serious deterrent to good scholarship. It is impossible to receive instruction, obtain knowledge or gain skill when absent. As all students are adults with many responsibilities, an occasional absence from class might be absolutely necessary. However, such absences in no way lessen the student's responsibility of meeting the requirements of the class. There is always a direct relationship between the number of class absences and the final grade. It is the student's responsibility to contact the instructor for any missed assignments. Explanation for missing a class will not be demanded, but as a matter of courtesy, the reason for an absence should be given to the instructor.

Any student who accumulates five unexcused absences in a particular course will be dropped from that course. Students so dropped will be notified by the Student Personnel Office. This action does not constitute

an official withdrawal. The student must complete the regular withdrawal procedures through the Student Personnel Office.

### WITHDRAWALS

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

Procedures for withdrawal are as follows:

1. Obtain withdrawal form from the Office of Student Personnel.
2. Complete the withdrawal form according to outlined procedures printed on the form and secure all signatures.

A student who withdraws from the Institute will receive a grade of W (Withdraw).

Any student who withdraws from the Institute at any time without completing the withdrawal procedures will receive a grade of F (Failing).



## **STUDENT SERVICES**

### **GUIDANCE AND COUNSELING SERVICE**

The Office of Student Personnel maintains a staff of trained counselors whose services are available to students needing help with educational, vocational or personal problems.

Each full-time student at the Institute is assigned a faculty advisor who is available for help with problems related to the student's course work. The advisor serves as a direct link between the student and the administrative staff of the Institute.

### **HOUSING**

Since the Institute has no dormitory facilities, students who wish to live away from home must make their own housing arrangements. Suggestions of off-campus housing may be obtained in the Office of Student Personnel.

### **HEALTH SERVICES**

Limited health services are provided through the Office of Student Personnel. Injuries requiring more than minor first aid treatment will be treated in the emergency room of a nearby hospital.

### **STUDENT LOUNGE**

Students are encouraged to use the lounge as a place to meet, talk, eat and relax. The lounge is open from 8 a.m. until 10 p.m., Monday through Thursday, and from 8 a.m. until 5 p.m. on Friday.

Canteen service is available in the student lounge. Hot and cold foods and drinks are available from vending machines.

Facilities in the gym are also available for students' recreational activities.

### **STUDENT ACTIVITIES**

Stanly Technical Institute will offer its students the opportunity and encourage their participation in a variety of activities. Student activities are considered an integral part of the total educational experience.

### **JOB PLACEMENT**

The Director of Student Personnel and his staff will offer all possible assistance to graduates of the Institute to secure employment in their chosen field. This is not to be considered as a guarantee of employment. Close contact with business and industry in this area will be maintained (to bring employer and employee together.)

## STUDENT FINANCIAL AID

Financial aid on a limited basis is available to students. The requirements for obtaining loans or grants-in-aid vary with the various funds. The student's academic promise and financial needs are considered before financial aid is awarded.

The financial aid program is as follows:

### 1. Vocational Work-Study Program under the Vocational Act of 1963

Under this program an individual who needs financial aid in order to stay in school may apply for assistance. If assistance is awarded the student will be given part-time employment either by this institution or by another public agency or institution.

The student must meet the following requirements:

- a. He must have been accepted as a full-time student in a vocational educational program that meets standards set by the state and local school districts under the act. If he is enrolled, he must have a record of good standing and full-time attendance.
- b. He must need the earning in order to remain in school.
- c. He must be at least sixteen (16), but no more than twenty (20) years of age when he enters the work-study program.
- d. He must be considered capable of maintaining good standing in his vocational educational program while he is employed.

### 2. The Educational Opportunity Grants Program

The purpose of this program is to provide Educational Opportunity Grants to students of exceptional financial need, who, for the lack of financial means of their own or their families, would be unable to enter or remain in an institution of higher education.

The criteria on which the funds are awarded are as follows:

- a. Show evidence of academic or creative promise and capability of maintaining good standing in his course of study.
- b. Have an exceptional financial need.
- c. Be able to show that he would not be able to attend an institution of higher education without such financial assistance.

### 3. Work-Study under Title I, Part C, of the Economic Opportunity Act of 1964

The purpose of these funds is to stimulate and promote part-time

employment of students (especially those from low income families) in institutions of higher education. Students under this act are employed by the institution they attend or are placed off-campus in a public or private non-profit institution.

#### 4. Vocational Rehabilitation Act

By act of Congress, any physically or mentally handicapped student may be eligible for scholarship assistance under the provision of Public Law 565. Application for this assistance should be processed through the District Vocational Rehabilitation Office nearest the applicant.

#### 5. Veterans Administration Assistance

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

#### 6. Social Security Benefits

Monthly cash benefits may be paid to a child when one of his parents begins receiving social security disability, retirement benefits, or when a parent dies after having worked under social security long enough to be insured. These benefits may be paid to an unmarried child until he has reached his twenty-second (22) birthday if he is a full-time student at an educational institution.

These benefits terminate when a student:

- a. Reaches his twenty-second birthday
- b. Marries
- c. Withdraws from School. Benefits may continue during a vacation period of four months provided the student: (1) was a full-time student prior to the vacation period, and (2) intends to return to full-time student status following the vacation period.
- d. Reduces his class load below full-time status.
- e. Is adopted. (Only in certain cases.)

#### 7. Federal Programs

Stanly Technical Institute is cooperating with various federal agencies to provide financial assistance to occupational education trainees. Full information about such programs may be obtained from the Office of Student Personnel.

8. North Carolina College Foundation, Inc. State Board of Higher Education

a. Types:

1. Bryan Plan (Available only to students who are high school graduates.)
2. Insured Student Loan Plan (Available to high school graduates who have been accepted by an educational institution prior to applying for loan.)

b. Amount of Loan Restrictions

1. Based on demonstrated need
2. Maximum insured student loan is \$1,500.00

### **SCHOLARSHIPS**

Various scholarships are made available through industry, civic and social clubs. Students interested in these funds should contact the Director of Student Personnel.

### **STUDENT CONDUCT**

College students are considered to be mature individuals. Their conduct, both in and out of college, is expected to be that of any respectable adult in a public place. Under these circumstances it is expected that the student will at all times remember he is living in a democratic situation and that the reputation of the Institution rests on his shoulders. Common courtesy and cooperation make the above suffice for a long list of rules and regulations.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The rights of students as citizens are acknowledged and reaffirmed. Students rights include the privilege of education, the freedom to hear, to study, to write, and to exercise the right of citizenship.

Stanly Technical Institute expects all students to conduct themselves with honor and to maintain high standards of responsible citizenship. The campus and Institute facilities are not places of refuge or sanctuary. Students, as all citizens, are subject to civil authority on and off the campus.

### **STUDENT DISCIPLINE**

The President and the Director of Student Personnel are authorized to dismiss immediately any student who impairs, impedes, or disrupts the legal mission, processes, or functions of the Institute. Students counseling, encouraging, instigating, or inciting others to impair, impede, or disrupt the educational and other lawful operations of the Institute also shall be subject to immediate dismissal.

A student who has been dismissed may request a hearing with the Director of Student Personnel. At this time charges would be carefully described and examined. The student may be represented by legal counsel at this hearing.

### **STUDENT GRIEVANCE PROCEDURES**

The following procedure is used by students for the resolution of complaints and grievances within Stanly Technical Institute. Complaints, (defined as claims of unfair or arbitrary treatment, and matters of interpretation and application other than dismissal) are to be adjusted through the Office of Student Personnel.

If the matter is not settled at that level, a formal grievance may be instituted. Formal grievances may be initiated by filing a statement with the President of the Institute. The President will issue a written decision within five days after receiving the statement.

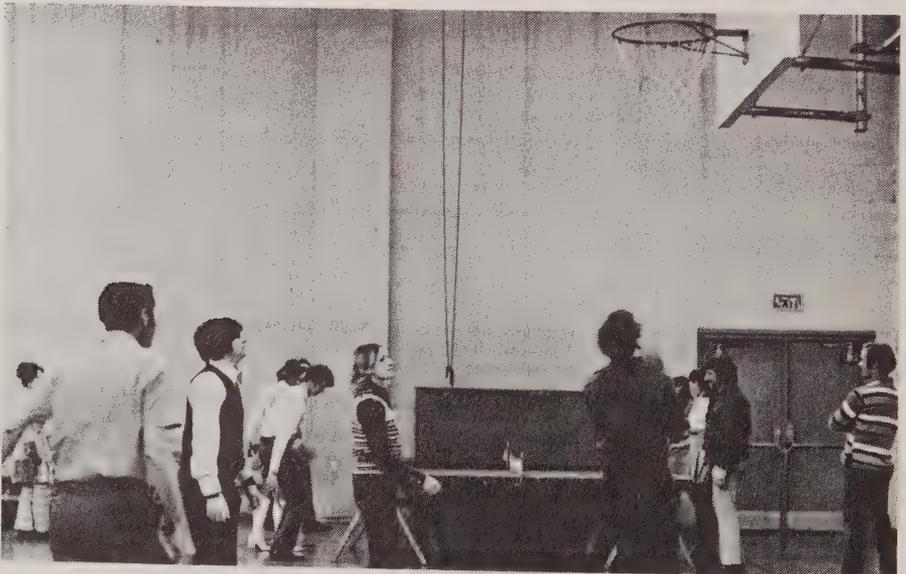
### **STUDENT APPEAL**

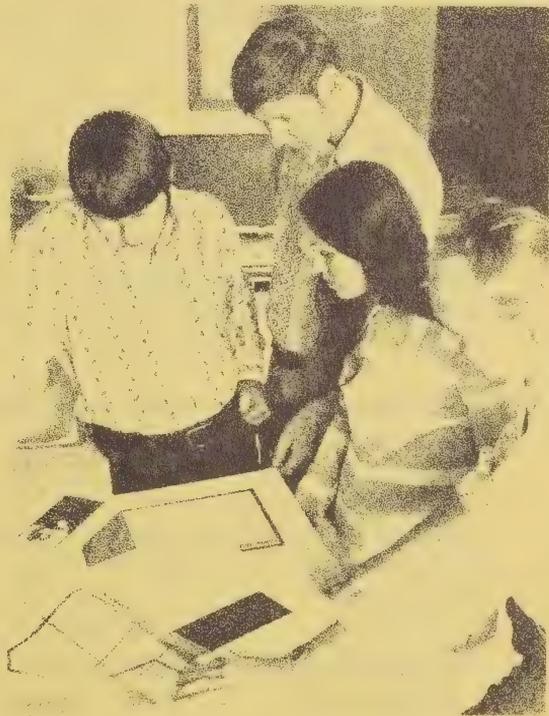
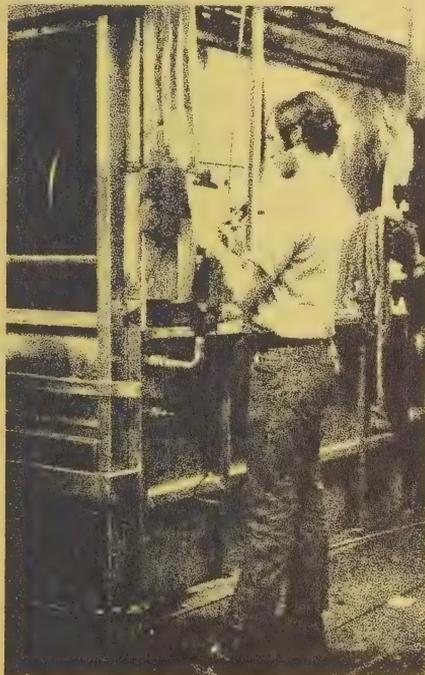
The Board of Trustees of Stanly Technical Institute agrees that all students have the right of due process of law as supported by the Fourteenth Amendment to the Constitution of the United States and approves the following procedures:

1. (At any time during the appeal process) Students may be represented by legal counsel.
2. Students have the right to appeal any dismissal action of the Director of Student Personnel to the President of the Institute through the manner described in 3.
3. The student shall submit a written appeal to the President. A meeting with the student will be called within five days of the appeal.
4. The President of the Institute will issue a written decision within five days after meeting with the student.
5. Should the student not wish to accept the decision of the President as final, he may appeal directly to the Board of Trustees through the manner described in 6.
6. The student will state such wishes in writing to the President, who is secretary to the Board, indicating the number and identity of those persons who will accompany him to the appeal hearing.
7. The President will notify the student in writing, at least two days prior to the meeting, as to the date, hour, and the place of meeting.
8. The Chairman of the Board of Trustees may call a special meeting of the Personnel Committee of the Board of Trustees to hear the appeal if the next scheduled Committee meeting in as

much as 30 days from the date of the letter requesting the hearing.

9. The Committee, with the Secretary of the Board as the presiding official, will hear the student and the Director of Student Personnel at different times and will render a decision to the student in writing through the secretary of the board.





# TECHNICAL DIVISION

## TECHNICAL DIVISION

Technicians make up an increasingly large proportion of the work force in our expanding economy. Technicians must not only have knowledge but must be able to impart it to others as they serve in a supervisory capacity.

Several technical curriculums are offered by Stanly Technical Institute. The courses offer instruction on the college level in specific technical areas as well as in general education. The curriculums are normally six quarters in length, each quarter composed of twenty to thirty classroom and laboratory work hours per week. Outside assignments require additional study at home or in the Learning Resources Center.

The Associate in Applied Science Degree is awarded to students who complete the program. Students who complete less than the entire course of study are given certificates.

Courses may be transferred to other institutions only as those institutions determine that the course is applicable to their curriculum requirements.

### TECHNICAL CURRICULUMS

- Accounting
- Business Administration
- Commercial Art and Advertising Design
- Early Childhood Specialist
- General Office Technology
- Industrial Management
- Secretarial Science — Executive — Legal — Medical

## ADMISSION REQUIREMENTS

An applicant for the Associate in Applied Science Degree must meet the following requirements:

1. Have a high school diploma or the equivalent.
2. Be eighteen years old or older or his high school class must have been graduated.
3. Demonstrate a level of achievement on the placement tests as determined by the Director of Student Personnel. Some curriculums may require a specific type of test in addition to the standard placement test.
4. Have a personal interview with a counselor or the Director of Student Personnel. During this time the applicant's test scores and previous scholastic records will be evaluated and interests and feelings about success appraised.
5. Be in good physical and mental health. All students are required to submit medical reports.
6. Provide a high school transcript along with all other post-secondary academic records.

## ADMISSION PROCEDURE

Individuals who wish to enter a technical curriculum should:

1. Complete and return to the Director of Student Personnel an application form and a \$5 deposit. These forms can be obtained by writing the Office of Student Personnel.
2. Have transcripts of all previous education mailed to the Office of Student Personnel.
3. Satisfy all test requirements.
4. Attend a personal interview.
5. Provide all medical information requested.

## ACCOUNTING

Accounting is one of the fastest growing employment fields in America today, and the job outlook for good accountants seems bright for many years to come. These opportunities are the result of the tremendous business and industrial expansion in all parts of the country. Because of this emphasis, there is a growing need for trained people in the area of accounting to help managers keep track of a firm's operation. The Accounting Curriculum is designed to fill this need by offering students the necessary accounting theories and skills for entry into the accounting profession.

The duties and responsibilities of an accountant vary somewhat in some of the things an accountant might do are: record transactions, render periodic reports, maintain cost records, make special reports, complete tax returns, audit the books, and advise management in areas of financial affairs.

The graduate of the Accounting Curriculum may qualify for various jobs in business and industry leading to any of the following accounting positions: accounting clerk, payroll clerk, accounting machine operator, auditor, and cost accountant. This training plus further experiences should prepare them to become office managers, accounting supervisors, and to fill other responsible positions in a business firm.



## SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours Per Week	Quarter Hours
	Class    Lab	Hours    Credit
<b>FIRST QUARTER</b>		
ENG 101 Grammar	3    0	3
BUS 101 Introduction to Business	5    0	5
BUS 102 Typewriting (or elective)	2    3	3
BUS 110 Office Machines	2    2	3
MAT 110 Business Mathematics	5    0	5
	<hr style="width: 100%;"/>	
	17    5	19
<b>SECOND QUARTER</b>		
Elective	5    0	5
ECO 102 Economics	3    0	3
ENG 102 Composition	3    0	3
BUS 115 Business Law	3    0	3
BUS 120 Accounting	5    2	6
	<hr style="width: 100%;"/>	
	19    2	20
<b>THIRD QUARTER</b>		
Elective	3    0	3
ECO 104 Economics	3    0	3
BUS 116 Business Law	3    0	3
BUS 121 Accounting	5    2	6
ENG 204 Oral Communication	3    0	3
	<hr style="width: 100%;"/>	
	17    2	18
<b>FOURTH QUARTER</b>		
ENG 103 Report Writing	3    0	3
EDP 104 Introduction to Data Processing	3    2	4
BUS 123 Business Finance	3    0	3
BUS 222 Accounting	5    2	6
BUS 225 Cost Accounting	3    2	4
	<hr style="width: 100%;"/>	
	18    6	20
<b>FIFTH QUARTER</b>		
BUS 124 Business Finance	3    0	3
ENG 206 Business Communication	3    0	3
BUS 223 Accounting	5    2	6
BUS 227 Accounting Theory	3    2	4
BUS 235 Business Management	3    0	3
	<hr style="width: 100%;"/>	
	17    4	19
<b>SIXTH QUARTER</b>		
Elective	3    0	3
BUS 226 Managerial Accounting	5    2	6
BUS 229 Taxes	3    2	4
BUS 269 Auditing	5    2	6
	<hr style="width: 100%;"/>	
	16    6	19

## COURSE DESCRIPTIONS BY QUARTERS

	Hours Per Week		Quarter Hours Credit
	Class	Lab	
<b>FIRST QUARTER</b>			
<b>ENG 101 Grammar</b>	<b>3</b>	<b>0</b>	<b>3</b>
Designed to aid the student in the improvement of self-expression. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.			
Prerequisite: None.			
<b>BUS 101 Introduction to Business</b>	<b>5</b>	<b>0</b>	<b>5</b>
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.			
<b>BUS 102 Typewriting</b>	<b>2</b>	<b>3</b>	<b>3</b>
Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.			
Prerequisite: None.			
<b>BUS 110 Office Machines</b>	<b>2</b>	<b>2</b>	<b>3</b>
A general survey of business and office machines. Student will receive training techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator.			
Prerequisite: None.			
<b>MAT 110 Business Mathematics</b>	<b>5</b>	<b>0</b>	<b>5</b>
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.			
Prerequisite: None.			
<b>SECOND QUARTER</b>			
<b>ECO 102 Economics</b>	<b>3</b>	<b>0</b>	<b>3</b>
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.			
<b>ENG 102 Composition</b>	<b>3</b>	<b>0</b>	<b>3</b>
Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition.			
Prerequisite: ENG 101.			
<b>BUS 115 Business Law</b>	<b>3</b>	<b>0</b>	<b>3</b>
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.			
Prerequisite: None.			
<b>BUS 120 Accounting</b>	<b>5</b>	<b>2</b>	<b>6</b>
Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.			
Prerequisite: MAT 110.			

## THIRD QUARTER

**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.

**BUS 116 Business Law** 3 0 3

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

Prerequisite: BUS 115.

**BUS 121 Accounting** 5 2 6

A study of partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.

Prerequisite: BUS 120.

**ENG 204 Oral Communication** 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 improving diction, voice, and speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews.

Prerequisite: ENG 101.

## FOURTH QUARTER

**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 the student's curriculum.

Prerequisite: ENG 102.

**EDP 104 Introduction to Data Processing Systems** 3 2 4

Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses.

Prerequisite: None.

**BUS 123 Business Finance** 3 0 3

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

Prerequisite: None.

**BUS 222 Accounting** 5 2 6

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 121.

**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 are studied.

Prerequisite: BUS 121.

## FIFTH QUARTER

**BUS 124 Business Finance** 3 0 3

Includes a study of the financing, federal, state, and local government and the ensuing effects upon the economy. Factors affecting supply of funds, monetary and credit policies are studied.

Prerequisite: BUS 123.

**ENG 206 Business Communication** 3 0 3

Develops skills and techniques needed in writing business communications. Emphasis is placed on writing action — getting sales letters and business reports.

Prerequisite: ENG 102.

**BUS 223 Accounting** 5 2 6

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 227 Accounting Theory** 3 2 4

Accounting Theory is designed to provide a frame of reference in the theory of income, in asset valuation, in the history of accounting thought, and as a general survey in the field of financial accounting. It is also designed to enable the student through the processes of inductive and deductive reasoning to obtain a better understanding of the many controversial topics in the area of accounting theory and to evaluate critically these abstract points of view.

Prerequisite: BUS 121.

**BUS 235 Business Management** 3 0 3

Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business — qualifications and requirements are studied.

Prerequisite: None.

## SIXTH QUARTER

**BUS 269 Auditing** 3 2 4

Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance.

Prerequisite: BUS 121.

**BUS 226 Managerial Accounting** 5 2 6

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

Prerequisite: BUS 223.

