



**Stanly  
Technical  
Institute**

**1977-78**

## 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 periodically.

Stanly Technical Institute is an equal opportunity educational institution and employer. Students, faculty, administrators, and staff members are selected and serviced without regard to their race, color, creed, sex, or national origin, consistent with the Assurance of Compliance with Title VI or the Civil Rights Act of 1964, Executive Order 11246 as issued and amended, and Title IX of the Education Amendments of 1972.

# Stanly Technical Institute

Route 4, Box 5  
Albemarle, North Carolina 28001

## GENERAL CATALOG 1977-1978

**ACADEMIC CALENDAR 1977-78**  
**TECHNICAL AND VOCATIONAL PROGRAMS**

**Fall Quarter**

September 28	Wednesday	Returning Student Registration
September 29	Thursday	New Student Registration
October 3	Monday	First Day Of Classes
October 7	Friday	Last Day Of Drop-Add
November 24 & 25	Thursday & Friday	Thanksgiving Holiday
December 6	Tuesday	Last Day To Withdraw From A Class
December 20	Tuesday	Last Day Of Classes (55th Day)

**Winter Quarter**

January 4	Wednesday	Registration
January 5	Thursday	First Day Of Classes
January 11	Wednesday	Last Day Of Drop-Add
March 8	Wednesday	Last Day To Withdraw From A Class
March 22	Wednesday	Last Day Of Classes (55th Day)

**Spring Quarter**

March 28	Tuesday	Registration
March 30	Thursday	First Day Of Classes
April 5	Wednesday	Last Day Of Drop-Add
May 22	Monday	Student Activity Day
June 1	Thursday	Last Day To Withdraw From A Class
June 15	Thursday	Last Day Of Classes

**Summer Quarter**

July 5	Wednesday	Registration
July 6	Thursday	First Day Of Classes
July 12	Wednesday	Last Day Of Drop-Add
September 4	Monday	Labor Day Holiday
September 7	Thursday	Last Day To Withdraw From A Class
September 21	Thursday	Last Day Of Classes (55th Day)
September 22	Friday	Graduation

**ACADEMIC CALENDAR 1977-78**  
**UNCC-STANLY TECHNICAL INSTITUTE**  
**GENERAL EDUCATION COLLEGE PROGRAM**

**Fall Semester**

August 23	Tuesday	Registration
August 29	Monday	Classes Begin
September 1	Friday	Last Day To Add A Course
September 5	Monday	Labor Day Holiday
October 10 & 11	Monday & Tuesday	Fall Break (No Classes)
November 23-25	Wednesday-Friday	Thanksgiving Holidays
December 2	Friday	Last Day To Drop A Course
December 9	Friday	Last Day Of Classes
December 12-16	Monday-Friday	Final Examinations

**Spring Semester**

January 4	Wednesday	Registration
January 9	Monday	First Day Of Classes
January 13	Friday	Last Day To Add A Course
February 13 & 14	Monday & Tuesday	No Classes
March 20-27	Monday-Monday	Spring Break (No Classes)
April 19	Wednesday	Last Day To Drop A Course
April 25	Tuesday	Last Day Of Classes
April 26	Wednesday	Reading Day
April 27-May 3	Wednesday-Wednesday	Final Examinations

**First Summer Session**

May 29	Monday	Registration
May 30	Tuesday	First Day Of Classes
May 31	Wednesday	Last Day To Add A Course
June 16	Friday	Last Day To Drop A Course
July 3	Monday	Last Day Of Classes
July 4	Tuesday	No Classes
July 5-6	Wednesday-Thursday	Final Examinations

**Second Summer Session**

July 10	Monday	Registration
July 11	Tuesday	First Day Of Classes
July 12	Wednesday	Last Day To Add A Course
July 26	Wednesday	Last Day To Drop A Course
August 11	Friday	Last Day Of Classes
August 14-15	Monday-Tuesday	Final Examinations

STATE OF NORTH CAROLINA

INTRODUCTION . . . . .	5
Academic Calendars . . . . .	2, 3
History. . . . .	6
Purpose . . . . .	6
Administrative Office Hours . . . . .	7
Academic Year . . . . .	7
Class Schedule. . . . .	7
Areas of Study . . . . .	7
ADMISSION POLICIES . . . . .	9
EXPENSES, FINANCIAL AID . . . . .	13
ACADEMIC POLICIES. . . . .	18
STUDENT SERVICES, STUDENT LIFE . . . . .	25
PROGRAMS OF STUDY . . . . .	31
Accounting . . . . .	32
Automotive Body Repair. . . . .	34
Automotive Mechanics. . . . .	36
Business Administration . . . . .	38
Criminal Justice . . . . .	40
Early Childhood Specialist . . . . .	42
Electrical Installation and Maintenance . . . . .	44
Electronic Servicing . . . . .	46
Fashion Merchandising and Marketing Technology . . . . .	48
General Education College Program . . . . .	50
General Office Technology. . . . .	54
Industrial Management . . . . .	56
Practical Nursing Education. . . . .	58
Respiratory Therapy Technician. . . . .	60
Secretarial Science. . . . .	62
Surveying Technology . . . . .	64
Vocational Instructors . . . . .	66
COURSE DESCRIPTIONS. . . . .	68
LEARNING RESOURCES CENTER. . . . .	97
CONTINUING EDUCATION . . . . .	101
PEOPLE . . . . .	105
State Administration. . . . .	106
Board of Trustees . . . . .	106
Administrative Officers. . . . .	106
Faculty and Staff . . . . .	107
Office Personnel . . . . .	109
Maintenance . . . . .	109
INDEX . . . . .	110



## 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 the petitions of the County and City Boards of Education and the County Board of Commissioners, the leadership of the late Senator Frank Patterson and the Honorable Richard Lane Brown, III was successful in gaining approval of the General Assembly to establish a technical institute in the county. Before the end of 1971, the Board of Trustees had been appointed, an organizational meeting held and Dr. Byrd was selected as the first President of the Institute.

The Institute opened in the temporary headquarters previously occupied by the South Albemarle High School. Presently the South Albemarle High School facilities serve as the East Campus for Continuing Education. Enrollment figures already tell a dramatic story of Stanly Tech. Starting with 31 students in December, 1971, over 10,000 students have taken courses at the Institute to date. The Institute draws its enrollment principally from Stanly County. October, 1975, the Institute occupied the new campus on the West of Albemarle. Within the campus are two buildings surrounded by rolling hills and valleys.

Stanly Tech has been highly successful in attracting a competent staff and faculty. Experienced faculty members with expertise bring preparation and dedication to teaching and helping the student to achieve.

Today the Institute is a co-educational institution offering two-year general education, technical, vocational and general adult and extension courses. The Institute is governed by a twelve member Board of Trustees from Stanly County who give freely of their time and efforts for the operation of the institution.

## PURPOSE

Stanly Technical Institute was established 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 one year of vocational education, two years of technical education, and two years of general education appropriate to the needs of the individual and the community.

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 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.



## ADMINISTRATIVE OFFICE HOURS

Institute offices are open Monday through Friday from 8:00 a.m. to 5:00 p.m. An evening director and security personnel are on duty Monday through Thursday until 10:00 p.m.

## ACADEMIC YEAR

The school year is divided into four (55 day) quarters for all instructional activities, except the General Education College Program which operates on the traditional two semesters and summer sessions. Calendars for instructional programs are published in this catalog.

## CLASS SCHEDULE

Stanly Technical Institute offers classes between the hours of 8:00 a.m. and 10:00 p.m. Monday through Thursday and to 5:00 p.m. on Friday. Occasionally, as required, some classes are scheduled on Saturdays.

The availability of curricula credit courses during both day and evening sessions allows working students the opportunity to select curriculum courses applicable to a degree or a diploma. Any person, after completion of the appropriate admission procedures, may enroll for the day or evening classes.

Non-Credit courses which are offered primarily for personal and community improvement are also offered during day and evening sessions.

Prior to the beginning of each quarter (and semester) schedules indicating types, location and times of classes to be offered are published by the Institute and also announced in local news media.

## AREAS OF STUDY

### Associate Degree Programs (Two Years)

- Accounting
- Business Administration
- Criminal Justice
- Early Childhood Specialist
- Fashion Merchandising and Marketing Technology
- General Education College Program
- General Office Technology
- Industrial Management
- Secretarial Science
- Surveying Technology
- Vocational Instructors

Students completing the required hours in these curriculums are awarded the Associate in Applied Science or the Associate in General Education Degrees. See the PROGRAMS OF STUDY section of this catalog for program descriptions and course offerings. Descriptions of courses offered in the above curriculums are listed alphabetically by course prefix in the COURSE DESCRIPTION section of this catalog.

**Diploma Programs (One Year)**

- Automotive Body Repair
- Automotive Mechanics
- Electrical Installation and Maintenance
- Electronic Servicing
- Practical Nursing Education
- Respiratory Therapy Technician

Students completing the requirements for these curriculums are awarded a diploma. See the PROGRAMS OF STUDY section of this catalog for program descriptions and course offerings. Descriptions of courses offered in the above curriculums are listed alphabetically by course prefix in the COURSE DESCRIPTION section of this catalog.

**Certificate Programs**

These programs are described in the CONTINUING EDUCATION section of this catalog.

ADMISSION POLICIES



## OPEN DOOR POLICY

Stanly Technical Institute, as do all other branches of the North Carolina Department of Community Colleges, operates under an "open door" admission policy. This means that any person, whether a high school graduate or non-graduate, who is eighteen years of age or older, and who is able to profit from further formal education will be admitted to some phase of an educational program. Applicants between the ages of 16 and 18 years may be admitted to appropriate courses and programs as persons with special needs as attested by appropriate public school superintendents.

The open door policy does not mean that there are no restrictions on specific programs. It does mean that these restrictions are flexible enough to allow each student the opportunity to eliminate deficiencies through developmental work.

## ADMISSION POLICIES

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

Applicants for admission should:

1. APPLY — Obtain an application from the Admissions Office or high school counselor and arrange for a personal interview with a STI counselor. This is usually accomplished when the application is submitted.

2. REQUEST TRANSCRIPT(S) — Request that a transcript of all high school and post high school academic work be sent directly to the Admissions Office. (Transcript request forms may be obtained from the Admissions Office.)

3. TAKE APTITUDE TEST — Arrange to take the Differential Aptitude Test (required for Associate in Applied Science Degree Programs). Scheduling is done through the Admissions Office. Students who have taken the Scholastic Aptitude Test and made an acceptable score will not have to take the DAT. Test scores will be evaluated during a personal interview scheduled by the Counselor.

4. REGISTER — Register for classes on published registration date.

Letters of acceptance are mailed to applicants by the Director of Admissions as soon as all admissions requirements are met. Qualified students may enroll at the beginning of each term — except for Practical Nursing and Respiratory Therapy students who normally begin the Fall term.

Additional requirements for Practical Nursing, Respiratory Therapy and the General Education College Program are listed under those programs in the PROGRAMS OF STUDY division of this catalog.

## SPECIAL CREDIT ADMISSIONS

DEGREE/DIPLOMA — Applicants who have not completed admission procedures at the time of registration will be classified as Special Credit students. The Special Credit classification may be retained through the term in which the student attempts twelve credit hours. Prior to registration for additional hours all admissions requirements must be completed.

