

# **Stanly Technical Institute**

**Catalog  
1974-76**





## **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

ALBEMARLE, NORTH CAROLINA 28001



## GENERAL CATALOG

1974-1976



General Information .....	White
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## FOREWORD

The distinctive quality of Stanly Technical Institute lies in its commitment to the people of our county. The institution has staked out a major concern for the quality of life which is so closely related to the quality of work and job satisfaction. It is our assignment to formulate programs of education that are constant with the best in our tradition and appropriate to contemporary needs.

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.

Mine is the rare honor and privilege of providing leadership in the building and development of another technical institute in our great State. I find immense satisfaction in being part of such a significant venture that is having a far reaching impact upon our county's economy, destiny and general productivity of our populace.

Charles H. Byrd  
President

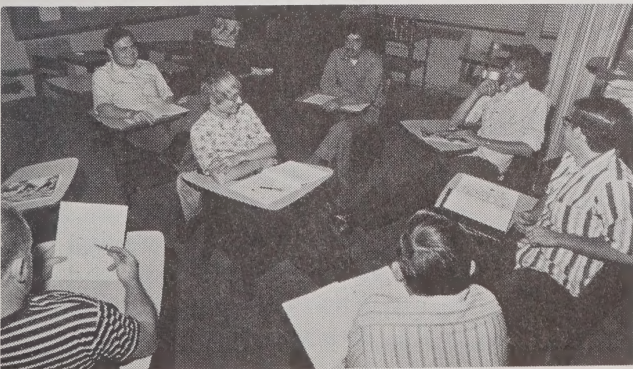
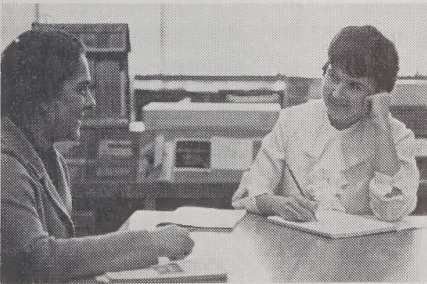
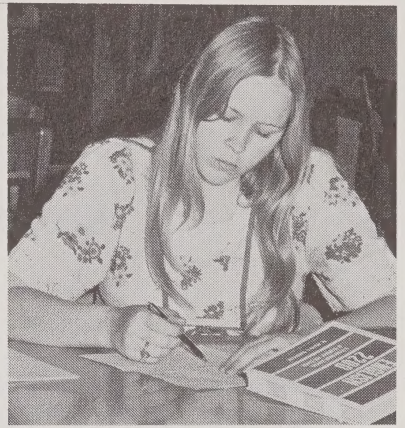


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## GENERAL INFORMATION



## ACADEMIC CALENDAR 1974-75

### FALL QUARTER

September 25	Wednesday	Faculty Orientation
September 26	Thursday	Registration
September 27	Friday	Student Orientation
September 30	Monday	1st day of classes
October 11	Friday	Last day for drop—add
November 28 & 29	Thursday & Friday	Thanksgiving Holidays
December 18	Wednesday	End-of-Quarter

### WINTER QUARTER

January 3	Friday	Registration
January 6	Monday	1st day of classes
January 10	Friday	Last day for drop—add
March 25	Tuesday	End-of-Quarter

### SPRING QUARTER

March 27	Thursday	Registration
April 1	Tuesday	1st day of classes
April 7	Monday	Last day for drop—add
June 17	Tuesday	End-of-Quarter

### SUMMER QUARTER

June 26	Thursday	Registration
July 7	Monday	1st day of classes
July 11	Friday	Last day for drop—add
September 1	Monday	Labor Day Holiday
September 19	Friday	End-of-Quarter
September 21	Sunday	Graduation



## ACADEMIC CALENDAR 1975-76

## FALL QUARTER

September 24	Wednesday	Faculty Orientation
September 25	Thursday	Registration
September 26	Friday	Student Orientation
September 29	Monday	1st day of classes
October 10	Friday	Last day for drop—add
November 27 & 28	Thursday & Friday	Thanksgiving Holidays
December 17	Wednesday	End-of-Quarter

## WINTER QUARTER

January 5	Monday	Registration
January 6	Tuesday	1st day of classes
January 12	Monday	Last day for drop—add
March 24	Wednesday	End-of-Quarter

## SPRING QUARTER

March 29	Monday	Registration
March 31	Wednesday	1st day of classes
April 6	Tuesday	Last day for drop—add
April 19	Monday	Easter Holiday
June 17	Thursday	End-of-Quarter

## SUMMER QUARTER

June 24	Thursday	Registration
July 6	Tuesday	1st day of classes
July 12	Monday	Last day for drop—add
September 6	Monday	Labor Day Holiday
September 22	Wednesday	End-of-Quarter
September 24	Friday	Graduation

## GENERAL INFORMATION

### HISTORY

Stanly Technical Institute was established in July, 1971, under the authority of the 1963 Community College Act. However, the Institute 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 Institute has grown from 31 in December, 1971, to over six thousand in June, 1974. The 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 Stanly Tech is a co-educational institution offering technical, vocational, extension and general adult courses. The Institute 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 Institute.

### 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 career 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, establishment 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 current collection of 12,521 volumes and units includes 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 & Advertising Design  
Early Childhood Specialist  
General Office Technology  
Industrial Management  
Journalism\*  
Secretarial Science - Executive - Legal - Medical  
Surveying Technology\*

\* Pending approval by the State Board of Education

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 Curriculums**

Auto Body Repair  
Automotive Mechanics  
Electrical Installation & Maintenance  
Electronic Servicing  
Masonry  
Practical Nursing  
Respiratory Therapy Technician \*  
Welding

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

### **General Education**

The General Education Curriculum has two objectives. One is to provide an educational program beyond the high school for students desiring certain liberal arts courses but not pursuing a baccalaureate degree. The second objective is to provide the student who wishes to pursue a baccalaureate degree with freshman level course work that will be transferable to an accredited college or university.

Through a contractual agreement, Pfeiffer College will provide approximately thirty (30) semester hours of college credit courses on the Stanly Technical Institute campus. These courses will be provided in two semesters of work.

After the successful completion of both semesters of the Stanly Technical Institute — Pfeiffer College Program, a student may transfer his credits to Pfeiffer College or another college of his choice.

Examples of courses to be offered are as follows: English Composition, Literature, Modern Civilization, Algebra, Introduction to Art, Concert Music, and Zoology.

## **ENTRANCE REQUIREMENTS**

All correspondence concerning admission should be addressed to the Dean Of Students.

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

\* Pending approval by the State Board of Education



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 institutes should be submitted to this institution. All transcripts must come to the Office of Student Services 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.

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 Services.

### **RESIDENT STATUS**

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 twelve 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 of 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 Dean of Students 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. Each student is expected to matriculate according to schedule. Any student registering later than the time appointed for registration must pay an additional fee of \$5.00

**TUITION AND FEES (For Curriculum Students)**

The following tuition and fees are payable each quarter:

	Technical	Vocational	General Education
Tuition-full time	\$ 33.00	\$ 33.00	\$ 49.50
Tuition-full time (non-resident of N. C.)	137.50	137.50	137.50
Tuition-part time	2.75 per qtr. hour	2.75 per qtr. hour	3.75 per sem. hour
Student Activity Fee	5.00 for full time (12 or more credit hours) 3.00 for part time (6 to 11 credit hours)		
Graduation Fee	12.00		
Books and Supplies	Will vary according to the program of study and the course load		

(All fees are subject to change without prior notice)

Any student registering later than the time appointed for registration must pay an additional fee of \$5.00.

A fee of \$5 will be assessed any student whose check is returned for "insufficient funds."

The out-of-state tuition rate is \$11.50 per credit hour with a maximum charge of \$137.50 per quarter.

### **STUDENT ACTIVITY FEE**

The student activity fee is \$5 per quarter for each student carrying 12 quarter hours or more and \$3 per quarter for each student carrying 6 to 11 quarter hours. Students who carry less than 6 quarter hours are not required to pay a student activity fee. The student activity fee supports publication, cultural, entertainment, and recreational activities.

### **STUDENT CLASSIFICATION**

Full Time: A student who is enrolled for 12 or more quarter hours.

Part Time: A student who is enrolled for fewer than 12 quarter hours.

Freshman: A student who has completed fewer than 42 quarter hours.

Sophomore: A student who has completed 42 or more quarter hours of course work.

### **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 Institute 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 the 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 for students shall not be made unless the student is, in the judgment of the institution, compelled to withdraw for unavoidable reasons. In such cases two-thirds ( $2/3$ ) of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuition of five dollars (\$5) or less, except if a course or curriculum fails to materialize, then all the student's tuitions shall 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 of 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 Registrar one quarter prior to the quarter in which work is completed.
3. Earn at least one-fourth of the credits required for a degree from this institution.
4. Fulfill all financial obligations to the Institute.
5. Be present for graduation exercises. In cases of unavoidable circumstances exceptions to this requirement may be granted by the Dean of Students. During graduation exercises candidates must be dressed in proper academic attire, as determined by the President of the Institute.

## 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

Quality Point 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. Grades of I, P, and W yield no quality points.

### **GRADING SYSTEM**

At the end of each quarter the student will receive grades based on the following system:

- A: The student has met the maximum obtainable objectives established for the course as set up by the instructor.
- B: The student has met objectives above those established as standard by the instructor.
- C: The student has met the objectives of the course as set up by the instructor.
- D: The student has met the minimum objectives of the course as set by the instructor.
- I: The student has not met the minimum objectives of the course as set up by the instructor. At the discretion of the instructor, the I may be removed by the completion of the remaining objectives in a manner decided upon by the student and the instructor.
- IR: If a student is dropped from a class by the instructor because of excessive absences or other reasons, or the student has not met the minimum objectives of the course as set up by the instructor, the student will receive a grade of IR which can be removed only by repeating the course.
- P: Credit received by passing a proficiency examination.
- W: Official withdrawal.

### **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.



### **DEAN'S LIST**

Soon after the end of each quarter the Student Services Office publishes a Dean's 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 Dean of Faculty 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 Dean of Faculty. Upon their consensus, the date of the examination will be set. The examinations may be written, oral, or both.
3. The student will appear at the designated time and place to take the proficiency examination.
4. Upon successful completion of the examination, the course number, the number of credit hours, and a grade of "P" will be entered on the student's transcript.
5. Students must pay the regular fee of \$2.50 per credit hour prior to taking the examination.

### **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 Office of Student Services. This action does not constitute an official withdrawal. The student must complete the regular withdrawal procedures through the Office of Student Services.

### WITHDRAWALS

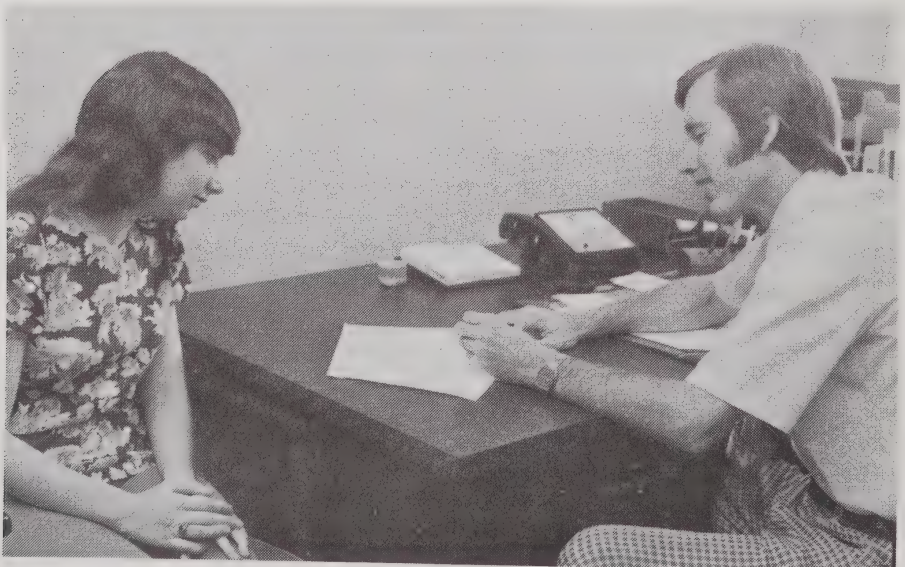
A student who transfers or withdraws from the Institute during the quarter must consult with the Dean of Students and his faculty advisor. This will protect the student's academic records, his right to re-enroll, and his right to transfer to another technical institute or college. No student's record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

Procedures for withdrawal are as follows:

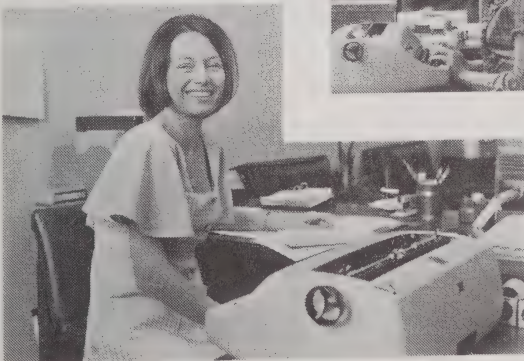
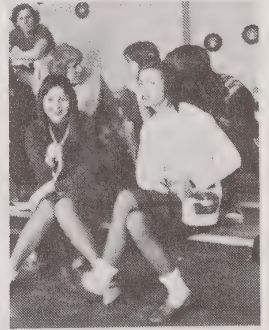
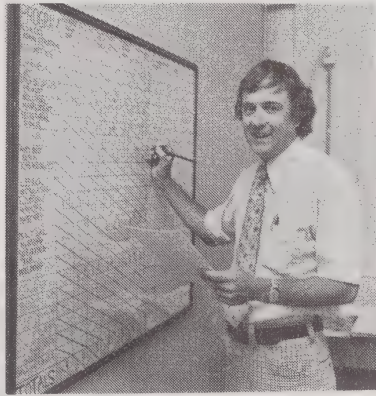
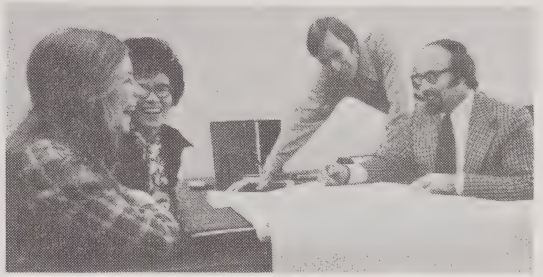
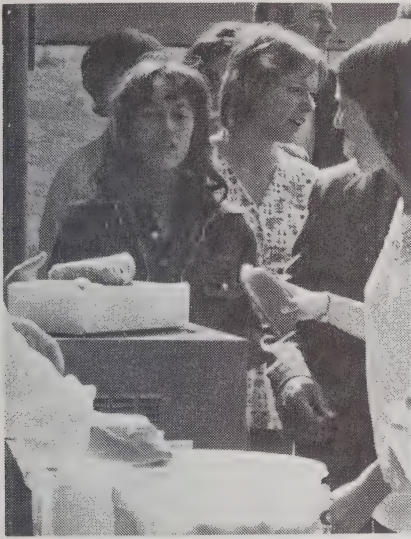
1. Obtain withdrawal form from the Office of Student Services.
2. Complete the withdrawal form according to outlined procedures printed on the form and secure all signatures.

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 "I."







# STUDENT SERVICES

## **STUDENT SERVICES**

### **GUIDANCE AND COUNSELING SERVICE**

The Office of Student Services 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 Services.

### **HEALTH SERVICES**

Limited first aid services are provided through the Office of Student Services and the Nursing classroom. Injuries requiring more than minor first aid will be treated in the emergency room of a nearby hospital.

### **STUDENT GOVERNMENT**

The Student Government Association is composed of all activity fee-paying curriculum students who are enrolled at Stanly Technical Institute. Every SGA member is encouraged to be an active participant in student affairs and to voice opinions and thoughts through their organization.

Officers and curriculum representatives of the SGA are elected in the fall and provide leadership for the student body. The SGA sponsors activities that enhance student campus life. Students are involved in school affairs, with active participation on various school advisory and standing committees. Representatives of the SGA usually attend state conferences of the student government organization in the community college system.

### **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.

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

Facilities on the grounds 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.

## STUDENT FINANCIAL AID

Stanly Technical Institute provides financial aid for students from three basic sources: grants, loans, and employment. A single basic application for financial aid filed with the Institute will place a student in consideration for each type program for which he is eligible and qualified. An additional application may be required for special programs such as Basic Grants.

Most student aid is based on financial need rather than scholastic record. However, once the student is receiving financial aid he will be required to maintain satisfactory performance in his course work.

Financial aid funds are administered in conjunction with a nationally established policy and philosophy of financial aids for education. The basis of this philosophy is the belief that parents are the primary and responsible resource for helping to meet education costs and student financial aids are available for filling the gap between the student's potential resources and expenses. The amount of the contribution expected from parents is related to consideration of a family's financial strength, net income, number of dependencies, allowable expenses and indebtedness, and assets. Procedures established by a needs analysis system and approved by the federal government are used in making this evaluation.

Nevertheless, if because of special and exceptional circumstances financial assets of the parents have not been available to the applicant, consideration will be given to a claim of financial independence by the applicant. Generally, it is considered that parents have a responsibility to help finance the education of the child even if the child is no longer a minor and even though he may be employed. A claim of financial independence cannot be considered if it constitutes an evasion of parental responsibility.

Stanly Technical Institute does not have the resources in student aid funds to provide all the expenses married students may incur while enrolled. It is generally held that married students will have the normal expenses of family living regardless of whether they are in school. Normally, Stanly Tech attempts to provide married students with assistance for only those expenses which are related directly to the pursuit of education.

Stanly Technical Institute also believes in the principle of self-help. Students are expected through their summer employment to save a portion of their earnings for expenses. Most students' needs will usually be met by 50 per cent or more self-help, and the rest gift aid or loans.

Grants available through the Financial Aid Office at Stanly Technical Institute include **Basic Educational Opportunity Grants (BEOG)**, **Supplemental Educational Opportunity Grants (SEOG)**, and the **Albemarle Jr. Women's Club Grant**.

Loans available include the **North Carolina Insured Student Loan Program**, **James E. and Mary Z. Bryan Foundation Loans**, and the **Stanly Technical Institute Emergency Loan Fund**.

Part-time employment includes the **College Work Study Program (CWSP)**, **Plan Assuring College Education in North Carolina (PACE-INC.)**, and **Vocational Work Study**.

For further information concerning the financial aid programs administered through Stanly Technical Institute or those administered by the Veterans Services, Social Services, or Vocational Rehabilitation, please contact the Financial Aid Counselor in the Student Services Office.

### **SCHOLARSHIPS**

Various scholarships are made available through industry, civic, and social clubs. Students interested in these funds should contact the Financial Aid Officer.

### **JOB PLACEMENT**

The Dean of Students 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 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. Student 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 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 Dean of Students. Grievances of an academic nature are to be adjusted through the Dean of Faculty.

If the matter is not settled in either or both of the above offices then 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 DISCIPLINE

The President and the Dean of Students 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 Dean of Students. At this time charges would be carefully described and examined. The student may be represented by legal counsel at this hearing.