**BUS 226 Managerial Accounting** 5 2 6

The course consists of the presentation, analysis, and interpretation of financial data, accounting and managerial control and planning. The objective is to explain how accounting data can be interpreted and used by management in planning and controlling business activities and to show how accounting can help to solve the problems that confront those who are directly responsible for the management of the enterprise.

Prerequisite: BUS 121.

## BUSINESS ADMINISTRATION

Persons with specialized education in business beyond the high school level are those who best meet the requirements of the employer in today's industry. This curriculum is designed to prepare the student in many phases of administrative work. Graduates of this program must meet these objectives:

1. Understand the principles of organization and management in business operations.
2. Understand the economy through study and analysis of the role of production and marketing.
3. Know specific elements of accounting, finance and business law.
4. Understand and have some skill in effective communication for business.
5. Have an understanding of human relations as they apply to successful business operations in a rapidly expanding economy.

Graduates of this program may enter a variety of positions from sales to office clerk to manager trainee. Duties will vary according to the position held.



## SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours Per Class	Week Lab	Quarter Hours Credit
<b>FIRST QUARTER</b>			
T-ENG 101 Grammar	3	0	3
T-BUS 102 Typewriting (or Elective)	2	3	3
T-MAT 110 Business Mathematics	5	0	5
T-BUS 101 Introduction to Business	5	0	5
T-ECO 102 Economics	3	0	3
	<hr/>		<hr/>
	18	3	19
<b>SECOND QUARTER</b>			
T-ENG 102 Composition	3	0	3
T-BUS 120 Accounting	5	2	6
T-ECO 104 Economics	3	0	3
T-BUS 115 Business Law	3	0	3
T-BUS 123 Business Finance	3	0	3
	<hr/>		<hr/>
	17	2	18
<b>THIRD QUARTER</b>			
T-ENG 103 Report Writing	3	0	3
T-BUS 124 Business Finance	3	0	3
T-BUS 110 Office Machines	2	2	3
T-BUS 121 Accounting	5	2	6
T-BUS 116 Business Law	3	0	3
	<hr/>		<hr/>
	16	4	18
<b>FOURTH QUARTER</b>			
T-ENG 204 Oral Communication	3	0	3
T-BUS 232 Sales Development	3	0	3
T-EDP 104 Introduction to Data Processing Systems	3	2	4
T-BUS 239 Marketing	5	0	5
Elective	3	0	3
	<hr/>		<hr/>
	17	2	18
<b>FIFTH QUARTER</b>			
T-ENG 206 Business Communication	3	0	3
Social Science Elective	3	0	3
T-BUS 243 Advertising	3	2	4
T-BUS 235 Business Management	3	0	3
Elective	3	0	3
	<hr/>		<hr/>
	15	2	16
<b>SIXTH QUARTER</b>			
Social Science Elective	3	0	3
T-BUS 229 Taxes	3	2	4
T-BUS 272 Principles of Supervision	3	0	3
T-BUS 271 Office Management	3	0	3
Elective	6	0	6
	<hr/>		<hr/>
	18	2	19

## COURSE DESCRIPTIONS BY QUARTERS

Course Title	FIRST QUARTER		Quarter Hours Credit
	Class	Lab	
<b>T-ENG 101 Grammar</b>	<b>3</b>	<b>0</b>	<b>3</b>
Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.			
Prerequisite: None.			
<b>T-BUS 102 Typewriting</b>	<b>2</b>	<b>3</b>	<b>3</b>
Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation and manuscripts.			
Prerequisite: None.			
<b>T-MAT 110 Business Mathematics</b>	<b>5</b>	<b>0</b>	<b>5</b>
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.			
Prerequisite: None.			
<b>T-BUS 101 Introduction to Business</b>	<b>5</b>	<b>0</b>	<b>5</b>
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.			
<b>T-ECO 102 Economics</b>	<b>3</b>	<b>0</b>	<b>3</b>
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.			
<b>SECOND QUARTER</b>			
<b>T-ENG 102 Composition</b>	<b>3</b>	<b>0</b>	<b>3</b>
Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition.			
Prerequisite: T-ENG 101.			
<b>T-BUS 120 Accounting</b>	<b>5</b>	<b>2</b>	<b>6</b>
Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.			
Prerequisite: None.			
<b>T-ECO 104 Economics</b>	<b>3</b>	<b>0</b>	<b>3</b>
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: T-ECO 102.			

**T-BUS 115 Business Law** **3 0 3**  
 A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

Prerequisite: None.

**T-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: None.

### THIRD QUARTER

**T-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: T-ENG 102.

**T-BUS 124 Business Finance** **3 0 3**  
 Financing, federal, state and local government and the ensuing effects upon the economy. Factors affecting supply funds, monetary and credit policies.

Prerequisite: T-BUS 123.

**T-BUS 110 Office Machines** **2 2 3**  
 A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator.

Prerequisite: None.

**T-BUS 121 Accounting** **5 2 6**  
 Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.

Prerequisite: T-BUS 120.

**T-BUS 116 Business Law** **3 0 3**  
 Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights.

Prerequisite: T-BUS 115.

### FOURTH QUARTER

**T-ENG 204 Oral Communication** **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.

Prerequisite: T-ENG 101.

**T-BUS 232 Sales Development** **3 0 3**  
 A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required.

Prerequisite: None.

**T-EDP 104 Introduction to Data Processing Systems** 3 2 4  
 Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detailed study of particular computer problems. This course is a prerequisite for all programming courses.

Prerequisite: None.

**T-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.

**FIFTH QUARTER**

**T-ENG 206 Business Communication** 3 0 3  
 Develops skills in techniques in writing business communications. Emphasis is placed on writing action — getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry.

Prerequisite: T-ENG 102.

**T-BUS 143 Advertising** 3 2 4  
 The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals; product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media.

Prerequisite: None.

**T-BUS 235 Business Management** 3 0 3  
 Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business — qualifications and requirements.

Prerequisite: None.

**SIXTH QUARTER**

**T-BUS 229 Taxes** 3 2 4  
 Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance.

Prerequisite: T-BUS 121.

**T-BUS 272 Principles of Supervision** 3 0 3  
 Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.

Prerequisite: None.

**T-BUS 271 Office Management** 3 0 3  
 Presents the fundamental principles of office management. Emphasis on the role of office management including its function, office automation, planning, controlling, organizing and actuating office problems.

Prerequisite: None.

**ELECTIVES**

**T-BUS 247 Business Insurance** 3 0 3  
 A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included.

Prerequisite: None.

<b>T-BUS 219 Credit Procedures and Problems</b>	<b>3</b>	<b>0</b>	<b>3</b>
Principles and practices in the extension of credit; collection procedure; laws pertaining to credit extension and collection are included.			
Prerequisite: T-BUS 120.			
<b>T-BUS 255 Interpreting Accounting Records</b>	<b>3</b>	<b>0</b>	<b>3</b>
Designed to aid the student in developing a "use understanding" of accounting records, reports and financial statements. Interpretation, analysis, and utilization of accounting statements.			
Prerequisite: T-BUS 121.			
<b>T-BUS 233 Personnel Management</b>	<b>3</b>	<b>0</b>	<b>3</b>
Principles of organization and management of personnel, procurement, placement, training, performance checking, supervision, remuneration, labor relations, fringe benefits and security.			
Prerequisite: None.			
<b>T-BUS 245 Retailing</b>	<b>3</b>	<b>0</b>	<b>3</b>
A study of the role of retailing in the economy including development of present retail structure, functions performed, principles governing effective operation and managerial problems resulting from current economic and social trends.			
Prerequisite: None.			
<b>T-BUS 237 Wholesaling</b>	<b>3</b>	<b>0</b>	<b>3</b>
The development of wholesaling; present day trends in the United States. A study of the functions of wholesaling.			
Prerequisite: None.			
<b>T-BUS 266 Budget and Record Keeping</b>	<b>3</b>	<b>0</b>	<b>3</b>
The basic principles, methods, and procedures for preparation and operation of budgets. Special attention is given to the involvement of individual departments and the role they play. Emphasis on the necessity for accurate record keeping in order to evaluate the effectiveness of budget planning.			
Prerequisite: T-BUS 121.			
<b>T-BUS 217 Business Law</b>	<b>3</b>	<b>0</b>	<b>3</b>
A study of the powers, policies, methods, and procedures used by the various federal, state and local administrative agencies in promoting and regulating business enterprises. It includes consideration of the constitutional and statutory limitations on these bodies and judicial review of administrative action.			
Prerequisite: T-BUS 116.			
<b>T-SSC 201 Social Science</b>	<b>3</b>	<b>0</b>	<b>3</b>
An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology.			
Prerequisite: None.			
<b>T-SSC 202 Social Science</b>	<b>3</b>	<b>0</b>	<b>3</b>
A further study of social sciences with emphasis on economics, political science, and social problems as they relate to the individual.			
Prerequisite: T-SSC 201.			
<b>T-PSY 206 Applied Psychology</b>	<b>3</b>	<b>0</b>	<b>3</b>
A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.			
Prerequisite: None.			

**T-SSC 205 American Institutions****3 0 3**

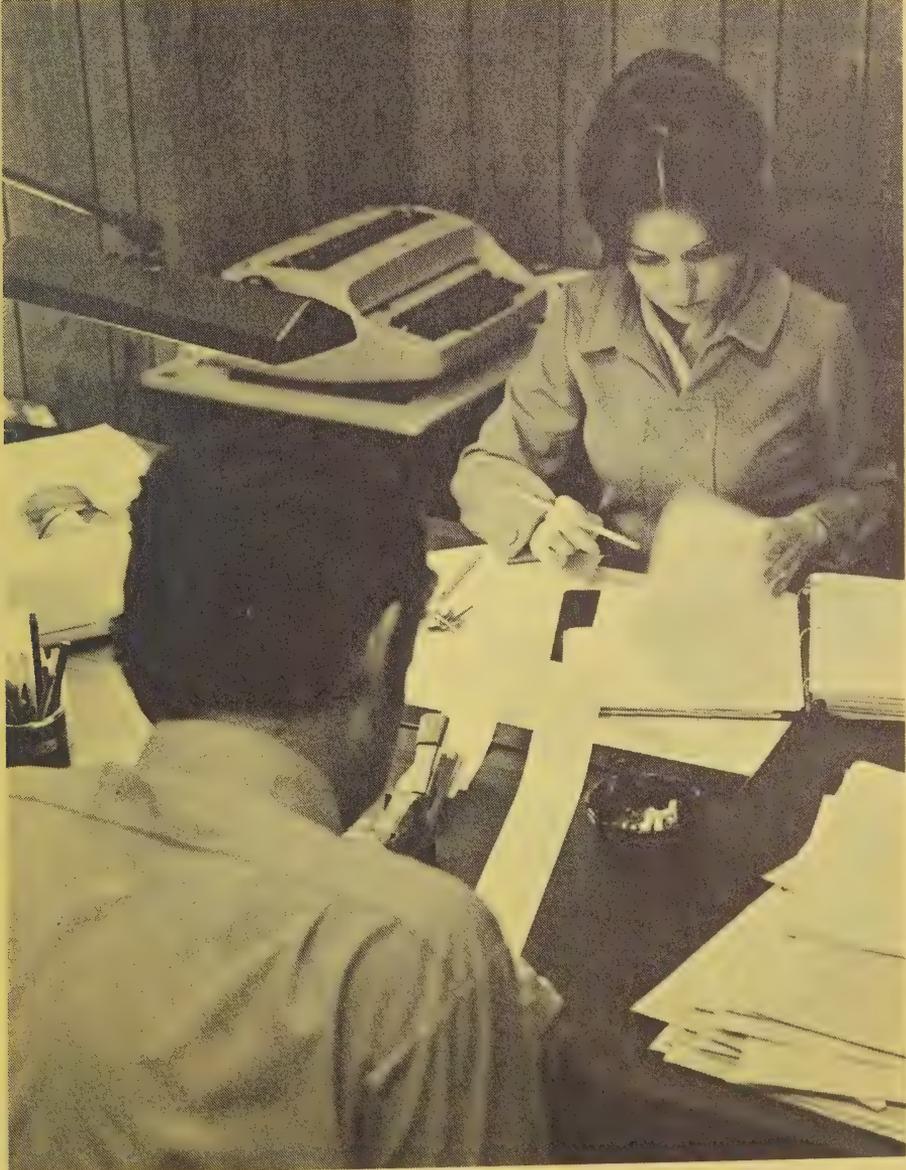
A study of the effect of American social, economic, and political institutions upon the individual as a citizen and as a worker. The course dwells upon current local, national, and global problems viewed in the light of our political and economic heritage.

Prerequisite: None.

**T-POL 201 United States Government****3 0 3**

A study of government with emphasis on basic concepts, structure, powers, procedures and problems.

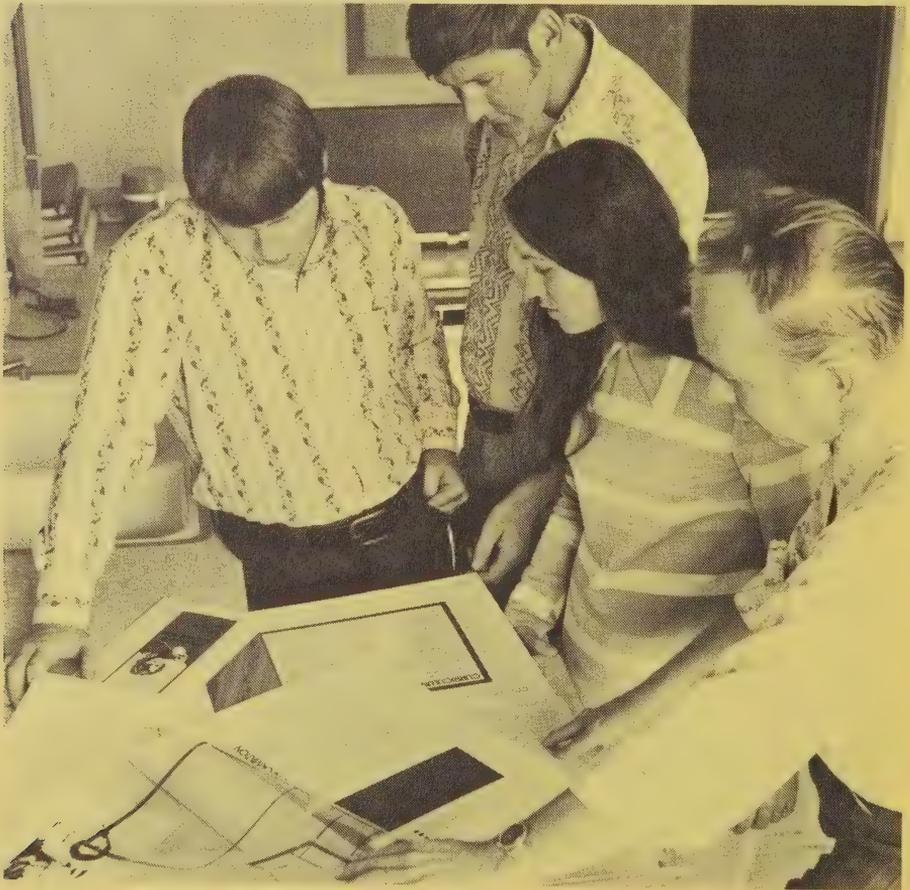
Prerequisite: None.



## COMMERCIAL ART AND ADVERTISING DESIGN

The Commercial Art and Advertising Design curriculum provides the student with a sound, well-rounded background in the technical and creative areas which will be valuable to him throughout his professional life. Graduates of this curriculum will have the ability in illustration, layout, lettering, design, and production necessary for entry into one or more of the commercial art occupations.

The commercial art and advertising artist creates and designs layouts and illustrations for printing, posters, signboards, billboards, and show cards. He may design and prepare charts, diagrams, sketches, and maps for publication and exhibition and perform responsible illustrative work for package design, photography, lettering and art work for the printing processes. Opportunities for graduates of this program may be with art and design studios, advertising agencies, newspapers and magazines, department stores, industrial advertising departments, government agencies, television studios, and printing and publishing houses.



## SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours Per Class	Week Lab	Quarter Hours Credit
<b>FIRST QUARTER</b>			
T-ENG 101 Grammar	3	0	3
T-DFT 101 Technical Drafting	0	6	2
T-CAT 101 Advertising Principles	3	0	3
T-CAT 105 Life Study	2	3	3
T-CAT 121 Commercial Art & Adv. Des.	3	9	6
	<u>11</u>	<u>18</u>	<u>17</u>
<b>SECOND QUARTER</b>			
T-ENG 102 Composition	3	0	3
T-DFT 102 Technical Drafting	0	6	2
T-MAT 110 Business Mathematics	5	0	5
T-CAT 106 Life Study	0	6	2
T-CAT 122 Comm. Art & Adv. Des.	3	9	6
	<u>11</u>	<u>21</u>	<u>18</u>
<b>THIRD QUARTER</b>			
T-ENG 103 Report Writing	3	0	3
T-CAT 110 Industrial Illustration	2	6	4
T-CAT 116 Photography	2	6	4
T-CAT 123 Comm. Art & Adv. Des.	3	9	6
	<u>10</u>	<u>21</u>	<u>17</u>
<b>FOURTH QUARTER</b>			
T-ENG 204 Oral Communications	3	0	3
T-CAT 205 Advertising Copywriting	3	0	3
T-CAT 212 Advertising Illustration	1	3	2
T-CAT 224 Comm. Art & Adv. Des.	3	9	6
Elective	4	0	4
	<u>14</u>	<u>12</u>	<u>18</u>
<b>FIFTH QUARTER</b>			
Social Science Elective	3	0	3
T-CAT 213 Advertising Illustration	1	3	2
T-CAT 217 Photography	2	6	4
T-CAT 225 Comm. Art & Adv. Des.	3	9	6
Elective	4	0	4
	<u>13</u>	<u>18</u>	<u>19</u>
<b>SIXTH QUARTER</b>			
Social Science Elective	3	0	3
T-CAT 214 Advertising Illustration	1	3	2
T-CAT 226 Comm. Art & Adv. Des.	3	9	6
T-CAT 235 Adv. Art Direction	5	0	5
Elective	3	0	3
	<u>15</u>	<u>12</u>	<u>19</u>

## COURSE DESCRIPTIONS BY QUARTERS

Course Title	FIRST QUARTER	Hours Per Week		Quarter Hours Credit
		Class	Lab	
<b>T-ENG 101 Grammar</b>		<b>3</b>	<b>0</b>	<b>3</b>
Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.				
Prerequisite: None.				
<b>T-DFT 101 Technical Drafting</b>		<b>0</b>	<b>6</b>	<b>2</b>
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 principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective are introduced.				
Prerequisite: None.				
<b>T-CAT 101 Advertising Principles</b>		<b>3</b>	<b>0</b>	<b>3</b>
A comprehensive survey of the history and development of advertising including a discussion of its economic and social values. An introduction to advertising media and current publications in the field.				
Prerequisite: None.				
<b>T-CAT 105 Life Study</b>		<b>2</b>	<b>3</b>	<b>3</b>
A study of the body structure with emphasis is on the skeletal and muscular systems, movement and the aging process. Graphical interpretation and response to live models with emphasis on proportioning, masses and movement.				
Prerequisite: None.				
<b>T-CAT 121 Commercial Art &amp; Advertising Design</b>		<b>3</b>	<b>9</b>	<b>6</b>
An introduction to drawing and basic design fundamentals and principles. Emphasis is placed on line, two-and three-dimensional shapes, letter indication, sketching, perspective, light and shade, equipment and materials of the art and design profession.				
Prerequisite: None.				
<b>SECOND QUARTER</b>				
<b>T-ENG 102 Composition</b>		<b>3</b>	<b>0</b>	<b>3</b>
Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition.				
Prerequisite: T-ENG 101.				
<b>T-DFT 102 Technical Drafting</b>		<b>0</b>	<b>6</b>	<b>2</b>
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 graphical analysis of space problems. Problems of practical design elements involving points, lines, planes, and a combination of these elements shall be studied. Dimensioning practices, approved by the American Standards Association will also be included. Introduction is given to intersections and developments of various types of geometrical objects.				
Prerequisite: T-DFT 101.				
<b>T-MAT 110 Business Mathematics</b>		<b>5</b>	<b>0</b>	<b>5</b>
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.				
Prerequisite: None.				

**T-CAT 106 Life Study** 0 6 2

Graphical interpretation and response to the model covering topics such as proportioning, the aging process, character, expression and draping the model. This course will deal with building of the figure and such ingredients as placement, balance, rhythm, turning, twisting, wedging, distribution of masses, perspective of form, planes of form, abdominal arch, hair forms and variations.

Prerequisite: T-CAT 105.

**T-CAT 122 Commercial Art & Advertising Design** 3 9 6

Advanced material in drawing, basic design, lettering, equipment and materials. Emphasis is placed on two-and three-dimensional form, perspective, sketching, rough and finished lettering. Laboratory will consist of assigned graphical problems with critique and discussion by class participation.

Prerequisite: T-CAT 121.

**THIRD QUARTER****T-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: T-ENG 102.

**T-CAT 110 Industrial Illustration** 2 6 4

A comprehensive approach to the tools, equipment, materials and utilization of the illustration. Laboratory exercises and problems covering such topics as retouching photographs, product illustrations, production illustrations, renderings, preparation of visual charts, graphs and composites.