**NON-DEGREE/DIPLOMA** — This classification is given to applicants who enroll but are not pursuing a degree or diploma. However, after the term in which eighteen credit hours are attempted the non-degree/diploma student must meet the admission requirements for the programs of study under which the courses are offered.

Regular degree/diploma students will have preference over non-degree/diploma students for placement in classes.

## **TESTING**

Each prospective student who applies for enrollment at Stanly Technical Institute is asked to take a multiple-aptitude battery or placement test. Applicants for the technical programs and health related programs are required to take the test before entrance.

Currently enrolled students who wish to take the aptitude tests or interest tests may do so by contacting the Counselor.

After taking a test administered through the counselor's office, the applicant is scheduled for a counseling session so that a valid interpretation of scores and performances on the test can be made. Test interpretation is oriented toward helping individuals realize their potential and make educational plans in a realistic and objective manner.

Occupational considerations are usually given more importance when discussing scores. Developmental studies programs are available and persons needing this assistance will be referred to this program in the Learning Laboratory.

Special tests, such as interest inventories, reading tests, and others are available to individuals who wish to take them. There is no charge for these tests.

## **VETERAN'S EDUCATIONAL BENEFITS**

Each incoming veteran is scheduled for a conference with the Veterans Coordinator who helps the vet learn more about the veteran's benefits and the purpose for which the benefits were designed. Upon selection of a program which suits the veteran's educational goals, the Veterans Coordinator assists the veteran in completing the proper applications and securing the documents necessary for certification.

The Student Services staff assists the veteran in making the transition from military life to school. Financial aid programs at STI enable many veterans to receive financial assistance if there are delays in receiving their educational benefits.

A regional Veterans Representative is available to veterans at regularly scheduled times throughout the academic year. This Veteran's Representative helps veterans who have special problems, such as benefits reduced or delayed without apparent reason. The Veterans Coordinator on campus also helps veterans with special problems, contacting the Winston-Salem Regional Veteran's Office on a regular basis. The Counselor's Office may be able to help veterans who need an official counseling review before being permitted to change programs or educational goals.

**TRANSFER CREDIT**

The Registrar will review applications for admission with advanced standing. When subject content and length of courses taken are comparable to those in the curriculum applied for, credit may be allowed if satisfactory progress was maintained. Transfer credits will not influence the student's grade point average while attending Stanly Technical Institute.

**READMISSION**

All former students who left STI in good standing are encouraged to enroll for additional study. However, re-admission after withdrawal is not automatic. Students who have been out one term or longer should contact the Admissions Office so their files can be reactivated. If a conference with a counselor or an advisor is required, the student will be notified. Re-entering students who have attended other institutions since withdrawing from STI must have an official transcript sent to the Registrar's Office at Stanly Tech from each institution attended.

Former students desiring to re-enter who were withdrawn for academic or disciplinary reasons must request admission through the Dean of Students prior to registration.

**REGISTRATION**

Applicants who have been accepted will be notified of the date for registration. At registration, students will be assigned class schedules, pay fees, and purchase books. Each student is expected to matriculate according to schedule. Returning students registering later than the time appointed for registration must pay a late fee of \$5.00.



**TUITION (For Curriculum Students)**

Tuition and other charges are set by the North Carolina State Board of Education, and are subject to change. While it is the Board's policy to keep all charges as low as possible, non-resident students are required under North Carolina law to pay a higher tuition rate than residents. The student is responsible for complying with regulations concerning declaration of residency. (See Student Residence Classification.)

For tuition purposes full time students are those students taking twelve or more credit hours per quarter or semester. There is no additional tuition charge for those hours beyond twelve. Part time students (less than twelve credit hours) are charged by the credit hour. The following tuition and fees are payable each term:

	<b>QUARTER</b>	<b>SEMESTER</b>
	<b>Technical &amp; Vocational</b>	<b>General Education College Program</b>
Tuition — full-time	\$ 33.00	\$ 49.50
Tuition — full-time (non-resident of NC)	\$162.50	\$243.75
Tuition — part-time	\$ 2.75	\$ 4.13
	per qtr. hour	per sem. hour
Tuition — part-time (non-resident of NC)	\$ 13.50	\$ 20.50
	per qtr. hour	per sem. hour

**STUDENT ACTIVITY FEES**

Students taking six credit hours or more are required to pay a student activity fee. The student activity fee supports cultural, entertainment, recreation, intramural and Student Government activities. The amount of student fees payable is as follows:

	<b>QUARTER</b>	<b>SEMESTER</b>
	<b>Technical &amp; Vocational</b>	<b>General Education College Program</b>
Full-time (12 or more credit hours)	\$5.00	\$10.00
Part-time (6 to 11 credit hours)	\$3.00	\$ 6.00

There is no charge for students taking less than six credit hours. The maximum student activity fee charged per year is \$20.00.

**LATE REGISTRATION FEE**

A \$5.00 late registration fee is charged to returning students who register after the official registration date as designated each term.

**RETURNED CHECKS**

A fee of \$5.00 will be charged to students for each check that is returned for "insufficient funds".



## REFUNDS

Tuition refunds for students shall not be made unless the student is, in the judgement 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 tuition shall be refunded.

Where a student, having paid the required tuition and fees for a term, withdraws from the Institution before the end of the term and the reasons for the withdrawal are found excusable by the Institution's administration, the student may be allowed credit for unrefunded tuition and fees if applying for readmission during any of the next four quarters or two semesters. Written request for this arrangement must be made in the office of the Registrar.

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.

## INSURANCE

All students in vocational or technical programs involving shop or lab work must buy accident insurance or sign a waiver indicating that they already have adequate accident coverage. The accident policy the Institute offers its students is through Pilot Life Insurance Company. A fee of \$4.00 per year covers the insured person while en route to or from campus, while in classes, and while on any school-sponsored trip. Students, staff and faculty members may purchase this insurance.

## FINANCIAL AID

The purpose in providing students with financial aid is to ensure that no student is denied the opportunity of attending or continuing at Stanly Technical Institute because of financial hardship. The tuition and fees at Stanly Technical Institute are low, but other related expenses and living expenses remain the same, a fact for which students must plan. Other related expenses include transportation to and from school, books, uniforms, lunches, personal expenses, and normal living expenses. Every student is encouraged to consider applying for financial aid when making plans to attend Stanly Technical Institute.

There are three basic types of financial aid available at Stanly Technical Institute: Gift Aid (Grants and Scholarships), loans, and part-time employment (work-study). Grants and work-study are the most frequent types of aid awarded. Part-time employment opportunities are available in many areas, with the majority of jobs in either the Pre-School Day Care Center or clerical work. Students must submit a separate application for each type of financial aid desired. Applications may be obtained in the Counselor's Office.

Most student aid is based on financial need rather than academic

record. However, once students are receiving financial aid they will be required to maintain satisfactory academic progress in their course work.

Determination of the student's financial need is made by a standard method approved by the Federal Government. This standard method of determining how much a student needs assumes several things. First, parents are responsible for contributing a reasonable amount to their children's education, depending on income, number of dependencies, allowable expenses and indebtedness, and assets. Second, the students should contribute to their education as their resources will allow. Third, student financial aid funds are used only for filling the gap between how much the student and parents are able to contribute and the actual expenses.

If a student meets the criteria for an independent student status, that student's financial need will be determined by calculating only how much the student and spouse should contribute toward education. However, parents are usually considered to have a responsibility in helping their children in school, even though the children may be employed and temporarily on their own. 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 or not. 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% or more self-help, and the rest gift aid or loans.

Grants and Scholarships available through the Financial Aid Office at Stanly Technical Institute include Basic Educational Opportunity Grants (BEOG), Supplemental Educational Opportunity Grants (SEOG), North Carolina Incentive Grants, the Albemarle Jr. Women's Club Grant, Phi Beta Lambda Scholarship, First Citizens Bank and Trust Scholarship, and The Jesse Thomas Ross, III, Scholarship.

Loans available include the North Carolina Insured Student Loan Program, James E. and Mary Z. Bryan Foundation Loans, Veteran's Educational 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), Vocational Work-Study, and Veterans Work-Study.

For further information concerning financial assistance and applications to the various programs, contact the Counselor's Office.

For information about financial assistance provided by other agencies, such as Social Services, the Social Security Administration, N. C. Vocational Rehabilitation, C.E.T.A., and others, contact the Counselor for referral.

## SCHOLARSHIPS

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

## STUDENT RESIDENCE CLASSIFICATION

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina, thereby being eligible for a tuition rate lower than that for non-residents. In essence, the controlling North Carolina statute (G.S. 116-143.1) requires that "To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least twelve (12) months immediately prior to his or her classification as a resident for tuition purposes." Ownership of property in or payment of taxes to the state of North Carolina does not automatically qualify one for the in-state tuition rate. Failure to provide requested information for residency classification can result in the student being classified as a nonresident for tuition purposes and disciplinary action. A student who believes that he or she has been erroneously classified shall be permitted to appeal the case in accordance with the procedure outlined by the State Residence Committee.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in **A Manual To Assist The Public Higher Education Institutions Of North Carolina In The Matter Of Student Residence Classification For Tuition Purposes**. A copy of the manual is available for student inspection in the Student Services Office.

## ACADEMIC POLICIES

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## REQUIREMENTS FOR GRADUATION

The following requirements are established as a minimum for the Associate in Applied Science Degree, the Associate in General Education Degree and the 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 all work is completed.
3. Pay a graduation fee at the time of registration for the last quarter.
4. Earn at least one-fourth of the credits required for a degree from Stanly Technical Institute.
5. Fulfill all financial obligations to the Institute.
6. Be present for graduation exercises. Graduation exercises are held at the end of the summer term on the date published in the academic calendar. 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.

## GRADING SYSTEM

The following alphabetical system is used for reporting and recording all grades:

A	Excellent . . . . .	4 quality points per credit hour
B	Good . . . . .	3 quality points per credit hour
C	Average . . . . .	2 quality points per credit hour
D	Passed . . . . .	1 quality point per credit hour
F	Failure . . . . .	Course must be repeated
I	Incomplete . . . . .	Incomplete must be removed by end of next term or the grade will be changed to an "F"
W	Withdrawal . . . . .	Hours not included in GPA
Y	Audited. . . . .	No Credit
S	Satisfactory . . . . .	Hours are not included in GPA
U	Unsatisfactory . . . . .	Hours are not included in GPA
P	Credit received by passing a proficiency exam. . . . .	Hours are not included in GPA

## SCHOLASTIC STANDARDS

The minimum grade point average for graduation is 2.0 or a grade average of C.

Quality Point Averages 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 an average above C; below 2.0 indicates that an average below C. Grades of I, P, S, Y, W and F yield no quality points.

## GRADE REPORTS AND TRANSCRIPTS

Shortly after the end of each term student grade reports are mailed to students.

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

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

## 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.

## CREDIT BY EXAMINATION

Applicants who have reason to believe they are proficient in a subject may request credit by examination. The examination may be written, oral, performance, or all of these, and may be scheduled at any time mutually convenient to the examining Program Head and the student. The academic standards for credit by examination will be commensurate with the academic standards for the course; the minimum test to be similar to that which is administered at the conclusion of regularly scheduled courses. Students failing such an examination may not request a second examination until evidence of further study in the subject concerned is presented. No credit by examination will be allowed if the student has previously taken the course for credit and is now attempting to raise the course grade. Decision of the examining instructor will be final.