## STUDENT APPEAL

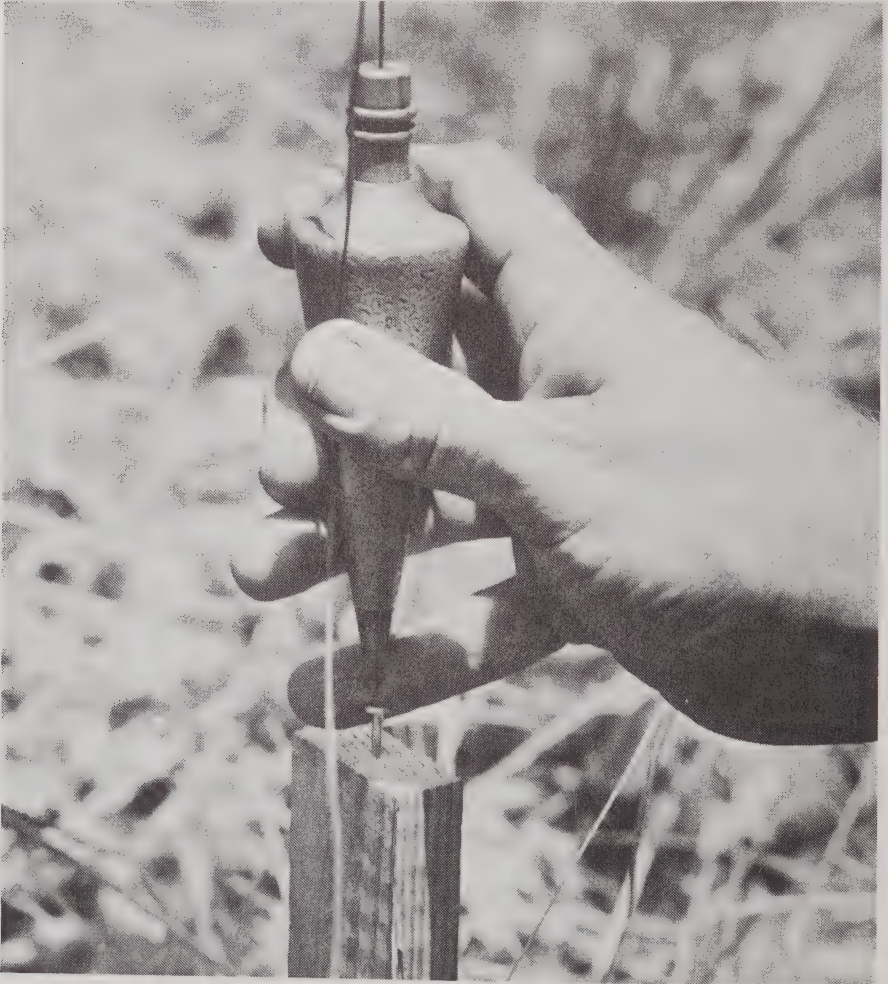
The Board of Trustees of Stanly Technical Institute agrees that all students have the right of due process of law as supported by the Fourteenth Amendment to the Constitution of the United States and approves the following procedures:

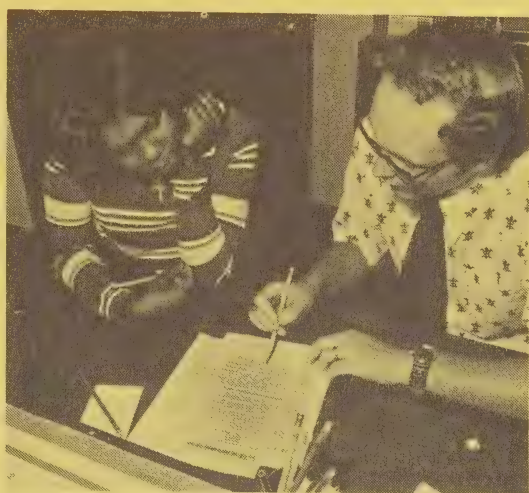
1. (At any time during the appeal process) Students may be represented by legal counsel.
2. Students have the right to appeal any dismissal action of the Dean of Students to the President of the Institute through the manner described in 3.
3. The student shall submit a written appeal to the President. 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 of the Board, indicating the number and i-



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 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 is 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 Dean of Students at different times and will render a decision to the student in writing through the secretary of the board.





# TECHNICAL PROGRAMS



## TECHNICAL PROGRAMS

Technicians make up an increasingly large portion 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. Several institutions will accept the entire associate in applied science program in transfer toward the baccalaureate degree.

### TECHNICAL CURRICULUMS

Accounting

Business Administration

Commercial Art and Advertising Design

Early Childhood Specialist

General Office Technology

Industrial Management

Journalism \*

Secretarial Science — Executive — Legal — Medical

Surveying Technology \*

\* Pending approval by the State Board of Education



### 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 Admissions Counselor. Some curriculums may require a specific type of test in addition to the standard placement test.
4. Have a personal interview with an Admissions Counselor. 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:

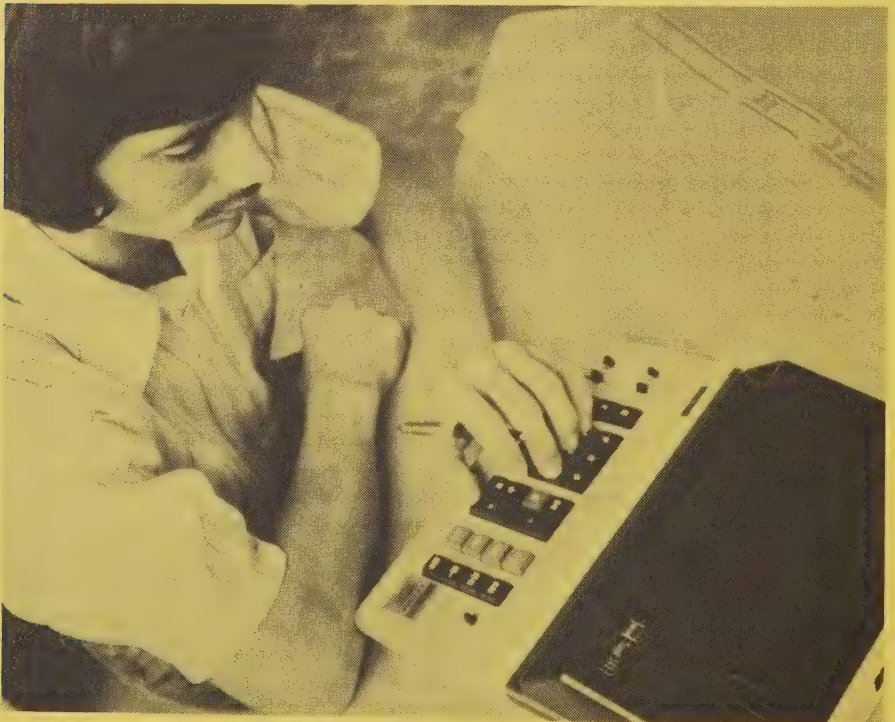
1. Complete and return to the Admissions Counselor an application form and a \$5 deposit. These forms can be obtained by writing the Office of Student Services.
2. Have transcripts of all previous education mailed to the Office of Student Services.
3. Satisfy all test requirements.
4. Attend a personal 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 are varied. Some of the things an accountant might do are: record transactions, render periodic reports, maintain costs 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 Credit
			Class	Lab	
<b>FIRST QUARTER</b>					
ENG	101	Grammar	3	0	3
BUS	102	Typewriting	2	3	3
MAT	110	Business Mathematics	5	0	5
BUS	101	Introduction to Business	5	0	5
ECO	102	Economics	3	0	3
			18	3	19
<b>SECOND QUARTER</b>					
ENG	102	Composition	3	0	3
BUS	120	Accounting	6	0	6
ECO	104	Economics	3	0	3
BUS	115	Business Law	3	0	3
BUS	123	Business Finance	3	0	3
			18	0	18
<b>THIRD QUARTER</b>					
ENG	103	Report Writing	3	0	3
BUS	124	Business Finance	3	0	3
BUS	110	Office Machines	2	2	3
BUS	121	Accounting	6	0	6
BUS	116	Business Law	3	0	3
			17	2	18
<b>FOURTH QUARTER</b>					
ENG	204	Oral Communication	3	0	3
BUS	122	Accounting	6	0	6
BUS	225	Cost Accounting	3	2	4
		Elective	3	0	3
			15	2	16
<b>FIFTH QUARTER</b>					
ENG	206	Business Communication	3	0	3
BUS	222	Intermediate Accounting	6	0	6
BUS	250-S	Payroll Accounting	3	0	3
BUS	269	Auditing	3	2	4
		Elective	3	0	3
			18	2	19
<b>SIXTH QUARTER</b>					
BUS	223	Intermediate Accounting	6	0	6
BUS	229	Income Taxes	3	2	4
BUS	272	Principles of Supervision	3	0	3
BUS	271	Office Management	3	0	3
		Elective	3	0	3
			18	2	19



COURSE DESCRIPTIONS BY QUARTERS

Course Title	FIRST QUARTER	Hours Per Week		Quarter Hours Credit
		Class	Lab	
<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 102 Typewriting</b>		<b>2</b>	<b>3</b>	<b>3</b>
The objective of this course is a foundation for speed with accuracy. Basic training on the following: position, touch operation, mastery of keyboard, skill-building drills, and problem typing of simple business letters and tabulations.				
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>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>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>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 120 Accounting</b>		<b>6</b>	<b>0</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.				
<b>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: ECO 102.				
<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.

**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.

**THIRD 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

**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

**BUS 110 Office Machines** 2      2      3

A general survey of office machines. Students will receive training in the operation and application of both the ten-key and full-keyboard adding machines, printing calculator and electronic calculators.

Prerequisite: None.

**BUS 121 Accounting** 6      0      6

Principles, techniques and tools of accounting are applied to the partnership form of business, with emphasis placed on the special journals and reports used by a partnership. This course also includes a more in-depth look at some of the concepts introduced in BUS 120.

Prerequisite: BUS 120.

**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

**FOURTH QUARTER**

**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: NEG 101.

**BUS 122 Accounting** 6      0      6

Principles, techniques, and tools of accounting are applied to the corporate form of business, with emphasis on the special journals and reports used by a corporation. This course also includes more in-depth look at some of the concepts introduced in BUS 120.

Prerequisite: BUS 120 and 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

<b>ENG 206 Business Communication</b>	<b>3</b>	<b>0</b>	<b>3</b>
Develops skills and techniques needed in writing business communications. Emphasis is placed on writing action — getting sales letters and business reports. Prerequisite: ENG 102.			
<b>BUS 222 Intermediate Accounting</b>	<b>6</b>	<b>0</b>	<b>6</b>
A comprehensive study of accounting principles introduced in earlier courses with special emphasis placed on the preparation and interpretation of financial statements, cash and temporary investments, receivables, inventories, and investments. Prerequisite: BUS 120, 121, 122.			
<b>BUS 250-S Payroll Accounting</b>	<b>3</b>	<b>0</b>	<b>3</b>
A comprehensive study of accounting principles as applied to payroll records with particular emphasis placed on payroll computations, payroll taxes, and state and federal reports. Prerequisite: BUS 121.			
<b>BUS 269 Auditing</b>	<b>3</b>	<b>2</b>	<b>4</b>
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.			

## SIXTH QUARTER

<b>BUS 223 Intermediate Accounting</b>	<b>6</b>	<b>0</b>	<b>6</b>
A comprehensive study of accounting principles introduced in earlier courses with special emphasis placed on long-lived assets, intangible assets, liabilities, owners equity accounts, and special accounting problems. Prerequisite: BUS 222.			
<b>BUS 229 Income Taxes</b>	<b>3</b>	<b>2</b>	<b>4</b>
A comprehensive study of federal income taxes including both personal and business tax returns. Prerequisite: T-BUS 121.			
<b>BUS 272 Principles of Supervision</b>	<b>3</b>	<b>0</b>	<b>3</b>
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.			
<b>BUS 271 Office Management</b>	<b>3</b>	<b>0</b>	<b>3</b>
Presents the fundamental principles of office management. Emphasis on the role of the office management including its function, office automation, planning, controlling, organizing and actuating office problems. Prerequisite: None.			

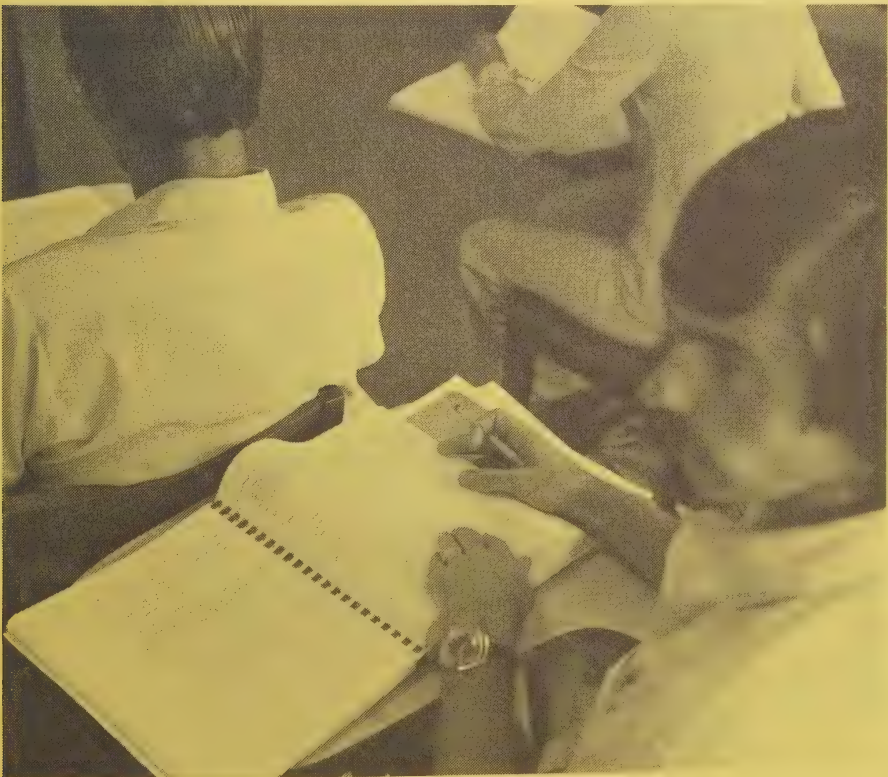


## BUSINESS ADMINISTRATION

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 Week		Quarter Hours Credit	
	Class	Lab		
<b>FIRST QUARTER</b>				
ENG 101	Grammar	3	0	3
BUS 102	Typewriting	2	3	3
MAT 110	Business Mathematics	5	0	5
BUS 101	Introduction to Business	5	0	5
ECO 102	Economics	3	0	3
		18	3	19
<b>SECOND QUARTER</b>				
ENG 102	Composition	3	0	3
BUS 120	Accounting	6	0	6
ECO 104	Economics	3	0	3
BUS 115	Business Law	3	0	3
BUS 123	Business Finance	3	0	3
		18	0	18
<b>THIRD QUARTER</b>				
ENG 103	Report Writing	3	0	3
BUS 124	Business Finance	3	0	3
BUS 110	Office Machines	2	2	3
BUS 121	Accounting	6	0	6
BUS 116	Business Law	3	0	3
		17	2	18
<b>FOURTH QUARTER</b>				
ENG 204	Oral Communication	3	0	3
BUS 122	Accounting	6	0	6
BUS 232	Sales Development	3	0	3
BUS 225	Cost Accounting	3	2	4
	Elective	3	0	3
		18	2	19
<b>FIFTH QUARTER</b>				
ENG 206	Business Communication	3	0	3
EDP 104	Introduction to Data Processing	3	2	4
BUS 250S	Payroll Accounting	3	0	3
BUS 239	Marketing	5	0	5
	Elective	3	0	3
		17	2	18
<b>SIXTH QUARTER</b>				
BUS 229	Income Taxes	3	2	4
BUS 272	Principles of Supervision	3	0	3
BUS 271	Office Management	3	0	3
BUS 233	Personnel Management	3	0	3
	Elective	3	0	3
		15	2	16

**COURSE DESCRIPTIONS BY QUARTERS**

Course Title	FIRST QUARTER		Quarter Hours Credit
	Class	Lab	
<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>BUS 102 Typewriting</b>	<b>2</b>	<b>3</b>	<b>3</b>
The objective of this course is a foundation for speed with accuracy. Basic training on the following: position, touch operation, mastery of keyboard, skill-building drills, and problem typing of simple business letters and tabulations.			
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>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>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>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 120 Accounting</b>	<b>6</b>	<b>0</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.			
<b>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: ECO 102.			
<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.			



**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**

**ENG 103 Report Writing** 3 0 3

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

Prerequisite: ENG 102.

**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: BUS 123

**BUS 110 Office Machines** 2 2 3

A general survey of office machines. Students will receive training in the operation and application of both the ten-key and full-keyboard adding machines, printing calculator and electronic calculators.

Prerequisite: None.

**BUS 121 Accounting** 6 0 6

Principles, techniques and tools of accounting are applied to the partnership form of business, with emphasis placed on the special journals and reports used by a partnership. This course also includes a more in-depth look at some of the concepts introduced in BUS 120.

Prerequisite: BUS 120.

**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.

**FOURTH QUARTER**

**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: ENG 101.

**BUS 122 Accounting** 6 0 6

Principles, techniques, and tools of accounting are applied to the corporate form of business, with emphasis placed on the special journals and reports used by a corporation. This course also includes a more in-depth look at some of the concepts introduced in BUS 120.

Prerequisite: BUS 120 and 121.

**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.

**BUS 225 Cost Accounting 3 2 4**

Nature and purposes of cost accounting; accounting for director 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**

**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: 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 detailed study of particular computer problems. This course is a prerequisite for all programming courses.

Prerequisite: BUS 120.

**BUS 250-S Payroll Accounting 3 0 3**

A comprehensive study of accounting principles as applied to payroll records with particular emphasis placed on payroll computations, payroll taxes, and state and federal reports.

Prerequisite: BUS 121.

**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.

**SIXTH QUARTER**

**BUS 229 Income Taxes 3 2 4**

A comprehensive study of federal income taxes including both personal and business tax returns.

Prerequisite: BUS 121.

**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.

**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.

**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.

## 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 Week		Quarter Hours Credit	
	Class	Lab		
<b>FIRST QUARTER</b>				
ENG 101	Grammar	3	0	3
DFT 101	Drafting I	0	6	2
BUS 150S	Introduction to Advertising	3	0	3
CAT 151S	Drawing I	1	6	3
CAT 161S	Techniques of Rendering	0	12	4
		—	—	—
		7	24	15
<b>SECOND QUARTER</b>				
ENG 102	Composition	3	0	3
DFT 102	Drafting II	0	6	2
CAT 152S	Drawing II	1	6	3
CAT 162S	Color Principles	1	3	2
CAT 172S	Design I	3	9	6
		—	—	—
		8	24	16
<b>THIRD QUARTER</b>				
ENG 103	Report Writing	3	0	3
MAT 110	Business Mathematics	5	0	5
CAT 153S	Drawing III	1	6	3
CAT 163S	Lettering	3	9	6
CAT 183S	Art History I	3	0	3
		—	—	—
		15	15	20
<b>FOURTH QUARTER</b>				
ENG 204	Oral Communications	3	0	3
CAT 216	Photography I	2	6	4
CAT 254S	Drawing IV	1	6	3
CAT 264S	Creativity	3	0	3
CAT 265S	Illustration	3	3	4
		—	—	—
		12	15	17
<b>FIFTH QUARTER</b>				
CAT 217	Photography II	2	6	4
CAT 255S	Drawing V	1	6	3
CAT 273S	Design II	3	9	6
CAT 284S	Art History II	3	0	3
		—	—	—
		9	21	16
<b>SIXTH QUARTER</b>				
CAT 266S	Graphic Reproduction	3	0	3
CAT 267S	Typography	1	3	2
CAT 268S	Advertising	4	0	4
CAT 256S	Drawing VI	1	6	3
CAT 269S	Paste-Up and Mechanicals	3	9	6
		—	—	—
		12	18	18

**SEVENTH QUARTER**

CAT 275S	Acrylic Painting *	2	4	3
	Electives (Related)	9	0	9
		11	4	12

**COURSE DESCRIPTIONS BY QUARTERS**

Course Title	FIRST QUARTER		Quarter Hours Credit
	Class	Lab	
<b>ENG 101 Grammar</b>	<b>3</b>	<b>0</b>	<b>3</b>
<p>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.</p> <p>Prerequisite: None.</p>			
<b>DFT 101 Drafting I</b>	<b>0</b>	<b>6</b>	<b>2</b>
<p>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.</p> <p>Prerequisite: None.</p>			
<b>BUS 150-S Introduction to Advertising</b>	<b>3</b>	<b>0</b>	<b>3</b>
<p>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.</p> <p>Prerequisite: None.</p>			
<b>CAT 151-S Drawing I</b>	<b>1</b>	<b>6</b>	<b>3</b>
<p>An introduction to the fundamentals of drawing. A comprehensive study of the four basic forms — the key to form drawing. Line drawing, parallel perspective, angular perspective, inclined plane perspective, the perspective of shadows, light and shade.</p> <p>Prerequisite: None.</p>			
<b>CAT 161-S Techniques and Rendering</b>	<b>0</b>	<b>12</b>	<b>4</b>
<p>An introduction to, and exploring the possibilities of the basic rendering techniques of pencil, wash, gouache or opaques, pen and ink, brush and ink. Also an introduction to rendering with an airbrush.</p> <p>Prerequisite: None.</p>			
<b>SECOND QUARTER</b>			
<b>ENG 102 Composition</b>	<b>3</b>	<b>0</b>	<b>3</b>
<p>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.</p> <p>Prerequisite: ENG 101.</p>			
<b>DFT 102 Drafting II</b>	<b>0</b>	<b>6</b>	<b>2</b>
<p>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</p> <p>* Students may elect to complete this Summer Quarter either at the end of the first year or at the end of the second year.</p>			

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: DFT 101.