Prerequisite: T-DFT 102.

**T-CAT 116 Photography** 2 6 4

An introduction to the field of photography, photographic equipment and materials. A study of the fundamental techniques of the camera and its expressive possibilities in relation to the field of design and visual communications. Assigned camera projects, darkroom procedures and equipment.

Prerequisite: None.

**T-CAT 123 Commercial Art & Advertising Design** 3 9 6

Introduction to layout and design for printing. Mechanics of layout, properties of type, and basic reproductive processes. Laboratory exercises will consist of preparation of comprehensive art form for presentation on magazine covers, trademarks, book covers, textile designs, furniture designs, two-and three-dimensional display figures. Assigned graphical problems with critique and discussion by class members.

Prerequisite: T-CAT 122, T-DFT 102.

**FOURTH QUARTER****T-ENG 204 Oral Communication** 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.

**T-CAT 205 Advertising Copywriting** 3 0 3

A study of the techniques used in creating effective advertising copy for various types of media; purposes and duties of the copywriter and legal problems encountered in copywriting. Theory and practice will be given in writing copy for the various media including

retail and fashion copy, mail order, direct mail, business publications, radio and television.

Prerequisite: T-ENG 103.

**T-CAT 212 Advertising Illustration** 1      3      2

An introduction to advertising illustration through problems in shape, space, and light analysis. Laboratory exercises will explore the use of various media.

Prerequisite: T-CAT 123.

**T-CAT 224 Commercial Art & Advertising Design** 3      9      6

An introduction to cartooning, intermediate layout and design techniques for printing. Laboratory assigned graphical problems will cover such topics as color separation, halftones, and materials for the development of posters, show cards, banners, hand-lettered documents, brochures and folders.

Prerequisite: T-CAT 123.

#### FIFTH QUARTER

**T-CAT 213 Advertising Illustration** 1      3      2

Advanced work and assigned problems in advertising illustration. The student is urged to explore a variety of mediums.

Prerequisite: T-CAT 212.

**T-CAT 217 Photography** 2      6      4

Advanced photographic techniques and materials. Participation in studio and laboratory procedures illustrating the various applications and creative possibilities of photography in advertising.

Prerequisite: T-CAT 116.

**T-CAT 225 Commercial Art & Advertising Design** 3      9      6

Advanced problems in layout and design techniques for printing, illustration, cartooning, animation, display design and lettering. Laboratory and graphic problems dealing with magazine and book illustrations, the fashion figure, outdoor sign writing, displays and exhibits for business and industry.

Prerequisite: T-CAT 224.

#### SIXTH QUARTER

**T-CAT 214 Advertising Illustration** 1      3      2

Assigned problems in advanced illustration. Emphasis is placed on originality and the readiness of the student to explore assigned graphical tasks and problems.

Prerequisite: T-CAT 213.

**T-CAT 226 Commercial Art & Advertising Design** 3      9      6

A course providing simulated professional working conditions utilizing advanced layout and design techniques for printing. Each student will explore a variety of problems and present his solutions for general class critique and discussion. This course will climax with the review and presentation of the student's individual portfolio of professional work.

Prerequisite: T-CAT 225.

**T-CAT 235 Advertising Art Direction** 5      0      5

A study of the techniques used in creating effective advertising for various types of media. The physical consideration of the advertisement such as size, position, color, frequency of insertion, layout, coupons and inquiries. Analysis of techniques to cases in national, retail, mail order, industrial and professional advertising with consideration given to budgetary practices.

Prerequisite: T-CAT 101, T-CAT 225.

## ELECTIVES

- |                                 |          |          |          |
|---------------------------------|----------|----------|----------|
| <b>T-ART 105 History of Art</b> | <b>3</b> | <b>0</b> | <b>3</b> |
|---------------------------------|----------|----------|----------|
- A study of the origins and development of art forms from the beginning through contemporary. Lecture discussion documented with paintings, sculpture, reproductions and films.
- Prerequisite: None.
- |                                    |          |          |          |
|------------------------------------|----------|----------|----------|
| <b>T-BUS 232 Sales Development</b> | <b>3</b> | <b>0</b> | <b>3</b> |
|------------------------------------|----------|----------|----------|
- A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required.
- Prerequisite: None.
- |   |          |          |          |
|---|----------|----------|----------|
| <b>T-CAT 231 Painting with Polymers</b> | <b>2</b> | <b>6</b> | <b>4</b> |
|---|----------|----------|----------|
- An introduction to the medium: a study of the techniques used in painting and illustration with the relatively new acrylic polymer emulsions. Students may select projects or complete assigned projects.
- Prerequisite: None.
- |   |          |          |          |
|---|----------|----------|----------|
| <b>T-ENG 206 Business Communication</b> | <b>3</b> | <b>0</b> | <b>3</b> |
|---|----------|----------|----------|
- Develops skills in techniques in writing business communications. Emphasis is placed on writing action — getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry.
- Prerequisite: T-ENG 102.
- |                                      |          |          |          |
|--------------------------------------|----------|----------|----------|
| <b>T-PSY 221 Psychology of Color</b> | <b>3</b> | <b>0</b> | <b>3</b> |
|--------------------------------------|----------|----------|----------|
- A study of color, the conscious and unconscious response to combinations of hues, tones and colors as applied to the field of commercial art.
- Prerequisite: None.
- |                                 |          |          |          |
|---------------------------------|----------|----------|----------|
| <b>T-SSC 201 Social Science</b> | <b>3</b> | <b>0</b> | <b>3</b> |
|---------------------------------|----------|----------|----------|
- An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology.
- Prerequisite: None.
- |                                 |          |          |          |
|---------------------------------|----------|----------|----------|
| <b>T-SSC 202 Social Science</b> | <b>3</b> | <b>0</b> | <b>3</b> |
|---------------------------------|----------|----------|----------|
- A further study of social sciences with emphasis on economics, political science, and social problems as they relate to the individual.
- Prerequisite: T-SSC 201.
- |                                     |          |          |          |
|-------------------------------------|----------|----------|----------|
| <b>T-PSY 206 Applied Psychology</b> | <b>3</b> | <b>0</b> | <b>3</b> |
|-------------------------------------|----------|----------|----------|
- A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.
- Prerequisite: None.
- |                            |          |          |          |
|----------------------------|----------|----------|----------|
| <b>T-ECO 102 Economics</b> | <b>3</b> | <b>0</b> | <b>3</b> |
|----------------------------|----------|----------|----------|
- 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.
- |  |          |          |          |
|--|----------|----------|----------|
| <b>T-SSC 205 American Institutions</b> | <b>3</b> | <b>0</b> | <b>3</b> |
|--|----------|----------|----------|
- A study of the effect of American social, economic, and political institutions upon the in-

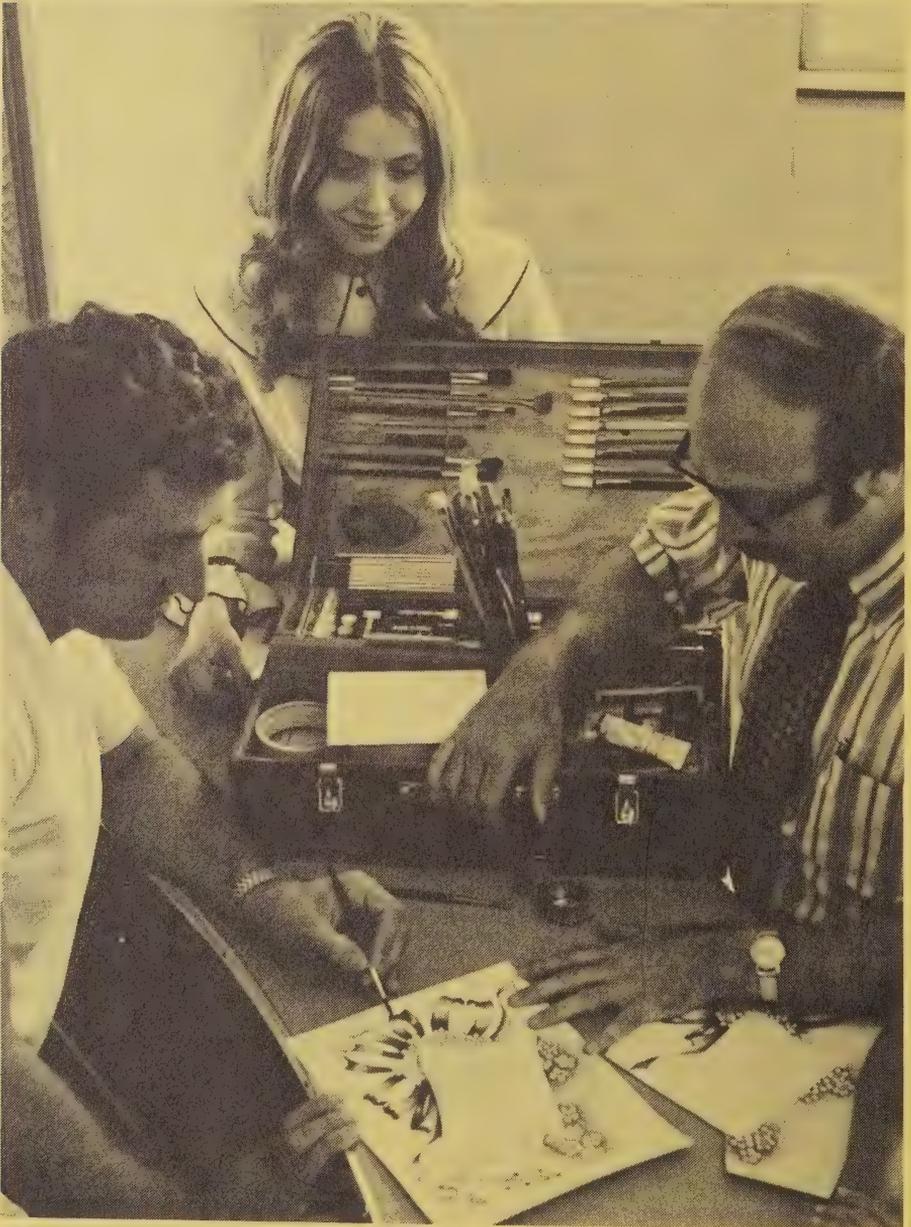
dividual as a citizen and as a worker. The course dwells upon current local, national, and global problems viewed in the light of our political and economic heritage.

Prerequisite: None.

**T-POL 201 United States Government** **3 0 3**

A study of government with emphasis on basic concepts, structure, powers, procedures and problems.

Prerequisite: None.



## EARLY CHILDHOOD SPECIALIST

The Early Childhood Specialist is a person trained in the care of infants and young children. This individual may choose to work with exceptional children, those children in rehabilitation clinics, in evaluation clinics, or in specialized day care centers. She may choose to work as a kindergarten aid functioning as an assistant to the certified teacher. A third of many job choices would be to organize and operate a private child care enterprise. The increasing emphasis on pre-school training for children combined with a growing number of working mothers is causing and will continue to cause a great demand for persons trained in this area.

The objectives for a person entering this curriculum are to understand and be able to:

1. Meet the physical and nutritional needs of preschool children.
2. Provide activities which stimulate intellectual, emotional, and social growth of children.
3. Guide children in the formation of acceptable habits and attitudes.
4. Assist children in their learning to communicate effectively with others.



## SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours Per Class	Week Lab	Quarter Hours Credit
<b>FIRST QUARTER</b>			
T-ENG 101 Grammar	3	0	3
T-PSY 104 The Dynamics of Human Behavior	3	2	4
T-SOC 104 The Family: A Cross-Cultural Survey	3	0	3
T-EDU 101 Child Growth & Development	3	0	3
T-SCI 101 General Science	3	4	5
	<hr/>	<hr/>	<hr/>
	15	6	18
<b>SECOND QUARTER</b>			
T-ENG 102 Composition	3	0	3
T-PSY 105 Human Growth & Development: Prenatal & Infant	3	0	3
T-SOC 105 Families in the American Culture	3	0	3
T-EDU 102 Programming for Young Children	3	6	5
T-NUT 102 Nutrition for Young Children	2	3	3
	<hr/>	<hr/>	<hr/>
	14	9	17
<b>THIRD QUARTER</b>			
T-ENG 103 Report Writing	3	0	3
T-PSY 106 Human Growth & Development: Early Childhood	3	0	3
T-SOC 106 The Family in the Community	3	0	3
T-EDU 103 Working with Young Children	3	9	6
T-HEA 101 Personal Hygiene & Health	2	0	2
	<hr/>	<hr/>	<hr/>
	14	9	17
<b>FOURTH QUARTER</b>			
T-ENG 204 Oral Communication	3	0	3
T-PSY 201 Human Growth & Development: Middle Childhood & Adolescence	3	0	3
T-EDU 201 Activities for Young Children	3	9	6
T-SOC 201 The Child & Community Services	3	0	3
T-ENG 210 Children's Literature	3	0	3
	<hr/>	<hr/>	<hr/>
	15	9	18
<b>FIFTH QUARTER</b>			
T-EDU 210 Organization & Administration of Child Development Centers	3	0	3
T-PSY 202 Human Growth & Development: Adulthood	3	0	3
T-EDU 202 Seminar-Practicum in Early Childhood	4	12	8
T-EDU 203 The Exceptional Child	3	0	3
T-MUS 210 Children's Music	3	0	3
	<hr/>	<hr/>	<hr/>
	16	12	20
<b>SIXTH QUARTER</b>			
Social Science Elective	3	0	3
Elective	3	0	3
T-EDU 204 Parent Education	3	0	3
T-EDU 205 Seminar-Practicum	2	15	7
T-EDU 206 Special Problems in Early Childhood	2	0	2
	<hr/>	<hr/>	<hr/>
	13	15	18

## COURSE DESCRIPTIONS BY QUARTERS

Course Title	FIRST QUARTER	Hours Per Week		Quarter Hours Credit
		Class	Lab	
<b>T-ENG 101 Grammar</b>		<b>3</b>	<b>0</b>	<b>3</b>
Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.				
Prerequisite: None.				
<b>T-PSY 104 The Dynamics of Human Behavior</b>		<b>3</b>	<b>2</b>	<b>4</b>
Study of human behavior, with emphasis on developmental aspects, motivations, common behavioral patterns, and the role of defense mechanisms in human behavior. Laboratory experiences will demonstrate a variety of theories related to human behavior.				
Prerequisite: None.				
<b>T-SOC 104 The Family: A Cross-Cultural Survey</b>		<b>3</b>	<b>0</b>	<b>3</b>
Study of the family as a social unit, with primary focus on the influences of family relationships during infancy and childhood. Historical patterns and the evolution of family roles in various types of cultures provide opportunities to analyze and interpret the influence of the culture and the family in relation to the larger society.				
Prerequisite: None.				
<b>T-EDU 101 Child Growth and Development</b>		<b>3</b>	<b>0</b>	<b>3</b>
Study of early growth and development, with emphasis on the principles and techniques for promoting the physical and mental health of the young child.				
Prerequisite: None.				
<b>T-SCI 101 General Science</b>		<b>3</b>	<b>4</b>	<b>5</b>
Study of basic concepts from biological, physical, and natural sciences. Laboratory experiences provide opportunities to develop projects for demonstrating simple science concepts to young children, utilizing materials from nature and simple equipment. Each student will develop a series of projects appropriate for a specific level of development.				
Prerequisite: None.				
<b>SECOND QUARTER</b>				
<b>T-ENG 102 Composition</b>		<b>3</b>	<b>0</b>	<b>3</b>
Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition.				
Prerequisite: T-ENG 101.				
<b>T-PSY 105 Human Growth and Development: Prenatal and Infant</b>		<b>3</b>	<b>0</b>	<b>3</b>
A detailed study of the development sequence of the prenatal and infant periods, with emphasis on developmental influences and conditions necessary for optimal development of individuals.				
Prerequisite: T-PSY 104.				
<b>T-SOC 105 Families in the American Culture</b>		<b>3</b>	<b>0</b>	<b>3</b>
Study of the family in the American culture, changing patterns in family roles, the influence of socio-economic status on family relationships, factors associated with cultural deprivation, and the effects on children in such families.				
Prerequisite: T-SOC 104.				
<b>T-EDU 102 Programming for Young Children</b>		<b>3</b>	<b>6</b>	<b>5</b>
Study of principles and practices of early childhood education: the types of experiences, facilities, and media which will promote optimal development of each child. Guidelines for identifying, planning, organizing, and implementing appropriate programs for various levels of development are derived through group discussion and individual projects. Laboratory				

experience provides opportunities to participate in planning activities, in selecting equipment and materials, in defining the adult role, and in developing techniques for managing children in a group situation.

Prerequisite: T-EDU 101.

**T-NUT 102 Nutrition for Young Children** 2      3      3

Study of basic nutrition, with emphasis on (1) methods of helping young children and their families learn nutritional concepts and (2) planning balanced diets for preschool children.

Prerequisite: None.

### THIRD QUARTER

**T-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: T-ENG 102.

**T-PSY 106 Human Growth and Development:  
Early Childhood** 3      0      3

A detailed study of the developmental sequence during the preschool period, ages 2 to 6. Emphasis is given to factors influencing development; the importance of experiences in establishing patterns of behavior, attitudes, interpersonal skills; language usage; and the relationship of early childhood to later realization of potential.

Prerequisite: T-PSY 105.

**T-SOC 106 The Family in the Community** 3      0      3

Study of community agencies concerned with physical and mental health in families, socio-economic problems, and education for child-rearing.

Prerequisite: T-SOC 105.

**T-EDU 103 Working with Young Children** 3      9      6

Case presentations, films, observations, and group discussions are utilized to study characteristic behaviors of each level of development and to derive guidelines for promoting desirable behaviors and for coping with undesirable behaviors. Laboratory experiences will provide opportunities to develop observation skills, effective techniques, and beginning skill in adapting activities to the needs of individual children. Through coordination with T-PSY 106, theories from behavioral science are identified as the foundation of techniques for working with young children.

Prerequisite: T-EDU 102.

**T-HEA 101 Personal Hygiene and Health** 2      0      2

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

### FOURTH QUARTER

**T-ENG 204 Oral Communication** 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.

Prerequisite: T-ENG 101.

**T-PSY 201 Human Growth and Development:  
Middle Childhood and Adolescence** 3      0      3

A detailed study of the developmental sequence during middle childhood and adolescence;

emphasis is given to environmental and social factors which influence developmental rates, formulation of behavior patterns, and establishment of value systems and interests.

Prerequisite: T-PSY 106.

**T-EDU 201 Activities for Young Children** 3 9 6

Individual and group exploration of activities and media for promoting optimal overall development of children, with special emphasis on music, art, science, and oral language development. Laboratory experiences provide opportunities to plan and implement a program which demonstrates the adaptability of specified activities and media to a variety of age levels.

Prerequisite: T-EDU 103.

**T-SOC 201 The Child and Community Services** 3 0 3

Study of the types of facilities needed by a community concerned with the well-being of its children. Analysis of child needs which can be met through community planning, with identification of local, state, and national resources.

Prerequisite: T-SOC 106.

**T-ENG 210 Children's Literature** 3 0 3

Designed to familiarize students with the well known authors and illustrators of children's literature and to introduce them to the best quality books for young people. Stress is also placed on the use of these materials with the children in order to obtain maximum pleasure and learning.

Prerequisite: None.

**FIFTH QUARTER**

**T-EDU 210 Organization & Administration of Child Developmental Centers** 3 0 3

To acquaint potential administrators of Day Care and Child Development Centers with the various aspects of the profession. Readings, discussion, films, specialists, and trips to centers to study facilities are utilized.

**T-PSY 202 Human Growth and Development: Adulthood** 3 0 3

A study of adulthood in terms of developmental tasks, life problems, crises, adjustment mechanisms, and problems related to intellectual, emotional, and social aspects of the individual in relation to others and to society.

Prerequisite: T-PSY 201.

**T-EDU 202 Seminar-Practicum in Early Childhood** 4 12 8

Experience in a variety of child care settings to develop further skill in working with young children in assisting with programming activities, and in adapting to the needs of individual children. Analysis of individual problems encountered in working with specific age groups.

Prerequisite: T-EDU 201.

**T-MUS 210 Children's Music** 3 0 3

To provide the student with some understanding of music as a learning tool for the young child. Students participate in song, dance and rhythmic activities which are appropriate to the interest and muscular developmental level of the young child.

**T-EDU 203 The Exceptional Child** 3 0 3

Study of children with developmental variations requiring modification in activities. Consideration is given to recognition of problems, community resources, and appropriate activities for the child with exceptional deviations in personality or physical development.

Prerequisite: T-EDU 201 and T-SOC 201.

**SIXTH QUARTER**

**T-EDU 204 Parent Education** 3 0 3

Study of ways parents can be involved in the child development center, of the purposes and

value of home visitation, and of techniques for reporting child progress to parents. The role of the early childhood specialist in aiding parents in guidance of the child's development is emphasized. Each student will develop a series of programs appropriate for presentation to the parents of preschool children.