Credits earned by examination will be entered on the student's permanent record, but quality points will not be awarded for such credit.

Procedures for Credit by Examination are as follows:

- A. Students are responsible for initiating a request to their instructor to take a proficiency exam in a specified course.
- B. The instructor evaluates the request to determine if:
  - (1) A need for proficiency exam exists;
  - (2) The student has demonstrated, or there is evidence, that the student possesses skill commensurate with the request.
- C. Instructor initiates a request to the Dean of Instruction for approval or disapproval of proficiency exam.
- D. Student is notified as to approval or disapproval.
- E. Approved proficiency exams are processed as follows:
  - (1) Students must pay for Proficiency Exams at the normal registration rate. The Registrar will initiate an appropriate registration bill and forward to the Business Office in those cases where a student is not enrolled in the course for which the exam is requested.
  - (2) Copies of payment of tuition will be forwarded to the Dean of Instruction and then the testing instructor.

- (3) The instructor, after verifying enrollment or payment, administers the exam and returns the completed request form to the Dean of Instruction.

## **DROP/ADD AND WITHDRAWAL PROCEDURE**

### **Drop/Add**

A student may drop/add a course during the drop/add period published in the Academic Calendar. Forms are available in the Registrar's Office. Courses dropped during the drop/add period will not be recorded on the student's transcript.

### **Withdrawal**

After the drop/add period students may withdraw from the Institute or a specific course without penalty through the last day to withdraw as published in the Academic Calendar. Students withdrawing by the last day will receive a grade of W (Withdrawn). The W grade will not be computed in the student's grade point average.

Students withdrawing after the last day to withdraw as published in the Academic Calendar will receive a grade as determined by the instructor at the time the student withdraws.

Instructors will complete and submit to the Registrar's Office appropriate forms for all withdrawals after the drop/add period.

Students desiring to withdraw should consult with their instructor, advisor, and the counselor as many alternate learning opportunities are available at Stanly Tech to assist students in reaching their goals.

## **COURSE SUBSTITUTION**

Students may request to substitute a course required in their program of study based on particular occupational goals. Action upon such substitutions must be initiated by the student's advisor/program head who in turn forwards the request to the appropriate departmental chairman and, ultimately, to the Dean of Instruction. Consensus of these three Institutional officials must be reached to finalize a course substitution. A maximum of five (5) courses may be credited for any student through the course substitution method.

## **REPEATING A COURSE**

Students will be permitted to substitute the second grade made on any course in which they have previously made a grade below C. In computing the cumulative GPA for a student who has repeated a course, the hours and quality points earned the first time will be omitted from the computation and only the second earned grade, whether F or higher, will count. The first grade, F or higher, will still be recorded on the student's transcript.

Students will not be allowed to repeat for credit, a course in which they have made a grade of C or above.

**DEAN'S LIST**

Soon after the end of each term the Dean of Students publishes a Dean's List in order to honor students who have earned outstanding scholastic records. To be named to the Dean's List a student must take a minimum of 12 credit hours of work and earn at least a 3.50 average with no grade lower than C, nor an incomplete.

**SATISFACTORY ACADEMIC PROGRESS**

All curriculum students must meet these minimum standards to be considered progressing satisfactorily toward graduation.

<b>Credit Hours Attempted</b>	<b>GPA Diploma</b>	<b>GPA Degree</b>
1-30	1.60	1.50
31-46	1.75	1.65
47-62	1.90	1.75
63-78	2.00	1.85
79-94		1.95
95 +		2.00

**Definitions:**

**Credit Hours Attempted** — Total hours taken including courses with grades of F.

**GPA** — Grade Point Average — Determined by dividing total quality points earned by total hours attempted.

**GPA Diploma** — Average for curriculums awarding diplomas.

**GPA Degrees** — Average for curriculums awarding Associate Degrees.

Any term the student's GPA falls below the recommended standing, the student will be placed on conditional status for the subsequent term enrolled. The student will receive written notification of the probation as soon as the information is compiled. The student then has one term to achieve the GPA standing for credit hours attempted. Failure to meet the minimum GPA will result in the student being terminated for veteran's benefits, social security, student scholarships, and other areas requiring evidence of satisfactory progress.

However, upon referral to Student Services for counseling, the student may be provided other learning options or continue in a limited number of classes.

**PROGRAM CHANGES**

Students wishing to enroll in a curriculum program other than the one in which they are currently enrolled are encouraged to discuss their objectives with a counselor in Student Services. A change of program form must be completed by each student and returned to Student Services.

Credits in the previous program(s) which can be applied to the new program will be carried forward including the quality points earned on the courses.



## CLASS ATTENDANCE

Each student is expected to attend all classes for which registered. Absences do not relieve the student's responsibility of meeting the requirements of the class. Any student missing two consecutive weeks without contact or permission of the instructor will be withdrawn. Immediately following the first week of loss of contact with a student, the instructor will determine the student's intent to continue or refer the student's name to Student Services for assistance in making this determination.

After loss of contact with the student, the instructor will withdraw the student from class.

## BOOKS AND SUPPLIES

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

## BOOKSTORE OPERATING PROCEDURE

The schedule for sale of books to students is as follows:

1. First two days of classes  
8:30 a.m.-11:30 a.m.  
1:30 p.m.- 4:00 p.m.

2. After third day of classes  
10:30 a.m.-11:30 a.m.  
2:30 p.m.- 3:30 p.m.  
6:00 p.m.- 7:00 p.m.

3. After the first week, students will check by the Business Office between 8:00 a.m. and 4:00 p.m.

The Evening Director is in charge of the bookstore during evening hours other than those scheduled above.

## ADVISORS

Students will be assigned advisors upon their first registration at Stanly Technical Institute. Usually the advisor will be the head of each student's respective program and will be automatically assigned. Advisors will keep a record of their advisee's progress and will be the person a student will seek when questions arise regarding their program or requirements for program completion.

## INCLEMENT WEATHER

During periods of inclement weather, the Dean of Instruction will contact the news media and have them announce whether or not classes will be held. The closing of day classes does not mean that evening classes will not be held. Separate announcements will be made for day and evening classes. Students are urged not to call the news media or members of the school staff.

**STUDENT RECORDS**

A student's record is maintained as a confidential document in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). No part of the student's record shall be released to any person or agency outside the Institute without the written consent of the student except as stipulated in FERPA. Students may have access to their permanent record subject to reasonable regulations as to time, place, and supervision. Any inquiry pertaining to student records or the policy governing access to such records should be directed to Student Services.



## **COUNSELING**

A major role of the technical institute is to assist students in making the transition from high school and/or the world of work to the post high school institution. Individualized counseling sessions may be arranged to discuss a student's interests, aptitudes, vocational goals, or academic and personal problems. Such conferences are confidential.

Also, upon acceptance at the Institute, each student is assigned a faculty advisor who is available for help with situations related to the student's academic work. The advisor serves as a direct link between the student and the successful completion of the student's program of study.

## **EXTRA-CURRICULAR ACTIVITIES**

Although STI does not have a formal recreational program, the students have been very active in organizing and carrying out tournaments and intramural games. Students have access to the equipment and facilities to play basketball, ping-pong, foosball, horseshoes, volleyball, softball, and football. Equipment may be checked out through the Student Services Office.

Socials are planned periodically for day and evening students by the Student Government Association. Several dances are also sponsored in addition to the quarterly activities.

Activity periods are scheduled during a time when most students are on campus so that students will have the opportunity to participate in scheduled extra-curricular activities.

## **STUDENT GOVERNMENT**

The Student Government Association is composed of all activity fee-paying curriculum students who are enrolled at Stanly Technical Institute. Members are encouraged to be active participants in student affairs and to voice opinions and thoughts through their representatives.

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, to include the Instructional Affairs Committee, Learning Resources Committee, Student Affairs Committee, and Administrative Council.

The President of the Student Government serves as a member of the Administrative Council of Stanly Technical Institute. The STI Student Government Association also participates in the State Student Government Association (NCCCCSGA), and was recognized from among 42 other delegations as the most outstanding delegation of the year 1974-75.

## **VETERAN'S CLUB**

A Veteran's Club was formed early in 1975 to bring together veterans from different programs and to help solve problems unique to veterans. This organization chartered under the Student Government Association sets its meeting times and dates at the first organizational meeting of the year.

The Veteran's Club is still in the process of developing its full potential

for serving the veterans, and it is hoped that all veterans will give the club their support.

### **PHI BETA LAMBDA**

Phi Beta Lambda is a business club for those students who plan to enter the business world. Students in the Business Administration, Accounting, Secretarial Sciences and Fashion Merchandising will especially want to consider joining. The club's aim is to better familiarize its members with business operations and functions. Meetings are held the third Wednesday of the month. Dues are \$6.00 a year per individual.

### **STUDENT LOUNGE**

Students are encouraged to use the lounge as a place to meet, talk, eat, and relax. The lounge provides an opportunity for students, faculty and staff to exchange ideas in an informal atmosphere. In order to assist the maintenance staff in cleaning the lounge, the lounge is closed from 3:00 until 4:00 p.m. Monday through Thursday and at 1:00 p.m. on Friday.

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

### **SMOKING**

Smoking is allowed on the campus but is prohibited in all instructional areas. Ash trays are provided in those areas where smoking is allowed. Smoking is permitted in faculty-staff offices if there is no objection by the office occupant.

### **CLASS RINGS**

Stanly Technical Institute class rings are available to all students. Students wishing to order rings should check with the Student Services Office to find out when orders will be taken. A ring sales representative will be available during the year, and times will be announced in advance through posters and the "Tech Outlook".

A deposit is presently required when the order is placed, and rings are mailed C.O.D. to the students' homes approximately 10 weeks from the date of order.

### **ALUMNI ASSOCIATION**

Each Stanly Tech student completing a program or graduating is invited to join the Alumni Association. The aim of the Alumni Association is to keep former students involved in STI's future activities and growth. Alumni may take advantage of placement services and other post-graduate benefits that are offered.

### **SCHOOL COLORS**

The official school colors are light blue and dark blue.

## HEALTH SERVICES AND FIRST AID

Limited first aid services are provided through the office of Student Services. First aid kits are maintained in the Student Services Office as well as each of the shop areas. Injuries requiring more than minor first aid will be referred to local physicians. In case of an emergency, physicians and/or ambulance service may be called at student expense to provide necessary medical services.

## HOUSING

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

## PRESCHOOL-CHILD CARE CENTER

In an effort to further expand the services of Stanly Technical Institute to the community, STI operates a preschool-child care center. This allows students with children an opportunity to attend Stanly Technical Institute by providing an educational and care environment for their children. This center is also beneficial in giving practical experience to students enrolled in the Early Childhood Program.

Students wishing to place their children in the center may get information and applications from the director of the center on the East Campus. The children of students have first priority for placement in the center.

## JOB PLACEMENT

The Student Services Office is responsible for assisting students and graduates of the Institute in finding employment in their chosen field. Student resumes will be filed in the Student Services Office. Placement service is also available to STI alumni seeking permanent employment. While there is no guarantee that students and alumni will be placed in a job of their choosing, many contacts with business and industry are maintained to help bring prospective employers and employees together.

In addition to job listings received daily at STI, the Job Placement Service has access to all job openings available through the Employment Security Commission Job Bank, and a computerized listing of jobs in this area.

The Job Placement Service is located in the Student Services Office.