**CAT 152-S Drawing II** 1 6 3

An introduction to figure drawing. Understanding the basic form and proportion of the human figure. Relating the four basic forms to drawing the figure. The manikin form. Differences between male and female. Balance. Foreshortening.

Prerequisite: None.

**CAT 162-S Color Principles** 1 3 2

Principles of color and the dimensions of color. How one color affects another. Color and light. Emotional and psychological effects of color. Practical exercises in the effective use of color.

Prerequisite: None.

**CAT 172-S Design I** 3 9 6

A foundation course providing the basic concepts and language of two dimensional design as related to the visual arts. A study of design elements and principles, with experiments in practical application.

Prerequisite: None.

### THIRD 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. The report must have to do with something in his chosen curriculum.

Prerequisite: ENG 102.

**MAT 110 Business Mathematics** 5 0 5

This course stresses the fundamental operations and their application to business problems. Topics covered include payroll, price marking, interest and discount, commission, taxes, and pertinent use of mathematics in the field of business.

Prerequisite: None.

**CAT 153-S Drawing III** 1 6 3

Analytical and interpretive drawing of the human figure. Emphasis on gesture, movement, contour, line, volume, and intense observation with drawings made from the live model.

Prerequisite: None.

**CAT 163-S Lettering** 3 9 6

Fundamentals of lettering. Finished lettering for reproduction. Skill in hand lettering is developed from initial introduction of the styles of alphabets to the rendering of the finished art.

Prerequisite: None.

**CAT 183-S Art History I** 3 0 3

A study of the origins and development of art forms from the early cave paintings of prehistoric man through the Early Renaissance. Lecture discussion documented with slides, movies, and filmstrips.

Prerequisite: None.



## FOURTH QUARTER

<b>ENG 204 Oral Communications</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.			
<b>CAT 216 Photography</b>	<b>2</b>	<b>6</b>	<b>4</b>
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.			
<b>CAT 254-S Drawing IV</b>	<b>1</b>	<b>6</b>	<b>3</b>
Studio classes working from the human figure to develop and increase drawing skills, combined with a study of the history of drawing from prehistoric cave drawings through the Renaissance and Baroque drawing in Germany and the Netherlands. The student will explore a variety of drawing techniques, and relate studio practices to the history studies.			
Prerequisite: None.			
<b>CAT 264-S Creativity</b>	<b>3</b>	<b>0</b>	<b>3</b>
A study of methods, processes and attitudes that improve problem-solving skills. The creative process and how to apply it. Lecture discussion and problem-solving experiments.			
Prerequisite: None.			
<b>CAT 265-S Illustration</b>	<b>3</b>	<b>3</b>	<b>4</b>
An in-depth study of illustration. A survey of illustrative techniques. Book and magazine illustration, product illustration, cartooning, fashion illustration, and television art.			
Prerequisite: None.			

## FIFTH QUARTER

<b>CAT 217 Photography II</b>	<b>2</b>	<b>6</b>	<b>4</b>
Advanced photographic techniques and materials. Participation in studio and laboratory procedures illustrating the various applications and creative possibilities of photography in advertising.			
Prerequisite: CAT 116.			
<b>CAT 255-S Drawing V</b>	<b>1</b>	<b>6</b>	<b>3</b>
A continuation of studio classes working from the human figure, combined with a study of the history of drawing from Baroque and Rococo drawing in Flanders, France, England, and Spain between 1600 and 1800, through Neo-classicism, Romanticism, and Realism between 1800 and 1860, and Impressionism and Post-Impressionism between 1860 and 1900.			
Prerequisite: None.			
<b>CAT 273-S Design II</b>	<b>3</b>	<b>9</b>	<b>6</b>
Approaches in design for communicative media. Designing symbols, trademarks, book covers, magazine ads, posters, packaging, corporate design, direct mail and catalogs.			
Prerequisite: CAT 172-S.			
<b>CAT 284-S Art History II</b>	<b>3</b>	<b>0</b>	<b>3</b>
A study of art forms from the High Renaissance through contemporary art. Lecture discussion documented with slides, movies and filmstrips.			
Prerequisite: CAT 183-S.			

## SIXTH QUARTER

**CAT 266-S Graphic Reproduction** 3 0 3

The various aspects of the printing industry are introduced, including letterpress, offset, lithography, flexography, and gravure. Also binding, lamination, paper, die-cutting, embossing and evaluation of suppliers.

Prerequisite: None.

**CAT 267-S Typography** 1 3 2

A study of type faces and their use in graphic design. Identification and specification of type, copycasting, and proofing. Conveying specific messages or thoughts through appropriate selection of type faces. Innovation in typographic arrangement is stressed.

Prerequisite: None.

**CAT 268-S Advertising** 4 0 4

A study of the techniques used to create effective advertising of different media. Physical considerations of size, position, color, frequency of insertion, layout, coupons, inquiries, etc.

Prerequisite: None.

**CAT 256-S Drawing VI** 1 6 3

A continuation of studio classes working from the human figure, combined with a study of the history of drawing from European cultures through the twentieth century: Les Fauves, Cubism, Abstraction, Expressionism, Surrealism and Realism.

Prerequisite: None.

**CAT 269-S Paste-Up and Mechanicals** 3 9 6

Exercises in the assembly of the components of finished art for reproduction. Making mechanicals. Keyline art. Scaling, cropping, use of stat and photo materials, overlays and color work.

Prerequisite: None.

## SEVENTH QUARTER

**CAT 275-S Acrylic Painting** 2 4 3

An introduction to the acrylic medium, and the techniques possible with this versatile painting medium. This studio class will use the human figure as subject matter, with an occasional landscape painting field trip.

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 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 preschool 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.

1. Develop an interest in children, their growth and development.
2. Understand and accept the principles of growth, as well as the philosophy that all children are different.
3. Develop the philosophy that behavior is caused, even though we may not be wise enough to find the cause.
4. Develop an appreciation for good food service to children in an attractive manner and in a pleasant, unhurried atmosphere.
5. Provide a preschool program planned to meet the needs and interests of children.
6. Provide children with the opportunity to communicate effectively with others.
7. Guide children in the formation of acceptable habits and attitudes.
8. Develop an awareness of adequate and/or inadequate physical facilities used for the care of infants and preschool children.
9. Develop an awareness of family interaction and its importance on the developing child.





## SUGGESTED CURRICULUM BY QUARTERS

Course Title			Hours Per Week		Quarter Hours Credit
			Class	Lab	
<b>FIRST QUARTER</b>					
ENG	101	Grammar	3	0	3
PSY	151S	Principles of Psychology	3	0	3
SOC	102	Principles of Sociology	3	0	3
NUT	102	Nutrition for Young Children	2	3	3
EDU	150S	Seminar Practicum I	1	6	3
			—	—	—
			12	9	15
<b>SECOND QUARTER</b>					
ENG	102	Composition	3	0	3
PSY	105	Human Growth & Development: Prenatal & Infant	3	0	3
SOC	150S	Marriage & Family Relationships	3	0	3
EDU	153S	Pre-School Education	3	0	3
MUS	210	Music for Young Children	3	0	3
EDU	151S	Seminar Practicum II	1	6	3
			—	—	—
			16	6	18
<b>THIRD QUARTER</b>					
ENG	103	Report Writing	3	0	3
PSY	106	Human Growth & Development: Early Childhood	3	0	3
EDU	154S	Creative Activities for Young Children	3	0	3
HEA	101	Personal Health & Hygiene	2	0	2
SCI	101	General Science	3	4	5
EDU	152S	Seminar Practicum III	1	9	4
			—	—	—
			15	13	20
<b>FOURTH QUARTER</b>					
ENG	204	Oral Communication	3	0	3
PSY	201	Human Growth & Development: Middle Childhood & Adolescence	3	0	3
EDU	250S	Physical Activities for Children	3	0	3
ENG	210	Children's Literature	3	0	3
MAT	110	Business Mathematics	5	0	5
EDU	202	Seminar Practicum IV	1	9	4
			—	—	—
			18	9	21
<b>FIFTH QUARTER</b>					
EDU	210	Organization & Administration of the Child Development Center	3	0	3
EDU	203	The Exceptional Child	3	0	3
EDU	204	Parent Education	3	0	3
SOC	250S	Family & Community Relationships	3	0	3
EDU	205	Seminar Practicum V	1	12	5
		Elective	3	0	3
			—	—	—
			16	12	20
<b>SIXTH QUARTER</b>					
HED	120	First Aid	3	0	3
EDU	206	Special Problems in Early Childhood	2	0	2
EDU	251S	Seminar Practicum VI	1	15	6
		Elective	6	0	6
			—	—	—
			12	15	17

## COURSE DESCRIPTIONS BY QUARTERS

Course Title	FIRST QUARTER	Hours Per Week		Quarter Hours Credit
		Class	Lab	
<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>PHY 151-S Principles of Psychology</b>		<b>3</b>	<b>0</b>	<b>3</b>
An introductory course in behavior which surveys the principles of learning, perception, thinking, biological and psychological motives, feelings and emotions, personality and adjustment. The objectives are to lay the foundation for advanced study in psychology, education, and sociology.				
Prerequisite: None.				
<b>SOC 102 Principles of Sociology</b>		<b>3</b>	<b>0</b>	<b>3</b>
A consideration of the origins and development of culture, the structure of society, the nature of personality and its relation to society, forms of collective behavior, and community and social organization.				
Prerequisite: None.				
<b>NUT 102 Nutrition for Young Children</b>		<b>2</b>	<b>3</b>	<b>3</b>
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.				
<b>EDU 150-S Seminar Practicum I</b>		<b>1</b>	<b>6</b>	<b>3</b>
A vital part of the Early Childhood Specialist program as each student will be assigned to an educational setting for the number of hours prescribed each quarter. The laboratory experience can come from a myriad of possibilities including private day care, private nursery school kindergartens, public schools, public school kindergartens, state and federal funded day care, and Head Start. Feasibility, convenience and scheduling determine the placement of the students. Discussion and presentations will be an integral part of the class time in providing guidance for future observations.				
<b>SECOND QUARTER</b>				
<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: None.				
<b>PSY 105 Human Growth &amp; Development: Prenatal &amp; Infant</b>		<b>3</b>	<b>0</b>	<b>3</b>
A detailed study of the developmental sequence of the prenatal and infant periods with emphasis on influences on and conditions necessary for optimal development.				
Prerequisite: None.				
<b>SOC 150-S Marriage &amp; Family Relationships</b>		<b>3</b>	<b>0</b>	<b>3</b>
A practical consideration and discussion of the factors leading to successful marital adjustment; attention is given to the period from early dating to marriage, the coming of children, and the problems of child rearing. The course also deals with sex adjustment, in-law relationships, religion, and money management.				
Prerequisite: None.				

**EDU 153-S Pre-School Education 3 0 3**

Study of principles and practices of early childhood education: The types of facilities and media which 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.

Prerequisite: None.

**MUS 210 Music for Young Children 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 young children.

Prerequisite: None.

**EDU 151-S Seminar Practicum II 1 6 3**

A vital part of the Early Childhood Specialist program as each student will be assigned to an educational setting for the number of hours prescribed each quarter. The laboratory experience can come from a myriad of possibilities including private day care, private nursery school / kindergartens, public schools, public school kindergartens, state and federally funded day care, and Head Start. Feasibility, convenience and scheduling determine the placement of the students. Discussion and presentations will be an integral part of the class time in providing guidance for future observations.

Prerequisite: None.

**THIRD 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 his chosen curriculum.

Prerequisite: None.

**PSY 106 Human Growth & 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: None.

**EDU 154-S Creative Activities for Young Children 3 0 3**

Individual and group exploration of activities and media for promoting optimal overall development of children with emphasis on art and crafts.

Prerequisite: None.

**HEA 101 Personal Health & Hygiene 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.

Prerequisite: None.

**SCI 101 General Science 3 4 5**

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.



**EDU 152-S Seminar Practicum III** **1 9 4**

A vital part of the Early Childhood Specialist program as each student will be assigned to an educational setting for the number of hours prescribed each quarter. The laboratory experience can come from a myriad of possibilities including private day care, private nursery school/kindergarten, public schools, public school kindergartens, state and federally funded day care, and Head Start. Feasibility, convenience and scheduling determine the placement of the students. Discussion and presentations will be an integral part of the class time in providing guidance for future observations.

Prerequisite: None.

**FOURTH QUARTER****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: None.

**PSY 201 Human Growth & Development:  
Middle Childhood & 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 establishing of value systems and interests.

Prerequisite: None.

**EDU 250-S Physical Activities for Children** **3 0 3**

Study of the physical development of children with emphasis on the rhythms, games, and other activities which promote optimal development.

Prerequisite: None.

**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.

**MAT 110 Business Mathematics** **5 0 5**

This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.

Prerequisite: None.

**EDU 202 Seminar Practicum IV** **1 9 4**

A vital part of the Early Childhood Specialist program as each student will be assigned to an educational setting for the number of hours prescribed each quarter. The laboratory experience can come from a myriad of possibilities including private day care, private nursery school/kindergarten, public schools, public school kindergartens, state and federally funded day care, and Head Start. Feasibility, convenience and scheduling determine placement of the students. Discussion and presentations will be an integral part of the class time in providing guidance for future observations.

Prerequisite: None.

**FIFTH QUARTER****EDU 210 Organization & Administration of the  
Child Development Center** **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.

Prerequisite: None.

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

Study of children with developmental variations requiring modifications 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: None.

**EDU 204 Parent Education** 3 0 3

Designed to provide the student with communication skills, discipline skills, and skills for modifying children's behavior that will enable the student to work effectively with children.

Prerequisite: None.

**SOC 250-S Family & Community Relationships** 3 0 3

A study of family crises especially those involving children and an overall view of community, state and national resource and service agencies, designed to assist families, children or individuals within the community.

Prerequisite: None.

**EDU 205 Seminar Practicum V** 1 12 5

A vital part of the Early Childhood Specialist program as each student will be assigned to an educational setting for the number of hours prescribed each quarter. The laboratory experience can come from a myriad of possibilities including private day care, private nursery school/kindergarten, public schools, public school kindergartens, state and federally funded day care, and Head Start. Feasibility, convenience and scheduling determine placement of the students. Discussion and presentations will be an integral part of the class time in providing guidance for future observations.

Prerequisite: None.

#### SIXTH QUARTER

**HED 120 First Aid** 3 0 3

A study of health and safety practices necessary for work with young children, and study of first aid practices leading to Red Cross First Aid card.

Prerequisite: None.

**EDU 206 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.

Prerequisite: None.

**EDU 251-S Seminar Practicum VI** 1 15 6

A vital part of the Early Childhood Specialist program as each student will be assigned to an educational setting for the number of hours prescribed each quarter. The laboratory experience can come from a myriad of possibilities including private day care, private nursery school/kindergarten, public schools, public school kindergartens, state and federally funded day care, and Head Start. Feasibility, convenience and scheduling determine placement of the students. Discussion and presentations will be an integral part of the class time in providing guidance for future observations.

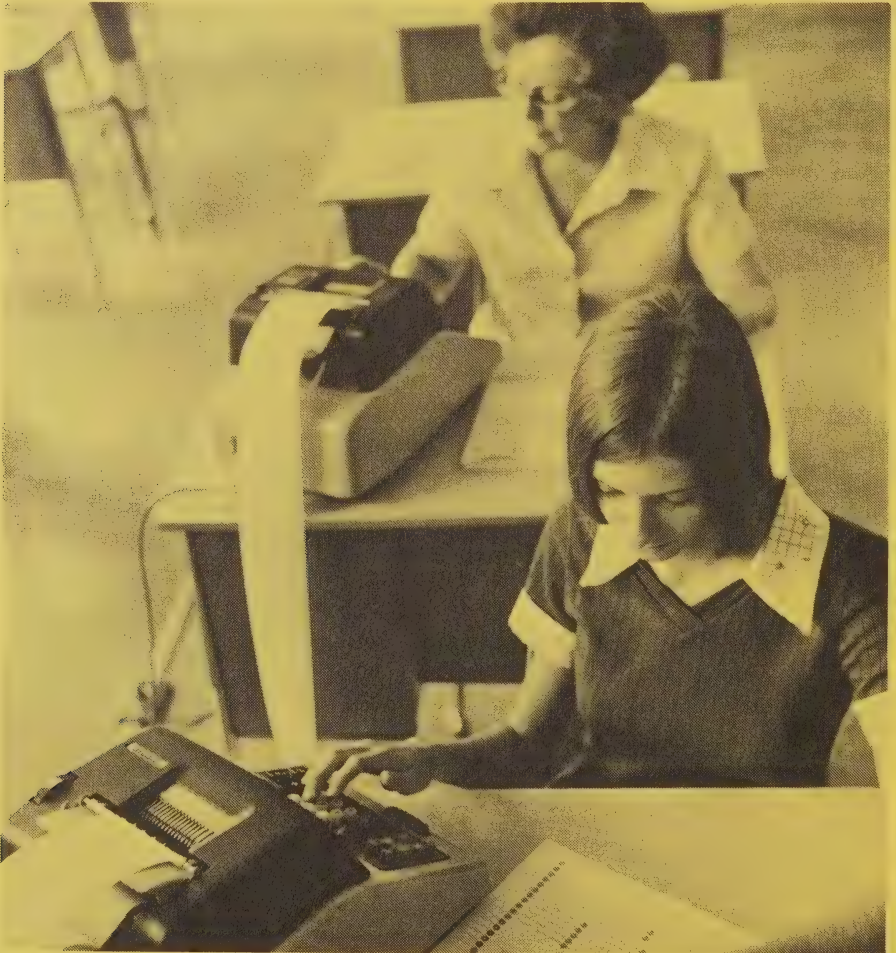
Prerequisite: None.