Prerequisites: T-SOC 106 and T-PSY 202.

**T-EDU 205 Seminar-Practicum** 2 15 7

Seminar on child development problems. Continued experience in a variety of child care facilities.

Prerequisite: T-EDU 202.

**T-EDU 207 Special Problems in Early Childhood** 2 0 2

Directed study of a specialized area of early childhood, appropriate to the individual career interests of students.

Prerequisites: T-EDU 202 and T-EDU 203.

## ELECTIVES

**T-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.

**T-SSC 205 American Institutions** 3 0 3

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

Prerequisite: None.

**T-POL 201 United States Government** 3 0 3

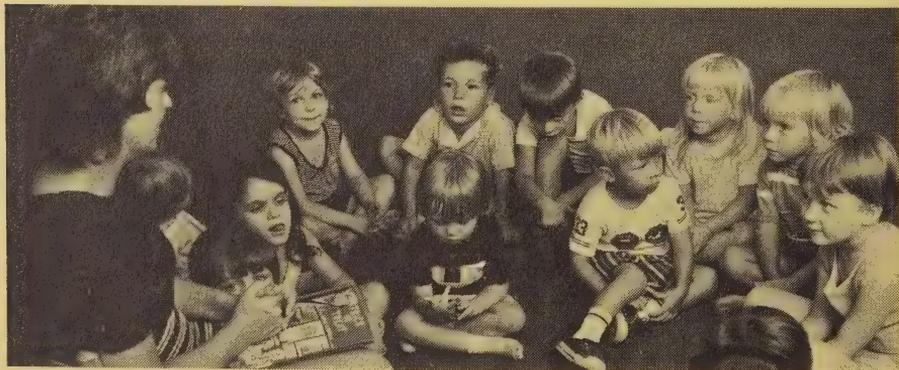
A study of government with emphasis on basic concepts, structure, power, procedures, and problems.

Prerequisite: None.

**T-SOC 207 Rural Society** 3 0 3

A study of selected elements of rural sociology with emphasis on current social changes. The course provides a sociological background for the understanding of rural social changes. Areas of study include rural culture, group relationships, social classes, rural and suburban communities, farm organizations, the communication of agricultural technology, rural social problems, agricultural adjustment and population change.

Prerequisite: None.



## GENERAL OFFICE TECHNOLOGY

More people are now employed in clerical occupations than in any other single job category. Automation and increased production will mean that these people will need more technical skills and a greater adaptability for diversified types of jobs.

The General Office Occupations curriculum is designed to develop the necessary variety of skills for employment in the business world. Specialized training in skill areas is supplemented by related courses in mathematics, accounting, business law, and applied psychology.

The graduate of the General Office Occupations curriculum may be employed as an administrative assistant, accounting clerk, assistant office manager, bookkeeper, file clerk, machine transcriptionist, or a variety of other clerical-related jobs. Positions are available in every type of business.



## SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours Per Class	Week Lab	Quarter Hours Credit
<b>FIRST QUARTER</b>			
T-ENG 101 Grammar	3	0	3
T-BUS 102 Typewriting (or elective)	2	3	3
T-MAT 110 Business Mathematics	5	0	5
T-BUS 101 Introduction to Business	5	0	5
T-ECO 102 Economics	3	0	3
	<hr/>	<hr/>	<hr/>
	18	3	19
<b>SECOND QUARTER</b>			
T-ENG 102 Composition	3	0	3
T-BUS 103 Typewriting (or elective)	2	3	3
T-BUS 110 Office Machines	2	2	3
T-BUS 115 Business Law	3	0	3
T-BUS 120 Accounting	5	2	6
	<hr/>	<hr/>	<hr/>
	15	7	18
<b>THIRD QUARTER</b>			
T-ENG 103 Report Writing	3	0	3
T-BUS 104 Typewriting	2	3	3
T-BUS 112 Filing	3	0	3
T-BUS 116 Business Law	3	0	3
T-BUS 121 Accounting	5	2	6
	<hr/>	<hr/>	<hr/>
	16	5	18
<b>FOURTH QUARTER</b>			
T-ENG 204 Oral Communication	3	0	3
T-BUS 205 Advanced Typewriting	2	3	3
T-BUS 211 Office Machines	2	2	3
T-BUS 232 Sales Development	3	0	3
T-BUS 212 Machine Transcription — Executive	1	2	2
Elective	3	0	3
	<hr/>	<hr/>	<hr/>
	14	7	17
<b>FIFTH QUARTER</b>			
T-ENG 206 Business Communication	3	0	3
T-BUS 213 Office Procedures	3	2	4
T-EDP 104 Introduction to DP Systems	3	2	4
Social Science Elective	3	0	3
Elective	6	0	6
	<hr/>	<hr/>	<hr/>
	18	4	20
<b>SIXTH QUARTER</b>			
T-BUS 271 Office Management	3	0	3
T-BUS 229 Taxes	3	2	4
T-BUS 210 Typing Office Practice	2	3	3
Social Science Elective	3	0	3
Elective	3	0	3
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	14	5	16

## COURSE DESCRIPTIONS BY QUARTERS

Course Title	FIRST QUARTER	Hours Per Week		Quarter Hours Credit
		Class	Lab	
<b>T-ENG 101 Grammar</b>		<b>3</b>	<b>0</b>	<b>3</b>
Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.				
Prerequisite: None.				
<b>T-BUS 102 Typewriting (or elective)</b>		<b>2</b>	<b>3</b>	<b>3</b>
Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.				
Prerequisite: None.				
<b>T-MAT 110 Business Mathematics</b>		<b>5</b>	<b>0</b>	<b>5</b>
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.				
Prerequisite: None.				
<b>T-BUS 101 Introduction to business</b>		<b>5</b>	<b>0</b>	<b>5</b>
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.				
<b>T-ECO 102 Economics</b>		<b>3</b>	<b>0</b>	<b>3</b>
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.				
<b>SECOND QUARTER</b>				
<b>T-ENG 102 Composition</b>		<b>3</b>	<b>0</b>	<b>3</b>
Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition.				
Prerequisite: T-ENG 101.				
<b>T-BUS 103 Typewriting (or elective)</b>		<b>2</b>	<b>3</b>	<b>3</b>
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: T-BUS 102 or the equivalent. Speed requirement, 30 words per minute for five minutes.				
<b>T-BUS 110 Office Machines</b>		<b>2</b>	<b>2</b>	<b>3</b>
A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator.				
Prerequisite: None.				
<b>T-BUS 115 Business Law</b>		<b>3</b>	<b>0</b>	<b>3</b>
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.				
Prerequisite: None.				

**T-BUS 120 Accounting** **5 2 6**

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

Prerequisite: None.

**THIRD QUARTER****T-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: T-ENG 102.

**T-BUS 104 Typewriting** **2 3 3**

Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms.

Prerequisite: T-BUS 103 or the equivalent. Speed requirement: 40 words per minute for five minutes.

**T-BUS 112 Filing** **3 0 3**

Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, Triple Check, Automatic, Geographic, Subject, Soundex, and Dewey Decimal Filing.

Prerequisite: None.

**T-BUS 116 Business Law** **3 0 3**

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

Prerequisite: T-BUS 115.

**T-BUS 121 Accounting** **5 2 6**

Partnership and corporation accounting including a study of payrolls, Federal and State Taxes. Emphasis is placed on the recording, summarizing, and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.

Prerequisite: T-BUS 120.

**FOURTH QUARTER****T-ENG 204 Oral Communication** **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.

Prerequisite: T-ENG 101.

**T-BUS 205 Advanced Typewriting** **2 3 3**

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

Prerequisite: T-BUS 104. Speed requirement: 50 words per minute for five minutes.

**T-BUS 211 Office Machines** **2 2 3**

Instructions in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictating and transcribing machines.

Prerequisite: T-BUS 110.

**T-BUS 232 Sales Development** 3 0 3

A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required.

Prerequisite: None.

**T-BUS 212 Machine Transcription — Executive** 1 2 2

A study and practice course in the use of transcribing machines in business dictation. Proficiency in word usage, correct grammar, and letter styles will be emphasized.

Prerequisite: T-BUS 103.

**FIFTH QUARTER****T-ENG 206 Business Communication** 3 0 3

Develops skills in techniques in writing business communications. Emphasis is placed on writing action — getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry.

Prerequisite: T-ENG 102.

**T-BUS 213 Office Procedures** 3 2 4

Designed to acquaint the student with the responsibilities encountered by a general office worker during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims.

Prerequisite: None.

**T-EDP 104 Introduction to DP Systems** 3 2 4

Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses.

Prerequisite: None.

**SIXTH QUARTER****T-BUS 271 Office Management** 3 0 3

Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems.

Prerequisite: None.

**T-BUS 229 Taxes** 3 2 4

Application of Federal and State taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance.

Prerequisite: T-BUS 121.

**T-BUS 210 Typing Office Practice** 3 0 3

A course designed to familiarize the student with the forms and routines found in a typical business. Emphasis is placed upon correct procedures and adaptability to varying office methods.

Prerequisite: T-BUS 205.

**ELECTIVES****T-PSY 112 Personality Development** 3 0 3

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

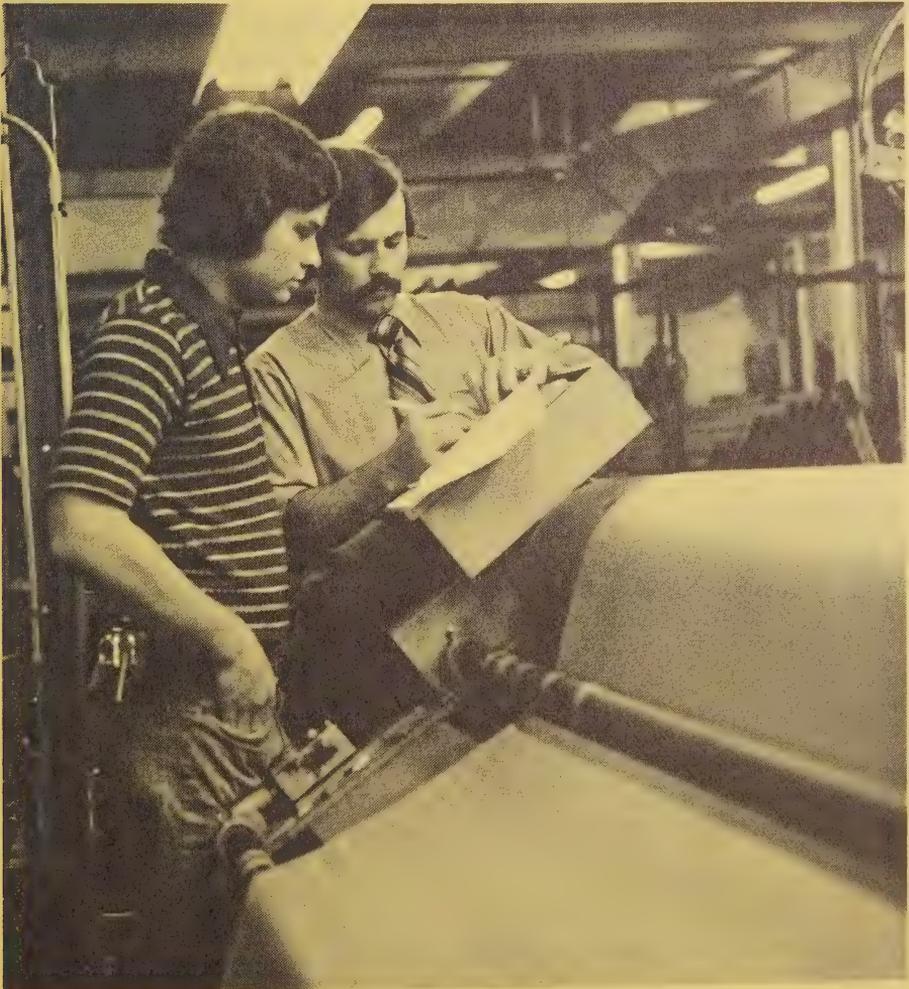
Prerequisite: None.

<b>T-BUS 183E Terminology and Vocabulary</b>	<b>3</b>	<b>0</b>	<b>3</b>
To develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices.			
Prerequisite: T-BUS 107.			
<b>T-BUS 215E Office Application</b>	<b>6</b>	<b>0</b>	<b>6</b>
During the sixth quarter only, students are assigned to work in a business, technical, or professional office for six hours per week. The objective is to provide actual work experience for secretarial students and an opportunity for the practical application of the skills and knowledge previously learned, according to the course of study.			
Prerequisites: T-BUS 214, T-BUS 205, T-BUS 208, T-BUS 211.			
<b>T-ECO 108 Consumer Economics</b>	<b>3</b>	<b>0</b>	<b>3</b>
Designed to help the student use his resources of time, energy, and money to get the most out of life. It gives the student an opportunity to build useful skills in buying managing his finances, increasing his resources, and to understand better the economy in which he lives.			
Prerequisite: None.			
<b>T-SSC 201 Social Science</b>	<b>3</b>	<b>0</b>	<b>3</b>
An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology.			
Prerequisite: None.			
<b>T-SSC 202 Social Science</b>	<b>3</b>	<b>0</b>	<b>3</b>
A further study of social sciences with emphasis on economics, political science, and social problems as they relate to the individual.			
Prerequisite: T-SSC 201.			
<b>T-PSY 206 Applied Psychology</b>	<b>3</b>	<b>0</b>	<b>3</b>
A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.			
Prerequisite: None.			
<b>T-SSC 205 American Institutions</b>	<b>3</b>	<b>0</b>	<b>3</b>
A study of the effect of American social, economic, and political institutions upon the individual as a citizen and as a worker. The course dwells upon current local, national, and global problems viewed in the light of our political and economic heritage.			
Prerequisite: None.			
<b>T-POL 201 United States Government</b>	<b>3</b>	<b>0</b>	<b>3</b>
A study of government with emphasis on basic concepts, structure, powers, procedures and problems.			
Prerequisite: None.			

### INDUSTRIAL MANAGEMENT

The Industrial Management curriculum is designed to develop the individual's abilities in business and industrial management, psychology, production methods, and the general and social education that broadens one's perspective. This training should provide one with the opportunity to advance in an industrial occupation and to assume the responsibilities that go with supervisory and mid-management positions in industry.

The supervisor or foreman in industry coordinates the activities of workers. His duties may encompass the interpretation of company policies to workers, planning production schedules and estimating man-hour requirements for job completion, establishing or adjusting work procedures, analyzing and resolving work problems, and initiating or suggesting plans to motivate workers to achieve work goals.



## SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours Per Week		Quarter Hours Credit	
	Class	Lab		
<b>FIRST QUARTER</b>				
E-ENG 101	Grammar	3	0	3
T-MAT 110	Business Mathematics	5	0	5
T-BUS 101	Introduction to Business	5	0	5
T-ECO 102	Economics or Consumer Economics	3	0	3
T-ISC 120	Principles of Indus. Management	3	2	4
		19	2	20
<b>SECOND QUARTER</b>				
T-ENG 102	Composition	3	0	3
T-ECO 104	Economics or Consumer Economics	3	0	3
T-BUS 123	Business Finance	3	0	3
T-PSY 206	Applied Psychology	3	0	3
T-ISC 210	Job Analysis & Evaluation	3	2	4
T-BUS 115	Business Law	3	0	3
		18	2	19
<b>THIRD QUARTER</b>				
T-ENG 103	Report Writing	3	0	3
T-ISC 231	Manufacturing Cycles	5	0	5
T-ISC 211	Work Measurement	3	2	4
T-ISC 102	Industrial Safety	3	0	3
T-BUS 272	Principles of Supervision	3	0	3
		17	2	18
<b>FOURTH QUARTER</b>				
T-ENG 204	Oral Communication	3	0	3
T-ISC 207	Foremanship Supervision	3	2	4
T-BUS 233	Personnel Management	3	0	3
T-MEC 213	Production Planning	3	3	4
T-BUS 239	Marketing	5	0	5
		17	5	19
<b>FIFTH QUARTER</b>				
	Social Science Elective	3	0	3
T-ISC 202	Quality Control	3	2	4
T-ISC 209	Plant Layout	3	2	4
T-ECO 201	Labor Economics & Labor Relations	3	2	4
	Elective	3	0	3
		15	6	18
<b>SIXTH QUARTER</b>				
	Social Science Elective	3	0	3
T-ISC 220	Management Problems	3	0	3
T-ISC 204	Value Analysis	3	0	3
	Elective	5	0	5
		14	0	14

## COURSE DESCRIPTIONS BY QUARTERS

Course Title	FIRST QUARTER		Quarter Hours Credit
	Class	Lab	
<b>T-ENG 101 Grammar</b>	3	0	3
Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.			
Prerequisite: None.			
<b>T-MAT 110 Business Mathematics</b>	5	0	5
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.			
Prerequisite: None.			
<b>T-BUS 101 Introduction to Business</b>	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.			
<b>T-ECO 102 Economics</b>	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.			
<b>T-ISC 120 Principles of Industrial Management</b>	3	2	4
The basic managerial decisions; organizational structure including plant location, building requirements, and internal factory organization; problems of factory operation and control, planning, scheduling, routing factory problems are utilized as lab experiments.			
Prerequisite: None.			
<b>SECOND QUARTER</b>			
<b>T-ENG 102 Composition</b>	3	0	3
Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition.			
Prerequisite: T-ENG 101.			
<b>T-ECO 104 Economics</b>	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: T-ECO 102.			
<b>T-BUS 123 Business Finance</b>	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: None.			
<b>T-PSY 206 Applied Psychology</b>	3	0	3
A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings, and emotions are considered			

with particular reference to on-the-job problems. Other topics investigated are employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.  
Prerequisite: None.

**T-ISC 210 Job Analysis and Evaluation** 3 2 4

This study is based on product studies as well as personnel and wage program. The course utilizes the study of product design, value analysis, materials and processes as an intricate part of productive procedures.

Prerequisite: None.

**T-BUS 115 Business Law** 3 0 3

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

Prerequisite: None.

### THIRD QUARTER

**T-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: T-ENG 102.

**T-ISC 231 Manufacturing Cycles** 5 0 5

Purchasing and distribution costs; consumption patterns; channels of distribution; marketing of consumer goods; shopping, specialty, agricultural and industrial goods; service marketing; functional middlement; speculation and hedging; wholesaling; shipping, and warehousing; exporting and trade movements; standardization and grading; pricing, government regulation of competition; sales promotional activities; merchandising practices.

Prerequisite: None.

**T-ISC 211 Work Measurement** 3 2 4

Principles of work simplification including administration of job methods improvement, motion study fundamentals and time study techniques. Use of flow and process charts, multiple activity charts, operation charts, flow diagrams and methods evaluation.

Prerequisite: T-ISC 210.

**T-ISC 102 Industrial Safety** 3 0 3

Problems or accidents and fire in industry. Management and supervisory responsibility for fire and accident prevention. Additional topics cover accident reports and the supervisor; good housekeeping and fire prevention; machine guarding and personnel protective equipment; state industrial accident code and fire regulations; the first aid department and the line of supervisory responsibility; job instruction and safety instruction; company rules and enforcement; use of safety committees; insurance carrier and the insurance Rating Bureau; and advertising and promoting a good safety and fire prevention program.

Prerequisite: None.

**T-BUS 272 Principles of Supervision** 3 0 3

Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.

Prerequisite: None.

**FOURTH QUARTER**

**T-ENG 204 Oral Communication** 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.

Prerequisite: T-ENG 101.

**T-ISC 207 Foremanship Supervision** 3      2      4

The foreman's responsibility for planning, organizing, directing, controlling, and coordinating supervisory activities. It teaches the supervisor the basic functions of an organization and his responsibility in carrying out the objectives in accordance with the organization's plan. Included in the course are such topics as establishing lines of authority, functions of departments or units, duties and responsibilities, policies and procedures, and rules and regulations.

Prerequisite: T-BUS 272.

**T-BUS 233 Personnel Management** 3      0      3

Principles of organization and management of personnel, procurement, placement, training, performance checking, supervision, remuneration, labor relations, fringe benefits and security.

Prerequisite: None.

**T-MEC 213 Production Planning** 3      3      4

Day-to-day plant direction; forecasting, product planning and control, scheduling, dispatching, routing, and inventory control. Case histories are discussed in the classroom, and courses of corrective action are developed. Actual layouts are utilized for planning and control.

Prerequisite: Consent of Advisor.

**T-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.

**FIFTH QUARTER**

**T-ISC 202 Quality Control** 3      2      4

Principles and techniques of quality control and cost saving. Organization and procedure for efficient quality control. Functions, responsibilities, structure, costs, reports, records, personnel and vendor-customer relationships in quality control. Sampling inspections, process control and tests for significance.

Prerequisite: None.

**T-ISC 209 Plant Layout** 3      2      4

A practical study of factory planning with emphasis on the most efficient arrangements of work areas to achieve lower manufacturing costs. Layouts for small and medium-sized plants, layout fundamentals, selection of production equipment and materials handling equipment. Effective management of men, money and materials in a manufacturing operation.

Prerequisite: None.