## STUDENT RIGHTS AND RESPONSIBILITIES

Students at STI are considered to be mature adults who enter classes voluntarily. By entering classes, students take upon themselves certain responsibilities and obligations which include an honest attempt at academic performance, and social behavior consistent with the lawful purpose of the Institution. Students maintain all legal rights of citizenship while enrolled and are expected to remember that they are living in a democratic situation. The reputation of the Institute rests upon the shoulders of students as well as on the staff and faculty, and it is hoped that each student will maintain high standards of responsible citizenship. The campus and in-

stitute will not be a place of refuge or sanctuary for illegal or irresponsible behavior. Students, as all citizens, are subject to civil authority on and off the campus. Common courtesy and cooperation make the above suffice for a long list of rules and regulations.

## STUDENT DISCIPLINE

Students causing minor infractions of rules and regulations in the classroom will be disciplined by the instructor in charge since the instructor has authority in defining proper classroom decorum.

Other violations will be referred to the Dean of Student Services. Some types of misconduct which are subject to disciplinary action are cheating, plagiarism, possession of alcoholic beverages on campus, and theft or damage to the Institute's property.

The President and the Dean of Students are authorized to suspend 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 shall also be subject to immediate suspension.

## STUDENT GRIEVANCE PROCEDURE

Differences in viewpoints are natural and essential for our continuing growth and development as individuals. The approach taken by an individual represents many aspects of character and maturity.

Unresolved differences which affect individuals in the performance of their duties may be classified as a grievance if the individuals involved have not, or cannot reach agreement.

Differences in viewpoints will be resolved in the next supervisory level of the involved persons. Grievances of students will be handled by the Dean of Students who is assigned the responsibility for student welfare. Grievances of faculty will be handled by the Dean of Instruction, who is assigned the responsibility for instruction and faculty.

The supervisor to which the grievance is taken will verify consultation between the parties involved. If, in the case of a student-instructor disagreement, such has not taken place, the Dean of Student Services and the Dean of Instruction will assist in arranging a consultation. If there is not a resolution after consultation, the Dean of Students and the Dean of Instruction will jointly render a decision. If the decision of the Deans is not unanimous or if the Deans are unanimous and the decision is unacceptable by the grievant, the matter will be referred to the President of the Institution.

The President will then call a hearing of the parties involved to include the Dean or Deans of the departments in question. After review, the President will submit a decision in writing to the grievant within five days of the hearing. Decisions of the President of the Institution may be appealed in writing through the President to the Personnel Committee of the Board of Trustees.

The Personnel Committee shall hear appeals from officials and students in the Institution. No appeals will be heard unless the grievant has first exhausted the administrative procedures on appeals.





## 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 areas of accounting and finance. 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 accountants do are: record and analyze business transactions, compile financial reports, determine operating costs, set-up and maintain budgets, prepare tax returns, audit financial records, and advise management in areas of financial affairs.

The Graduates of the Accounting Curriculum can qualify for various jobs in business and industry leading to any of the following accounting positions: junior accountant, payroll clerk, 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.



## ACCOUNTING

Course Title			Class Hrs.	Lab Hrs.	Credit Hrs.
<b>FIRST QUARTER</b>					
ENG	101	Grammar	3	0	3
BUS	102	Typewriting I (or elective)*	2	3	3
MAT	110	Business Math	6	0	6
BUS	101	Introduction to Business	3	0	3
ECO	102	Economics I	3	0	3
			<u>17</u>	<u>3</u>	<u>18</u>
<b>SECOND QUARTER</b>					
ENG	102	Composition	3	0	3
BUS	120	Accounting I	6	0	6
ECO	104	Economics II	3	0	3
BUS	115	Business Law I	3	0	3
BUS	123	Business Finance I	3	0	3
			<u>18</u>	<u>0</u>	<u>18</u>
<b>THIRD QUARTER</b>					
ENG	103	Report Writing	3	0	3
BUS	124	Business Finance II	3	0	3
BUS	110	Office Machines	2	2	3
BUS	121	Accounting II	6	0	6
BUS	116	Business Law II	3	0	3
			<u>17</u>	<u>2</u>	<u>18</u>
<b>FOURTH QUARTER</b>					
ENG	204	Oral Communications	3	0	3
BUS	122	Accounting III	6	0	6
BUS	225	Cost Accounting I	3	0	3
BUS	250	Payroll Accounting	3	0	3
		Social Science Elective*	3	0	3
			<u>18</u>	<u>0</u>	<u>18</u>
<b>FIFTH QUARTER</b>					
ENG	206	Business Communications	3	0	3
BUS	222	Intermediate Accounting I	6	0	6
BUS	226	Cost Accounting II	3	0	3
EDP	104	Introduction to Data Processing Systems	3	0	3
		Social Science Elective*	3	0	3
			<u>18</u>	<u>0</u>	<u>18</u>
<b>SIXTH QUARTER</b>					
BUS	223	Intermediate Accounting II	6	0	6
BUS	229	Income Taxes	6	0	6
BUS	269	Auditing	5	0	5
		Elective**	3	0	3
			<u>20</u>	<u>0</u>	<u>20</u>
<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:</b>					<b>110</b>

\*Elective courses must be selected with advisor's approval from the associate degree curricula.

\*\*Must be a course in supervision or management approved by the advisor.

### **AUTOMOTIVE 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. Graduates of this program may qualify with experience for such jobs as shop foreman, metal repairman, paint refinisher and frame straightener.



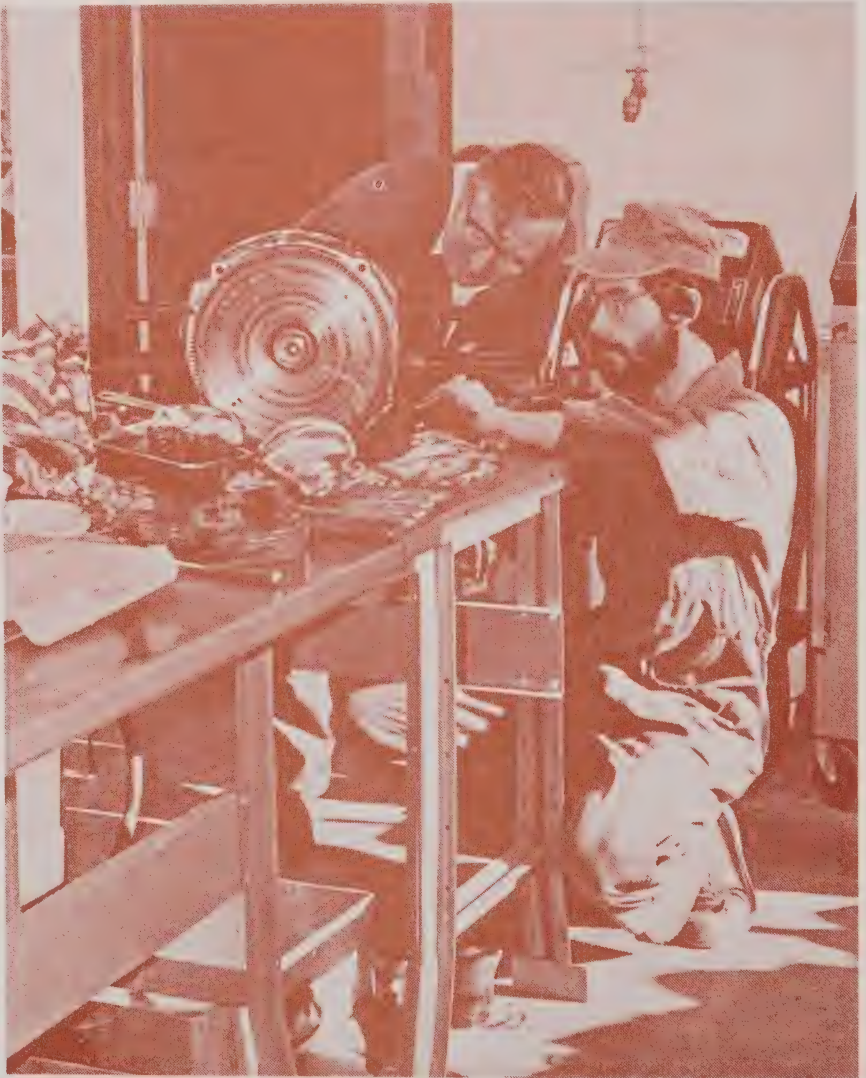
## AUTOMOTIVE BODY REPAIR

Course Title			Class Hrs.	Lab Hrs.	Credit Hrs.
<b>FIRST QUARTER</b>					
AUT	1111	Automotive Body Repair	4	12	8
MAT	1101	Fundamentals of Mathematics	5	0	5
ENG	1101	Reading Improvement	2	0	2
WLD	1101	Basic Gas Welding	0	3	1
DFT	1101	Schematics & Diagrams	1	3	2
			12	18	18
<b>SECOND QUARTER</b>					
AUT	1112	Automotive Body Repair	4	12	8
WLD	1105	Automotive Body Welding	1	3	2
ENG	1102	Communication Skills	3	0	3
PHY	1101	Applied Science	3	2	4
			11	17	17
<b>THIRD QUARTER</b>					
AUT	1113	Metal Finishing & Painting	4	12	8
AUT	1115	Trim, Glass & Radiator Repair	1	7	3
PHY	1102	Applied Science	3	2	4
			8	21	15
<b>FOURTH QUARTER</b>					
AUT	1114	Body Shop Applications	3	21	10
BUS	1103	Small Business Operations	3	0	3
PSY	1101	Human Relations	3	0	3
			9	21	16
<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:</b>					<b>66</b>

## **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.



## AUTOMOTIVE MECHANICS

Course Title	Class Hrs.	Lab Hrs.	Credit Hrs.
<b>FIRST QUARTER</b>			
PME 1101 Internal Combustion Engines	4	12	8
PHY 1101 Applied Science	3	2	4
MAT 1101 Fundamentals of Mathematics	5	0	5
ENG 1101 Reading Improvement	2	0	2
	14	14	19
<b>SECOND QUARTER</b>			
PME 1102 Automotive Fuel Systems	2	6	4
PME 1103 Automotive Electrical Systems	3	9	6
DFT 1102 Schematics & Diagrams: Automotive	3	0	3
WLD 1101 Basic Gas Welding	0	3	1
ENG 1102 Communication Skills	3	0	3
	11	18	17
<b>THIRD QUARTER</b>			
AUT 1124 Automotive Power Train Systems	4	12	8
AUT 1123 Automotive Brakes, Chassis & Suspension Systems	2	6	4
BUS 1103 Small Business Operations	3	0	3
	9	18	15
<b>FOURTH QUARTER</b>			
AUT 1125 Automotive Servicing	2	18	8
PSY 1101 Human Relations	3	0	3
WLD 1102 Basic Arc Welding	0	3	1
AHR 1101 Automotive Air Conditioning Systems	1	3	2
	6	24	14
<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:</b>			<b>65</b>

## **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 business and this curriculum is designed to prepare the student in many phases of administrative work. Graduates of this program will have an understanding of the following:

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.

Jobs are available for the business graduate in almost every area of business activity including advertising, banking, credit finance, retailing, wholesaling, hotel management, insurance, manufacturing.

Most graduates can expect to enter business as management trainees and eventually move into higher positions as their qualifications warrant.