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

## COURSE DESCRIPTIONS BY QUARTERS

Course Title	FIRST QUARTER	Hours Per Week		Quarter Hours Credit
		Class	Lab	
<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>BUS 102 Typewriting</b>		<b>2</b>	<b>3</b>	<b>3</b>
The objective of this course is a foundation for speed with accuracy. Basic training on the following: position, touch operation, mastery of keyboard, skill-building drills, and problem typing of simple business letters and tabulations.				
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>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>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>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 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: BUS. 102 or the equivalent. Speed requirement, 30 words per minute for five minutes.				
<b>BUS 110 Office Machines</b>		<b>2</b>	<b>2</b>	<b>3</b>
A general survey of office machines. Students will receive training in the operation and application of both the ten-key and full-keyboard adding machines, printing calculator and electronic calculators.				
Prerequisite: None.				
<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.				

**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: MAT 110.

**THIRD 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 his chosen curriculum.

Prerequisite: ENG 102

**BUS 104 Typewriting** 2 3 3

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

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

**BUS 112 Filing** 3 0 3

An introduction to the record systems used in business with emphasis on the management and control of those systems. Filing methods will also be studied.

Prerequisite: None.

**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

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.

**FOURTH QUARTER****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: ENG 101.

**BUS 205 Advanced Typewriting** 2 3 3

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

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



**BUS 211 Office Machines** 2 2 3

An introduction of machines used in business. Emphasis will be placed on attainment of skill in using duplicating equipment, dictating and transcribing machines, and other office machines.

Prerequisite: BUS None.

**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.

**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: BUS 103.

**FIFTH QUARTER****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: ENG 102.

**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.

**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.

**SIXTH QUARTER****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.

**BUS 229 Taxes** 3 2 4

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

Prerequisite: BUS 121.

**BUS 210 Typing Office Practice** 2 3 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.

## INDUSTRIAL MANAGEMENT

### (Industry and Supervision)

The Industrial Management curriculum is designed to prepare students for careers in industry. It features a broad introduction to and practical studies in the various phases of plant operation and supervision. Industries in the area have helped establish this curriculum by specifying the types of knowledge they look for in a graduate seeking a position with them. Therefore, each course is presented on the basis of what the students should know in preparation for working in industry as potential supervisors and managers.

Studies are about equally divided among subjects on how an industry is organized, its operations, financing, the particulars on various departmental functions in which a student will likely start to work and how to work with people. This last area is particularly important and includes such subjects as human relations, techniques of supervision, and communications.

Students who successfully complete and utilize these studies to build their knowledge and abilities will become valued and promotable employees in industry.



## SUGGESTED CURRICULUM BY QUARTERS

Course Title			Hours Per Week		Quarter Hours Credit
			Class	Lab	
<b>FIRST QUARTER</b>					
ENG	101	Grammar	3	0	3
MEC	204	Manufacturing Processes	5	0	5
ISC	120	Principles of Industrial Management	3	0	3
ECO	102	Economics	3	0	3
BUS	101	Introduction to Business	5	0	5
			19	0	19
<b>SECOND QUARTER</b>					
ENG	102	Composition	3	0	3
PSY	206	Applied Psychology	3	0	3
ECO	104	Economics	3	0	3
ISC	210	Job Evaluation	3	2	4
MAT	152S	Facts and Figures	5	0	5
			17	2	18
<b>THIRD QUARTER</b>					
ENG	103	Report Writing	3	0	3
BUS	233	Personnel Management	3	0	3
ISC	211	Work Measurement	3	2	4
ISC	102	Industrial Safety	3	0	3
DFT	151S	Drafting Design Elective	2 3	2 0	3 3
			17	4	19
<b>FOURTH QUARTER</b>					
ENG	204	Oral Communication	3	0	3
ISC	207	Foremanship Supervision	3	2	4
BUS	239	Marketing	5	0	5
MEC	213	Production Planning Elective	3 3	2 0	4 3
			17	4	19
<b>FIFTH QUARTER</b>					
ECO	201	Labor Economics and Relations	3	2	4
BUS	244	Purchasing	3	0	3
ISC	209	Plant Layout	3	2	4
ISC	202	Quality Control Elective	3 3	2 0	4 3
			15	6	18
<b>SIXTH QUARTER</b>					
ISC	250S	Manufacturing Costs and Budgets	3	0	3
ISC	220	Management Problems	3	0	3
ISC	204	Value Analysis	3	0	3
SAN	225	Plant Maintenance Elective	3 3	2 0	4 3
			15	2	16



## COURSE DESCRIPTIONS BY QUARTERS

Course Title	FIRST QUARTER	Hours Per Week		Quarter Hours Credit
		Class	Lab	
<b>ENG 101 Grammar</b>		<b>3</b>	<b>0</b>	<b>3</b>
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>MEC 204 Manufacturing Processes</b>		<b>5</b>	<b>0</b>	<b>5</b>
A study of various manufacturing processes, the equipment, tools and materials used, the principles involved and the products produced. Films and field trips further introduce the broad subjects of Manufacturing.				
Prerequisite: None.				
<b>ISC 120 Principles of Industrial Management</b>		<b>3</b>	<b>0</b>	<b>3</b>
The basic managerial decisions; organizational structure including plant location, building requirements, and internal factory organization; problems of factory operation and control, planning, scheduling routine factory problems are utilized as lab experiments.				
Prerequisite: None.				
<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, the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption.				
Prerequisite: None.				
<b>BUS 101 Introduction to Business</b>		<b>5</b>	<b>0</b>	<b>5</b>
A survey of business with particular attention to the structures of various types of organization, methods of financing, and management.				
Prerequisite: None.				
<b>SECOND QUARTER</b>				
<b>ENG 102 Composition</b>		<b>3</b>	<b>0</b>	<b>3</b>
The improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition.				
Prerequisite: ENG 101.				
<b>PSY 206 Applied Psychology</b>		<b>3</b>	<b>0</b>	<b>3</b>
A study of the principles of psychology in the understanding of inter-personal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems.				
Prerequisite: None.				
<b>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: ECO 102.				
<b>ISC 210 Job Evaluation</b>		<b>3</b>	<b>2</b>	<b>4</b>
How to make job descriptions, evaluate job grades and arrive at wage rates for clerical, hourly and supervisory work.				
Prerequisite: None.				

<b>MAT 152S Facts and Figures</b>	<b>5</b>	<b>0</b>	<b>5</b>
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Learning and application of discounting, profit margins, the metric system, economic order quantities, the slide rule, conversion tables, use of measuring devices and other useful abilities required in business and industry.  
Prerequisite: None.

### THIRD QUARTER

<b>ENG 103 Report Writing</b>	<b>3</b>	<b>0</b>	<b>3</b>
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The fundamentals of English are utilized as a background for the organization and techniques of modern report writing.  
Prerequisite: ENG 102.

<b>BUS 233 Personnel Management</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Principles of organization and management of personnel, procurement, placement, training, performance checking, supervision, remuneration, fringe benefits, labor relations, and security.  
Prerequisite: None.

<b>ISC 211 Work Measurement</b>	<b>3</b>	<b>2</b>	<b>4</b>
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Principles of work simplification, 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: ISC 210

<b>ISC 102 Industrial Safety</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Management and supervisory responsibility for fire and accident prevention, accident reports, good housekeeping, machine guarding, personnel protective equipment, industrial accident code and fire regulations, the first aid department, job instruction and safety instruction, company rules and enforcements. This is all related to OSHA with exercises in the use and interpretation of the Federally published standards.  
Prerequisite: None.

<b>DFT 151S Drafting -DeSign</b>	<b>2</b>	<b>2</b>	<b>3</b>
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Familiarization with and use of drafting equipment. Also the study of mechanical design fundamentals, dimensioning, principles of tolerancing, materials specifications and how to present views by accepted drawing procedures. Ability to make shop sketches and transfer them to proper drawings is an important feature.  
Prerequisite: None.

### FOURTH QUARTER

<b>ENG 204 Oral Communication</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is on improving diction, voice, and techniques to correct speaking habits and effective oral presentation.  
Prerequisite: ENG 101

<b>ISC 207 Foremanship Supervision</b>	<b>3</b>	<b>2</b>	<b>4</b>
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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.  
Prerequisite: ISC 120.

<b>BUS 239 Marketing</b>	<b>5</b>	<b>0</b>	<b>5</b>
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A general survey of marketing, the functions, policies, and institutions involved in the marketing process.  
Prerequisite: None.

**MEC 213 Production Planning** 3 2 4

Day-to-day plant direction, forecasting, product planning and control, scheduling, dispatching, routing, and inventory control. Actual layouts are utilized for planning and control.

Prerequisite: Consent of Advisor. MAT 152S.

**FIFTH QUARTER****ECO 201 Labor Economics and Relations** 3 2 4

The history of the labor movement in the United States, the development of methods and strategies by labor and Management, applicable laws, the factors of income and economic security, and the overall economic effects of the labor movement.

Prerequisite: ECO 104

**BUS 244 Purchasing** 3 0 3

A study in ordering form and procedure to obtain specified items and quantities of items on schedule at lowest cost consistent with quality requirements.

Prerequisite: None.

**ISC 209 Plant Layout** 3 2 4

A practical study of factory planning with emphasis on efficient arrangements of work areas, layouts for small and medium-sized plants, selection of production and materials handling equipment.

Prerequisite: MEC 204.

**ISC 202 Quality Control** 3 2 4

Organization, techniques, and procedures for efficient quality control; functions, responsibilities, structure, costs, reports, records, personnel and vendor-customer relationships in quality control.

Prerequisite: MEC 204.

**SIXTH QUARTER****ISC 250-S Manufacturing Costs and Budgets** 3 0 3

Since all decisions in industry involve costs and plans involve budgets, this course is an introduction to the principles involved in this important area of plant management.

Prerequisite: MEC 204.

**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: BUS 233, ISC 120

**ISC 204 Value Analysis** 3 0 3

An opportunity to study a production system and products with the purpose of identifying and removing unnecessary cost by the use of sound decisions through a common sense approach.

Prerequisite: None.

**SAN 225 Plant Maintenance** 3 2 4

A study of the important function of Preventive Maintenance. It includes introductions to the principles of plant, machine and facilities maintenance, lubrication, corrosion control, pollution control, and how maintenance measures are programmed.

Prerequisite: None.



## JOURNALISM \*

The field of journalism offers many employment and career opportunities for interested, talented, and well-prepared young people. The local newspaper industry in the United States shows steady and continuous growth, and is faced with a chronic shortage of beginning workers and craftsmen at the more advanced levels. The problem of a shortage of trained employees goes far beyond the strict limits of the journalism program outlined here, and includes daily and weekly newspapers, locally distributed magazines and house organs, industrial, business, and commercial printing establishments, advertising and public relations agencies.

Journalistic skills, reportorial, editorial, and advertising is an expensive commodity. The market for journalistic skill and training is an open one, both for men and women. One of the attractive features of a career in journalism is the relative mobility that the profession offers young people coming into the field. While every newspaper is different both in editorial policy and format, and in the way the operation is carried out on a day-to-day basis, newspapers throughout the United States are surprisingly alike in their demands upon the people employed to produce them. It is this similarity of job structure, coupled with the ease with which new jobs in local or distant parts of the country are available for trained people in journalism, that recommends the field so highly as an area of career possibility for many young men and women who are talented, trained, and fundamentally interested in this area of employment.

### SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours Per Week		Quarter Hours Credit	
	Class	Lab		
<b>FIRST QUARTER</b>				
ENG 101	Grammar	3	0	3
BUS 101	Introduction to Business	5	0	5
ECO 102	Economics	3	0	3
BUS 102	Typewriting (or elective)	2	3	3
JOU 101	Introduction to Journalism	3	3	4
		16	6	18
<b>SECOND QUARTER</b>				
ENG 102	Composition	3	0	3
BUS 115	Business Law	3	0	3
BUS 123	Business Finance	3	0	3
HST 101	U. S. History	5	0	5
JOU 102	Reporting and Newswriting	3	3	4
		17	3	18

\* Pending approval by the State Board of Education

**THIRD QUARTER**

ENG	103	Report Writing	3	0	3
HST	102	U. S. History	5	0	5
PSY	206	Applied Psychology	3	0	3
ART	102	Art Appreciation	3	0	3
JOU	103	Reporting and Newswriting	3	3	4
			—	—	—
			17	3	18

**FOURTH QUARTER**

ENG	204	Oral Communication	3	0	3
BUS	232	Sales Development	3	0	3
CAT	216	Photography I	2	6	4
JOU	201	Editing Local Copy	3	3	4
			—	—	—
			11	9	14

**FIFTH QUARTER**

BUS	243	Advertising	3	2	4
BUS	235	Business Management	3	0	3
POL	250S	Government	3	0	3
JOU	202	General Editing and News Selection	3	3	4
MAT	110	Business Mathematics	5	0	5
			—	—	—
			17	5	19

**SIXTH QUARTER**

SOC	102	Principles of Sociology	3	0	3
JOU	203	Public Affairs, Investigative, and Interpretative Reporting	3	3	4
JOU	206	Journalism Seminar	3	0	3
		Elective	6	0	6
			—	—	—
			15	3	16

**COURSE DESCRIPTIONS BY QUARTERS**

Course Title	FIRST QUARTER	Hours Per Week		Quarter Hours Credit
		Class	Lab	
<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>BUS 101 Introduction to Business</b>		<b>5</b>	<b>0</b>	<b>5</b>
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A survey of the business world with particular attention devoted to the structure of the various types of business organizations, methods of financing, internal organization, and management.

Prerequisite: None.

**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.

**BUS 102 Typewriting** **2 3 3**

The objective of this course is a foundation for speed with accuracy. Basic training on the following: position, touch operation, mastery of keyboard, skill-building drills, and problem typing of simple business letters and tabulations.

Prerequisite: None.

**JOU 101 Introduction to Journalism** **3 3 4**

Broad based discussion of the American press, its history, nature, and function in contemporary society, along with an introduction to the field of mass communication are studied, and a detailed introduction to reporting and newswriting is provided as a major unit, utilizing about half of the classroom hours during the quarter. Laboratory time during the introductory quarter is devoted to study of many different types of newspapers, but practice in writing short news stories making use of standard story formulas and well-written models from current publications receives the major emphasis.

Prerequisite: None.

**SECOND QUARTER****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: ENG 101

**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.

**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.

**HST 101 U. S. History** **5 0 5**

A survey of the important events of the American development from the colonial period to 1868.

Prerequisite: None.

**JOU 102 Reporting and Newswriting** **3 3 4**

Major emphasis in this course is given to developing understanding and mastery of the range of reporting skills, and to writing news stories. Sources of news, including interviewing, speeches, organizations, official boards, and public documents and records, will be treated in detail. Study of writing skills is limited to the area of straight newswriting based on these sources and reporting techniques. Laboratory time is devoted to practical assignments designed to develop these skills.

Prerequisite: JOU 101.

**THIRD 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 his chosen curriculum.

Prerequisite: ENG 102.



**HST 102 U. S. History** **5 0 5**

The conclusion of the survey of the American development including the period from 1868 to the present.

Prerequisite: HST 101.

**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.

**ART 102 Art Appreciation** **3 0 3**

An illustrated survey of the development of painting, architecture, sculpture, ceramics, and printing from the preclassic to the contemporary period.

Prerequisite: None.

**JOU 103 Reporting and Newswriting** **3 3 4**

Both general and assignment reporting are studied in depth, and emphasis is given to the development of information sources. Study of newswriting is broadened to include longer news stories, features, and specialized types of writing such as sports, society, and agricultural news. Laboratory time is given over to practice in these areas.

Prerequisite: JOU 102.

**FOURTH QUARTER**

**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: ENG 101.

**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.

**CAT 216 Photography I** **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.

**JOU 201 Editing Local Copy** **3 3 4**

Major considerations of this term include news selection, editing copy using the appropriate procedures and symbols, re-writing local copy, copy reading, and head-lining. The headlining unit calls for introduction of the subject of typography, type faces, and families and sizes of type. Writing and reporting skills development and use continue to be emphasized, and laboratory periods are designed to give practical application of these skills.

Prerequisite: JOU 103.

**FIFTH QUARTER**

**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.

**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 — qualification and requirements.

Prerequisite: None.

**POL 250-S Government** 3 0 3

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

Prerequisite: None.

**JOU 202 General Editing and News Selection** 3 3 4

Designed to broaden the student's ability to select and edit all kinds of copy, the emphasis is placed upon handling wire service materials and copy from many other sources. Work covered also includes a unit on advertising and the preparation of advertising copy, and an advanced study of feature writing. Laboratory time is devoted to practical work in these areas.

Prerequisite: JOU 201.

**MAT 110 Business Mathematics** 5 0 5

This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.

Prerequisite: None.

#### SIXTH QUARTER

**SOC 102 Principles of Sociology** 3 0 3

An introductory course in the principles of sociology. An attempt to provide an understanding of culture, collective behavior, community life, social institutions and social change. Presents the scientific study of man's behavior in relation to other men, the general laws affecting the organization of such relationships and the effects of social life on human personality and behavior.

Prerequisite: None.

**JOU 203 Public Affairs, Investigative, and Interpretative Reporting** 3 3 4

This quarter's work includes intensive study and practice in the area of public affairs, investigative, and interpretative reporting. A unit on editorial writing and fair comment is also offered.

Prerequisite: JOU 202.

**JOU 206 Journalism Seminar** 3 0 3

Organized group discussion of selected problems encountered by the reporting interns during their program of on-the-job training. Concerned with real problems of beginning workers, the seminar will be held under the direction of the journalism instructor or newspaper editor. A seminar paper, in which each student explores and studies a problem or aspect of special interest to the individual, is also required. When available, speakers from the press community will be asked to participate in the seminar series.

Prerequisite: JOU 103.

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

## COURSE DESCRIPTIONS BY QUARTERS

Course Title	FIRST QUARTER		Quarter Hours Credit
	Class	Lab	
<b>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>BUS 102 Typewriting</b>	2	3	3
The objective of this course is a foundation for speed with accuracy. Basic training on the following: position, touch operation, mastery of keyboard, skill-building drills, and problem typing of simple business letters and tabulations.			
Prerequisite: None.			
<b>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>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>BUS 106 Shorthand</b>	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			
<b>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: ENG 101.			
<b>BUS 103 Typewriting</b>	2	3	3
Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms.			
Prerequisite: BUS 102 or the equivalent. Speed requirement, 30 words per minute for five minutes.			
<b>BUS 107 Shorthand</b>	3	2	4
Continued study of theory with greater emphasis on dictation and elementary transcription.			
Prerequisite: Minimum grade of "C" in BUS 106 or the equivalent.			
<b>BUS 120 Accounting</b>	5	2	6
Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.			
Prerequisite: None.			

**BUS 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****ENG 103 Report Writing** 3 0 3

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

Prerequisite: ENG 102.

**BUS 104 Typewriting** 2 3 3

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

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

**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 BUS 107.

**BUS 110 Office Machines** 2 2 3

A general survey of office machines. Students will receive training in the operation and application of both the ten-key and full-keyboard adding machines, printing calculator and electronic calculators.

Prerequisite: None.

**BUS 112 Filing** 3 0 3

An introduction to the record systems used in business with emphasis on the management and control of those systems. Filing methods will also be studied.

Prerequisite: None.

**FOURTH QUARTER****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: ENG 101.

**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: BUS 108.

**BUS 205 Advanced Typewriting** 2 3 3

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



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

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

**BUS 211 Office Machines** 2 2 3

An introduction of machines used in business. Emphasis will be placed on attainment of skill in using duplicating equipment, dictating and transcribing machines, and other office machines.

Prerequisite: None.