**T-ECO 201 Labor Economics and Labor Relations** 3      2      4

Emphasis is placed on the history of the labor movement in the United States, the development of methods and strategies by labor organizations and by management, the shift in the means of public control; and the factors of income and economic security.

Prerequisite: T-ECO 104.

## SIXTH QUARTER

**T-ISC 220 Management Problems** 3 0 3

A study of personnel and production problems from the standpoint of the executive. Includes selection and development of products, control problems and techniques, development of standards, employee-employer relations, developing the executive staff. Case studies are utilized.

Prerequisites: T-BUS 233, T-BUS 272, T-ISC 120.

**T-ISC 204 Value Analysis** 3 0 3

The modern concept in the control of manufacturing production. This course will provide the students an opportunity to study a production system with the specific purpose of identifying unnecessary costs. The objective of the Concepts and techniques of value analysis is to make possible a degree of effectiveness in identifying and removing unnecessary cost by the use of sound decisions through a common sense approach.

Prerequisite: None.

## ELECTIVES

**T-BUS 232 Sales Development** 3 0 3

A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required.

Prerequisite: None.

**T-BUS 243 Advertising** 3 2 4

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

Prerequisite: None.

**T-BUS 245 Retailing** 3 0 3

A study of the role of retailing in the economy including the development of present retail structure, functions performed, principles governing effective operation and managerial problems resulting from current economic and social trends.

Prerequisite: None.

**T-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.

**T-BUS 237 Wholesaling** 3 0 3

The development of wholesaling; present day trends in the United States. A study of the functions of wholesaling.

Prerequisite: None.

**T-BUS 244 Purchasing** 3 0 3

A study of procedure in obtaining the correct items and quantities of items to provide proper production. To inform the student in the proper procedure in acquiring a product at the lowest cost consistent with quality requirements and procedure of delivery of items to meet production schedules.

Prerequisite: None.

**T-BUS 234 Personnel Management** 3 2 4

Continued objectives, functions and organization of personnel programs; selection, training, placement, basic job analysis, classification and rating of employee's wage incentive systems; discipline and techniques of supervision; elimination and reduction of employment hazards; the collective bargaining process.

Prerequisite: T-BUS 233.

**T-SSC 201 Social Science** 3 0 3

An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology.

Prerequisite: None.

**T-SSC 202 Social Science** 3 0 3

A further study of social sciences with emphasis on economics, political science, and social problems as they relate to the individual.

Prerequisite: T-SSC 201.

**T-SSC 205 American Institutions** 3 0 3

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

Prerequisite: None.

**T-POL 201 United States Government** 3 0 3

A study of government with emphasis on basic concepts, structure, powers, procedures and problems.

Prerequisite: None.

**T-ECO 108 Consumer Economics** 3 0 3

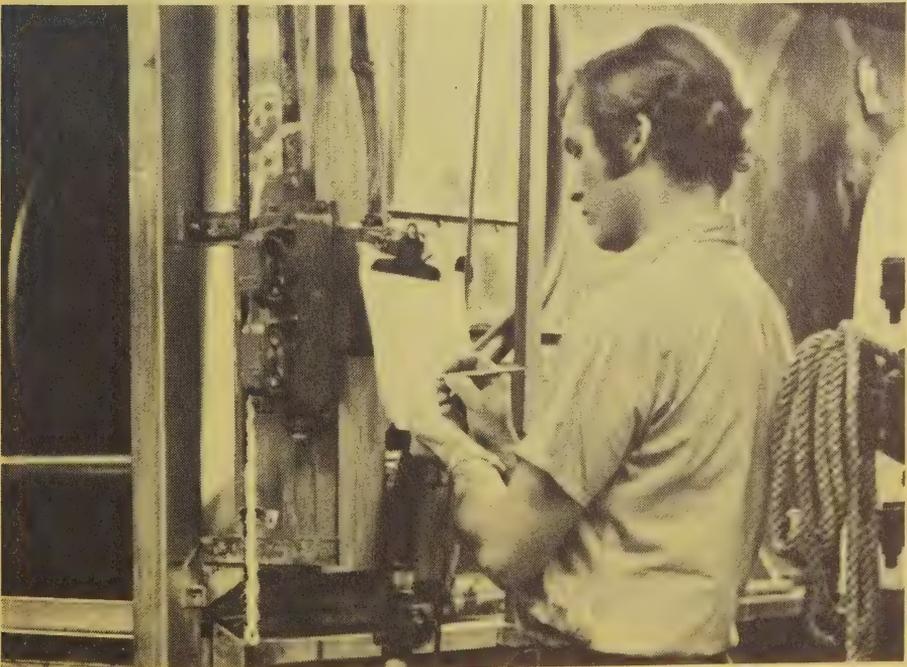
Designed to help the student use his resources of time, energy, and money to get the most out of life. It gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and to understand better the economy in which he lives.

Prerequisite: None.

**T-ECO 109 Consumer Economics** 3 0 3

A continuance of Consumer Economics (T-ECO 108) and its integral participation of business enterprise.

Prerequisite: T-ECO 108.



### SECRETARIAL SCIENCE — EXECUTIVE

In today's society, there is a continued demand for stenographic and secretarial employees. Automation will never eliminate the need for a good secretary — particularly in the small, one-secretary office and in the executive type positions.

Secretarial skills taught in this course are typewriting, shorthand, transcription, and general office procedures. Supplementary courses deal with mathematics, English, accounting, business law, business machines, and personality development.

Employment opportunities for the well-trained secretary cover a wide area. Graduates of this program may enter the work force as stenographers, general secretaries or executive secretaries. Positions will depend upon the size of the employing company.



SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours Per Class	Week Lab	Quarter Hours Credit
<b>FIRST QUARTER</b>			
T-ENG 101 Grammar	3	0	3
T-BUS 102 Typewriting (Or Elective)	2	3	3
T-MAT 110 Business Mathematics	5	0	5
T-BUS 101 Introduction to Business	5	0	5
T-BUS 106 Shorthand (Or Elective)	3	2	4
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	18	5	20
<b>SECOND QUARTER</b>			
T-ENG 102 Composition	3	0	3
T-BUS 103 Typewriting (Or Elective)	2	3	3
T-BUS 107 Shorthand	3	2	4
T-BUS 120 Accounting	5	2	6
T-BUS 115 Business Law	3	0	3
	<hr/>	<hr/>	<hr/>
	16	7	19
<b>THIRD QUARTER</b>			
T-ENG 103 Report Writing	3	0	3
T-BUS 104 Typewriting	2	3	3
T-BUS 108 Shorthand	3	2	4
T-BUS 110 Office Machines	2	2	3
T-BUS 112 Filing	3	0	3
	<hr/>	<hr/>	<hr/>
	13	7	16
<b>FOURTH QUARTER</b>			
T-ENG 204 Oral Communication	3	0	3
T-BUS 206E Dictation and Transcription (Exec.)	3	2	4
T-BUS 205 Advanced Typewriting	2	3	3
T-BUS 211 Office Machines	2	2	3
T-EDP 104 Introduction to DP Systems	3	2	4
	<hr/>	<hr/>	<hr/>
	13	9	17
<b>FIFTH QUARTER</b>			
T-ENG 206 Business Communication	3	0	3
T-BUS 207E Dictation & Transcription (Exec.)	3	2	4
T-BUS 214 Secretarial Procedures	3	2	4
Social Science Elective	3	0	3
Elective	6	0	6
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	18	4	20
<b>SIXTH QUARTER</b>			
Social Science Elective	3	0	3
T-BUS 208E Dictation and Transcription (Exec.)	3	2	4
T-BUS 271 Office Management	3	0	3
Elective	6	0	6
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	15	2	16

## COURSE DESCRIPTIONS BY QUARTERS

Course Title	FIRST QUARTER	Hours Per Week		Quarter Hours Credit
		Class	Lab	
<b>T-ENG 101 Grammar</b>		<b>3</b>	<b>0</b>	<b>3</b>
Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.				
Prerequisite: None.				
<b>T-BUS 102 Typewriting</b>		<b>2</b>	<b>3</b>	<b>3</b>
Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.				
Prerequisite: None.				
<b>T-MAT 110 Business Mathematics</b>		<b>5</b>	<b>0</b>	<b>5</b>
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.				
Prerequisite: None.				
<b>T-BUS 101 Introduction to Business</b>		<b>5</b>	<b>0</b>	<b>5</b>
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.				
<b>T-BUS 106 Shorthand</b>		<b>3</b>	<b>2</b>	<b>4</b>
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.				
<b>SECOND QUARTER</b>				
<b>T-ENG 102 Composition</b>		<b>3</b>	<b>0</b>	<b>3</b>
Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition.				
Prerequisite: T-ENG 101.				
<b>T-BUS 103 Typewriting</b>		<b>2</b>	<b>3</b>	<b>3</b>
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: T-BUS 102 or the equivalent. Speed requirement, 30 words per minute for five minutes.				
<b>T-BUS 107 Shorthand</b>		<b>3</b>	<b>2</b>	<b>4</b>
Continued study of theory with greater emphasis on dictation and elementary transcription.				
Prerequisite: Minimum grade of "C" in T-BUS 106 or the equivalent.				
<b>T-BUS 120 Accounting</b>		<b>5</b>	<b>2</b>	<b>6</b>
Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analysing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.				
Prerequisite: None.				

**T-BUS 115 Business Law** 3 0 3

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

Prerequisite: None.

**THIRD QUARTER**

**T-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: T-ENG 102.

**T-BUS 104 Typewriting** 2 3 3

Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms.

Prerequisite: T-BUS 103 or the equivalent. Speed requirement, 40 words per minute for five minutes.

**T-BUS 108 Shorthand** 3 2 4

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

Prerequisite: Minimum grade of "C" in T-BUS 107.

**T-BUS 110 Office Machines** 2 2 3

A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator.

Prerequisite: None.

**T-BUS 112 Filing** 3 0 3

Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, Triple Check, Automatic, Geographic, Subject, Soundex, and Dewey Decimal filing.

Prerequisite: None.

**FOURTH QUARTER**

**T-ENG 204 Oral Communication** 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.

Prerequisite: T-ENG 101.

**T-BUS 206E Dictation and Transcription** 3 2 4

Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 100 words per minute required for five minutes on new material.

Prerequisite: T-BUS 108.

**T-BUS 205 Advanced Typewriting** 2 3 3

Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work

appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts, and legal documents.

Prerequisite: T-BUS 104. Speed requirement, 50 words per minute for five minutes.

**T-BUS 211 Office Machines** 2 2 3

Instruction in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictating and transcribing machines.

Prerequisite: T-BUS 110.

**T-EDP 104 Introduction to Data Processing Systems** 3 2 4

Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detailed study of particular computer problems. This course is a prerequisite for all programming courses.

Prerequisite: None.

#### FIFTH QUARTER

**T-ENG 206 Business Communication** 3 0 3

Develops skills in techniques in writing business communications. Emphasis is placed on writing action — getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgments, remittances, and inquiry.

Prerequisite: T-ENG 102.

**T-BUS 207E Dictation and Transcription** 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 stenographic requirements of business and professional offices. Minimum dictation rate of 110 words per minute required for five minutes on new material.

Prerequisite: T-BUS 206.

**T-BUS 214 Secretarial Procedures** 3 2 4

Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, interviewing for a job, grooming, and office etiquette.

Prerequisite: None.

#### SIXTH QUARTER

**T-BUS 208E Dictation and Transcription** 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 120 words per minute required for five minutes on new material.

Prerequisite: T-BUS 207.

**T-BUS 271 Office Management** 3 0 3

Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, controlling, organizing and actuating office problems.

Prerequisite: None.

#### ELECTIVES

**T-PSY 112 Personality Development** 3 0 3

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

Prerequisite: None.

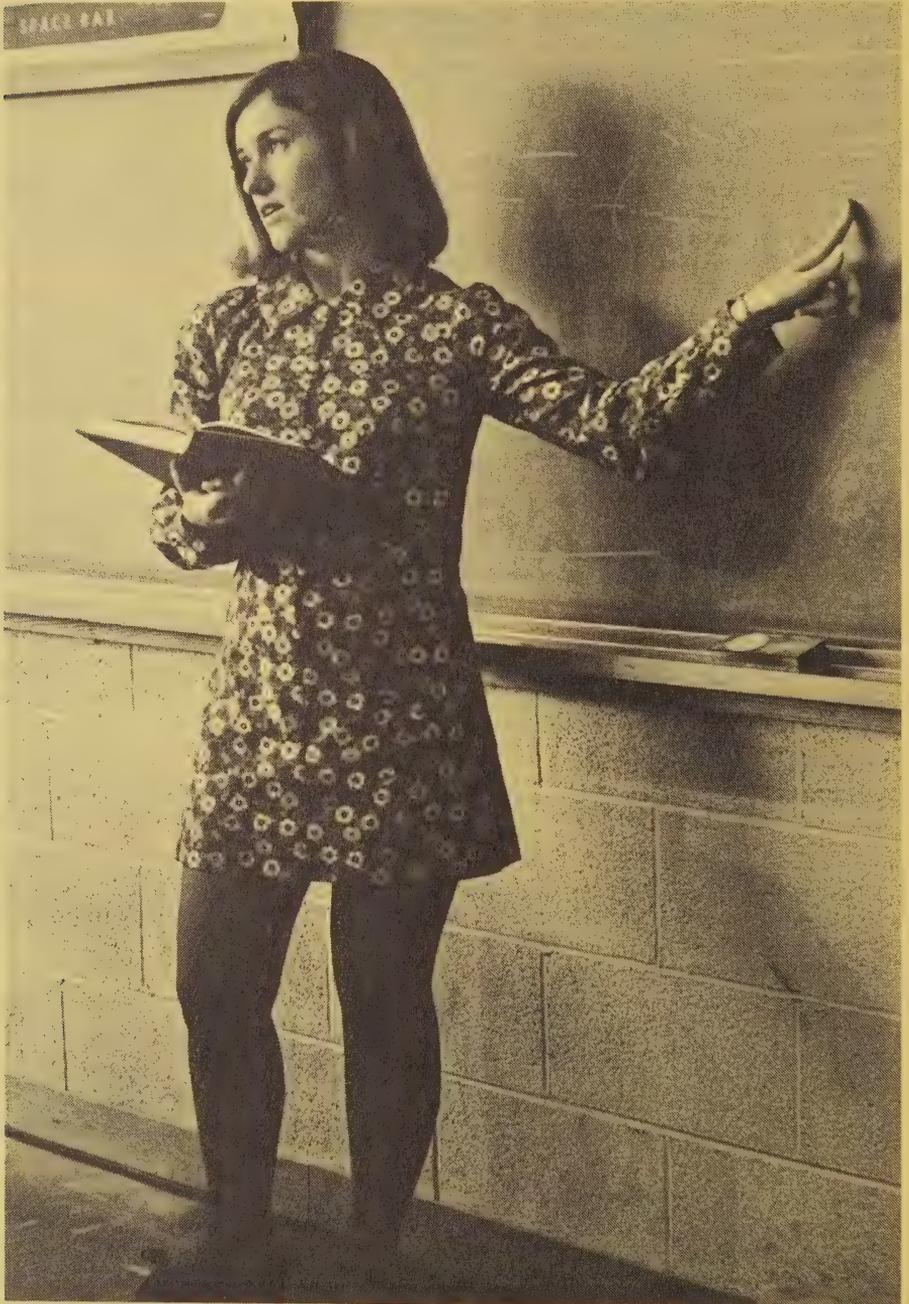
<b>T-BUS 183E Terminology and Vocabulary</b>	<b>3</b>	<b>0</b>	<b>3</b>
To develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical and professional offices.			
Prerequisite: T-BUS 107.			
<b>T-BUS 121 Accounting</b>	<b>5</b>	<b>2</b>	<b>6</b>
Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.			
Prerequisite: T-BUS 120.			
<b>T-ECO 102 Economics</b>	<b>3</b>	<b>0</b>	<b>3</b>
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.			
<b>T-BUS 215E Office Application</b>	<b>6</b>	<b>0</b>	<b>6</b>
During the sixth quarter only, students are assigned to work in a business, technical, or professional office for six hours per week. The objective is to provide actual work experience for secretarial students and an opportunity for the practical application of the skills and knowledge previously learned, according to the course of study.			
Prerequisites: T-BUS 214, T-BUS 205, T-BUS 208, T-BUS 211.			
<b>T-ECO 108 Consumer Economics</b>	<b>3</b>	<b>0</b>	<b>3</b>
Designed to help the student use his resources of time, energy, and money to get the most out of life. It gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and to understand better the economy in which he lives.			
Prerequisite: None.			
<b>T-BUS 116 Business Law</b>	<b>3</b>	<b>0</b>	<b>3</b>
Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages and property rights.			
Prerequisite: T-BUS 115.			
<b>T-SSC 201 Social Science</b>	<b>3</b>	<b>0</b>	<b>3</b>
An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history and sociology.			
Prerequisite: None.			
<b>T-SSC 202 Social Science</b>	<b>3</b>	<b>0</b>	<b>3</b>
A further study of social sciences, with emphasis on economics, political science, and social problems as they relate to the individual.			
<b>T-PSY 206 Applied Psychology</b>	<b>3</b>	<b>0</b>	<b>3</b>
A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.			
Prerequisite: None.			
<b>T-SSC 205 American Institutions</b>	<b>3</b>	<b>0</b>	<b>3</b>
A study of the effect of American social, economic, and political institutions upon the individual as a citizen and as a worker. The course dwells upon current local, national, and global problems viewed in the light of our political and economic heritage.			
Prerequisite: None.			

**T-POL 201 United States Government**

**3 0 3**

A study of government with emphasis on basic concepts, structure, powers, procedures and problems.

Prerequisite: None.



## SECRETARIAL SCIENCE—LEGAL

The demand for better qualified legal secretaries in our ever-expanding legal profession is becoming more acute. The purpose of the Legal Secretary Curriculum is to outline a training program that will provide specialized training in the accepted procedures required by the legal profession.

The curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the legal profession. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate of the Legal Secretary Curriculum should have a knowledge of legal terminology, skill in dictation and accurate transcription of legal records, reports, letters, and documents. The duties of a legal secretary may consist of: taking dictation and transcribing letters, memoranda and reports, meeting office callers and screening telephone calls, filing, and scheduling appointments. Opportunities for employment of the graduate exist in a variety of secretarial positions in the legal profession such as in lawyers' offices and state and government offices.



## SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
<b>FIRST QUARTER</b>			
T-ENG 101 Grammar	3	0	3
T-BUS 102 Typewriting (Or Elective)	2	3	3
T-MAT 110 Business Mathematics	5	0	5
T-BUS 101 Introduction to Business	5	0	5
T-BUS 106 Shorthand (Or Elective)	3	2	4
	18	5	20
<b>SECOND QUARTER</b>			
T-ENG 102 Composition	3	0	3
T-BUS 103 Typewriting (Or Elective)	2	3	3
T-BUS 107 Shorthand	3	2	4
T-BUS 120 Accounting	5	2	6
T-BUS 115 Business Law	3	0	3
	16	7	19
<b>THIRD QUARTER</b>			
T-ENG 103 Report Writing	3	0	3
T-BUS 104 Typewriting	2	3	3
T-BUS 108 Shorthand	3	2	4
T-BUS 110 Office Machines	2	2	3
T-BUS 112 Filing	3	0	3
T-BUS 183L Terminology and Vocabulary (Legal)	3	0	3
	16	7	19
<b>FOURTH QUARTER</b>			
T-ENG 204 Oral Communication	3	0	3
T-BUS 206L Dictation and Transcription (Legal)	3	2	4
T-BUS 205 Advanced Typewriting	2	3	3
T-BUS 211 Office Machines	2	2	3
T-EDP 104 Introduction to Data Processing Systems	3	2	4
	13	9	17
<b>FIFTH QUARTER</b>			
T-ENG 206 Business Communication	3	0	3
T-BUS 207L Dictation and Transcription (Legal)	3	2	4
T-BUS 214 Secretarial Procedures	3	2	4
Social Science Elective	3	0	3
Elective	3	0	3
	15	4	17
<b>SIXTH QUARTER</b>			
Social Science Elective	3	0	3
T-BUS 208L Dictation and Transcription (Legal)	3	2	4
T-BUS 271 Office Management	3	0	3
Elective	6	0	6
	15	2	16

**COURSE DESCRIPTIONS BY QUARTERS**

	Hours Per Week		Quarter Hours Credit
	Class	Lab	
<b>FIRST QUARTER</b>			
<b>ENG 101 Grammar</b>	<b>3</b>	<b>0</b>	<b>3</b>
Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.			
Prerequisite: None.			
<b>T-BUS 102 Typewriting</b>	<b>2</b>	<b>3</b>	<b>3</b>
Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.			
Prerequisite: None.			
<b>T-MAT 110 Business Mathematics</b>	<b>5</b>	<b>0</b>	<b>5</b>
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.			
Prerequisite: None.			
<b>T-BUS 101 Introduction to Business</b>	<b>5</b>	<b>0</b>	<b>5</b>
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.			
<b>T-BUS 106 Shorthand</b>	<b>3</b>	<b>2</b>	<b>4</b>
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.			
<b>SECOND QUARTER</b>			
<b>T-ENG 102 Composition</b>	<b>3</b>	<b>0</b>	<b>3</b>
Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition.			
Prerequisite: T-ENG 101.			
<b>T-BUS 103 Typewriting</b>	<b>2</b>	<b>3</b>	<b>3</b>
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: T-BUS 102 or the equivalent. Speed requirement, 30 words per minute for five minutes.			
<b>T-BUS 107 Shorthand</b>	<b>3</b>	<b>2</b>	<b>4</b>
Continued study of theory with greater emphasis on dictation and elementary transcription.			
Prerequisite: Minimum grade of C or above in T-BUS 106.			
<b>T-BUS 120 Accounting</b>	<b>5</b>	<b>2</b>	<b>6</b>
Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.			
Prerequisite: T-MAT 110.			
<b>T-BUS 115 Business Law</b>	<b>3</b>	<b>0</b>	<b>3</b>
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.			
Prerequisite: None.			