## BUSINESS ADMINISTRATION

Course Title			Class Hrs.	Lab Hrs.	Credit Hrs.
<b>FIRST QUARTER</b>					
ENG	101	Grammar ✓	3	0	3
BUS	102	Typewriting I (or elective)*	2	3	3
MAT	110	Business Math ✓	6	0	6
BUS	101	Introduction to Business ✓	3	0	3
ECO	102	Economics I ✓	3	0	3
			17	3	18
<b>SECOND QUARTER</b>					
ENG	102	Composition ✓	3	0	3
BUS	120	Accounting I ✓	6	0	6
ECO	104	Economics II ✓	3	0	3
BUS	115	Business Law I ✓	3	0	3
BUS	123	Business Finance I ✓	3	0	3
			18	0	18
<b>THIRD QUARTER</b>					
ENG	103	Report Writing ✓	3	0	3
BUS	124	Business Finance II ✓	3	0	3
BUS	110	Office Machines ✓	2	2	3
BUS	121	Accounting II ✓	6	0	6
BUS	116	Business Law II ✓	3	0	3
			17	2	18
<b>FOURTH QUARTER</b>					
ENG	204	Oral Communications ✓	3	0	3
BUS	122	Accounting III ✓	6	0	6
BUS	250	Payroll Accounting ✓	3	0	3
		Business Elective*	3	0	3
		Social Science Elective* ✓	3	0	3
			18	0	18
<b>FIFTH QUARTER</b>					
ENG	206	Business Communications ✓	3	0	3
EDP	104	Introduction to Data Processing Systems ✓	3	0	3
BUS	239	Marketing ✓	6	0	6
		Business Elective*	3	0	3
		Social Science Elective* ✓	3	0	3
			18	0	18
<b>SIXTH QUARTER</b>					
BUS	229	Income Taxes ✓	6	0	6
BUS	272	Principles of Supervision ✓	3	0	3
BUS	299	Business Decisions ✓	3	0	3
		Business Elective*	3	0	3
		Social Science Elective* ✓	3	0	3
			18	0	18
<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:</b>					<b>108</b>

\*Elective courses must be selected with advisor's approval from the associate degree curricula.

## CRIMINAL JUSTICE-PROTECTIVE SERVICE TECHNOLOGY

### Law Enforcement Option

Law enforcement today requires a variety of skills and special knowledge in criminal law, counseling, surveillance, psychology, sociology and tactics. STI's Criminal Justice Program provides indepth instruction for those who wish to enter the Law Enforcement field.

The curriculum is designed for flexibility providing the opportunity for students to gain skills in a wide range of law enforcement areas. Students can gain specialized knowledge in criminal law, investigation, traffic enforcement, and a broad range of other specialized areas such as Juvenile Delinquency, Deviant Behavior and Patrol Procedures.

There is a demand for dedicated men and women in Law Enforcement. Graduates can find employment with law enforcement agencies as an officer, administrator, laboratory technician, communication expert or in research.



## CRIMINAL JUSTICE-PROTECTIVE SERVICE TECHNOLOGY

### Law Enforcement Option

Course Title			Class Hrs.	Lab Hrs.	Credit Hrs.
<b>FIRST QUARTER</b>					
ENG	101	Grammar	3	0	3
PSY	151	Principles of Psychology	3	0	3
CJC	115	Criminal Law I	3	0	3
CJC	101	Introduction to Criminal Justice	5	0	5
			14	0	14
<b>SECOND QUARTER</b>					
ENG	102	Composition	3	0	3
MAT	101	Technical Mathematics	5	0	5
CJC	102	Criminology	5	0	5
CJC	216	Criminal Law II	3	0	3
CJC	217	Patrol Procedures	3	0	3
			19	0	19
<b>THIRD QUARTER</b>					
ENG	103	Report Writing	3	0	3
SOC	102	Principles of Sociology	3	0	3
CJC	125	Due Process	5	0	5
CJC	202	Traffic Enforcement	3	0	3
CJC	206	Community Relations	3	0	3
			17	0	17
<b>FOURTH QUARTER</b>					
ENG	204	Oral Communications	3	0	3
CHM	101	Chemistry	4	2	5
CJC	110	Juvenile Delinquency	5	0	5
CJC	210	Criminal Investigation	5	0	5
		Social Science Elective*	3	0	3
			20	2	21
<b>FIFTH QUARTER</b>					
CJC	205	Evidence	5	0	5
CJC	203	Correction	5	0	5
BUS	102	Typewriting	2	3	3
PSY	201	Human Growth & Development: Middle Childhood & Adolescence	3	0	3
			15	3	16
<b>SIXTH QUARTER</b>					
CJC	220	Police Organization & Administration	5	0	5
CJC	255	Deviant Behavior	5	0	5
PSY	206	Applied Psychology	3	0	3
		Technical Elective*	3	0	3
		Social Science Elective*	3	0	3
			19	0	19
<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:</b>					<b>106</b>

\*Elective courses must be selected with advisor's approval from the associate degree curricula.

## **EARLY CHILDHOOD SPECIALIST**

Who can teach the three- and four-year-olds, be a nurse to sick children, and care for gerbils and tropical fish? It is the Early Childhood Specialist.

The increasing emphasis on preschool training for children combined with a growing number of working mothers is and will continue to cause a great demand for persons trained in this area.

Graduates of the Early Childhood Specialist program will have such career opportunities as:

1. Teaching assistant in public schools
2. Assistant or lead teacher in public or private child care, kindergarten or nursery school
3. Assistant teacher in a social service center
4. Paraprofessional working with exceptional children
5. Operator of a child development center.

The Early Childhood Specialist is capable of operating a program which will promote the optimal development of each child. In working with young children at STI's Preschool Developmental Laboratory and at the public schools, the Early Childhood Specialist will have many practical experiences to master the following skills: (1) to provide activities which stimulate the intellectual, emotional and social growth of children, (2) to guide children in the formation of acceptable habits and attitudes, (3) to meet the physical and nutritional needs of preschool children, (4) to assist children in their learning to communicate with others, and (5) to foster a positive self-image in each child. In addition the Early Childhood Specialist will be able to work effectively with parents, teachers, and other students.



## EARLY CHILDHOOD SPECIALIST

Course Title			Class Hrs.	Lab Hrs.	Credit Hrs.
<b>FIRST QUARTER</b>					
ENG	101	Grammar	3	0	3
HED	120	First Aid	3	0	3
HEA	101	Personal Health & Hygiene	2	0	2
EDU	231	Creative Activities for Young Children	3	0	3
PSY	151	Principles of Psychology	3	0	3
EDU	150	Seminar Practicum I	0	9	3
			14	9	17
<b>SECOND QUARTER</b>					
ENG	102	Composition	3	0	3
SOC	102	Principles of Sociology	3	0	3
PSY	105	Human Growth & Development: Prenatal & Infant	3	0	3
EDU	230	Preschool Education	3	0	3
NUT	102	Nutrition for Young Children	3	0	3
EDU	151	Seminar Practicum II	0	9	3
			15	9	18
<b>THIRD QUARTER</b>					
ENG	103	Report Writing	3	0	3
MUS	210	Music for Young Children	3	0	3
SCI	101	General Science	3	2	4
PSY	106	Human Growth & Development: Early Childhood	3	0	3
EDU	152	Seminar Practicum III	0	9	3
SOC	211	Marriage & Family Relationships	3	0	3
			15	11	19
<b>FOURTH QUARTER</b>					
EDU	210	Organization & Administration of Child Development Center	3	0	3
ENG	204	Oral Communications	3	0	3
PSY	201	Human Growth & Development: Middle Childhood & Adolescence	3	0	3
EDU	202	Seminar Practicum IV Elective*	0	12	4
			3	0	3
			12	12	16
<b>FIFTH QUARTER</b>					
MAT	153	Basic Math	3	0	3
EDU	203	The Exceptional Child	3	0	3
ENG	210	Children's Literature	3	0	3
SOC	128	Community Resources	3	0	3
EDU	205	Seminar Practicum V	0	12	4
			12	12	16
<b>SIXTH QUARTER</b>					
EDU	232	Physical Activities for Young Children	3	0	3
EDU	204	Parent Education	3	0	3
EDU	206	Special Problems in Early Childhood	2	0	2
EDU	251	Seminary Practicum VI Elective*	0	15	5
			3	0	3
			11	15	16

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 102

\*Elective courses must be selected with advisor's approval from the associate degree curricula.

## 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.



## ELECTRICAL INSTALLATION AND MAINTENANCE

Course Title	Class Hrs.	Lab Hrs.	Credit Hrs.
<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 Commercial & Industrial Wiring	5	12	9
ELN 1119 Industrial Electronics	3	6	5
BUS 1103 Small Business Operations	3	0	3
	11	18	17
<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:</b>			<b>71</b>

## 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.

An Electronic Servicing Specialist 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. Work will require meeting the public in the repair shop and on service calls. Electronic Servicing Specialists who establish their own businesses will also need to know how to maintain business records and inventory.





## ELECTRONIC SERVICING

Course Title			Class Hrs.	Lab Hrs.	Credit Hrs.
<b>FIRST QUARTER</b>					
MAT	1115	Electrical Mathematics	5	0	5
ENG	1101	Reading Improvement	2	0	2
ELN	1110	Basic Electronics	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
<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:</b>					<b>74</b>

## **FASHION MERCHANDISING AND MARKETING TECHNOLOGY**

This curriculum is designed to prepare the individual to be a productive employee in an entry-level job and to provide the knowledge and skills necessary for career advancement in mid-management positions in various fashion merchandising and marketing businesses and industries.

This two year program provides study and application in areas such as: fabric science, fundamentals of art and design, elements of fashion, seamanship, fashion buying and merchandising, display design, merchandise planning and control, apparel fitting, credit procedures and problems.

Completion of the program should prepare a student to enter jobs as a merchandise clerk, assistant to fashion coordinator, advertising or display assistant or a merchandise distributor in retail stores, wholesale or manufacturing firms, buying offices and advertising agencies.



## FASHION MERCHANDISING AND MARKETING TECHNOLOGY

Course Title			Class Hrs.	Lab Hrs.	Credit Hrs.
<b>FIRST QUARTER</b>					
ENG	101	Grammar	3	0	3
MAT	110	Business Mathematics	6	0	6
BUS	101	Introduction to Business	3	0	3
FAS	101	Introduction to Fashion Merchandising/Marketing	3	0	3
TEX	100	Fabric Science I	3	0	3
			18	0	18
<b>SECOND QUARTER</b>					
ENG	102	Composition	3	0	3
BUS	115	Business Law I	3	0	3
BUS	220	Personal Development	3	0	3
ART	125	Fundamentals of Art & Design	2	2	3
FAS	103	Fashion Accessories	3	0	3
FAS	102	Elements & Coordination of Fashion	3	0	3
			17	2	18
<b>THIRD QUARTER</b>					
ENG	103	Report Writing	3	0	3
BUS	110	Office Machines	2	2	3
FAS	108	Fashion Salesmanship	3	0	3
HUM	110	History of Costume	3	0	3
		Social Science Elective*	3	0	3
		Elective*	3	0	3
			17	2	18
<b>FOURTH QUARTER</b>					
ENG	204	Oral Communications	3	0	3
DMK	260	Commercial Display Design	3	2	4
DMK	249	Fashion Buying & Merchandising	3	0	3
FAS	210	Fashion Sales Promotion I	3	2	4
		Elective*	3	0	3
			15	4	17
<b>FIFTH QUARTER</b>					
DMK	240	Merchandise Planning & Control	4	0	4
FAS	211	Fashion Sales Promotion II	3	2	4
ENG	206	Business Communications	3	0	3
		Elective*	3	0	3
		Elective*	3	0	3
			16	2	17
<b>SIXTH QUARTER</b>					
FAS	104	Fashion Sketching	2	2	3
FAS	208	Applied Fashion Merchandising	1	4	3
CAT	116	Photography I	2	4	4
BUS	219	Credit Procedures & Problems	3	0	3
		Social Science Elective*	3	0	3
			11	10	16
<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:</b>					<b>104</b>

\*Elective courses must be selected with advisor's approval from the associate degree curricula.

**UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE  
AND  
STANLY TECHNICAL INSTITUTE  
GENERAL EDUCATION COLLEGE PROGRAM**

A contractual agreement between Stanly Technical Institute and the University of North Carolina at Charlotte offers students an opportunity to gain two years of college credits on the Stanly Tech campus in Albemarle.

After satisfactory completion of courses offered, students may transfer to the University of North Carolina at Charlotte or other colleges and universities. In many cases, the student will be able to transfer as a junior and only be required to take remaining specialties and electives to qualify for the baccalaureate degree.

All credits earned in this program are simultaneously awarded by the University of North Carolina at Charlotte and Stanly Tech. Students wishing to transfer to other colleges and universities should consult with appropriate officials about their individual majors, class standing and credits allowed to transfer.

This program operates on the University of North Carolina at Charlotte semester and summer school calendar generally as published in the front of this catalog. Courses are offered during both day and evening hours.

The general regulations of both the University of North Carolina at Charlotte and Stanly Tech apply to students enrolled in this program. Liaison officers between institutions are the Dean of Instruction at Stanly Technical Institute and the Director of Continuing Education at the University of North Carolina at Charlotte.



## General Admission Requirements

The minimum admission requirements are either an acceptable high school diploma or the high school equivalency certificate (GED). Each candidate is considered on an individual basis and on his own merits. Admission policies are sufficiently flexible to permit the admission of any student with unusual or extenuating circumstances. Final decision will be based on the judgment as to whether the applicant has a reasonable chance of successfully pursuing an academic program. The Admissions Committee for the University of North Carolina at Charlotte-Stanly Technical Institute General Education College Program shall include but not necessarily be limited to the Dean of Admissions & Records of the University of North Carolina at Charlotte and the Dean of Students at Stanly Technical Institute. Special credit students may attempt one semester of credit prior to meeting all the admission requirements, and will be registered through the normal procedures at Stanly Technical Institute. Prior to registering for subsequent semesters, special credit students must have met all admissions requirements and been approved by the Admissions Committee.

Students planning to transfer to the University of North Carolina at Charlotte-Stanly Technical Institute General Education College Program after attending one or more accredited colleges or universities must meet the following requirements:

- (1) must have an overall "C" average;
- (2) must be eligible to return to the college or university at which last matriculated.

Transcripts of transfer students will be jointly assessed by officials from both colleges prior to enrollment.

Students normally must meet the following requirements if they desire to transfer to a University of North Carolina at Charlotte degree program on the basis of credits earned in the University of North Carolina at Charlotte-Stanly Technical Institute General Education College Program:

- (1) must have completed 30 semester hours of credit in the University of North Carolina at Charlotte-Stanly Technical Institute Cooperative College Program;
- (2) must meet the eligibility requirements of the University of North Carolina at Charlotte;
- (3) must follow normal transfer procedures of the University of North Carolina at Charlotte.

## Student Classification (Options)

### General Transfer

Eligible students may take whatever courses for which they meet prerequisites in order to meet their personal goals and/or transfer requirements of other colleges and universities subject to advisor's approval. Insofar as possible, appropriate courses (elective or required) will be scheduled to meet the majority requirements of various majors being pursued by enrolled students.

## Associate Degree in General Education

The Associate Degree in General Education will be conferred by Stanly Technical Institute upon those students who complete all the specified curriculum requirements and other institute obligations. Substitution of courses from the University of North Carolina at Charlotte catalog recommended by the faculty advisor and approved by the Dean of Instruction may be credited toward graduation. A minimum of 46 semester hours of required courses and 18 semester hours of approved electives (total 64 semester hours) is required for graduation.

### GENERAL EDUCATION COLLEGE PROGRAM

Course Title			Semester Hrs.
<b>FIRST SEMESTER</b>			
ENG	101	English Composition*	3
MAT	101	Basic Concepts of Mathematics*	3
BIO	101	Principles of Biology*	4
PSY	101L	General Psychology	4
SOC	151	Introduction to Sociology*	3
			17
<b>SECOND SEMESTER</b>			
ENG	102	English Composition*	3
MAT	120 or	Calculus or*	3
MAT	122	Elements of Statistics*	3
BIO	301	Natural History*	4
PSY	202	Educational Psychology or elective	3
HDL	250	Process of Growing or elective	3
			16
<b>THIRD SEMESTER</b>			
SOC	232	Sociology of the Family or elective	3
HIS	103	American to 1865*	3
PHI	205	Deductive Logic*	3
GGY	102	World Regional Geography or elective	3
REL	331	Religion in American Culture*	3
			15
<b>FOURTH SEMESTER</b>			
PSC	110	Introduction to American Politics or elective	3
ENG	343	American Literature, 1920 to Present*	3
CHE	103	General Chemistry*	4
MAT	130 or	Elementary Math or*	3
MAT	120 or	Calculus or*	3
MAT	122	Elements of Statistics*	3
HIS	102	Modern Europe from 1815 or elective	3
			16
* TOTAL SEMESTER CREDIT HOURS REQUIRED FOR ASSOCIATE DEGREE:			64

\*Associate Degree in General Education required courses. Electives may be selected from other college program courses with advisor's approval.

Specific courses applicable to various program majors may be selected each semester from the University of North Carolina at Charlotte catalog as adapted to the needs of students enrolled. Subject to mathematics placement, a preparatory math may be offered non-credit.

**Course descriptions for all courses in the college program are listed in the University of North Carolina at Charlotte catalog.**

**PROGRAMS OF STUDY/General Education College Program**

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## 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 Technology 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 Technology 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.





## GENERAL OFFICE TECHNOLOGY

Course Title			Class Hrs.	Lab Hrs.	Credit Hrs.
<b>FIRST QUARTER</b>					
ENG	101	Grammar	3	0	3
BUS	102	Typewriting I	2	3	3
MAT	110	Business Mathematics	6	0	6
BUS	101	Introduction to Business	3	0	3
ECO	102	Economics I	3	0	3
			17	3	18
<b>SECOND QUARTER</b>					
ENG	102	Composition	3	0	3
BUS	103	Typewriting II	2	3	3
BUS	115	Business Law I	3	0	3
BUS	120	Accounting I	6	0	6
ECO	104	Economics II	3	0	3
			17	3	18
<b>THIRD QUARTER</b>					
ENG	103	Report Writing	3	0	3
BUS	104	Typewriting III	2	3	3
ENG	250	Reference Manual	3	0	3
BUS	110	Office Machines	2	2*	3
BUS	121	Accounting II	6	0	6
			16	5	18
<b>FOURTH QUARTER</b>					
ENG	204	Oral Communications	3	0	3
BUS	205	Advanced Typewriting	2	3	3
BUS	211	Office Machines	2	2	3
BUS	250	Payroll Accounting	3	0	3
ENG	251	Vocabulary Study	3	0	3
		Social Science Elective*	3	0	3
			16	5	18
<b>FIFTH QUARTER</b>					
ENG	206	Business Communications	3	0	3
EDP	104	Introduction to Data Processing Systems	3	0	3
BUS	214	Secretarial Procedures	3	2	4
BUS	112	Filing	3	0	3
		Social Science Elective*	3	0	3
			15	2	16
<b>SIXTH QUARTER</b>					
BUS	271	Office Management	3	0	3
BUS	272	Principles of Supervision	3	0	3
BUS	229	Income Taxes	6	0	6
ENG	252	Secretarial Review	3	0	3
		Social Science Elective*	3	0	3
			18	0	18
TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:					106

\*Elective courses must be selected with advisor's approval from the associate degree curricula.

## **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 operation, 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.



## INDUSTRIAL MANAGEMENT

Course Title			Class Hrs.	Lab Hrs.	Credit Hrs.
<b>FIRST QUARTER</b>					
ENG	101	Grammar	3	0	3
MEC	204	Manufacturing Processing	5	0	5
ECO	102	Economics I	3	0	3
BUS	101	Introduction to Business Social Science Elective*	3	0	3
			17	0	17
<b>SECOND QUARTER</b>					
ENG	102	Composition	3	0	3
PSY	151	Principles of Psychology	3	0	3
ECO	104	Economics II	3	0	3
ISC	210	Job Evaluation	4	0	4
MAT	152	Facts & Figures	6	0	6
			19	0	19
<b>THIRD QUARTER</b>					
ENG	103	Report Writing	3	0	3
BUS	272	Principles of Supervision	3	0	3
ISC	102	Industrial Safety	3	0	3
DFT	151	Drafting Design Social Science Elective*	2	4	4
			14	4	16
<b>FOURTH QUARTER</b>					
ENG	204	Oral Communications	3	0	3
ISC	211	Work Measurement	5	0	5
ISC	204	Value Analysis	3	0	3
MEC	213	Production Planning	5	0	5
BUS	244	Purchasing	3	0	3
			19	0	19
<b>FIFTH QUARTER</b>					
BUS	239	Marketing	6	0	6
ENG	206	Business Communications	3	0	3
ECO	201	Labor Economics and Relations	3	0	3
ISC	202	Quality Control Business Elective*	5	0	5
			3	0	3
			20	0	20
<b>SIXTH QUARTER</b>					
ISC	250	Manufacturing Costs & Budgets	3	0	3
BUS	299	Business Decisions	3	0	3
ISC	209	Plant Layout Business Elective*	5	0	5
			3	0	3
			14	0	14
<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:</b>					105

\*Elective courses must be selected with advisor's approval from the associate degree curricula.

## PRACTICAL NURSING 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 administers a program of practical nurse education. Clinical experience is received at Stanly County Hospital and North Carolina Lutheran Home.

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.

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 October. 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.

## PRACTICAL NURSING EDUCATION

Course Title			Class Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.
<b>FIRST QUARTER</b>						
NUR	1101	Basic Science	4	2	0	5
NUR	1102	Fundamentals of Practical Nursing	6	6	0	8
NUR	1103	Human Relations	3	0	0	3
ENG	1104	Communication Skills	2	0	0	2
NUR	1104	Vocational Adjustments	2	0	0	2
			17	8	0	20
<b>SECOND QUARTER</b>						
NUR	1105	Medical-Surgical Nursing I	3	0	0	3
NUR	1106	Maternity Nursing	3	0	0	3
NUR	1107	Pediatric Nursing	3	2	0	4
NUR	1109	Clinical Experience I	0	3	15	6
			9	5	15	16
<b>THIRD QUARTER</b>						
NUR	1110	Medical-Surgical Nursing II	6	0	0	6
NUR	1111	Drug Therapy & Administration	5	0	0	5
NUR	1112	Clinical Experience II	0	3	18	7
			11	3	18	18
<b>FOURTH QUARTER</b>						
NUR	1113	Medical-Surgical Nursing III	6	0	0	6
ENG	1102	Communication Skills	3	0	0	3
NUR	1114	Vocational Relationships	2	0	0	2
NUR	1115	Clinical Experience III	0	3	21	8
			11	3	21	19
TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:						73



## **RESPIRATORY THERAPY TECHNICIAN**

Often defined as the fastest growing allied health profession, Respiratory Therapy offers persons interested in caring for others an opportunity to serve as vital members of the health care team. The purpose of the Respiratory Therapy Curriculum is to prepare individuals to meet the challenges and responsibilities of this profession.