**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

**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: ENG 102.

**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: BUS 206.

**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

**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: BUS 207.

**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.

## 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>					
ENG	101	Grammar	3	0	3
BUS	102	Typewriting (or elective)	2	3	3
MAT	110	Business Mathematics	5	0	5
BUS	101	Introduction to Business	5	0	5
BUS	106	Shorthand (or elective)	3	2	4
			18	5	20
<b>SECOND QUARTER</b>					
ENG	102	Composition	3	0	3
BUS	103	Typewriting (or elective)	2	3	3
BUS	107	Shorthand	3	2	4
BUS	120	Accounting	5	2	6
BUS	115	Business Law	3	0	3
			16	7	19
<b>THIRD QUARTER</b>					
ENG	103	Report Writing	3	0	3
BUS	104	Typewriting	2	3	3
BUS	108	Shorthand	3	2	4
BUS	110	Office Machines	2	2	3
BUS	112	Filing	3	0	3
BUS	183L	Terminology and Vocabulary (Legal)	3	0	3
			16	7	19
<b>FOURTH QUARTER</b>					
ENG	204	Oral Communication	3	0	3
BUS	206L	Dictation and Transcription (Legal)	3	2	4
BUS	205	Advanced Typewriting	2	3	3
BUS	211	Office Machines	2	2	3
EDP	104	Introduction to Data Processing Systems	3	2	4
			13	9	17
<b>FIFTH QUARTER</b>					
ENG	206	Business Communication	3	0	3
BUS	207L	Dictation and Transcription (Legal)	3	2	4
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
BUS	208L	Dictation and Transcription (Legal)	3	2	4
BUS	271	Office Management	3	0	3
		Elective	6	0	6
			15	2	16



## COURSE DESCRIPTIONS BY QUARTERS

Course Title	FIRST QUARTER	Hours Per Week		Quarter Hours Credit
		Class	Lab	
<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>BUS 102 Typewriting</b>		<b>2</b>	<b>3</b>	<b>3</b>
The objective of this course is a foundation for speed with accuracy. Basic training on the following: position, touch operation, mastery of keyboard, skill-building drills, and problem typing of simple business letters and tabulations.				
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>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 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>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 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: Bus 102 or the equivalent. Speed requirement, 30 words per minute for five minutes.				
<b>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 BUS 106.				
<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: None.				

**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****ENG 103 Report Writing** 3 0 3

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

Prerequisite: ENG 102.

**BUS 104 Typewriting** 2 3 3

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

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

**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 BUS 107.

**BUS 110 Office Machines** 2 2 3

A general survey of office machines. Students will receive training in the operation and application of both the ten-key and full-keyboard adding machines, printing calculator and electronic calculators.

Prerequisite: None.

**BUS 112 Filing** 3 0 3

An introduction to the record systems used in business with emphasis on the management and control of those systems. Filing methods will also be studied.

Prerequisite: None.

**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: BUS 107.

**FOURTH QUARTER****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: ENG 101.

**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: BUS 108.

**BUS 205 Advanced Typewriting** 2 3 3

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

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

**BUS 211 Office Machines** 2 2 3

An introduction of machines used in business. Emphasis will be placed on attainment of skill in using duplicating equipment, dictating and transcribing machines, and other office machines.

Prerequisite: None.

**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****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: ENG 102.

**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: BUS 206.

**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****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: BUS 207.

**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.



## 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 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, preparing memoranda and reports, meeting office callers, 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>			
ENG 101 Grammar	3	0	3
BUS 102 Typewriting (or elective)	2	3	3
MAT 110 Business Mathematics	5	0	5
BUS 101 Introduction to Business	5	0	5
BUS 106 Shorthand (or elective)	3	2	4
	—	—	—
	18	5	20
<b>SECOND QUARTER</b>			
ENG 102 Composition	3	0	3
BUS 103 Typewriting (or elective)	2	3	3
BUS 107 Shorthand	3	2	4
BUS 120 Accounting	5	2	6
BUS 115 Business Law	3	0	3
	—	—	—
	16	7	19
<b>THIRD QUARTER</b>			
ENG 103 Report Writing	3	0	3
BUS 104 Typewriting	2	3	3
BUS 108 Shorthand	3	2	4
BUS 110 Office Machines	2	2	3
BUS 112 Filing	3	0	3
BUS 183M Terminology and Vocabulary (Medical)	3	0	3
	—	—	—
	16	7	19

**FOURTH QUARTER**

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

**FIFTH QUARTER**

ENG	206	Business Communication	3	0	3
BUS	207M	Dictation and Transcription (Medical)	3	2	4
BUS	214	Secretarial Procedures	3	2	4
		Social Science Elective	3	0	3
		Elective	3	0	3
			—	—	—
			15	4	17

**SIXTH QUARTER**

		Social Science Elective	3	0	3
BUS	208M	Dictation and Transcription (Medical)	3	2	4
BUS	271	Office Management	3	0	3
		Elective	3	0	3
			—	—	—
			12	2	13

**COURSE DESCRIPTIONS BY QUARTERS**

Course Title	FIRST QUARTER	Hours Per Week		Quarter Hours Credit
		Class	Lab	
<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>BUS 102 Typewriting</b>		<b>2</b>	<b>3</b>	<b>3</b>
The objective of this course is a foundation for speed with accuracy. Basic training on the following: position, touch operation, mastery of keyboard, skill-building drills, and problem typing of simple business letters and tabulations.				
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>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.				

**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**

**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: ENG 101.

**BUS 103 Typewriting** 2      3      3

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

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

**BUS 107 Shorthand** 3      2      4

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

Prerequisite: Minimum grade of C in BUS 106.

**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: MAT 110.

**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**

**Eng 103 Report Writing** 3      0      3

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

Prerequisite: ENG 102.

**BUS 104 Typewriting** 2      3      3

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

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

**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 BUS 107.

**BUS 110 Office Machines** 2      2      3

A general survey of office machines. Students will receive training in the operation and application of both the ten-key and full-keyboard adding machines, printing calculator and electronic calculators.

Prerequisite: None.



**BUS 112 Filing** 3 0 3

An introduction to the record systems used in business with emphasis on the management and control of those systems. Filing methods will also be studied.

Prerequisite: None.

**BUS 183M 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: BUS 107.

#### FOURTH QUARTER

**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: ENG 101.

**BUS 206M 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: BUS 108.

**BUS 205 Advanced Typewriting** 2 3 3

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

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

**BUS 211 Office Machines** 2 2 3

An introduction of machines used in business. Emphasis will be placed on attainment of skill in using duplicating equipment, dictating and transcribing machines, and other office machines.

Prerequisite: None.

**EDP 104 Introduction to Data Processing System** 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 284M Terminology and Vocabulary** 3 0 3

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: BUS 183M.

#### FIFTH QUARTER

**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: ENG 102.

**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: BUS 206M.

**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**

**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: BUS 207.

**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.



## SURVEYING TECHNOLOGY \*

The Surveying Technology Program is designed to provide specialized technical training in the field of Professional Land Surveying. Emphasis is placed on field surveying, computations, mapping and legal aspects related to land surveying. The courses are planned to prepare the student for advancement in the broad field of surveying and to give the graduate a position of advanced standing toward his ultimate Registration as a Professional Land Surveyor.

An individual upon graduating from this program should qualify for various jobs such as Instrument Man, Party Chief, Quantity Survey Man, Field Clerk, and Field Draftsman. Upon gaining sufficient experience in the land surveying, the technician has the opportunity of becoming a Registered Land Surveyor, or he may wish to pursue employment opportunities as a Contractor, Construction Superintendent, Highway Engineering Aide, or Geodetic Surveyor.

### SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours Per Week		Quarter Hours Credit	
	Class	Lab		
<b>FIRST QUARTER</b>				
ENG 101	Grammar	3	0	3
MAT 101	Technical Mathematics	5	0	5
PHY 101	Physics: Properties of Matter	3	2	4
DFT 101	Technical Drafting	0	6	2
CIV 101	Surveying	2	6	4
		13	14	18
<b>SECOND QUARTER</b>				
ENG 102	Composition	3	0	3
MAT 102	Technical Mathematics	5	0	5
PHY 102	Physics: Work, Energy, Power	3	2	4
DFT 102	Technical Drafting	0	6	2
CIV 102	Surveying	2	6	4
		13	14	18
<b>THIRD QUARTER</b>				
ENG 103	Report Writing	3	0	3
MAT 103	Technical Mathematics	5	0	5
PHY 103	Physics: Electricity	3	2	4
CIV 103	Surveying	2	6	4
CIV 109	Boundary Law	2	0	2
		15	8	18

\* Pending approval by the State Board of Education



**FOURTH QUARTER**

ENG	204	Oral Communication	3	0	3
CIV	211	Topographic Surveying	2	6	4
CIV	217	Construction Methods & Equipment	3	2	4
CIV	202	Properties of Soils	2	3	3
CIV	201	Properties of Engineering Materials	2	3	3
			—	—	—
			12	14	17

**FIFTH QUARTER**

		Social Science Elective	3	0	3
CIV	212	Route Surveying	2	6	4
CIV	228	Drainage Structures	2	3	3
CIV	223	Codes, Contracts, and Specifications	2	0	2
		Elective	5	0	5
			—	—	—
			14	9	17

**SIXTH QUARTER**

		Social Science Elective	3	0	3
CIV	213	Advanced Land Surveying	2	6	4
CIV	214	Mapping and Sub-division Planning	2	6	3
CIV	227	Construction of Road & Pavement	3	2	4
		Elective	3	0	3
			—	—	—
			13	14	17

**COURSE DESCRIPTIONS BY QUARTERS**

Course Title	FIRST QUARTER	Hours Per Week		Quarter Hours Credit
		Class	Lab	
<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>MAT 101 Technical Mathematics</b>		<b>5</b>	<b>0</b>	<b>5</b>
The real number system is developed as an extension of natural numbers. Number systems of various bases are introduced. Fundamental algebraic operations, the rectangular coordinate system, as well as fundamental trigonometric concepts and operations are introduced. The application of these principles to practical problems is stressed.				
Prerequisite: Satisfactory evidence that admission requirements have been met.				
<b>PHY 101 Physics: Properties of Matter</b>		<b>3</b>	<b>2</b>	<b>4</b>
A fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids at rest and in motion, gas laws and applications. Laboratory experiments and specialized problems dealing with these topics are part of this course.				
Prerequisite: None.				
<b>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, freehand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective are introduced.

Prerequisite: None.

**CIV 101 Surveying** 2            6            4

Theory and practice of plane surveying including taping, differential and profile leveling, cross sections, earthwork computations, transit, stadia and transit-tape surveys.

Prerequisite: None.

### SECOND QUARTER

**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: ENG 101

**MAT 102 Technical Mathematics** 5            0            5

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

Prerequisite: MAT 101

**PHY 102 Physics: Work, Energy, Power** 3            2            4

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

Prerequisites: PHY 101, MAT 101

**DFT 102 Technical Drafting** 0            6            2

The application of orthographic projection principles to the more complex drafting problems, primary and secondary auxiliary views, simple and successive revolutions, and sections and conventions will be studied. Most important is the introduction of the 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 for "Details" and "working drawings," approved by the American Standards Association will also be included. Introduction is given to intersections and developments of various types of geometrical objects.

Prerequisite: DFT 101

**CIV 102 Surveying** 2            6            4

Triangulation of ordinary precision; use of plane table; calculation of areas of land; land surveying; topographic surveys and mapping.

Prerequisite: CIV 101

### THIRD 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 his chosen curriculum.

Prerequisite: ENG 102

**MAT 103 Technical Mathematics** 5            0            5

The fundamental concepts of analytical geometry, differential and integral calculus are in-

roduced. Topics included are graphing techniques, geometric and algebraic interpretation of the derivative, differentials, rate of change, the integral and basic integration techniques. Applications of these concepts to practical situations are stressed.

Prerequisite: MAT 102

**PHY 103 Physics: Electricity** 3      2      4

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

Prerequisites: PHY 101, Mat 101

**CIV 103 Surveying** 2      6      4

Route surveys by ground and aerial methods; simple, compound, reverse, parabolic and spiral curves; geometric design of highways; highway surveys and plants, including mass diagrams.

Prerequisite: CIV 102

**CIV 109 Boundary Law** 2      0      2

The study of the North Carolina state statutes regarding the practice of surveying, laws pertaining to reparation rights, adverse possession and preparation of abstracts.

#### FOURTH QUARTER

**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: ENG 101

**CIV 211 Topographic Surveying** 2      6      4

The practice of methods of making topographic surveys with conventional instruments to include the plane table. The use of photography for mapping purposes. The production of photo-maps, and the methods of ground control in aerial surveys. Applied field problems are included.

Prerequisite: CIV 103

**CIV 217 Construction Methods and Equipment** 3      2      4

Excavating methods and equipment used in building and highway construction; pile driving; construction techniques and equipment used in reinforced concrete buildings, bridges, lift-slabs, thin-shells and folded plates, erection methods and equipment of structural steel buildings and bridges; carpentry in house and heavy timber construction; construction safety. Field inspection trips.

Prerequisites: DFT 102, CIV 102

**CIV 202 Properties of Soils** 2      3      3

Study of soil types and their physical properties; mechanical analysis and tests of soils; techniques of subsurface investigation; earth pressure theories; bearing capacity; stability of slopes; hydrostatics of ground water; methods of compaction and consolidation.

Prerequisite: CIV 216

**CIV 201 Properties of Engineering Materials** 2      3      3

Study and testing of the properties of ferrous and nonferrous metals, timber, stone, clay products, bituminous cementing materials; load and strain measurements; behavior of materials under load; qualities other than strength; control of the properties of the materials; nondestructive tests.

Prerequisite: PHY 101



## FIFTH QUARTER

**CIV 212 Route Surveying** 2 6 4

Advanced study in the laying out of railroads, highways, and canals with a concentration in grade and slope staking, spiral curves, super-elevation. Applied field problems will be laid out.

Prerequisite: CIV 211 or by permission of the department

**CIV 228 Drainage Structures** 2 3 3

The application of basic hydraulics principles to engineering problems in the collection, distribution and disposal of water and wastes. Laboratory work will involve solving realistic problems.

Prerequisites: PHY 101 and PHY 102

**CIV 223 Codes, Contracts, and Specifications** 2 0 2

Basic principles and methods most significant in contract relationships; appreciation of the legal considerations in construction work; study of the National Building Code and local building codes, interpreting and outlining specification.

Prerequisite: None

## SIXTH QUARTER

**CIV 213 Advanced Land Surveying** 2 6 4

Theories and practices of land surveying, sub-division, filing and recording deeds, tying surveys to the N. C. Co-ordinate System, triangulation and astronomic observations. Field demonstrations and surveys performed with many modern types of survey instruments.

Prerequisite: CIV 212 or by permission of the department.

**CIV 214 Mapping and Sub-Division Planning** 2 6 3

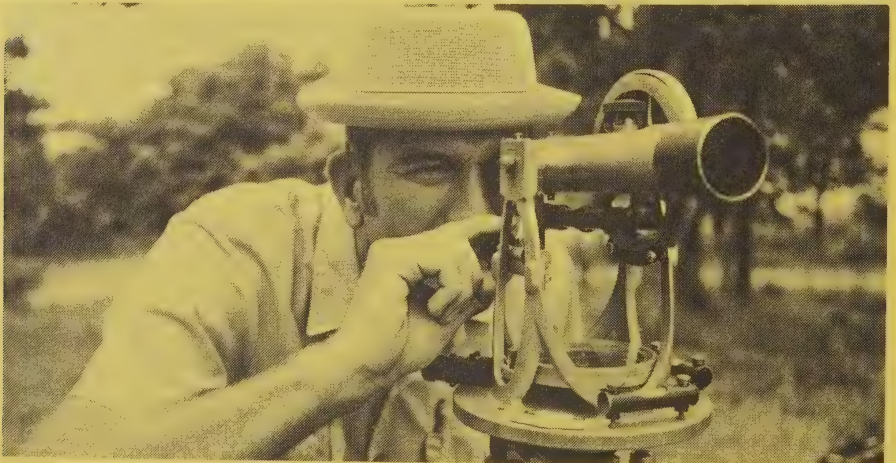
Mapping principles and their applications in producing topographic, land, hydrographic, and photographic maps and their use in sub-division planning. Field trips will be made to various sub-division sites and to city and county planning offices.

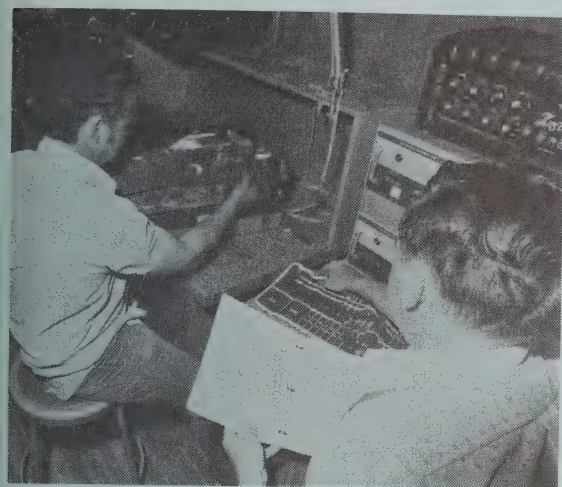
Prerequisite: DFT 102

**CIV 227 Construction of Roads and Pavements** 3 2 4

Construction practices for various types of road building, including soil properties, grading, subgrading, base courses, drainage, embankments, compaction, and formwork. Design, construction, and testing of rigid Portland-cement concrete and flexible bituminous pavements. Field inspection trips.

Prerequisites: CIV 217, CIV 218, CIV 202





## VOCATIONAL PROGRAMS



## 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
- Automotive Mechanics
- Electrical Installation & Maintenance
- Electronic Servicing
- Masonry
- Practical Nursing
- Respiratory Therapy Technology
- Welding



## ADMISSION REQUIREMENTS

An applicant for a diploma must meet the following requirements:

1. Be eighteen years old or older or their high school class must have been graduated.
2. Have a personal interview with an admissions counselor. During this time the applicant's interests, previous scholastic records, and feelings about success will be appraised.
3. Be in good physical and mental health. All students are required to submit medical reports.
4. Provide a transcript of all high school or other educational studies.
5. Testing.

## ADMISSION PROCEDURE

Individuals who wish to enter a diploma program should:

1. Complete and return to the Admissions Counselor an application form and a \$5 deposit. These forms can be obtained by writing the Office of Student Services.
2. Have transcripts of all previous education mailed to the Office of Student Services.
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 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 Per Week		Quarter Hours Credit
	Class	Lab	
<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	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		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.			

### SECOND QUARTER

<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</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 withing 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.

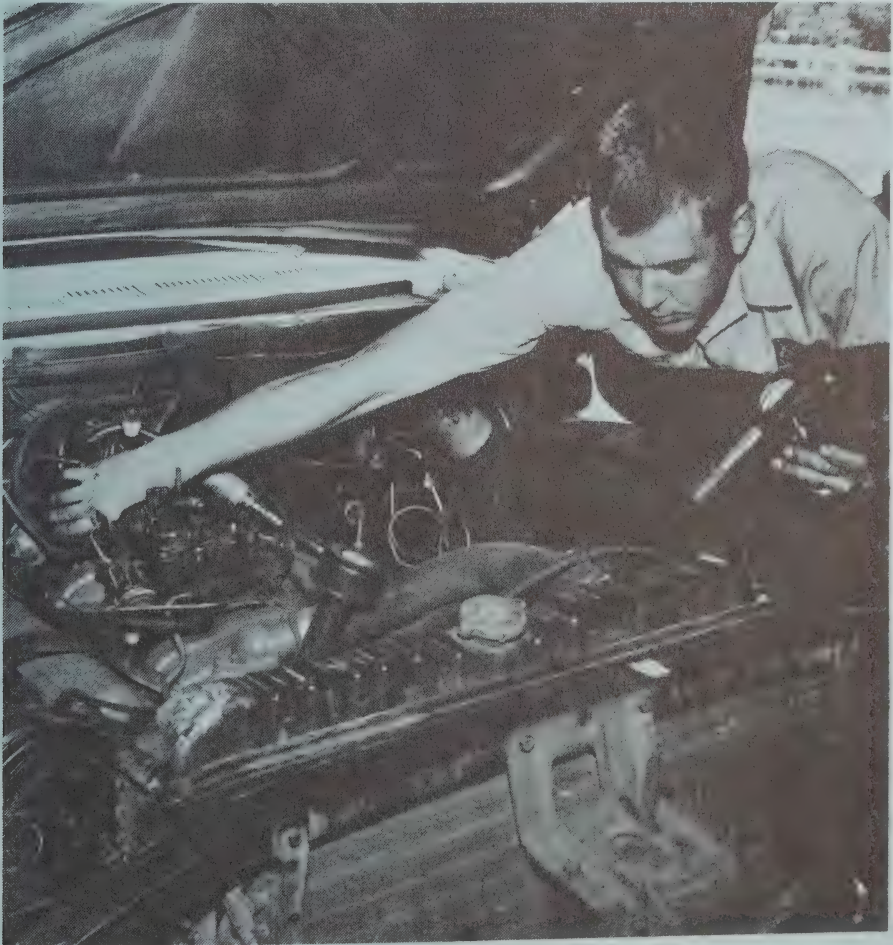
**BUS 1103 Small Business Operations** 3 0 3

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.