## THIRD QUARTER

**T-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: T-ENG 102.

**T-BUS 104 Typewriting** **2**      **3**      **3**

Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms.

Prerequisite: T-BUS 103 or the equivalent. Speed requirement, 40 words per minute for five minutes.

**T-BUS 108 Shorthand** **3**      **2**      **4**

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

Prerequisite: Minimum grade of C or above in T-BUS 107.

**T-BUS 110 Office Machines** **2**      **2**      **3**

A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator.

Prerequisite: None.

**T-BUS 112 Filing** **3**      **0**      **3**

Fundamentals of indexing and filing, combining theory and practices by the use of miniature letters, filing boxes and guides. Alphabetic, Triple Check, Automatic, Geographic, Subject, Soundex, and Dewey Decimal filing.

Prerequisite: None.

**T-BUS 183L Terminology and Vocabulary** **3**      **0**      **3**

To develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices.

Prerequisite: T-BUS 107.

## FOURTH QUARTER

**T-ENG 204 Oral Communication** **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.

Prerequisite: T-ENG 101.

**T-BUS 206L Dictation and Transcription** **3**      **2**      **4**

Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 100 words per minute required for five minutes on new material.

Prerequisite: T-BUS 108.

**T-BUS 205 Advanced Typewriting** **2**      **3**      **3**

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

duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents.

Prerequisite: T-BUS 104. Speed requirement, 50 words per minute for five minutes.

**T-BUS 211 Office Machines** 2 2 3

Instructions in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictation and transcribing machines.

Prerequisite: T-BUS 110.

**T-EDP 104 Introduction to Data Processing Systems** 3 2 4

Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses.

Prerequisite: None.

#### FIFTH QUARTER

**T-ENG 206 Business Communication** 3 0 3

Develops skills in techniques in writing business communications. Emphasis is placed on writing action — getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgments, remittances, and inquiry.

Prerequisite: T-ENG 102.

**T-BUS 207L Dictation and Transcription** 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 stenographic requirements of business and professional offices. Minimum dictation rate of 110 words per minute required for five minutes on new material.

Prerequisite: T-BUS 206.

**T-BUS 214 Secretarial Procedures** 3 2 4

Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims.

Prerequisite: None.

#### SIXTH QUARTER

**T-BUS 208L Dictation and Transcription** 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 120 words per minute required for five minutes on new material.

Prerequisite: T-BUS 207.

**T-BUS 271 Office Management** 3 0 3

Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems.

Prerequisite: None.

#### ELECTIVES

**T-PSY 112 Personality Development** 3 0 3

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

Prerequisite: None.

<b>T-BUS 121 Accounting</b>	<b>5</b>	<b>2</b>	<b>6</b>
Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.			
Prerequisite: T-BUS 120.			
<b>T-ECO 102 Economics</b>	<b>3</b>	<b>0</b>	<b>3</b>
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.			
<b>T-BUS 215L Office Application</b>	<b>6</b>	<b>0</b>	<b>6</b>
During the sixth quarter only, students are assigned to work in a business, technical, or professional office for six hours per week. The objective is to provide actual work experience for secretarial students and an opportunity for the practical application of the skills and knowledge previously learned, according to the course of study.			
Prerequisites: T-BUS 214, T-BUS 205, T-BUS 208, T-BUS 211.			
<b>T-ECO 108 Consumer Economics</b>	<b>3</b>	<b>0</b>	<b>3</b>
Designed to help the student use his resources of time, energy, and money to get the most out of life. It gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and to understand better the economy in which he lives.			
Prerequisite: None.			
<b>T-BUS 116 Business Law</b>	<b>3</b>	<b>0</b>	<b>3</b>
Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights.			
Prerequisite: T-BUS 115.			
<b>T-SSC 201 Social Science</b>	<b>3</b>	<b>0</b>	<b>3</b>
An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology.			
Prerequisite: None.			
<b>T-SSC 202 Social Science</b>	<b>3</b>	<b>0</b>	<b>3</b>
A further study of social sciences with emphasis on economics, political science, and social problems as they relate to the individual.			
Prerequisite: T-SSC 201.			
<b>T-PSY 206 Applied Psychology</b>	<b>3</b>	<b>0</b>	<b>3</b>
A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.			
Prerequisite: None.			
<b>T-SSC 205 American Institutions</b>	<b>3</b>	<b>0</b>	<b>3</b>
A study of the effect of American social, economic, and political institutions upon the individual as a citizen and as a worker. The course dwells upon current local, national, and global problems viewed in the light of our political and economic heritage.			
Prerequisite: None.			
<b>T-POL 201 United States Government</b>	<b>3</b>	<b>0</b>	<b>3</b>
A study of government with emphasis on basic concepts, structure, powers, procedures and problems.			
Prerequisite: None.			

## SECRETARIAL SCIENCE—MEDICAL

The demand for better qualified medical secretaries in our ever-expanding medical profession is becoming more acute. The purpose of this curriculum is to outline a training program that will provide specialized training in the accepted procedures required by the medical profession.

The Medical Secretary Curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the medical profession. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate of the Medical Secretary Curriculum should have a knowledge of medical terminology, skill in dictation and accurate transcription of medical records, reports and letters. The duties of a medical secretary may consist of: taking dictation and transcribing letters, memoranda and reports, meeting office callers and screening telephone calls, filing, and scheduling appointments. The graduate may enter a secretarial position in a variety of offices such as physicians', private and public hospitals, federal and state health programs, and the drug and pharmaceutical industry.

### SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
<b>FIRST QUARTER</b>			
T-ENG 101 Grammar	3	0	3
T-BUS 102 Typewriting (Or Elective)	2	3	3
T-MAT 110 Business Mathematics	5	0	5
T-BUS 101 Introduction to Business	5	0	5
T-BUS 106 Shorthand (Or Elective)	3	2	4
	18	5	20
<b>SECOND QUARTER</b>			
T-ENG 102 Composition	3	0	3
T-BUS 103 Typewriting (Or Elective)	2	3	3
T-BUS 107 Shorthand	3	2	4
T-BUS 120 Accounting	5	2	6
T-BUS 115 Business Law	3	0	3
	16	7	19
<b>THIRD QUARTER</b>			
T-ENG 103 Report Writing	3	0	3
T-BUS 104 Typewriting	2	3	3
T-BUS 108 Shorthand	3	2	4
T-BUS 110 Office Machines	2	2	3
T-BUS 112 Filing	3	0	3
T-BUS 183M Terminology and Vocabulary (Medical)	3	0	3
	16	7	19

**FOURTH QUARTER**

T-ENG 204	Oral Communication	3	0	3
T-BUS 206M	Dictation and Transcription (Medical)	3	2	4
T-BUS 205	Advanced Typewriting	2	3	3
T-BUS 211	Office Machines	2	2	3
T-EDP 104	Introduction to Data Processing Systems	3	2	4
T-BUS 284M	Terminology and Vocabulary (Medical)	3	0	3
		<u>16</u>	<u>9</u>	<u>20</u>

**FIFTH QUARTER**

T-ENG 206	Business Communication	3	0	3
T-BUS 207M	Dictation and Transcription (Medical)	3	2	4
T-BUS 214	Secretarial Procedures	3	2	4
	Social Science Elective	3	0	3
	Elective	3	0	3
		<u>15</u>	<u>4</u>	<u>17</u>

**SIXTH QUARTER**

	Social Science Elective	3	0	3
T-BUS 208M	Dictation and Transcription (Medical)	3	2	4
T-BUS 271	Office Management	3	0	3
	Elective	3	0	3
		<u>12</u>	<u>2</u>	<u>13</u>

**COURSE DESCRIPTIONS BY QUARTERS**

		Hours Per Week		Quarter Hours Credit
		FIRST QUARTER		
		Class	Lab	
<b>ENG 101</b>	<b>Grammar</b>	3	0	3
Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.				
Prerequisite: None.				
<b>T-BUS 102</b>	<b>Typewriting</b>	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.				
<b>T-MAT 110</b>	<b>Business Mathematics</b>	5	0	5
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.				
Prerequisite: None.				
<b>T-BUS 101</b>	<b>Introduction to Business</b>	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.				

**T-BUS 106 Shorthand** 3 2 4

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

Prerequisite: None.

### SECOND QUARTER

**T-ENG 102 Composition** 3 0 3

Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition.

Prerequisite: T-ENG 101.

**T-BUS 103 Typewriting** 2 3 3

Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms.

Prerequisite: T-BUS 102 or the equivalent. Speed requirement, 30 words per minute for five minutes.

**T-BUS 107 Shorthand** 3 2 4

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

Prerequisite: Minimum grade of C in T-BUS 106.

**T-BUS 120 Accounting** 5 2 6

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

Prerequisite: T-MAT 110.

**T-BUS 115 Business Law** 3 0 3

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

Prerequisite: None.

### THIRD QUARTER

**T-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: T-ENG 102.

**T-BUS 104 Typewriting** 2 3 3

Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms.

Prerequisite: T-BUS 103 or the equivalent. Speed requirement, 40 words per minute for five minutes.

**T-BUS 108 Shorthand** 3 2 4

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

Prerequisite: Minimum grade of C in T-BUS 107.

**T-BUS 110 Office Machines** 2 2 3

A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator.

Prerequisite: None.

<b>T-BUS 112 Filing</b>	<b>3</b>	<b>0</b>	<b>3</b>
Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, Triple Check, Automatic, Geographic, Subject, Soundex, and Dewey Decimal filing.			
Prerequisite: None.			
<b>T-BUS 183M Terminology and Vocabulary</b>	<b>3</b>	<b>0</b>	<b>3</b>
To develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices.			
Prerequisite: T-BUS 107.			

#### FOURTH QUARTER

<b>T-ENG 204 Oral Communication</b>	<b>3</b>	<b>0</b>	<b>3</b>
A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews.			
Prerequisite: T-ENG 101.			
<b>T-BUS 206M Dictation and Transcription</b>	<b>3</b>	<b>2</b>	<b>4</b>
Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 100 words per minute required for five minutes on new material.			
Prerequisite: T-BUS 108.			
<b>T-BUS 205 Advanced Typewriting</b>	<b>2</b>	<b>3</b>	<b>3</b>
Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents.			
Prerequisite: T-BUS 104. Speed requirement, 50 words per minute for five minutes.			
<b>T-BUS 211 Office Machines</b>	<b>2</b>	<b>2</b>	<b>3</b>
Instructions in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictating and transcribing machines.			
Prerequisite: T-BUS 110.			
<b>T-EDP 104 Introduction to Data Processing Systems</b>	<b>3</b>	<b>2</b>	<b>4</b>
Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses.			
Prerequisite: None.			
<b>T-BUS 284M Terminology and Vocabulary</b>	<b>3</b>	<b>0</b>	<b>3</b>
Greater emphasis on an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices.			
Prerequisite: T-BUS 183M.			

#### FIFTH QUARTER

<b>T-ENG 206 Business Communication</b>	<b>3</b>	<b>0</b>	<b>3</b>
Develops skills in techniques in writing business communications. Emphasis is placed on writing action — getting sales letters and prospectuses. Business reports, summaries of			

business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgments, remittances, and inquiry.

Prerequisite: T-ENG 102.

**T-BUS 207M Dictation and Transcription** 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 stenographic requirements of business and professional offices. Minimum dictation rate of 110 words per minute required for five minutes on new material.

Prerequisite: T-BUS 206M.

**T-BUS 214 Secretarial Procedures** 3      2      4

Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims.

Prerequisite: None.

### SIXTH QUARTER

**T-BUS 208M Dictation and Transcription** 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 120 words per minute required for five minutes on new material.

Prerequisite: T-BUS 207.

**T-BUS 271 Office Management** 3      0      3

Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems.

Prerequisite: None.

### ELECTIVES

**T-BUS 121 Accounting** 5      2      6

Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.

Prerequisite: T-BUS 120.

**T-BUS 215M Office Application** 6      0      6

During the sixth quarter only, students are assigned to work in a business, technical, or professional office for six hours per week. The objective is to provide actual work experience for secretarial students and an opportunity for the practical application of the skills and knowledge previously learned, according to the course of study.

Prerequisites: T-BUS 214, T-BUS 205, T-BUS 208, T-BUS 211.

**T-ECO 108 Consumer Economics** 3      0      3

Designed to help the student use his resources of time, energy, and money to get the most out of life. It gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and to understand better the economy in which he lives.

Prerequisite: None.

**T-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.

**T-PSY 112 Personality Development** 3 0 3

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

Prerequisite: None.

**T-BUS 116 Business Law** 3 0 3

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

Prerequisite: T-BUS 115.

**SOCIAL SCIENCE****T-SSC 201 Social Science** 3 0 3

An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology.

Prerequisite: None.

**T-SSC 202 Social Science** 3 0 3

A further study of social sciences with emphasis on economics, political science, and social problems as they relate to the individual.

Prerequisite: T-SSC 201.

**T-PSY 206 Applied Psychology** 3 0 3

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

Prerequisite: None.

**T-SSC 205 American Institutions** 3 0 3

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

Prerequisite: None.

**T-POL 201 United States Government** 3 0 3

A study of government with emphasis on basic concepts, structure, powers, procedures and problems.

Prerequisite: None.





# VOCATIONAL DIVISION

## VOCATIONAL DIVISION

In every area of the country skilled tradesmen are in great demand. Any repair shop or industry needs a person trained to operate or repair equipment. Service agencies, one of the fastest growing industries, are constantly seeking additional employees. For these and many other reasons the person entering a vocational course can look forward to a future of increasing opportunities.

Vocational courses at Stanly Technical Institute offer instruction in both the classroom and the shop in order to give the student both academic and practical instruction in his chosen curriculum. Instructors prepare students to enter the work force as highly skilled workers. Students spend from twenty-five to thirty hours per week either in the classroom or in the shop. Study at home or in the library is also required.

Students who successfully complete the twelve month trade programs are awarded a diploma. This indicates that the student has maintained passing grades in both academic and shop work. Students who do not pass the entire course of study receive certificates on that work passed.

### VOCATIONAL CURRICULUMS

Auto Body Repair

Electrical Installation & Maintenance

Electronic Servicing

Masonry

Practical Nursing \*

\* Contingent upon approval by North Carolina Board of Nursing.

## ADMISSION REQUIREMENTS

An applicant for a diploma must meet the following requirements:

1. Be a high school graduate or have the equivalent. Applicants who do not meet this requirement may be admitted by the Director of Student Personnel when age and maturity make successful completion in a given program seem likely.
2. Be eighteen years old or older or their high school class must have been graduated.
3. Have a personal interview with a counselor or with the Director of Student Personnel. During this time the applicant's interests, previous scholastic records, and feelings about success will be appraised.
4. Be in good physical and mental health. All students are required to submit medical reports.
5. Provide a transcript of all high school or other educational studies.

## ADMISSION PROCEDURE

Individuals who wish to enter a diploma program should:

1. Complete and return to the Director of Student Personnel an application form and a \$5 deposit. These forms can be obtained by writing the Office of Student Personnel.
2. Have transcripts of all previous education mailed to the Director of Student Personnel.
3. Satisfy any test requirements.
4. Attend a personal interview.
5. Provide all medical information requested.

## AUTO BODY REPAIR

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, metal straightening, aligning, and painting are typical jobs performed. Job titles include shop foreman, metal repairman, paint refinisher, frame straightener, and front end alignman.

### SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours Class	Per Week Lab	Quarter Hours Credit
<b>FIRST QUARTER</b>			
AUT 1111 Auto Body Repair	3	12	7
MAT 1101 Fundamentals of Mathematics	5	0	5
PHY 1101 Applied Science	3	2	4
ENG 1101 Reading Improvement	2	0	2
WLD 1101 Basic Gas Welding	0	3	1
	13	17	19
<b>SECOND QUARTER</b>			
AUT 1112 Auto Body Repair	3	12	7
WLD 1105 Auto Body Welding	0	3	1
DFT 1101 Schematics & Diagrams: Power Mechanics	0	3	1
PHY 1102 Applied Science	3	2	4
ENG 1102 Communication Skills	3	0	3
	9	20	16
<b>THIRD QUARTER</b>			
AUT 1113 Metal Finishing & Painting	3	12	7
PSY 1101 Human Relations	3	0	3
AUT 1115 Trim, Glass & Radiator Repair	2	9	5
	8	21	15
<b>FOURTH QUARTER</b>			
AUT 1114 Body Shop Applications	3	21	10
BUS 1103 Small Business Operations	3	0	3
	6	21	13

## COURSE DESCRIPTIONS BY QUARTERS

Course Title	FIRST QUARTER	Hours Per Week		Quarter Hours Credit
		Class	Lab	
<b>AUT 1111 Auto Body Repair</b>		<b>3</b>	<b>12</b>	<b>7</b>
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. The student applies the basic principles of straightening, aligning, and painting of damaged areas.				
Prerequisite: None.				
<b>MAT 1101 Fundamentals of Mathematics</b>		<b>5</b>	<b>0</b>	<b>5</b>
Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth.				
Prerequisite: None.				
<b>PHY 1101 Applied Science</b>		<b>3</b>	<b>2</b>	<b>4</b>
An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles.				
Prerequisite: None.				
<b>ENG 1101 Reading Improvement</b>		<b>2</b>	<b>0</b>	<b>2</b>
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.				
<b>WLD 1101 Basic Gas Welding</b>		<b>0</b>	<b>3</b>	<b>1</b>
Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding: bronze welding, silver-soldering, and flame-cutting methods applicable to mechanical repair work.				
Prerequisite: None.				
<b>SECOND QUARTER</b>				
<b>AUT 1112 Auto Body Repair</b>		<b>3</b>	<b>12</b>	<b>7</b>
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. The student begins acquiring skills such as shaping angles, crowns, and contour of the metal of the body and fenders. Metal working and painting.				
Prerequisites: AUT 1111, WLD 1101, PHY 1101, MAT 1101.				
<b>WLD 1105 Auto Body Welding</b>		<b>0</b>	<b>3</b>	<b>1</b>
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 strength and weaknesses of welded joints. Safety procedures are emphasized throughout the course.				
Prerequisite: WLD 1101.				
<b>DFT 1101 Schematics &amp; Diagrams: Power Mechanics</b>		<b>0</b>	<b>3</b>	<b>1</b>
Interpretation and reading of schematics and diagrams. 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.				

**PHY 1102 Applied Science** 3 2 4  
 The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power.  
 Prerequisite: PHY 1101.

**ENG 1102 Communication Skills** 3 0 3  
 Designed to promote effective communication through correct language usage in speaking and writing.  
 Prerequisite: None.

### THIRD QUARTER

**AUT 1113 Metal Finishing and Painting** 3 12 7  
 Development of the skill to shrink 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; the use and application of power tools.  
 Prerequisite: AUT 1112, WLD 1105.

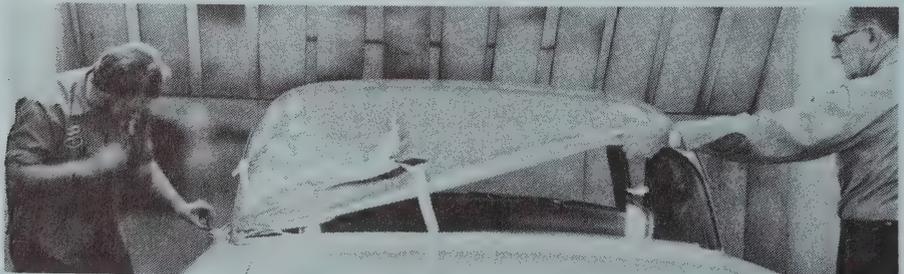
**PSY 1101 Human Relations** 3 0 3  
 A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.  
 Prerequisite: None.

**AUT 1115 Trim, Glass and Radiator Repair** 2 9 5  
 Methods of removing and installing interior trim; cutting, sewing and installing headlinings, seat covers, and door trim panels; painting of trim parts and accessories. Glass removal, cutting, fitting, and installation. The student gains a thorough knowledge of the engine cooling system and repairs and replaces damaged cooling system components. Tests are made to insure normal engine cooling operation.  
 Prerequisites: AUT 1112, WLD 1105.