Respiratory Therapy is an allied health specialty employed under medical direction in the treatment, management, control, diagnostic evaluation and care of patients with deficiencies and abnormalities of the cardiopulmonary system. This shall mean the therapeutic use of medical gases and administration apparatus, environmental control systems, humidification, aerosols, medications, ventilatory support, bronchopulmonary drainage and exercises, respiratory rehabilitation, assistance with cardiopulmonary resuscitation and maintenance of natural artificial and mechanical airways. Specific testing techniques are employed in Respiratory Therapy to assist in diagnosis, monitoring, treatment research.

Respiratory Therapy Technicians are trained with great emphasis on the technical aspects of therapy and can expect to occupy positions as staff members, providing a majority of respiratory therapy patient care. They may be expected to supervise other respiratory therapy personnel, administer gas therapy, assist with long term continuous artificial ventilation, special therapeutic procedures and cardiopulmonary resuscitation. They are capable of performing many indispensable tasks related to patient care.

Hospitals are the largest employers of Respiratory Therapy personnel. In addition, medical clinics and physicians' offices are increasing their demand for qualified practitioners. Also, nursing homes, industry, and the armed forces are all becoming employers of Respiratory Therapy personnel. With the ever increasing number of cardiopulmonary disorders and the advancement in respiratory technology, job opportunities are rapidly expanding.

The Respiratory Therapy Program at Stanly Technical Institute is fully accredited by the American Medical Association and graduates are eligible to take the national credentialing examination given by the National Board for Respiratory Therapy. Successful completion of this examination qualifies an individual as a Certified Respiratory Therapy Technician or CRTT. This title is recognized in all fifty states and Canada.

## RESPIRATORY THERAPY TECHNICIAN

Course Title			Class Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.
<b>FIRST QUARTER</b>						
ENG	103	Report Writing	3	0	0	3
SCI	131	Human Anatomy & Physiology	4	2	0	5
RTH	101	Introduction to Respiratory Therapy	2	0	0	2
RTH	201	Medical Gas Therapy	4	2	0	5
SCI	151	Basic Science I	3	2	0	4
			16	6	0	19
<b>SECOND QUARTER</b>						
RTH	150	Cardiopulmonary Anatomy & Physiology	4	2	0	5
RTH	202	Bronchial Hygiene & Pulmonary Diagnostics	4	2	0	5
RTH	250	Pharmacology	2	0	0	2
RTH	302	Clinical Practice I	0	0	9	3
SCI	152	Basic Science II	3	2	0	4
			13	6	9	19
<b>THIRD QUARTER</b>						
RTH	203	Emergency Respiratory Therapy	3	3	0	4
RTH	251	Clinical Medicine	3	0	0	3
RTH	252	Pediatrics	1	0	0	1
RTH	303	Clinical Practice II	0	0	24	8
			7	3	24	16
<b>FOURTH QUARTER</b>						
RTH	204	Respiratory Therapy Seminar	1	0	0	1
RTH	304	Clinical Practice III	0	0	12	4
RTH	305	Clinical Practice IV	0	0	24	8
			1	0	36	13
<b>TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:</b>						<b>67</b>



## **SECRETARIAL SCIENCE**

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 various other features and activities of business as well as with personality development so that a graduating student should be well prepared for a secretarial position.

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 agency.





**SECRETARIAL SCIENCE**  
**(Executive Option)**

Course Title			Class Hrs.	Lab Hrs.	Credit Hrs.
<b>FIRST QUARTER</b>					
ENG	101	Grammar	3	0	3
BUS	102	Typewriting I	2	3	3
MAT	110	Business Math	6	0	6
BUS	101	Introduction to Business	3	0	3
BUS	106	Shorthand I	3	2	4
			17	5	19
<b>SECOND QUARTER</b>					
ENG	102	Composition	3	0	3
BUS	103	Typewriting II	2	3	3
BUS	107	Shorthand II	3	2	4
BUS	120	Accounting I	6	0	6
BUS	115	Business Law I	3	0	3
			17	5	19
<b>THIRD QUARTER</b>					
ENG	103	Report Writing	3	0	3
BUS	104	Typewriting III	2	3	3
BUS	108	Shorthand III	3	2	4
BUS	110	Office Machines	2	2	3
ENG	250	Reference Manual	3	0	3
			13	7	16
<b>FOURTH QUARTER</b>					
ENG	204	Oral Communications	3	0	3
BUS	205	Advanced Typewriting	2	3	3
BUS	211	Secretarial Machines	2	2	3
BUS	206E	Shorthand (Dictation & Transcription)	3	2	4
ENG	251	Vocabulary Study	3	0	3
			13	7	16
<b>FIFTH QUARTER</b>					
ENG	206	Business Communications	3	0	3
EDP	104	Introduction to Data Processing Systems	3	0	3
BUS	214	Secretarial Procedures	3	2	4
BUS	207E	Dictation & Transcription	3	2	4
BUS	112	Filing	3	0	3
		Social Science Elective*	3	0	3
			18	4	20
<b>SIXTH QUARTER</b>					
ENG	252	Secretarial Review	3	0	3
BUS	271	Office Management	3	0	3
BUS	208E	Dictation & Transcription	3	2	4
		Social Science Elective*	3	0	3
		Social Science Elective*	3	0	3
			15	2	16

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 106

\*Elective courses must be selected with advisor's approval from the associate degree curricula.

## 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 students for advancement in the broad field of surveying and to give graduates a position of advanced standing toward their ultimate registration as Professional Land Surveyors.

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

This program is available during evening hours and Saturdays only.



## SURVEYING TECHNOLOGY

Course Title			Class Hrs.	Lab Hrs.	Credit Hrs.
<b>FIRST QUARTER</b>					
ENG	101	Grammar	3	0	3
MAT	101	Technical Mathematics I	5	0	5
PHY	101	Physics: Properties of Matter	3	2	4
DFT	101	Drafting I	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 II	5	0	5
PHY	102	Physics: Work, Energy, Power	3	2	4
DFT	102	Drafting II	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 III	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
<b>FOURTH QUARTER</b>					
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
<b>FIFTH QUARTER</b>					
CIV	212	Route Surveying	2	6	4
CIV	228	Drainage Structures	2	3	3
CIV	223	Codes, Contracts & Specifications	2	0	2
		Social Science Elective*	3	0	3
		Elective*	5	0	5
			14	9	17
<b>SIXTH QUARTER</b>					
CIV	213	Advanced Land Surveying	2	6	4
CIV	214	Mapping & Sub-Division Planning	2	6	3
CIV	227	Construction of Road & Pavement	3	2	4
		Social Science Elective*	3	0	3
		Elective*	3	0	3
			13	14	17
TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:					105

\*Elective courses must be selected with advisor's approval from the associate degree curricula.

## ASSOCIATE DEGREE PROGRAM FOR VOCATIONAL INSTRUCTORS

The Vocational Instructors Degree Program is unique in its design and offers the opportunity to earn an Associate in Applied Science Degree allowing credit for previous related educational and work experience. The program is designed for persons who have developed a skilled trade or technical specialty and desire to teach or pursue a degree. Successful graduates of the program may find employment as instructors in the public schools, community colleges, technical institutes, and in business and industry.

Credit will be awarded to skilled craftsmen based on the related educational and work experience of each individual. Credit will be awarded in the following manner:

1. a. Twenty-four hours credit for full-time trade school, twelve months (1440 hours) in one special skilled area certified by diploma or letter by trade school officials, maximum twenty-four credit hours.  
and/or  
b. One hour credit per sixty hours of full-time trade instruction for programs of less than one year duration. Certified by diploma or letter by trade school officials, maximum eight credit hours.
2. One hour credit per forty hours of related special short course instruction or company sponsored school. Certified by diploma, certificate or letter by company school. Maximum five credit hours.
3. Five hours credit for each full year of employment in a teaching situation. Teaching must be the primary responsibility of employment. Maximum ten credit hours.
4. Two hours credit for each full year of employment in the specialty occupation qualified to teach. Maximum ten credit hours.

In order to earn the Associate in Applied Science Degree for Vocational Instructors at Stanly Technical Institute, the following requirements must be met:

1. A maximum of 57 hours credit may be awarded for related educational and work experience.
2. A minimum of 26 hours credit must be earned at Stanly Technical Institute as residency requirement.
3. The required core courses must be satisfied by earned credits at Stanly Technical Institute or by transfer.
4. A total of 103 credits must be earned according to above requirements to be eligible for graduation.
5. Satisfy other general graduation requirements as published in the catalog.

A program of study will be prepared for each individual vocational instructor or potential instructor who makes application for the program. The Dean of Instruction and Evening Director will serve as advisors.

# ASSOCIATE DEGREE PROGRAM FOR VOCATIONAL INSTRUCTORS

<b>Required Core Courses</b>			<b>Class Hrs.</b>	<b>Lab Hrs.</b>	<b>Credit Hrs.</b>
<b>English</b>					
ENG	101	Grammar	3	0	3
ENG	102	Composition	3	0	3
ENG	103	Report Writing	3	0	3
ENG	204	Oral Communications	3	0	3
			12	0	12
<b>Social Science</b>					
SOC	102	Principles of Sociology	3	0	3
PSY	151 or	Principles of Psychology or	3	0	3
PSY	206	Applied Psychology	3	0	3
POL	250	American Government	3	0	3
			9	0	9
<b>Physics</b>					
PHY	101	Physics: Properties of Matter	3	2	4
PHY	102	Physics: Work, Energy & Power	3	2	4
			6	4	8
<b>Math</b>					
MAT	101	Technical Math I	5	0	5
MAT	102	Technical Math II	5	0	5
			10	0	10
<b>Science</b>					
SCI	101	General Science	3	2	4
<b>Education</b>					
History & Philosophy of Voc. Ed.			3	0	3
Instructional Methods			2	4	4
Audio Visual Media			2	4	4
Education (Specified by advisor)			3	0	3
Industrial Safety			3	0	3
			13	8	17
<b>CORE TOTAL CREDITS</b>					<b>60</b>
<b>Related Educational &amp; Work Experience Evaluation</b>					
Full-Time Trade School (maximum 24 credit hours)			_____		
Trade Instruction (maximum 8 credit hours)			_____		
Industry Sponsored Short Courses (maximum 5 credit hours)			_____		
Teaching Employment (maximum 10 credit hours)			_____		
Specialty Occupation Work Experience (maximum 10 credit hours)			_____		
Designated Courses (Credit Hours) Specified by Advisor			_____		
<b>TOTAL CREDIT HOURS REQUIRED FOR DEGREE</b>					<b>103</b>



## COURSE DESCRIPTIONS

The following is a listing of course descriptions arranged **alphabetically by prefix**. Each course description lists the three-letter alphabetical prefix followed by either three or four numbers. Courses with the four numbers are vocational level courses and are not designed for associate degree programs.