## AUTOMOTIVE MECHANICS

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust components of automotive vehicles. Manual skills are developed in practical shop work using components mounted on stands. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practice. Diagnosing and repair work is assigned on scheduled vehicles.

Complexity in automotive vehicles increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks and buses powered by a variety of internal combustion engines. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.



## SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours Per Week		Quarter Hours Credit	
	Class	Lab		
<b>FIRST QUARTER</b>				
PME 1101	Internal Combustion Engines	3	12	7
MAT 1101	Fundamentals of Mathematics	5	0	5
DFT 1101	Schematics and Diagrams	0	3	1
PHY 1101	Applied Science	3	2	4
ENG 1101	Reading Improvement	2	0	2
		13	17	19
<b>SECOND QUARTER</b>				
PME 1102	Engine Electrical and Fuel Systems	5	15	10
DFT 1102	Schematics and Diagrams	1	3	2
MAT 1120	Applied Mathematics	3	0	3
ENG 1102	Communication Skills	3	0	3
		12	18	18
<b>THIRD QUARTER</b>				
AUT 1123	Brakes, Chassis and Suspension	3	12	7
AHR 1101	Automotive Air Conditioning	2	2	4
DFT 1103	Schematics and Diagrams	0	3	1
PSY 1101	Human Relations	3	0	3
WLD 1129	Basic Welding	2	3	3
		10	20	18
<b>FOURTH QUARTER</b>				
AUT 1124	Automotive Power Train Systems	3	12	7
AUT 1125	Automotive Servicing I	3	9	6
BUS 1103	Small Business Operations	3	0	3
		9	21	16
<b>FIFTH QUARTER</b>				
PME 1202	Automotive Electrical Electronics	4	9	7
PME 1203	Automotive Engine Tune-up	4	9	7
	Elective	1	3	2
		9	21	16
<b>SIXTH QUARTER</b>				
PME 1224	Advanced Automatic Transmissions	3	12	7
PME 1221	Front Suspension, Alignment and Power Steering	1	3	2
PME 1226	Automotive Servicing II	2	9	5
		6	24	14



**COURSE DESCRIPTIONS BY QUARTERS**

Course Title	FIRST QUARTER		Quarter Hours Credit
	Class	Lab	
<b>PME 1101 Internal Combustion Engines</b>	<b>3</b>	<b>12</b>	<b>7</b>
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.			
Prerequisite: None.			
<b>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>DFT 1101 Schematics and Diagrams</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.			
<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, to train for comprehension in larger units.			
Prerequisite: None.			
<b>SECOND QUARTER</b>			
<b>PME 1102 Engine Electrical and Fuel System</b>	<b>5</b>	<b>15</b>	<b>10</b>
A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system.			
Prerequisite: PME 1101			
<b>DFT 1102 Schematics and Diagrams</b>	<b>1</b>	<b>3</b>	<b>2</b>
Interpretation and reading of schematic prints and diagrams. Making sketches of electrical wiring and fuel system components for automotive engines and other internal combustion engines. Learning to identify the various components of the systems by sketching and labeling parts. Practice in tracing wiring systems and diagnosing trouble by using schematics and diagrams found in the automotive service manuals.			
Prerequisite: DFT 1101.			
<b>MAT 1120 Applied Mathematics</b>	<b>3</b>	<b>0</b>	<b>3</b>
Practical problems are especially selected to ensure mastery of mathematics principles applied to the automobile trades.			
Prerequisite: MAT 1101.			

<b>ENG 1102</b>	<b>Communication Skills</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Designed to promote effective communication through correct language usage in speaking and writing.  
Prerequisite: ENG 1101.

### THIRD QUARTER

<b>AUT 1123</b>	<b>Brakes, Chassis and Suspension Systems</b>	<b>3</b>	<b>12</b>	<b>7</b>
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A complete study of various braking systems employed on automobile and light weight trucks. Emphasis is placed on how they operate, proper adjustment and repair. Also, the servicing of parking brakes is emphasized. Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension systems.  
Prerequisite: None.

<b>AHR 1101</b>	<b>Automotive Air Conditioning</b>	<b>2</b>	<b>2</b>	<b>4</b>
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General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system. Use of testing equipment in diagnosing trouble, conducting efficiency tests and general maintenance work.  
Prerequisite: PHY 1101

<b>DFT 1103</b>	<b>Schematics and Diagrams</b>	<b>0</b>	<b>3</b>	<b>1</b>
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Interpretation of prints, schematics and diagrams pertaining to automotive chassis and braking systems. A study of components that make up the front suspension, differential assembly and brake assemblies.  
Prerequisite: DFT 1101, DFT 1102

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

<b>WLD 1129</b>	<b>Basic Welding</b>	<b>2</b>	<b>3</b>	<b>3</b>
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Basic characteristics of metals, equipment — its construction and operation are presented by means of audio-visuals and other educational media. Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating gas and arc welding equipment. Practice will be given in surface welding; bronze welding, silver soldering, and flame-cutting and arc welding methods applicable to mechanical repair work.  
Prerequisite: None.

### FOURTH QUARTER

<b>AUT 1124</b>	<b>Automotive Power Train System</b>	<b>3</b>	<b>12</b>	<b>7</b>
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Principles and functions of automotive power train systems: clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair.  
Prerequisite: AUT 1123.

<b>AUT 1125</b>	<b>Automotive Servicing I</b>	<b>3</b>	<b>9</b>	<b>6</b>
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Emphasis in on the shop procedures necessary in "trouble-shooting" the various component systems of the automobile. "Trouble-Shooting" of automotive systems, provides a full range of experiences in testing, adjusting, repairing and replacing components. A close simulation to an actual automotive shop situation will be maintained.  
Prerequisites: PME 1102, AUT 1123, AHR 1101.

<b>BUS 1103</b>	<b>Small Business Operations</b>	<b>3</b>	<b>0</b>	<b>3</b>
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An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.  
Prerequisite: None.

**FIFTH QUARTER**

**PME 1202 Automotive Electrical Electronics** 4 9 7

A thorough study of the theory and operation of various automobile electrical units and systems. Maintenance and testing procedures, diagnosis and repair of all types of electrical/ electronic components, especially the transistor circuits, found on the modern automobile.

Prerequisite: PME 1102.

**PME 1203 Automotive Engine Tune-Up** 4 9 7

This course is designed to provide depth in the understanding and use of various types of tune-up equipment. Emphasis is placed on gaining knowledge of the oscilloscope and other units on the Tune-Up Tester. Through proper use of tune-up equipment, the student is expected to demonstrate his ability to diagnose malfunctions in ignition systems, cranking motors and charging circuits.

Prerequisite: PME 1102; DFT 1102.

**SIXTH QUARTER**

**PME 1224 Advanced Automatic Transmissions** 3 12 7

This course is designed to provide a thorough understanding of automatic transmissions. Instruction includes classroom study, demonstrations, and student participation in disassembly, reassembly, and testing of selected transmissions. Special emphasis is placed on principles, function, construction, operation, servicing and "trouble-shooting" procedures and repair of various types of automatic transmissions.

Prerequisite: PME 1124.

**PME 1221 Front Suspension, Alignment and Power Steering** 1 3 2

Theory of operation, correct disassembly and mounting of all front suspension parts on various types of frames (car and light truck). A thorough understanding of the function and repair of steering gears (power and standard), shock absorbers, springs, wheels and tires, pumps, rams, etc. is gained. Theory and application of steering geometry, correct diagnosis of problems and use of the alignment and balancing machines; analysis and correction of tire wearing problems, vibrations, hard steering, pulling, etc. is experienced.

Prerequisite: AUT 1123.

**PME 1226 Automotive Servicing II** 2 9 5

Emphasis is placed on "trouble-shooting" and repairing the various component systems on vehicles provided for general repairs. The student is given in depth experiences in diagnosis, testing, adjusting, repairing, and replacing component parts.

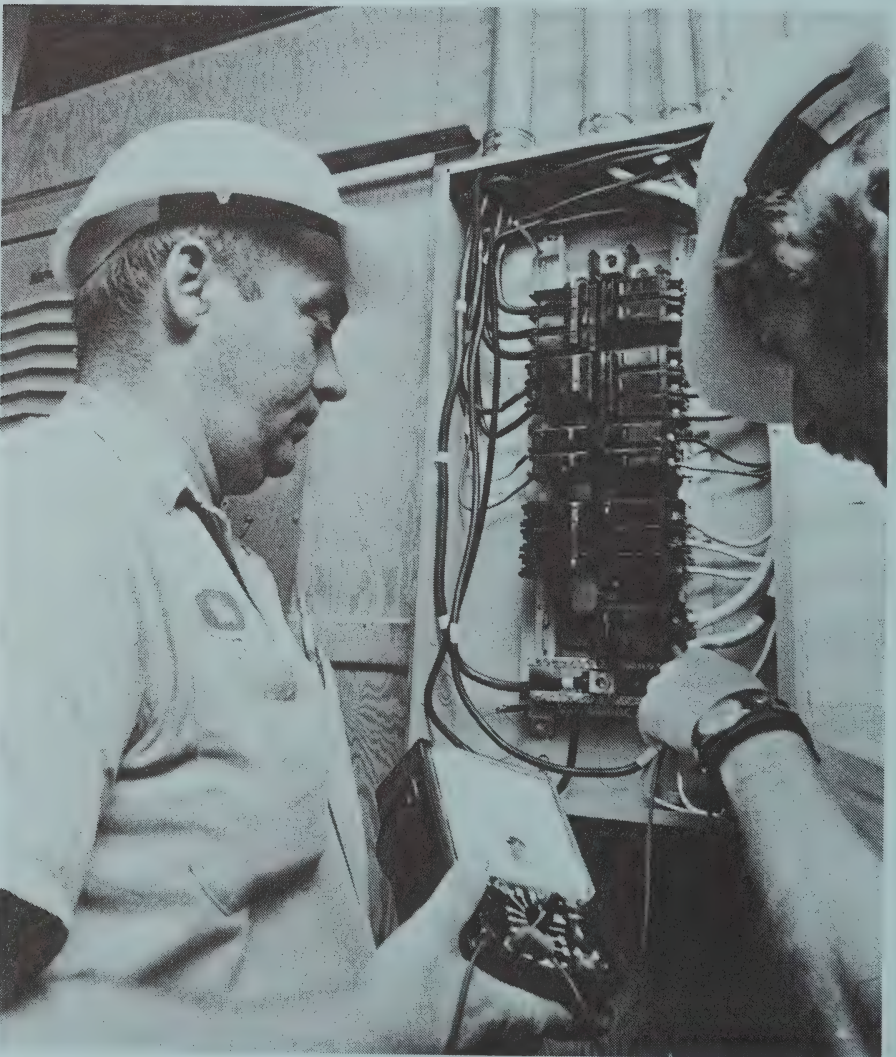
Prerequisite: AUT 1125.



### 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 Week		Quarter Hours Credit	
	Class	Lab		
<b>FIRST QUARTER</b>				
ELC 1112	Direct & Alternating Current	5	12	9
ENG 1101	Reading Improvement	2	0	2
MAT 1115	Electrical Mathematics	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	Commerical & 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</b>	<b>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 Kirchoff'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</b>	<b>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>				

**MAT 1115 Electrical Mathematics** 5 0 5

A study of fundamental concepts of algebra; basic operations of addition, subtraction, multiplication, and division; solution of first order equations, use of letters and signs, grouping, factoring, exponents, ratios, and proportions; solution of equations, algebraically and graphically; a study of logarithms and use of tables; an introduction to trigonometric functions and their application to right angles; and a study of vectors for use in alternating current.

**PHY 1101 Applied Science** 3 2 4

An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles. Prerequisite: None.

**SECOND QUARTER****ELC 1113 Alternating Current & Direct Current Machines & Controls** 5 12 9

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

Prerequisites: ELC 1112, MAT 1115.

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

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

Prerequisite: None.

**ENG 1102 Communication Skills** 3 0 3

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

Prerequisite: ENG 1101.

**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.

**THIRD QUARTER****ELC 1124 Residential Wiring** 5 9 8

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

Prerequisites: ELC 1113, DFT 1110.

**ELN 1118 Industrial Electronics** 3 6 5

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

Prerequisite: ELC 1113.

**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.

**DFT 1113 Blueprint Reading: Electrical** 0 3 1

Interpretation of schematics, diagrams and blueprints applicable to electrical installations



with emphasis on electrical plans for domestic and commercial buildings. Sketching schematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes will be a part of this course.

#### FOURTH QUARTER

##### **ELC 1125 Commercial and Industrial Wiring** 5 12 9

Layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electrical Codes, and the application of the fundamentals of practical experience in wiring, conduit preparation, and installation of simple systems.

Prerequisites: ELN 1118, ELC 1124.

##### **ELN 1119 Industrial Electronics** 3 6 5

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

Prerequisite: ELN 1118.

##### **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 office, methods of improving business, and employer-employee relations.

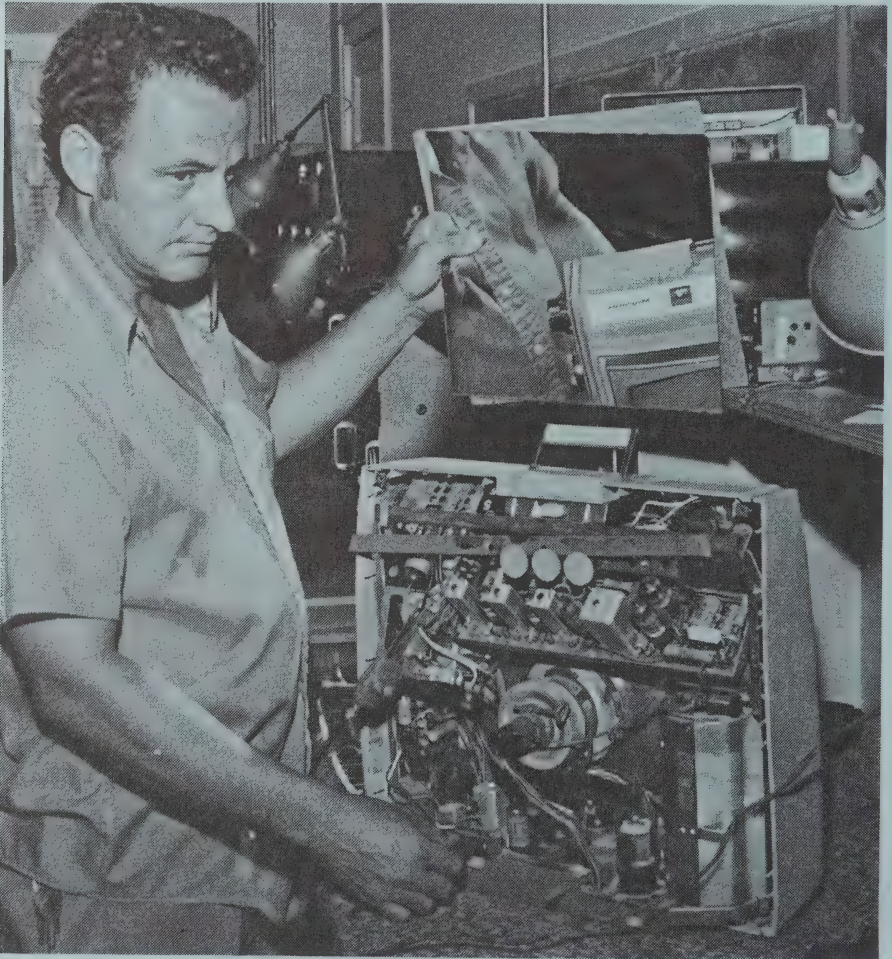
Prerequisite: None.



## 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 Week		Quarter Hours Credit
			Class	Lab	
<b>FIRST QUARTER</b>					
MAT	1115	Electrical Mathematics	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	Hours Per Week		Quarter Hours Credit
		Class	Lab	
<b>MAT 1115 Electrical Mathematics</b>		<b>5</b>	<b>0</b>	<b>5</b>
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>		<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>ELC 1112 Direct and Alternating Current</b>		<b>5</b>	<b>18</b>	<b>11</b>
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 Kirchoff'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

**MAT 1116 Electrical Mathematics** 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.

**ENG 1102 Communication Skills** 3 0 3  
 Designed to promote effective communication through correct language usage in speaking and writing.

Prerequisite: ENG 1101.

**ELN 1112 Vacuum Tubes and Solid State Devices** 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

**ELN 1125 Radio Receiver and Amplifier Servicing** 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 faculty 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 Credit	
	Class	Lab		
<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	FIRST QUARTER	Hours Per Week		Quarter Hours Credit
		Class	Lab	
<b>MAS 1101</b>	<b>Bricklaying</b>	<b>5</b>	<b>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.			