### FOURTH QUARTER

**AUT 1114 Body Shop Applications** 3 21 10  
 General introduction and instruction in the automotive frame and front end suspension systems, the methods of operation and control, and the safety of the vehicle. Unit job application covers straightening of frames and front wheel alignment. The student applies all phases of training. Repair order writing, parts purchasing, estimates of damage, and developing the final settlement with the adjuster.  
 Prerequisites: AUT 1115, PHY 1102, DFT 1101.

**BUS 1103 Small Business** 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.



## ELECTRICAL INSTALLATION AND MAINTENANCE

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 portion of the program is laboratory and shop instruction designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of the electrical installation and maintenance 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 plants.

### SUGGESTED CURRICULUM BY QUARTERS

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

## COURSE DESCRIPTIONS BY QUARTERS

Course Title	FIRST QUARTER	Hours Per Week		Quarter Hours Credit
		Class	Lab	
<b>ELC 1112 Direct &amp; Alternating Current</b>		<b>5</b>	<b>12</b>	<b>9</b>
<p>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 Kirchhoff's Law. A study of the source of direct current voltage potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits.</p> <p>Prerequisite: None.</p>				
<b>ENG 1101 Reading Improvement</b>		<b>2</b>	<b>0</b>	<b>2</b>
<p>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.</p> <p>Prerequisite: None.</p>				
<b>MAT 1115 Electrical Math</b>		<b>5</b>	<b>0</b>	<b>5</b>
<p>A study of fundamental concepts of algebra; basic operations of addition, subtraction, multiplication, and division; solution of first order equations, use of letters and signs, grouping, factoring, exponents, ratios, and proportions; solution of equations, algebraically and graphically; a study of logarithms and use of tables; an introduction to trigonometric functions and their application to right angles; and a study of vectors for use in alternating current.</p>				
<b>phy 1101 Applied Science</b>		<b>3</b>	<b>2</b>	<b>4</b>
<p>An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles.</p> <p>Prerequisite: None.</p>				
<b>SECOND QUARTER</b>				
<b>ELC 1113 Alternating Current &amp; Direct Current Machines &amp; Controls</b>		<b>5</b>	<b>12</b>	<b>9</b>
<p>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, times, or sequencing switches.</p> <p>Prerequisites: ELC 1112, MAT 1115.</p>				
<b>DFT 1110 Blueprint Reading: Building Trades</b>		<b>0</b>	<b>3</b>	<b>1</b>
<p>Principles of interpreting blueprints and trade specifications common to the building trades. Development of proficiency in making three view and pictorial sketches.</p> <p>Prerequisite: None.</p>				
<b>ENG 1102 Communication Skills</b>		<b>3</b>	<b>0</b>	<b>3</b>
<p>Designed to promote effective communication through correct language usage in speaking and writing.</p> <p>Prerequisite: ENG 1101.</p>				
<b>PHY 1102 Applied Science</b>		<b>3</b>	<b>2</b>	<b>4</b>
<p>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.</p> <p>Prerequisite: PHY 1101.</p>				

**THIRD QUARTER**

<b>ELC 1124 Residential Wiring</b>	<b>5</b>	<b>9</b>	<b>8</b>
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.			
<b>ELC 1118 Industrial Electronics</b>	<b>3</b>	<b>6</b>	<b>5</b>
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.			
<b>PSY 1101 Human Relations</b>	<b>3</b>	<b>0</b>	<b>3</b>
A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation. Prerequisite: None.			
<b>DFT 1113 Blueprint Reading: Electrical</b>	<b>0</b>	<b>3</b>	<b>1</b>
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.			

**FOURTH QUARTER**

<b>ELC 1125 Commercial and Industrial Wiring</b>	<b>5</b>	<b>12</b>	<b>9</b>
Layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electrical Codes, and the application of the fundamentals of practical experience in wiring, conduit preparation, and installation of simple systems. Prerequisites: ELN 1118, ELC 1124.			
<b>ELN 1119 Industrial Electronics</b>	<b>3</b>	<b>6</b>	<b>5</b>
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.			
<b>BUS 1103 Small Business Operations</b>	<b>3</b>	<b>0</b>	<b>3</b>
An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and office, methods of improving business, and employer-employee relations. Prerequisite: None.			

## ELECTRONIC SERVICING

The curriculum in Electronic Servicing is designed to provide the basic knowledge and skills involved in the installation, maintenance, and servicing of radios, televisions, and sound amplifier systems. A large portion of time is spent in the laboratory verifying electronic principles and developing servicing techniques.

A radio and television serviceman may be required to install, maintain, and service amplitude modulated and frequency modulated home and auto radios; transistorized radios; monochrome and color television sets; intercommunication, public address, and paging systems; high fidelity and stereophonic amplifiers; record players and tape recorders. His work will require meeting the public in the repair shop and on service calls. A serviceman who establishes his own business will also need to know how to maintain business records and inventory.

### SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours Per Class	Week Lab	Quarter Hours Credit
<b>FIRST QUARTER</b>			
MAT 1115 Electrical Math	5	0	5
ENG 1101 Reading Improvement	2	0	2
ELC 1112 Direct & Alternating Current	5	18	11
	12	18	18
<b>SECOND QUARTER</b>			
MAT 1116 Electrical Mathematics	5	0	5
ENG 1102 Communication Skills	3	0	3
ELN 1112 Vacuum Tubes & Solid State Devices	7	15	12
	15	15	20
<b>THIRD QUARTER</b>			
ELN 1125 Radio Receiver & Amplifier Servicing	4	12	8
ELN 1113 Television Theory & Circuits	5	6	7
PSY 1101 Human Relations	3	0	3
	12	18	18
<b>FOURTH QUARTER</b>			
ELN 1127 Television Receiver Circuits & Servicing	9	18	15
BUS 1103 Small Business Operations	3	0	3
	12	18	18

## COURSE DESCRIPTIONS BY QUARTERS

Course Title	FIRST QUARTER		Quarter Hours Credit
	Class	Lab	
<b>MAT 1115 Electrical Mathematics</b>	5	0	5
An introductory algebra course with basic trigonometry and vectors needed in alternating current: algebraic operations of addition, subtraction, multiplication and division, positive and negative numbers, use of exponents, square roots and powers of 10. Prerequisite: MAT 1101 or equivalent.			
<b>ENG 1101 Reading Improvement</b>	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.			
<b>ELC 1112 Direct and Alternating Current</b>	5	18	11
A study of the structure of matter and the electron theory, the relationship between voltage, current and resistance in series, parallel and series-parallel circuits. Analysis of direct current circuits by Ohm's law and Kirchhoff's law: sources of direct current potentials. Fundamental concepts of alternating current flow; a study of reactance, impedance, phase angle, power and resonance and alternating current circuit analysis. Prerequisite: None.			
SECOND QUARTER			
<b>MAT 1116 Electrical Mathematics</b>	5	0	5
In-depth treatment to give a working knowledge of the powers of 10, Ohm's law for series and parallel circuits, quadratic equations, Kirchhoff's laws, trigonometric functions, plane vectors, alternating currents, vector algebra and logarithms. Prerequisite: MAT 1115.			
<b>ENG 1102 Communication Skills</b>	3	0	3
Designed to promote effective communication through correct language usage in speaking and writing. Prerequisite: ENG 1101.			
<b>ELN 1112 Vacuum Tubes and Solid State Devices</b>	7	15	12
An introduction to vacuum tubes and their development; the theory, characteristics and operation of vacuum diodes, semi-conductor diodes, rectifier circuits, filter circuits, triodes and simple voltage amplifier circuits. Transistor theory, operation, characteristics, and their application to audio and radio frequency amplifier and oscillator circuits. Troubleshooting and repair of solid state devices. Prerequisites: ELC 1112, MAT 1115.			
THIRD QUARTER			
<b>ELN 1125 Radio Receiver and Amplifier Servicing</b>	4	12	8
An introduction of commonly used servicing techniques as applied to monophonic and stereophonic high fidelity amplifier systems and auxiliary equipment. The operation and servicing of inter-communication amplifiers and switching circuits will also be taught. Principles of radio reception and practices of servicing; included are block diagrams of radio receivers, servicing techniques of AM and FM receivers by resistance measurements, signal injection, voltage analysis, oscilloscope methods of locating faulty stages and components and the alignment of AM and FM receivers. Prerequisites: MAT 1115, ELN 1112, ELC 1112.			

**ELN 1113 Television Theory and Circuits** **5** **6** **7**

This is a beginning theory course which introduces the study of the following: brightness control and DC re-insertation circuits, video detector stages, automatic gain control circuits, deflection oscillator and amplifier stages, automatic frequency control circuits, picture IF amplifier stages and RF tuner units, etc. Shop work will include construction, analysis, testing, and simple troubleshooting of the stages studied in class. Visual alignment and adjustments of control circuits are performed.

Prerequisites: ELC 1112, ELN 1112, MAT 1115.

**PSY 1101 Human Relations** **3** **0** **3**

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

Prerequisite: None.

**FOURTH QUARTER****ELN 1127 Television Receiver Circuits and Servicing** **9** **18** **15**

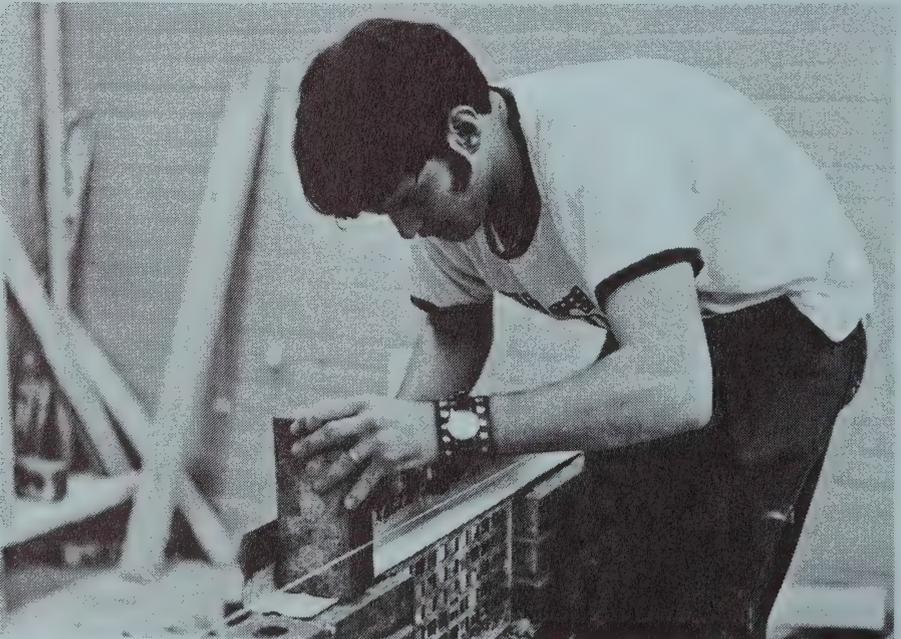
A study of principles of television receivers, alignment of radio and intermediate frequency amplifiers, adjustment of horizontal and vertical sweep circuits will be taught. Techniques of troubleshooting and repair of TV receivers with the proper use of associated test equipment will be stressed. Additional study of more specialized servicing techniques and oscilloscope waveform analysis will be used in the adjustment, troubleshooting and repair of the color television circuits.

Prerequisites: ELN 1113, ELN 1125.

**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.

Prerequisite: None.



## MASONRY

The curriculum in Masonry is designed to train the individual to enter the trade with the knowledge and basic skills that will enable him to perform effectively. He must have a knowledge of basic mathematics, blueprint reading, and masonry technology. He must know the methods used in planning a masonry job, with specific reference to rigid insulation, refractories, and masonry units specified for residential, commercial, and industrial construction.

Most masons are employed by contractors in the building construction field to lay brick and blocks made of tile, concrete, glass, gypsum, or terra cotta. Also, he constructs or repairs walls, partitions, arches, sewers, furnaces, and other masonry structures.

### SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours Per Week	Quarter Hours
	Class    Lab	Hours    Credit
<b>FIRST QUARTER</b>		
MAS 1101    Bricklaying	5    15	10
MAT 1101    Fundamentals of Mathematics	5    0	5
DFT 1110    Blueprint Reading: Building Trades	0    3	1
	—    —	—
	10    18	16
<b>SECOND QUARTER</b>		
MAS 1102    Bricklaying	5    15	10
MAT 1112    Building Trades Mathematics	3    0	3
DFT 1111    Blueprint Reading & Sketching	0    3	1
	—    —	—
	8    18	14
<b>THIRD QUARTER</b>		
MAS 1103    General Masonry	5    15	10
MAS 1113    Masonry Estimating	3    3	4
DFT 1112    Blueprint Reading & Sketching	0    3	1
	—    —	—
	8    21	15

### COURSE DESCRIPTIONS BY QUARTERS

Course Title	Hours Per Week	Quarter Hours
	Class    Lab	Hours    Credit
<b>MAS 1101    Bricklaying</b>	<b>5    15</b>	<b>10</b>
The history of the bricklaying industry. Clay and shell brick, mortar, laying foundations, laying bricks to a line, bonding, and tools and their uses. Laboratory work will provide training in the basic manipulative skills.		
Prerequisite: None.		
<b>MAT 1101    Fundamentals of Mathematics</b>	<b>5    0</b>	<b>5</b>
Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane		

and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth.

Prerequisite: None.

**DFT 1110 Blueprint Reading: Building Trades** 0      3      1

Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three view and pictorial sketches.

Prerequisite: None.

**SECOND QUARTER**

**MAS 1102 Bricklaying** 5      15      10

Designed to give the student practice in selecting the proper mortars, layout, and construction of various building elements such as foundations, walls, chimneys, arches and cavity walls. The proper use of bonds, expansion strips, wall ties and caulking methods are stressed.

Prerequisite: MAS 1102.

**MAT 1112 Building Trades Mathematics** 3      0      3

Practical problems dealing with volumes, weights, ratios; mensuration; and basic estimating practices for building materials.

Prerequisite: MAT 1101.

**DFT 1111 Blueprint Reading & Sketching** 0      3      1

Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, walls elevations, chimneys, fireplaces, arches and cavity wall construction. Development of proficiency in making three view and pictorial sketches.

Prerequisite: DFT 1110.

**THIRD QUARTER**

**MAS 1103 General Masonry** 5      15      10

Layout and erection of reinforced grouted brick masonry lintels, fireplaces, glazed tile, panels, decorative stone, granite, marble, adhesive terra cotta and modular masonry construction theory and techniques.

Prerequisite: MAS 1102.

**MAS 1113 Masonry Estimating** 3      3      4

This is a practical course in quantity "take off" from prints of the more common type jobs for bricklayers and masons. Figuring the quantities of materials needed and costs of building various components and structures.

Prerequisite: MAS 1103.

**DFT 1112 Blueprint Reading & Sketching** 0      3      1

Designed to develop abilities in reading complex drawings in the masonry field. Blueprints of residential and commercial buildings will be studied with emphasis on the plot plan, floor plan, basement and or foundation plan, walls and various detailed drawings of masonry work.

Prerequisite: DFT 1111.

## PRACTICAL NURSE EDUCATION \*

The accelerated growth of population in North Carolina and rapid advancement in medical technology demand an increased number of well-trained personnel for health services. Realizing this need, Stanly Technical Institute, in conjunction with Stanly County Hospital, administers a program of practical nurse education.

The aim of the Practical Nurse Education Program is to make available to qualified persons the opportunity to prepare for participation in care of patients of all ages, in various states of dependency, and with a variety of illness conditions.

Students are selected on the basis of demonstrated aptitude for nursing as determined by pre-entrance tests, high school graduation, character references, reports of medical and dental examinations, and an interview with the nursing selection committee. In extenuating circumstances and when the applicant can demonstrate sufficient knowledge and ability, the selection committee may consider for admission those applicants with less than a high school diploma.

Throughout the one-year program, the student is expected to grow continuously in acquisition of knowledge and understandings related to nursing, the biological sciences, the social sciences and in skills related to nursing practice, communications, interpersonal relations, and use of good judgment. Evaluation of student performance consists of tests on all phases of course content, evaluation of clinical performance, and evaluation of adjustment to the responsibilities of nursing. A passing score is required on all graded work, plus demonstrated progress in application of nursing skills to actual patient care. All Practical Nurse Education courses must be completed in sequence.

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

\* Contingent upon approval by the North Carolina Board of Nursing.

## CURRICULUM BY QUARTERS

Course Title	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinic	
<b>FIRST QUARTER</b>				
Practical Nursing I	18	2	3	20
<b>SECOND QUARTER</b>				
Practical Nursing II	12	2	21	20
<b>THIRD QUARTER</b>				
Practical Nursing III	10	2	24	19
<b>FOURTH QUARTER</b>				
Practical Nursing IV	10	2	24	19

## COURSE DESCRIPTIONS BY QUARTERS

### FIRST QUARTER

#### PRACTICAL NURSING I

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

**Course Material:**

Nursing — History; introduction to patient care.

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

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

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

Communications and Human Relations.

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

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

Prerequisite: Admission requirements

### SECOND QUARTER

#### PRACTICAL NURSING II

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

**Course Material:**

Medical-Surgical Nursing — Patient care; therapeutic methods, including administration of oral medication.

Introduction to Maternity Nursing.

Introduction to Nursing the Sick Child.

Communications and Human Relations

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

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

Prerequisite: Practical Nursing I

### THIRD QUARTER

#### PRACTICAL NURSING III

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

**Course Material:**

Common Medical-Surgical Conditions

Care of the Subacutely-III Child.

Care of Maternity Patient and Newborn Infant with Complications.

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

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

Prerequisite: Practical Nursing II

### FOURTH QUARTER

#### PRACTICAL NURSING IV

**Objectives:** To assist advanced practical nursing students to acquire knowledge of needs of patients who are seriously ill, to develop beginning skills in assisting the registered nurse and / or physician in complex nursing situations, and to make the transition to the role of graduate practical nurse.

**Course Material:**

Needs of the Seriously-III Patient.

Needs of Patients in Immediate Post-Operative Period.

Needs of the Labor Patient.

Needs of the Seriously-III Child.

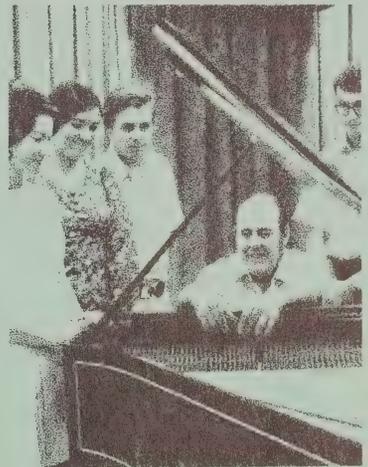
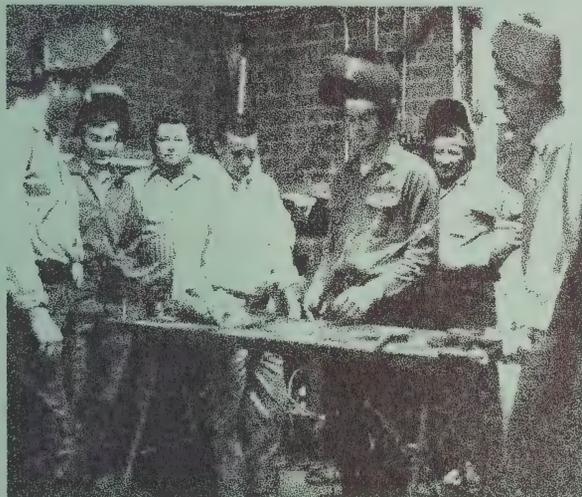
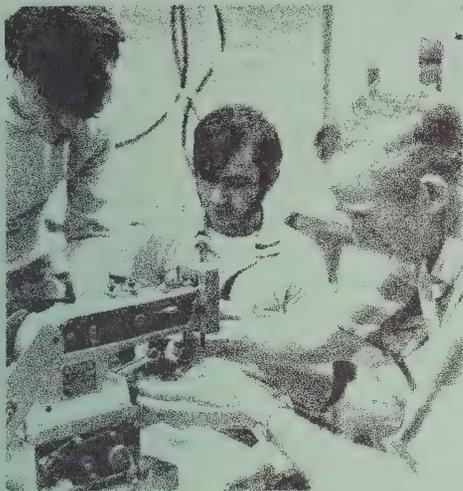
Assuming the Role of Graduate Practical Nurse.

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

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

Prerequisite: Practical Nursing III





## CONTINUING EDUCATION DIVISION

## **CONTINUING EDUCATION DIVISION**

### **BASIC PHILOSOPHY AND PURPOSE**

The basic philosophy underlying the occupational extension adult education programs at Stanly Technical Institute is that education is a lifelong process. Education does not stop with the completion of formal schooling at an early age, but continues throughout life. Rapid changes in our modern society have necessitated a continuing education program. The scope of this program is determined only by the needs of the adult population it serves.

Programs of continuing education offered by Stanly Technical Institute seek to provide occupational retraining and upgrading in vocational and professional areas, to help raise the basic educational level of adults, and to make readily accessible to persons of the community numerous opportunities for personal growth and enrichment by offering a wide variety of subjects from which to choose.