**MAT 1101 Fundamentals of Mathematics** 5 0 5  
 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 1101.

**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.

## SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab	
<b>FIRST QUARTER</b>			
NUR 1101S Basic Science	4	2	5
NUR 1102S Fundamentals of Practical Nursing	6	6	8
NUR 1103S Human Relations	3	0	3
NUR 1104S Vocational Adjustments	2	0	2
ENG 1101 Reading Improvement	2	0	2
	—	—	—
	17	8	20
<b>SECOND QUARTER</b>			
NUR 1105S Medical-Surgical Nursing I	4	0	4
NUR 1106S Maternity Nursing	3	0	3
NUR 1107S Pediatric Nursing	3	2	4
NUR 1108S Basic Principles of Drug Administration	2	0	2
NUR 1109S Clinical Experience	0	18	6
	—	—	—
	12	20	19
<b>THIRD QUARTER</b>			
NUR 1110S Medical-Surgical Nursing II	6	0	6
NUR 1111S Drug Therapy	4	0	4
NUR 1112S Clinical Experience	0	24	8
	—	—	—
	10	24	18
<b>FOURTH QUARTER</b>			
NUR 1113S Medical Surgical Nursing III	5	0	5
ENG 1102 Communication Skills	3	0	3
NUR 1114S Vocational Relationships	2	0	2
NUR 1115S Clinical Experience	0	24	8
	—	—	—
	10	24	18



**COURSE DESCRIPTIONS BY QUARTERS**

Course Title	FIRST QUARTER	Hours Per Week		Quarter Hours Credit
		Class	Lab	
<b>NUR 1101-S Basic Science</b>		<b>4</b>	<b>2</b>	<b>5</b>
Designed to give the beginning student an understanding of basic science principles and their relationships to Practical Nursing. The course includes study of the structure and function of the human body, principles of nutrition and diet therapy, and basic bacteriology as related to nursing.				
<b>NUR 1102-S Fundamentals of Practical Nursing</b>		<b>6</b>	<b>6</b>	<b>8</b>
Fundamentals of Practical Nursing provides the student with knowledge of the principles which are basic to effective and safe nursing care. Emphasis is placed on the development of skills essential for performing nursing measures that are the responsibility of the Licensed Practical Nurse. Lectures are followed by planned laboratory experience.				
<b>NUR 1103-S Human Relations</b>		<b>3</b>	<b>0</b>	<b>3</b>
A study of basic principles of human behavior. The problems of the individuals are studied in relation to society and the work situation.				
<b>NUR 1104-S Vocational Adjustments</b>		<b>2</b>	<b>0</b>	<b>2</b>
Designed to give the student a background knowledge of nursing history and to assist the student in understanding one's self, one's vocation, and the individual needs of the patient. Emphasis is placed on the development of appreciations, attitudes, and knowledge of legal responsibilities, which will help the student understand the role of the Practical Nurse as a member of the health team.				
<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.				
<b>SECOND QUARTER</b>				
<b>NUR 1105-S Medical-Surgical Nursing I</b>		<b>4</b>	<b>0</b>	<b>4</b>
An introduction to the nursing needs of adult medical and surgical patients. Prepares for nursing care of patients with physical problems caused by illness, pre-operative and post-operative patients, and patients with a communicable disease.				
<b>NUR 1106-S Maternity Nursing</b>		<b>3</b>	<b>0</b>	<b>3</b>
Presents modern aspects of maternity nursing with emphasis on providing safe and effective care of the expectant mother and her baby. Detailed presentation of nursing care during the antepartum, labor and post-partum period. Presentation of modern concepts of family planning.				
<b>NUR 1107-S Pediatric Nursing</b>		<b>3</b>	<b>2</b>	<b>4</b>
Presents normal growth and development from infancy to adolescence. Provides the student with knowledge and skills necessary to meet the needs of the hospitalized child and his parent. Emphasizes the nursing care of children with common disorders.				
<b>NUR 1108-S Basic Principles of Drug Administration</b>		<b>2</b>	<b>0</b>	<b>2</b>
The study of safe techniques of drug administration and the responsibilities and limitations of the Licensed Practical Nurse in administering medications. Review of mathematics involved in drug dosage and preparation. Solving problems of measurement.				
<b>NUR 1109-S Clinical Experience</b>		<b>0</b>	<b>18</b>	<b>6</b>
Eleven weeks experience in a general hospital under supervision of a clinical teacher. Provides experience in nursing care of the sick child, mothers and newborns, and medical-surgical patients. Opportunities for practicing skills learned in the laboratory. Experience in planning, meeting and charting some simple needs of hospitalized patients. Opportunity for				



developing attitudes and skills necessary for a successful career in practical nursing. Beginning observation in operating and recovery rooms.

### THIRD QUARTER

**NUR 1110-S Medical-Surgical Nursing II** 6 0 6

A continuation of NUR 1105-S. Designed to develop knowledge of common disorders of the body systems, and the nursing care involved. Includes rehabilitative nursing and meeting the physical and emotional needs of the elderly.

**NUR 1111-S Drug Therapy** 4 0 4

Designed to provide the student with factual knowledge in dosages and effects of drugs, to include Insulin therapy. Storage and preparation of narcotics and other drugs.

**NUR 1112-S Clinical Experience** 0 24 8

Continued experience in nursing care of adults, children, and mothers and their infants. Assignments to include nursing needs of patients with common disorders of body systems, operating & recovery room observation, and nursing care of the elderly.

### FOURTH QUARTER

**NUR 1113-S Medical-Surgical Nursing III** 5 0 5

Continuation of the study of disorders of the body systems. Introduction to social illnesses. Prepares the student in the care of the seriously ill patient. First aid.

**ENG 1102 Communication Skills** 3 0 3

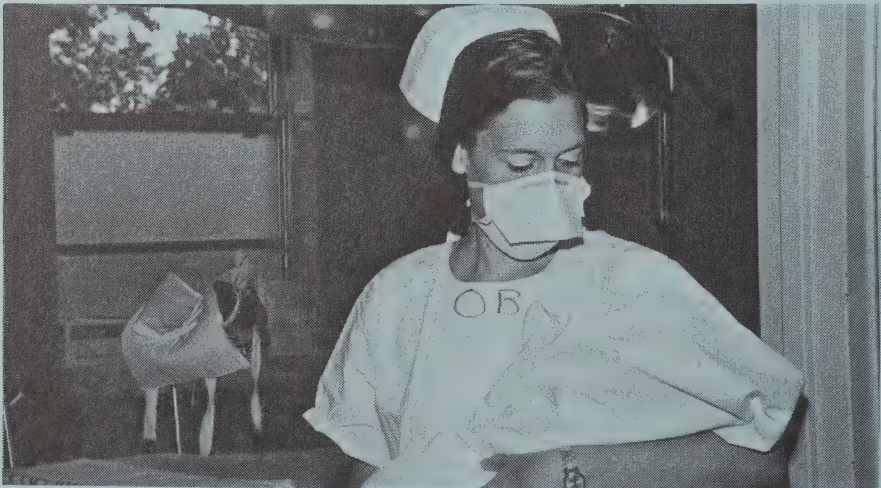
Designed to promote effective communication through correct language usage in speaking and writing.

**NUR 1114-S Vocational Relationships** 2 0 2

Designed to orientate the student to the role of the Licensed Practical Nurse. Includes principles of job application and resignation, job opportunities, and relationships with other members of the health team to more fully achieve total patient care.

**NUR 1115-S Clinical Experience** 0 24 8

Continued experience in nursing care of adult medical-surgical patients, pediatric patients, obstetrical patients and the elderly. Emphasis is placed on more complicated nursing treatments, assuming the role of assistant to the doctor and the Registered Nurse, and the use of judgement in more complicated nursing situations for a larger group of patients.



## RESPIRATORY THERAPY TECHNICIAN

The purpose of the Respiratory Therapy Technician program is to train persons to administer gas therapy, humidity therapy, aerosol therapy, and intermittent positive pressure breathing treatments in hospitals and other medical care facilities. The graduate of this program will be capable of administering drugs which are given through inhalation procedures and will be able to perform tasks related to patient care, especially those of airway management.

In addition to the above, the respiratory therapist will have more extensive knowledge of anatomy, physiology, pharmacology, and clinical medicine so that he can exercise more judgement and accept greater responsibility in therapeutic procedures based on observations of patients. In addition, the respiratory therapist will understand fundamentals well enough to be a potential teacher or supervisor of respiratory therapy.

### Curriculum Objectives

The objectives of a respiratory therapy technician program are to provide students with the fundamental knowledge and skills necessary to perform the following tasks:

1. To administer (under proper supervision) gas, humidity, and aerosol therapy to patients with respiratory problems and to assist in chest physiotherapy of the patient.
2. To assist with long-term artificial ventilation procedures and cardio-pulmonary resuscitation.
3. To administer drugs given through inhalation procedures.
4. To perform tasks related to patient care while administering inhalation therapy.
5. To sterilize, care for, and maintain inhalation therapy equipment.
6. To maintain adequate and accurate records on patients receiving inhalation therapy.

## SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours Per Week		Quarter Hours Credit	
	Class	Lab		
<b>FIRST QUARTER</b>				
ENG 153S Reading Improvement	2	0	0	2
MED 131 Anatomy and Physiology	3	2	0	4
SCI 150S Basic Science	3	2	1	4
MED 125 Microbiology	3	1	0	4
MED 106 Patient Care	1	0	0	1
	12	5	1	15
<b>SECOND QUARTER</b>				
MED 132 Cardiopulmonary Anatomy and Physiology	3	3	0	4
MED 140 Respiratory Therapy Procedures I	3	3	0	4
MED 117 Pharmacology	2	0	0	2
MED 145 Clinical Practice I	0	0	8	3
	8	6	8	13
<b>THIRD QUARTER</b>				
MED 150 Clinical Medicine	4	2	0	5
MED 141 Respiratory Therapy Procedures II	4	2	0	5
MED 146 Clinical Practice II	0	0	24	8
	8	4	24	18
<b>FOURTH QUARTER</b>				
MED 142 Respiratory Therapy Procedures III	1	0	0	1
MED 147 Clinical Practice III	0	0	40	13
	1	0	40	14





## COURSE DESCRIPTIONS BY QUARTERS

Course Title	FIRST QUARTER		Hours Per Week		Quarter Hours Credit
			Class	Lab	
<b>ENG 153S Reading Improvement</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
A concentrated effort to improve the student's ability to comprehend what he reads by training him to read more 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. Reading faults of the individual are analyzed for improvement, and principles of vocabulary building are stressed.					
Prerequisite: None.					
<b>MED 131 Anatomy and Physiology</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>4</b>
A course dealing with a basic study of the cells and tissues, basic embryology, and the neuromuscular, digestive, excretory, and reproductive systems.					
Prerequisite: None.					
<b>SCI 150S Basic Science</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>4</b>
This includes the mathematical concepts of the metric and English systems of measurement, percentage, fractions, logarithms, exponents, ratio and proportion, simple algebraic equations, and interpretation of statistical terms such as mean, normal distribution and standard deviation; chemical and physical concepts of atomic structure and its relation to the periodic table, chemical bonding, states of matter, gas laws and their application to inhalation therapy, terminology of heat, sound, magnetism and electricity, acids and bases acid base balance in the body. Included also is a clinical orientation to respiratory therapy. balance in the body. Included also is a clinical orientation to respiratory therapy.					
Prerequisite: None.					
<b>MED 125 Microbiology</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>4</b>
This is a basic course dealing briefly with the classification, morphology, identification and physiology of microorganisms, and immunization with emphasis on the practical problems of cleaning and sterilization techniques.					
Prerequisite: None.					
<b>MED 106 Patient Care</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
This includes routine nursing care such as recording vital signs, treating patients with special problems in isolation and special units, the relationship between the respiratory therapy department and other departments within the hospital record keeping, contact with patients, and legal, moral, and ethical aspects of hospitalized persons.					
Prerequisite: None.					
<b>SECOND QUARTER</b>					
<b>MED 132 Cardiopulmonary Anatomy and Physiology</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>4</b>
This includes a study of the anatomy and physiology of the respiratory and circulatory systems, pulmonary function testing, embryology of the cardiopulmonary systems, neonatal respiratory system and distress, airway management, and cardiopulmonary resuscitation.					
Prerequisite: MED 131.					
<b>MED 140 Respiratory Therapy Procedures I</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>4</b>
This includes the major aspects of gas, humidity and aerosol therapy, and the care and maintenance of equipment and airway management.					
Prerequisite: SCI 150S, MED 131.					
<b>MED 117 Pharmacology</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
This course includes the general effects, mechanisms of action, routes and methods of administration, distribution, metabolism and excretion of drugs with emphasis on drugs of importance in inhalation therapy and with pharmaceutical calculations.					
Prerequisite: MED 131, MED 106.					

**MED 145 Clinical Practice I**

0 0 8 3

Application in an actual clinical environment of the procedures learned in the classroom and laboratory.

Prerequisite: MED 132.

**THIRD QUARTER****MED 150 Clinical Medicine**

4 2 0 5

Topics discussed are an introduction to general medicine, cardiovascular and respiratory pathology; general thoracic and cardiovascular, and neurological surgery; and pediatrics and obstetrics as related to respiratory therapy care.

Prerequisite: MED 132.

**MED 141 Respiratory Therapy Procedures II**

4 2 0 5

This includes artificial ventilation therapy procedures and chest physiotherapy.

Prerequisite: MED 140.

**MED 146 Clinical Practice II**

0 0 24 8

Application in an actual clinical environment of the procedures learned in the classroom and laboratory.

Prerequisite: MED 145.

**FOURTH QUARTER****MED 142 Respiratory Therapy Procedures III**

1 0 0 1

This includes an integrated study of the type of therapy studied in Procedure I and II and Clinical Practice.

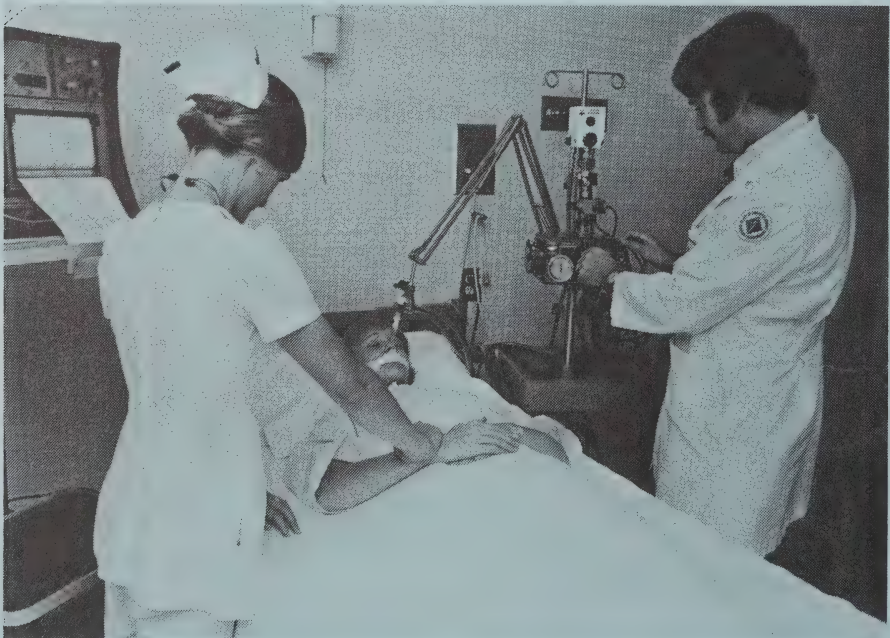
Prerequisite: MED 141.

**MED 147 Clinical Practice III**

0 0 40 13

Application in an actual clinical environment of the procedures learned in the classroom and laboratory.

Prerequisite: MED 146.



## WELDING

The Welding curriculum is designed to give students sound understanding of the principles, methods, techniques, and skills essential for successful employment in the welding field and metals industry.

The field of welding offers a person security and a future of continuous employment with steady advancement. It offers employment in practically any industry: shipbuilding, automotive, aircraft, guided missiles, railroads, construction, pipe fitting, production shops, job shops and many others.

### SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours Per Week		Quarter Hours Credit	
	Class	Lab		
<b>FIRST QUARTER</b>				
WLD 1141	Beginning Welding	5	15	10
MAT 1101	Fundamentals of Mathematics	5	0	5
DFT 1104	Blueprint Reading: Mechanical	0	3	1
ENG 1101	Reading Improvement	2	0	2
		12	18	18
<b>SECOND QUARTER</b>				
WLD 1142	Intermediate Welding	5	15	10
MAT 1103	Geometry	3	0	3
DFT 1117	Blueprint Reading: Welding	0	3	1
ENG 1102	Communication Skills	3	0	3
		11	18	17
<b>THIRD QUARTER</b>				
WLD 1124	Pipe Welding	3	12	7
WLD 1123	Inert Gas Welding	1	3	2
WLD 1112	Mechanical Testing and Inspection	1	3	2
DFT 1118	Pattern Development and Sketching	0	3	1
PSY 1101	Human Relations	3	0	3
		8	21	15
<b>FOURTH QUARTER</b>				
WLD 1122	Commercial and Industrial Practices	3	9	6
WLD 1125	Certification Practices	3	6	5
MEC 1112	Machine Shop Processes	0	6	2
BUS 1105	Industrial Organizations	3	0	3
		9	21	16



## COURSE DESCRIPTIONS BY QUARTERS

Course Title	FIRST QUARTER	Hours Per Week		Quarter Hours Credit
		Class	Lab	
<b>WLD 1141 Beginning Welding</b>		<b>5</b>	<b>15</b>	<b>10</b>
Introduction to the history of oxyacetylene and arc welding, the principles of welding and cutting, nomenclature of the equipment, assembly of unit. The operation of various AC transformers, AC and DC rectifiers, and DC motor generator arc welding units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead positions; and the cutting of straight lines with the torch. Safety procedures are stressed throughout the program of instruction.				
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>DFT 1104 Blueprint Reading: Mechanical</b>		<b>0</b>	<b>3</b>	<b>1</b>
Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes.				
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>SECOND QUARTER</b>				
<b>WLD 1142 Intermediate Welding</b>		<b>5</b>	<b>15</b>	<b>10</b>
A review of basic oxyacetylene cutting and welding, preparation of metals, types of joints, welding procedures and testing of the welds. The operation of A. C. transformers and D. C. motor generator arc welding machines. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weakness in welding. Safety procedures are emphasized throughout the course.				
Prerequisite: None.				
<b>MAT 1103 Geometry</b>		<b>3</b>	<b>0</b>	<b>3</b>
Fundamental properties and definitions; plane and solid geometric figures, selected general theorems, geometric construction of lines, angles and plane figures. Dihedral angles, areas of plane figures, volumes of solids. Geometric principles are applied to shop operations.				
Prerequisite: None.				
<b>DFT 1117 Blueprint Reading: Welding</b>		<b>0</b>	<b>3</b>	<b>1</b>
A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications.				
Prerequisite: DFT 1104.				
<b>ENG 1102 Communication Skills</b>		<b>3</b>	<b>0</b>	<b>3</b>
Designed to promote effective communication through correct language usage in speaking and writing.				
Prerequisite: ENG 1101.				

## THIRD QUARTER

**WLD 1124 Pipe Welding** 3 12 7

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

Prerequisite: WLD 1121 or WLD 1142.

**WLD 1123 Inert Gas Welding** 1 3 2

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

Prerequisites: WLD 1141 and WLD 1142 or WLD 1120 and WLD 1121.

**WLD 1112 Mechanical Testing and Inspection** 1 3 2

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

Prerequisites: WLD 1141 and WLD 1142 or WLD 1120 and WLD 1121.

**DFT 1118 Pattern Development and Sketching** 0 3 1

Continued study of welding symbols; methods used in layout of sheet steel; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates.

Prerequisite: None.

**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

**WLD 1122 Commercial and Industrial Practices** 3 9 6

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

Prerequisites: WLD 1141 and WLD 1142 or WLD 1120 and WLD 1121.

**WLD 1125 Certification Practices** 3 6 5

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

Prerequisites: WLD 1123 and WLD 1124; WLD 1141 and 1142 or WLD 1120 and WLD 1121.

**MEC 1112 Machine Shop Processes** 0 6 2

To acquaint the student with procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade.

Prerequisites: None.

**BUS 1105 Industrial Organizations** 3 0 3

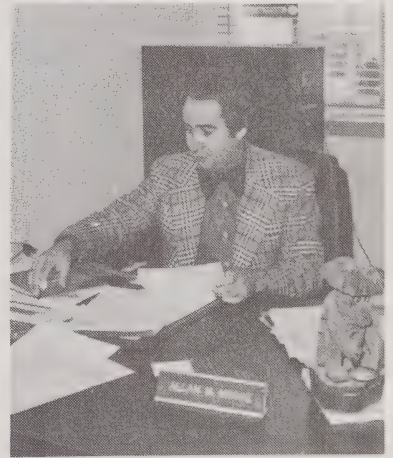
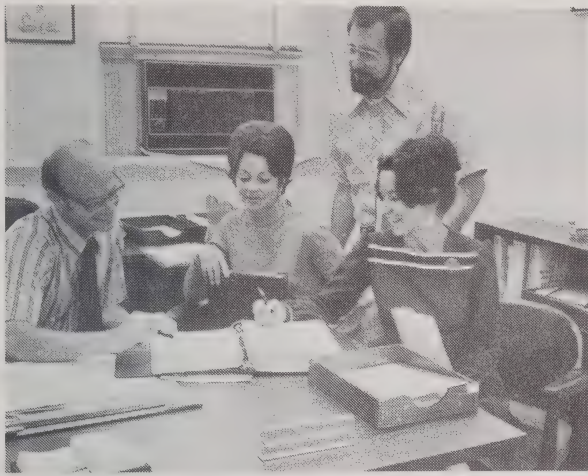
Methods, techniques, and practices of modern management in planning, organizing and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost.

Prerequisite: None.









## CONTINUING EDUCATION

## CONTINUING EDUCATION

### CONTINUING EDUCATION — WHAT IS IT?

Rapid changes in our modern society have necessitated that individuals, businesses, and other organizations take advantage of ongoing learning opportunities in order to successfully cope with the new challenges and conditions of our times. Thus, education more and more must become a process of lifelong learning. At Stanly Technical Institute a wide variety of non-credit, continuing education courses are a response to this need. They are organized by the Department of Adult Education and provide opportunities for an adult to:

- (1) get pre-employment training in order to find a job;
- (2) upgrade and update skills he uses in his present job in order to increase his abilities and advancement opportunities;
- (3) complete high school;
- (4) improve his personal and family life;
- (5) learn new arts and skills for greater enjoyment of leisure time.

The continuing education program of Stanly Technical Institute is designed to make all of these objectives easier to reach by offering a large selection of subjects taught at convenient hours in convenient locations as frequently as needed.

### WHO CAN ENROLL — AND HOW?

All persons eighteen (18) years of age or older who are not currently in high school are eligible for continuing education classes. Since these courses are generally non-credit, a high school diploma is not required.

Persons wishing to take an adult education class are urged to PRE-REGISTER for the course in every case possible. This can be done very simply by telephone, letter, or personal visit to the Adult Education Department. Since many classes must be limited in size, students will be admitted on a "first come" basis so that persons who have pre-registered will be given first priority. If a given class is not filled, however, a student may register for the course by attending the first or second class meeting.

### WHAT WILL IT COST?

A \$2 registration fee is required for each continuing education course. Students should plan to pay the registration fee at the first meeting of the class, as well as have their Social Security numbers. The registration fee will not be refunded except in the case of a class which is discontinued by administrative personnel of the institution. A few courses such as driver education (roadwork only), multimedia first aid,



and guitar will have additional charges. Students also will be expected to purchase their own textbooks, as well as personal supplies and materials.

### CLASS HOURS AND LOCATIONS

The meeting times and places of different classes will vary greatly, but they usually meet once or twice weekly on weekday evenings for two or three hours. However, courses can be provided at any time which is agreeable to the persons involved.

Although numerous courses will be taught on the Stanly Tech campus, many others will be taught wherever adequate facilities and equipment can be provided.

### AWARDS AND PERMANENT RECORDS

Although continuing education courses are normally non-credit, student achievement in class may be recognized by the awarding of an attractive certificate showing the student's name, the course title, and total hours. General requirements for the earning of a certificate are 75 per cent attendance and the achievement of minimum class objectives set forth by the instructor.

A permanent record is kept of all students who complete adult education programs. Continuing Education Units (CEU's) will be awarded those who successfully complete those instructional programs which are approved for this purpose. CEU's are becoming a widely recognized method for measuring and recording the amount of training which an adult completes by means of non-credit courses.

### CONTINUING EDUCATION OPPORTUNITIES

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

#### Electrical, Mechanical and Building Trade Courses

Air Conditioning and Heating  
Basic Electricity  
Architectural Drafting  
Blueprint Reading  
Industrial Welding

Bricklaying  
Automobile Mechanics  
Small Engine Repair  
Motorcycle Repair  
Automobile Transmissions

#### Business Education and Related

Fundamentals of Real Estate  
Personal Investments in Stocks and Bonds  
Secretarial Refresher  
Cashier Training

Typing  
Shorthand  
Income Tax  
Money Management

#### Industrial Services

New and Expanding Industry Training  
Supervisory Training  
OSHA Courses

Human Relations  
Effective Communications  
Apprenticeship Training



**Law Enforcement**

Firearms  
 Police/Community Relations  
 Civil Procedures  
 Criminal Investigation Photography

Introduction to Police Science  
 Accident Investigation  
 Jail and Detention Services  
 Introduction to Criminal Law

**Fire Service Training**

Introduction to Firefighting  
 Fire Apparatus Practices

Rescue Practices  
 Forcible Entry

**Hospitality and Food Service Education**

Quantity Cooking and Baking  
 School Food Service

Nutrition and Diet Therapy  
 Food Service Supervision

**Health and Safety Education**

Nurses' Assistant Training  
 Patient Assistant Training  
 Alcohol Rehabilitation  
 Multimedia First Aid

Medical Terminology  
 Pharmacology  
 Mental Health in Education  
 Driver Education

**Liberal and Language Arts Education**

Creative Writing  
 Oral Communications  
 Themes in Modern Novels

Speed Reading  
 Writing Local History  
 Stanly County History

**Family Life and Consumer Education**

Buying a Home  
 Couples Communication  
 Sex Education

Family Budgeting  
 Preparing for Retirement  
 How to Live with your Kids

**Creative Arts and Homemaking**

Interior Design  
 Oil Painting  
 Ceramics

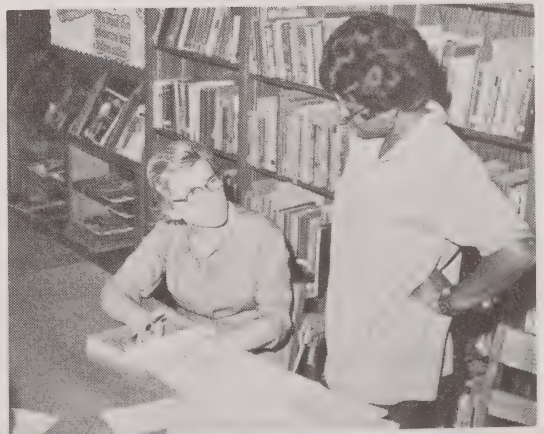
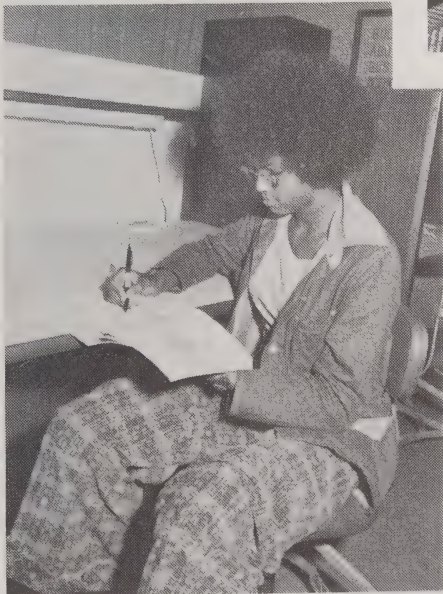
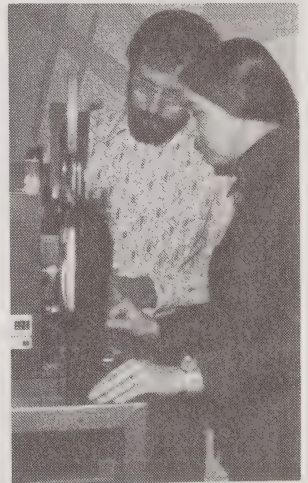
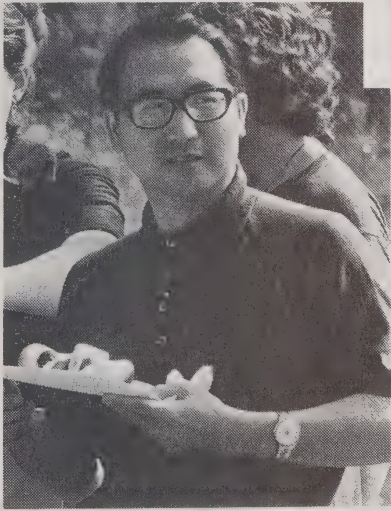
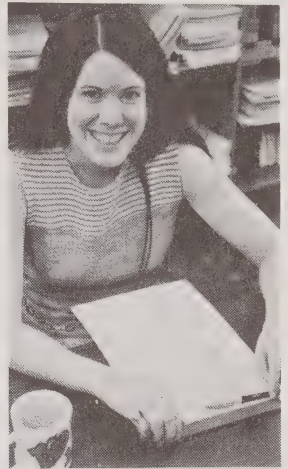
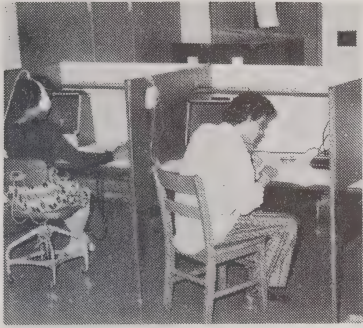
Clothing Construction  
 Tailoring  
 Furniture Refinishing

**Adult Basic Education**

Stanly Tech provides training in math, reading, writing, consumer education, and other subjects for those adults whose basic educational skills are on grade levels one through eight. No registration fee is required for these courses and instructional materials are provided free of charge to the student.

**Community Service Programs**

Stanly Tech 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 some examples: workshops, community forums, art exhibits, resident musicians and artists, speaker and film presentations, occupational training for the disadvantaged and handicapped.



# 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 Library, Media Services Department 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 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.

### **MEDIA SERVICES**

Stanly Technical Institute provides media services for the faculty and students, including a rapidly growing library of sound filmstrips, audio tapes, slides, and movies. Equipment and technical assistance are available to facilitate usage of these materials. Equipment may be checked out by instructors or for occasional community group usage. Some equipment is maintained in the Learning Lab for individual study, and any additional equipment may be used there upon request.

The media specialist will be glad to give advice and assistance to the instructors to aid them in preparing instructional materials. Photographic and videotaping services are also scheduled through the media specialist.

### **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 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

**Science**

Chemistry  
Biology

**Foreign Language**

French  
German  
Spanish

**Spelling**

Spelling Improvement

**Grammar**

English Usage  
Programmed College English

**Writing**

Approaches to Writing  
Improving Your Written Communications

**Mathematics**

Basic Mathematics  
Modern Algebra  
Consumer Math  
Metric System

**Social Studies**

American History  
World Geography

**Business**

Beginning Bookkeeping  
Filing  
Office Machines

## 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.

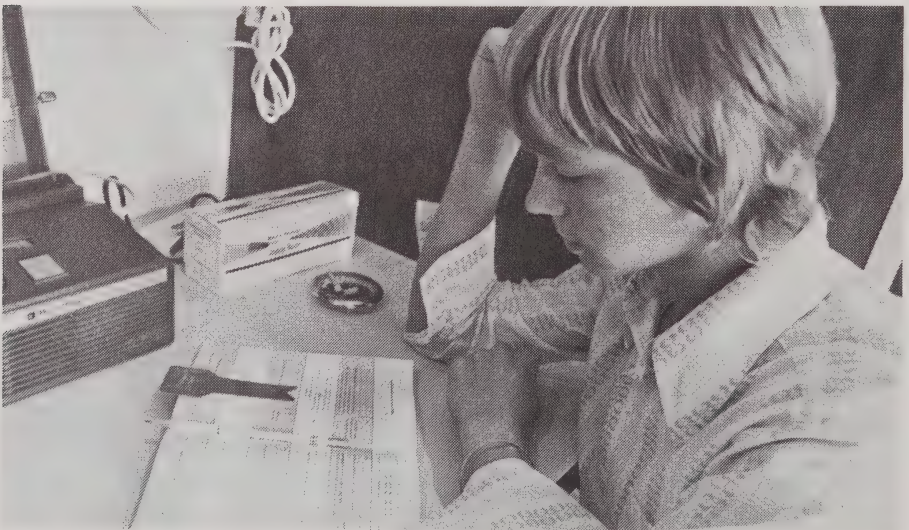
The GED tests the student's knowledge and skill in five separate areas — English, social studies, science, literature, and math. An individualized program of study will be set in the Learning Lab to prepare each student for the GED. When the student has completed his program of study and feels confident, he is ready to take the GED. There is no charge for the test.

### ADULT HIGH SCHOOL DIPLOMA

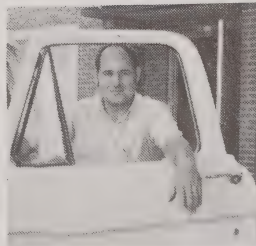
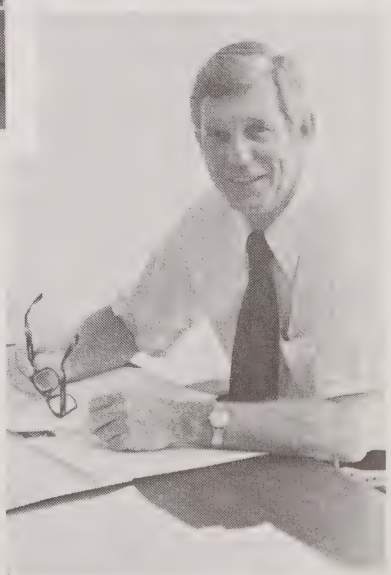
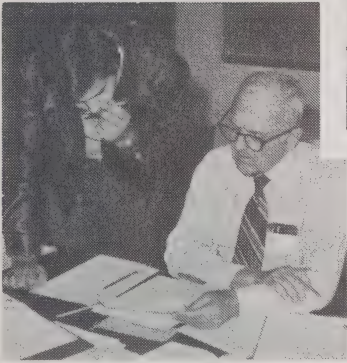
The Adult High School Diploma Program is an individualized, self-paced educational opportunity designed for adults who have not completed their high school requirements. Any adult 18 or older may enroll in this program.

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 a \$2 registration fee per quarter for enrolling in the Adult High School Diploma Program. 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 anytime the Learning Lab is open.







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 Ben E. Fountain, Jr. .... President, Department of Community Colleges

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Candidate for M.A., Winthrop College	
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B.A., UNC-Chapel Hill	
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M.A., Marshall University	
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Morgan Business College	
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Oron Huneycutt . . . . .	Auto Mechanics
A.A.S., Central Piedmont Community College	
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A.A.S., Central Piedmont Community College	
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R.N., Deaconess Hospital School of Nursing	

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M.Ed., North Carolina State University	
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M.A., East Carolina University	
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A.A.S., Stanly Technical Institute	
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B.S., Appalachian University	
Harlan Stientjes	Sociology, Early Childhood, Psychology
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M.A., University of North Carolina, Greensboro	
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Pfeiffer College	
Carol Weekley	Learning Lab Coordinator
B.S., M.A., East Carolina University	
William Whitley	Auto Body Repair
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A.B., Pfeiffer College	
Wayne Yates	Area Coordinator

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Bob Calloway ..... Maintenance Supervisor  
 Clad Huneycutt ..... Custodian



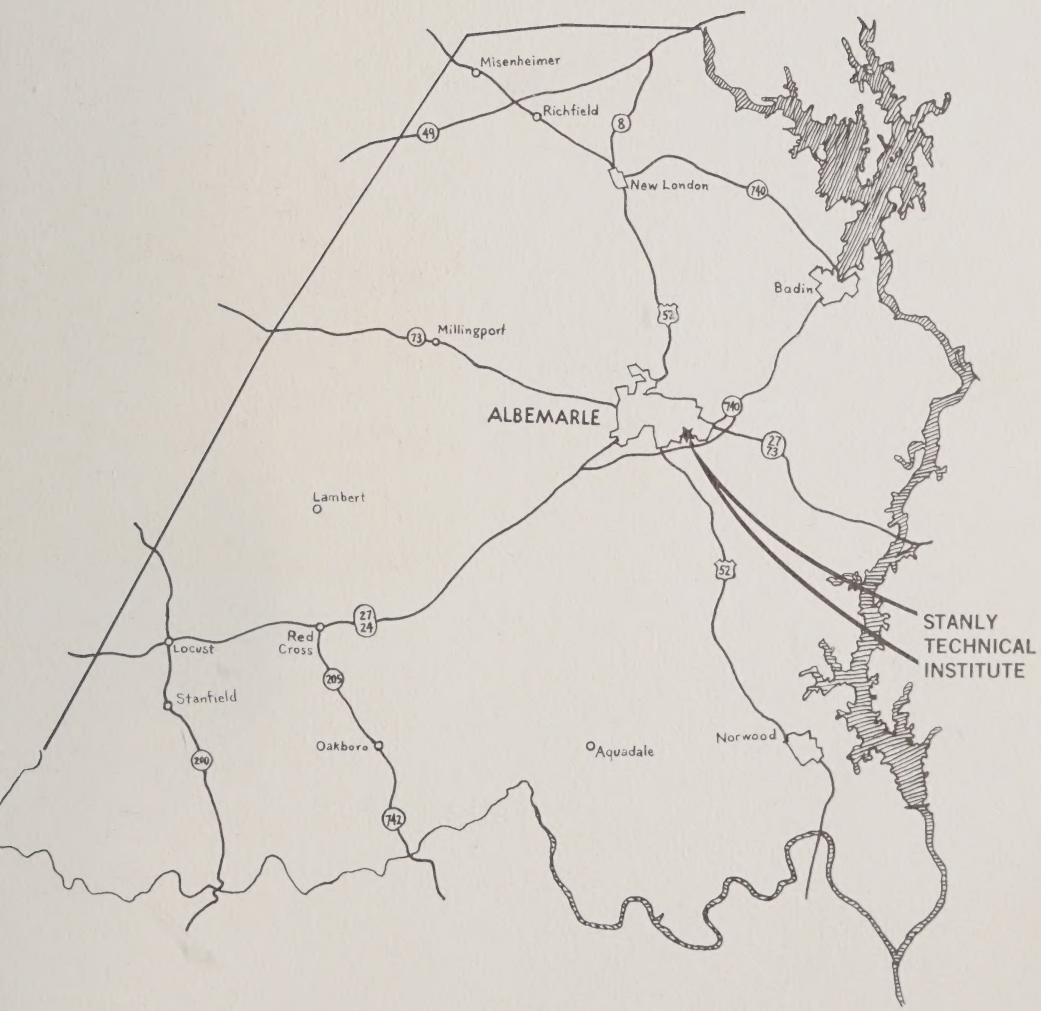


The faculty and staff of the Institute hold membership in the following societies and associations:

Albemarle Lions Club  
Albemarle Optimist Club  
American Association for Higher Education  
American Association of Junior Colleges  
American Institute of Certified Public Accountants  
American Vocational Association  
Association for Childhood Education International  
Chamber of Commerce  
Charlotte Writers Club  
Civilians  
College Art Association of America  
Combined Charities  
Community Concert Association  
Conservation Council of North Carolina  
Daycare and Child Development Council of America, Inc.  
Educational Media Association  
Learning Resources Association of North Carolina  
National Association of Accountants  
National Council On Family Relations  
North Carolina Association of Certified Public Accountants  
North Carolina Association of Community Colleges Business Officials  
North Carolina Association of Educators  
North Carolina Community College Adult Educator's Association  
North Carolina Folklore Society  
North Carolina Library Association  
North Carolina Nurses' Association  
North Carolina Community College President's Association  
North Carolina Student Services Personnel Association  
North Carolina Vocational Association  
Phi Beta Kappa  
Phi Delta Kappa  
Piedmont Area Mental Health Center  
Poets and Writers, Inc.  
Reserve Officers Association  
Roanoke Island Historical Preservation Society  
Rotary Club  
Scouts, Explorers  
Stanly County Arts Council  
Stanly County Bicentennial Commission  
Stanly County Forum  
Stanly County Industrial Development Team  
Stanly County League of Women Voters  
Stanly County Mental Health Association  
Stanly County Personnel Manager's Association  
Teachers and Writers Collaborative  
Zeta Psi











# Stanly Technical Institute

Albemarle, North Carolina 28001