### **ADMISSION, REGISTRATION, AND EXPENSE**

Persons who wish to enter any general adult, extension or non-curriculum course or the Learning Laboratory must meet the following requirements:

1. Be 18 or their high school class must have been graduated.
2. Meet any entrance requirements listed for individual classes.

The requirements needed for any class will be listed in class publicity.

At the beginning of each regular quarter, a registration day will be scheduled for the purpose of enrolling students in classes. Interested persons are encouraged to pre-register on or before this day so prior judgement can be made regarding which advertised courses can actually be provided. A prospective student may register by contacting the Department of Adult Education at Stanly Technical Institute by personal visit, mail, or telephone (982-0121). If a course is provided and not filled, individuals are allowed to register at the first or second meeting of the class. This same procedure of registration is used for classes which begin in the middle of the regular quarter, although there is no specific registration day.

Normally there is no tuition for extension or general adult courses provided by Stanly Technical Institute, although students are expected to purchase their textbooks. In courses such as Multimedia First Aid or Driver Education a nominal fee is charged.

### **FORMATION OF CLASSES**

Generally, extension and continuing education courses are established on a demand basis. Almost any course or program can be offered by Stanly Technical Institute provided:

1. A minimum of ten people register for the course.
2. A suitable classroom or shop can be provided on or off the Stanly Tech campus.
3. A qualified instructor can be employed.
4. The program in question has well defined aims, realistic goals, and effective methods to accomplish the class purpose.

This means Stanly Technical Institute encourages the public to request courses. Often only one or two persons are able to recruit a group of friends and neighbors so that a particular course of interest to them can be provided. Similarly, several persons in the business or industrial community are frequently able to locate other individuals with similar occupational and training needs so that a course can be offered at a convenient place and time. An on-going "request file" is kept in the Adult Education Department to help locate the needs and interest of the community.

### **CLASS HOURS AND LOCATION**

Classes meet once or twice weekly on weekday evenings for two or three hours, although they can be provided at any hour which is convenient for interested persons.

Stanly Technical Institute feels a definite commitment to extend its services to the local community, businesses and industries. Although classes are offered continually on campus, they can be offered in any area if a sufficient number of citizens indicate an interest in having a class brought to a particular location.

### **AWARDS AND ATTENDANCE**

Adult continuing education courses are normally non-credit, but achievement in class may be recognized by the awarding of a certificate by the Institute. This certificate will show the course title and total hours. General requirements for a certificate are 75 per cent attendance and achievement of minimum class objectives as recommended by the instructor.

### **PROGRAMS OF ADULT CONTINUING EDUCATION**

(Courses shown here are for illustration purposes only. Others are offered as the need arises.)

#### **A. Business Education and Office Skills**

Accounting

Typing

Shorthand

Office Machines

Fundamentals of Real Estate

Legal Secretary Training

Dictaphone

**B. Electrical, Mechanical and Building Trade Courses**

Automatic Transmission	Masonry
Drafting / Blueprint Reading	Industrial Sewing Machine Repair
Basic Electricity	Small Engine Repair
Industrial Electricity	National Electrical Code

**C. Management Development**

Principles of Supervision	Safety and Accident Prevention
Human Relations	Conference Leadership
Effective Communications	

**D. New and Expanding Industry Training**

One of the basic objectives of Stanly Technical Institute is to stimulate the creation of more challenging and rewarding jobs for the people of the area by providing a customized training service to new and expanding industries. Subject to only minimal limitations, this institution, in cooperation with the Industrial Services Division of the State Department of Community Colleges, will design and administer a special program for training the production manpower required by any new or expanding industry creating new job opportunities in North Carolina.

The program includes the following services:

1. Consultation in determining job descriptions, defining areas of training, and prescribing appropriate course outlines, training schedules, and materials.
2. Selecting and training of instructors. These instructors may be recruited from the company and from outside sources.

The purpose of this service is to help a new or expanding industry meet its immediate manpower needs and to encourage each industry to develop a long-range training program of its own to satisfy its continuing replacement and retraining needs.

**E. Fire Service Training**

Introduction to Firefighting	Rescue Practices
Fire Apparatus Practices	Forcible Entry
Firefighting Procedures	

**F. Hospitality and Tourism Education**

Quantity Cooking	School Food Service
Waiter-Waitress Training	Sales Promotion
Front Office Procedures	Food and Beverage Purchasing

**G. Family Life Education**

Process of Conception and Birth	Being Parents of Teenagers
Living with Children	Retirement (Problems and Enjoyment)
Family Relations	

**H. Liberal Arts and Citizenship Education**

- |   |   |
|---|---|
| Great Books of World Literature                     | Introduction to American History        |
| Researching and Writing Local History and Biography | Great Decisions of U. S. Foreign Policy |
| Being an Informed Voter                             |   |

**I. Health and Safety Education**

- Understanding Mental Illness
- Driver Education
- Multimedia First Aid

**J. Creative Arts and Homemaking**

- |                     |                             |
|---------------------|-----------------------------|
| Oil Painting        | Dressmaking                 |
| Cake Decorating     | Floral Arranging and Design |
| Interior Decorating | Furniture Refinishing       |

**K. Language Arts Education**

- |                  |                         |
|------------------|-------------------------|
| Creative Writing | Speed Reading           |
| Public Speaking  | Parliamentary Procedure |

**L. Consumer Education**

- |                                 |                               |
|---------------------------------|-------------------------------|
| Buying a Home                   | Investments                   |
| Personal Income Tax Preparation | Family Budgeting and Finances |

**COMMUNITY SERVICE PROGRAMS**

Stanly Technical Institute seeks to sponsor and promote a variety of community services which contribute to the cultural, economic, and civic improvement of the community. The following are illustrative types: seminars, workshops, conferences, speaker and lecture series, fine arts exhibits, musical concerts and special programs, and discussion groups.

**ADULT BASIC EDUCATION**

The program of Adult Basic Education is essentially designed to improve an adult's ability to speak, read, and write the English language. Other areas such as arithmetic, science, and social studies are included in the instructional program.

Specifically, the objectives of the Adult Basic Education program are:

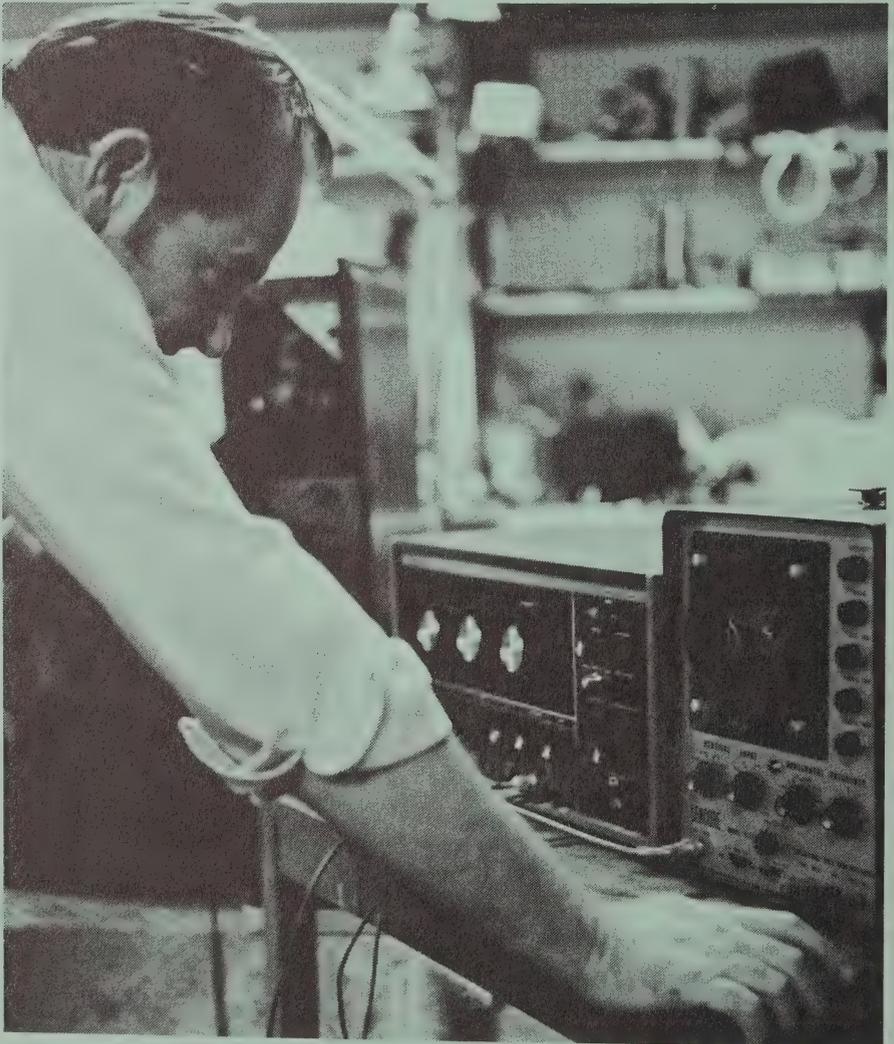
1. Provide instruction for those individuals who have attained age 18 and whose inability to read and write the English language constitutes a substantial impairment of their real ability.
2. Provide instruction in the basic education skills for those individuals who have attained age 18 and are in need of this training to enable them to function to the fullest of their realistic potentiality as citizens.
3. Improve their ability to benefit from occupational training.
4. Increase their opportunity for more productive and profitable employment.

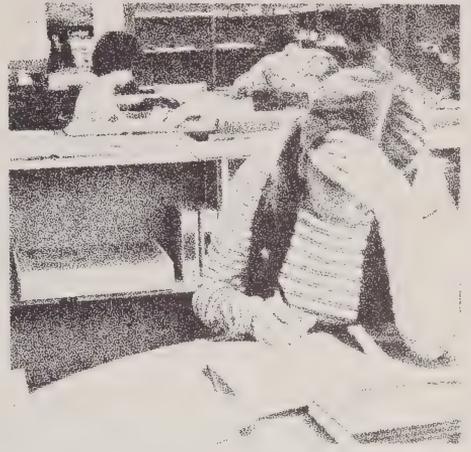
In accordance with the North Carolina plan for Adult Basic Education, first priority will be given to persons functioning at the fifth grade level or

below. Second priority will be given to persons functioning above the fifth and through the eighth grade level.

The program is based upon the philosophy that every individual, regardless of the status of his functional level, should have the opportunity to participate in continuing educational activities. The philosophy further incorporates the belief that every individual is teachable, trainable, and can realize self-improvement.

Through the cooperation of local community agencies and organizations, facilities should be available without cost. According to the policy of the State Board of Education no charge is made for adults enrolled in the Adult Basic Education program.





# LEARNING RESOURCES CENTER

## **LEARNING RESOURCES CENTER**

As a center for student learning and innovative teaching, the Learning Resources Center at Stanly Technical Institute includes the College Library, Audio-Visual Laboratory and Learning Laboratory, each serving specific and unique functions.

### **LIBRARY**

The library consists mainly of books and periodicals, and provides invaluable service to the student body, faculty and community in comfortable and pleasant surroundings. A completely new and up-to-date reference section, combined with important volumes in the general and special areas, is housed in open stacks, readily accessible to readers. If a faculty member or student wishes to do in-depth study or research on a certain subject, a trained specialist is ready to offer assistance in finding the media which relates to the specific need.

Books, with the exception of reserve reference books, are checked out for a period of two weeks. There is no limit to the number of books that may be checked out by a student; books may be renewed one time by bringing them to the library.

### **AUDIO-VISUAL LABORATORY**

Stanly Technical Institute provides audio-visual services for the faculty and students. The laboratory maintains a library of filmstrips, cassettes, tape recordings, films, slides, etc. it also has on hand such audio-visual equipment as 8 & 16 mm motion picture projectors, filmstrip projectors, cassette players, reel to reel tape recorders and others. Students and faculty are welcome to use the AV services anytime the Center is open.

### **LEARNING LABORATORY**

The Learning Laboratory is designated to provide opportunities for study, both to regular curriculum students in the Institute and for adults in Stanly County and surrounding areas. The programmed materials in the lab cover the entire educational range for non-reader through post-high school.

A "learning laboratory" is an individual study situation in which a person 18 years of age or older may study many subjects at whatever level he or she requires. All materials in the lab are individualized to allow each student to progress at a pace dictated by his own ability. A coordinator is on duty to evaluate, advise, and aid the student in his progress.

Students may use the learning lab to receive basic adult education; to work for a high school diploma; to prepare for the high school

equivalency examination; to prepare for college; to keep pace in a selected trade, technical, industrial, vocational or college parallel curriculum; and to better themselves through selected courses of general interest. Adults who wish to enter the Learning Laboratory are first interviewed and placed according to their capabilities and goals.

Many courses are offered both for credit (such as the high school program) and for enrichment. A selected list of programs available appears below:

**Basic Education**

English, reading, mathematics  
grade 1-8

**High School Program**

All courses required by the High School Diploma Program or the GED

**Reading**

Reading Improvement  
Speed Reading

**Vocabulary**

Vocabulary for College  
Vocabulary Builder Program

**Phonics**

Plan Phonics Program

**Science**

Chemistry  
Astronomy  
Biology

**Foreign Language**

French  
German  
Spanish

**Spelling**

Spelling Improvement

**Grammar**

English Usage  
Programmed College English

**Writing**

Approaches to Writing  
Improving Your Written Communications

**Literature**

Poetry  
Adventures in Literature

**Mathematics**

Basic Mathematics  
Modern Algebra  
Consumer Math

**Social Studies**

American History  
World Geography

**Business**

Beginning Bookkeeping  
Filing  
Shorthand  
Secretarial Practice

## HIGH SCHOOL EQUIVALENCY (GED)

Under the High School Equivalency Program, individuals 19 or older and those 18 who have been out of school at least six months may take a series of tests called the General Educational Development Tests (GED). Those receiving an acceptable passing score of 225 points with no single test score below 35 will be awarded a High School Equivalency Certificate by the Department of Public Instruction. This certificate is generally accepted on a basis equal to a high school diploma for employment, promotion, or further education.

The GED tests the student's knowledge and skill in five separate areas — English, social studies, science, literature, and math. An individualized

program of study will be set in the Learning Lab to prepare each student for the GED. When the student has completed his program of study and feels confident, he is ready to take the GED. There is a fee of \$3.00 for the initial testing and \$1.00 for retest.

In addition to the GED test, the Learning Laboratory also services the Adult High School Diploma Program jointly with the Continuing Education Division.

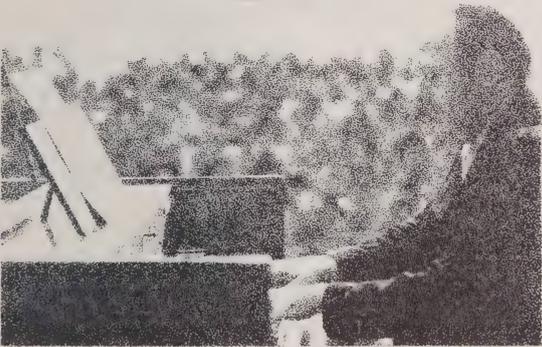
### ADULT HIGH SCHOOL DIPLOMA

The Adult High School Diploma Program is an individualized, unpaced educational opportunity designed for adults who have not completed their high school requirements. Any adult 18 or older may enroll in this program if the high school class in which the student was enrolled has been graduated.

Four subjects — English, math, social studies, and science — may be studied in the Adult High School Diploma Program. A student is placed in the program on the basis of his school transcript and his own achievement. The student will take tests in the Learning Laboratory on the materials he studies. Upon successful completion of the High School Diploma Program, the student receives a diploma from the adult division of the Albemarle City Schools or Stanly County Schools.

There is no charge for entering the Adult High School Diploma Program, although there is a \$2 fee when the student completes his work to help defray the cost of having his diploma printed. Interested adults may enroll in the program any time by contacting the Learning Lab. Likewise, the student may work toward the completion of his diploma at anytime the Learning Lab is open.





## PERSONNEL OF THE INSTITUTE

**STATE ADMINISTRATION**

W. Dallas Herring ..... Chairman, State Board of Education  
 Ben E. Fountain, Jr. .... President, Department of Community Colleges

**BOARD OF TRUSTEES**

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 805 Montgomery Avenue  
 Albemarle, North Carolina

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 New London, North Carolina

Wallace Martin  
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 Misenheimer, North Carolina

Hazel Efird  
 Route 1  
 Stanfield, North Carolina

**ADMINISTRATIVE OFFICERS**

Thomas S. Bishop ..... Director of Occupational Education  
 B.S., Northwest Missouri State College  
 M.A., University of Missouri  
 Ph.D., University of Iowa

Charles H. Byrd ..... President  
 A.B., M.A.Ed., East Carolina University  
 Ed.D., Duke University

J. Ronald Fairbairn ..... Director of General Adult Education  
 B.A., Baylor University  
 B.D., Southern Baptist Theological Seminary  
 Ph.D., Duke University

D. Jack Gold ..... Business Manager  
 B.A., John B. Stetson University  
 Graduate Study N. C. State University  
 and UNC-Charlotte

- Peter Ku ..... Director of Learning Resources Center  
 B.A. Law, Taiwan Provincial Chung-Hsing University  
 M.A., Lib. Sc., University of Minnesota  
 M.A., Ed., East Carolina University  
 Ph.D., Duke University
- Robert J. Washer ..... Director of Student Personnel  
 A.A., Campbell College  
 B.S., East Carolina University  
 M.A., Ed., East Carolina University

### FACULTY AND STAFF

- Daniel Antion ..... Mathematics and Science  
 B.A., Washington & Jefferson College  
 M.S., University of Washington  
 Ph.D., University of South Carolina
- Karen Bailey ..... Secretarial Science  
 B.S., West Virginia Institute of Technology  
 M.A., Marshall University
- Thomas Clifford ..... Electrical Installation & Maintenance  
 BSE, Fitchburg State
- Ray Ellerman ..... Resident Musician  
 B.Mus., M.Mus., St. Louis Institute of Music
- Daniel Hazlett ..... English  
 B.S., Concord College  
 M.A., Marshall University
- Fraser Huneycutt ..... Registrar, Financial Aid & Inventory Officer  
 A.A.S., Central Piedmont Community College
- Dennis Huntley ..... Counselor-Student Personnel  
 A.A.S., Central Piedmont Community College  
 B.A., East Carolina University  
 M.A., East Carolina University
- Mary Ann Little ..... Part Time Learning Lab Coordinator  
 A.B., Winthrop College  
 Advance Education, Winthrop College  
 Educational Work, UNC-Charlotte
- Andrew McPherson ..... Business Administration  
 A.B., Elon College  
 M.B.A., Appalachian University
- Talmadge Moose ..... Commercial Art and Advertising Design  
 B.A., Richmond Professional Institute

John Morris .....	Evening Supervisor
B.S., Appalachian State Teachers	
M.A., Appalachian State University	
Keith Morton .....	Masonry
Lloyd Pendley .....	Auto Body Repair
B.A., Hardin-Simmons University	
Professional Training — Texas Technological University	
Graduate Work, Appalachian University	
Sandra Sebring .....	Early Childhood Specialist
B.S., Western Carolina University	
M.S., East Carolina University	
Bob Smith .....	Electronic Servicing
Rebecca Snyder .....	Part Time Learning Lab Coordinator
B.A., UNC-Chapel Hill	
Janice Stokes .....	Bookkeeper
Pfeiffer College	
Carol Weekley .....	Learning Lab Coordinator
B.S., East Carolina University	
M.A., Ed., East Carolina University	
Jim Yandle .....	Evening Supervisor
A.B., Pfeiffer College	
Graduate Study UNC-Charlotte	

### OFFICE PERSONNEL

Bonnie Bolen .....	Secretary, Director Learning Resources Center
Candy Fine .....	Secretary, Director of Student Personnel
Susan Hudson .....	Secretary, Director of Occupational Education
Ann Kiser .....	Secretary, President
Dot Little .....	Secretary, Director of Adult Education

### MAINTENANCE

James H. Calloway .....	Maintenance Supervisor
Willie Henry .....	Janitor

The faculty and staff of the Institute hold membership in the following societies and associations:

AAIC

Academy of Management

Albemarle Jaycees

Albemarle Lions Club

American Association for Higher Education

American Association of Junior Colleges

American Vocational Association

Association for Childhood Education International

Chamber of Commerce

Civitan

Combined Charities

Community Concert Association

Educational Media Association, North Carolina

Dept. of Community Colleges

Kappa Delta Pi

National Council on Family Relations

National Fire Prevention Association - Electrical Association

North Carolina Community College Adult

Educator's Association

North Carolina Library Association

North Carolina Literary Historical Association

North Carolina Public Community College

President's Association

North Carolina Vocational Association

Optimist Club of Albemarle

Phi Delta Kappa

Psi Sigma Tau

Psi Chi

Rotary Club

Scouts, Explorers

Stanly County Mental Health Association

The North Carolina Association of Educators

The North Carolina Community College Adult

Educators Association

The North Carolina Student Services Personnel

The North Carolina Vocational Teachers Association





ALBEMARLE

STANLY  
TECHNICAL  
INSTITUTE

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621 Wall Street  
Albemarle, North Carolina 28001