Following the prefix and number is the course title. Titles that have roman numerals (I, II, III, etc.) indicate series courses and indicate that I is prerequisite to II, II is prerequisite to III. Other course prerequisites will be listed at the end of the course description.

There are three numbers to the right of the course title. The first number indicates the credit hours for the course. The numbers in parentheses indicate the class and lab hours per week. When three numbers are shown in parentheses the third number relates to clinical hours.

- AHR 1101 Automotive Air Conditioning Credit 2 (1-3)**  
 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: None
- ART 125 Fundamentals of Art & Design Credit 3 (2-2)**  
 Includes fashion drawing, the study of color, line, design and motifs to develop ability to recognize style detail and trends.  
 Prerequisite: None
- AUT 1111 Automotive Body Repair Credit 8 (4-12)**  
 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
- AUT 1112 Automotive Body Repair Credit 8 (4-12)**  
 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.
- AUT 1113 Metal Finishing and Painting Credit 8 (4-12)**  
 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
- AUT 1114 Body Shop Applications Credit 10 (3-21)**  
 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.

- AUT 1115 Trim, Glass and Radiator Repair** **Credit 3 (1-7)**  
 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.
- AUT 1123 Automotive Brakes, Chassis and Suspension Systems** **Credit 4 (2-6)**  
 A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis on how they operate, power adjustment, and repair. Principles and functions of the components of the automotive chassis. Practical job instruction in adjusting and repairing of suspension and steering systems. Units to be studied: shock absorbers, springs, steering systems, steering linkage, and front end alignment.  
 Prerequisite: None.
- AUT 1124 Automotive Power Train Systems** **Credit 8 (4-12)**  
 Principles and functions of automotive power train systems: clutches and transmission gears, torque converters, drive shaft assemblies, rear axles and differentials, and automatic transmissions. Identification of troubles, servicing, and repair.  
 Prerequisite: AUT 1123
- AUT 1125 Automotive Servicing I** **Credit 8 (2-18)**  
 Emphasis is 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 1101, PME 1102, PME 1103, AUT 1123, AUT 1124
- BUS 101 Introduction to Business** **Credit 3 (3-0)**  
 A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management.  
 Prerequisite: None
- BUS 102 Typewriting** **Credit 3 (2-3)**  
 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
- BUS 103 Typewriting** **Credit 3 (2-3)**  
 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 104 Typewriting** **Credit 3 (2-3)**  
 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 106 Shorthand** **Credit 4 (3-2)**  
 A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.  
 Prerequisite: None
- BUS 107 Shorthand** **Credit 4 (3-2)**  
 Continued study of theory with greater emphasis on dictation and elementary transcription.  
 Prerequisite: BUS 106 or the equivalent.
- BUS 108 Shorthand** **Credit 4 (3-2)**  
 Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription.  
 Prerequisite: BUS 107.
- BUS 110 Office Machines** **Credit 3 (2-2)**  
 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** **Credit 3 (3-0)**  
 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 115 Business Law I** **Credit 3 (3-0)**  
 A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, sales, and bailments.  
 Prerequisite: None
- BUS 116 Business Law II** **Credit 3 (3-0)**  
 Includes the study of laws pertaining to commercial paper, agency, partnerships, corporations, and property rights.  
 Prerequisite: None
- BUS 120 Accounting I** **Credit 6 (6-0)**  
 A study of the principles and techniques of accounting centered around collecting, summarizing, and reporting information about service and mercantile enterprises.  
 Prerequisite: MAT 110 (unless the student can demonstrate a good background in math.)
- BUS 121 Accounting II** **Credit 6 (6-0)**  
 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 122 Accounting III** **Credit 6 (6-0)**  
 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 123 Business Finance I** **Credit 3 (3-0)**  
 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.

<b>BUS 124</b>	<b>Business Finance II</b> Financing federal, state and local governments and the ensuing effects upon the economy. Factors affecting supply funds, monetary and credit policies. Prerequisite: T-Bus 123.	<b>Credit 3 (3-0)</b>
<b>BUS 150</b>	<b>Introduction to Advertising</b> A survey of the field of advertising with emphasis on media, consumer behavior, market research, and the coordination of a total advertising campaign. Prerequisite: None.	<b>Credit 3 (3-0)</b>
<b>BUS 205</b>	<b>Advanced Typewriting</b> Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation and the typing of reports, manuscripts and legal documents. Prerequisite: BUS 104 Speed requirement: 50 words per minute for five minutes.	<b>Credit 3 (2-3)</b>
<b>BUS 206E</b>	<b>Dictation and Transcription</b> Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 100 words per minute required for three minutes on new material. Prerequisite: BUS 108	<b>Credit 4 (3-2)</b>
<b>BUS 207E</b>	<b>Dictation and Transcription</b> Covering materials appropriate to the course of study, students develop the accuracy, speed, and vocabulary that will enable them to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 110 words per minute required for three minutes on new material. Prerequisite: BUS 206	<b>Credit 4 (3-2)</b>
<b>BUS 208E</b>	<b>Dictation and Transcription</b> 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 three minutes on new material. Prerequisite: BUS 207	<b>Credit 4 (3-2)</b>
<b>BUS 210</b>	<b>Typing Office Practice</b> A course designed to familiarize the student with the forms and routines found in a typical business. Emphasis is placed upon correct procedures and adaptability to varying office methods. Prerequisite: None.	<b>Credit 3 (2-3)</b>
<b>BUS 211</b>	<b>Office Machines</b> 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.	<b>Credit 3 (2-2)</b>
<b>BUS 212</b>	<b>Machine Transcription-Executive</b> 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.	<b>Credit 2 (1-2)</b>

- BUS 213 Office Procedures Credit 4 (3-2)**  
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.
- BUS 214 Secretarial Procedures Credit 4 (3-2)**  
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.
- BUS 219 Credit Procedures & Problems Credit 3 (3-0)**  
Principles and practices in the extension of credit; collection procedures; laws pertaining to credit extension and collection are included.  
Prerequisite: None.
- BUS 220 Personal Development Credit 3 (3-0)**  
Designed to give the student expert knowledge of make-up, hair care, posture, figure control, and fashion, and to make the necessary changes in appearance so as to achieve the modern career look.  
Prerequisite: None.
- BUS 222 Intermediate Accounting I Credit 6 (6-0)**  
A comprehensive study of accounting principles introduced in earlier courses with special emphasis placed on the preparation of financial statements, cash and temporary investments, receivables and inventories.  
Prerequisite: BUS 122.
- BUS 223 Intermediate Accounting II Credit 6 (6-0)**  
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.
- BUS 225 Cost Accounting I Credit 3 (3-0)**  
A study of the nature and purpose of cost accounting with emphasis on accounting for direct labor, materials, factory overhead, and the job order system of cost accounting.  
Prerequisite: BUS 121.
- BUS 226 Cost Accounting II Credit 3 (3-0)**  
A continuation of BUS 225 with emphasis on process cost accounting, standard costs, and managerial accounting.  
Prerequisite: BUS 225.
- BUS 229 Income Taxes Credit 6 (6-0)**  
A study of federal income taxes with emphasis on the preparation of individual tax returns.  
Prerequisite: None.
- BUS 232 Sales Development Credit 3 (3-0)**  
A study of the sales process including mastering and applying the fundamentals of selling, product knowledge, consumer attitudes and motivation.  
Prerequisite: None.

<b>BUS 233</b>	<b>Personnel Management</b> Principles of organization and management of personnel, procurement, placement, training, performance checking, supervision, remuneration, labor relations, fringe benefits and security. Prerequisite: None.	<b>Credit 3 (3-0)</b>
<b>BUS 235</b>	<b>Business Management</b> A detailed analysis of planning, organizing, directing, and controlling from a middle management point of view. Prerequisite: BUS 101.	<b>Credit 3 (3-0)</b>
<b>BUS 239</b>	<b>Marketing</b> A general survey of the field of marketing with emphasis on marketing institutions, promotion, pricing, marketing channels, and market research. Prerequisite: None.	<b>Credit 6 (6-0)</b>
<b>BUS 244</b>	<b>Purchasing</b> A study in ordering form and procedure to obtain specified items and quantities of items on schedule at lowest cost consistent with quantity requirements. Prerequisite: None.	<b>Credit 3 (3-0)</b>
<b>BUS 245</b>	<b>Retailing</b> The focus is on the operational problems of retailing centered around organization, location, buying, selling, promotion, service, and merchandise handling. Prerequisite: None.	<b>Credit 3 (3-0)</b>
<b>BUS 247</b>	<b>Fundamentals of Risk and Insurance</b> Designed to help the student understand the nature of risk, the need for insurance, and the basic features of some of the more common insurance policies. Prerequisite: None.	<b>Credit 3 (3-0)</b>
<b>BUS 250</b>	<b>Payroll Accounting</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 120.	<b>Credit 3 (3-0)</b>
<b>BUS 251</b>	<b>Fundamentals of Real Estate</b> Designed to acquaint the student with the real estate laws, real estate math, financing instruments, and broker's closing statements. Prerequisite: MAT 110 or equivalent.	<b>Credit 3 (3-0)</b>
<b>BUS 269</b>	<b>Auditing</b> An analysis of accounting control systems and the independent auditor's examination of the system and other evidence as a basis for expressing an opinion on financial statements. Prerequisite: BUS 122.	<b>Credit 5 (5-0)</b>
<b>BUS 271</b>	<b>Office Management</b> A study of the fundamental principles of office management with emphasis on office automation, planning, controlling, organizing and solving office problems. Prerequisite: None.	<b>Credit 3 (3-0)</b>
<b>BUS 272</b>	<b>Principles of Supervision</b> Introduces the basic responsibilities and duties of the supervisor's 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>Credit 3 (3-0)</b>

- BUS 280 Small Business Management Credit 3 (3-0)**  
A study of how to start, staff, and finance a new business, as well as how to develop profit planning and adequate accounting records. Case studies are used to bring out some of the potential problems of operating a small business.  
Prerequisite: None.
- BUS 299 Business Decisions Credit 3 (3-0)**  
A comprehensive analysis of decision making from a total organization point of view. An investigation of decision tools, along with the use of case analysis and simulation games to develop decision making skills.  
Prerequisite: BUS 101, ECO 104, BUS 122, BUS 124, and BUS 239.
- BUS 1103 Small Business Operations Credit 3 (3-0)**  
A study of starting and financing a small service type of business and also an introduction to financial record keeping, payroll forms, taxes, business law, and types of business organizations.  
Prerequisite: None.
- BUS 1105 Industrial Organizations Credit 3 (3-0)**  
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.
- CAT 116 Photography I Credit 4 (2-4)**  
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.
- CHM 101 Chemistry Credit 5 (4-2)**  
Study of the physical and chemical properties of substances, chemical changes; elements, compounds, gases, chemical combinations; weights and measurements; theory of metals; acids, bases, salts, solvents, solutions, and emulsions. In addition, study of carbohydrates; electrochemistry, electrolytes, and electrolysis in their application of chemistry to industry.  
Prerequisite: None.
- CIV 101 Surveying Credit 4 (2-6)**  
Theory and practice of plane surveying including taping, differential and profile leveling, cross sections, earthwork computations, transit, stadia and transit-tape surveys.  
Prerequisite: None.
- CIV 102 Surveying Credit 4 (2-6)**  
Triangulation of ordinary precision; use of plane table; calculation of areas of land; land surveying; topographic surveys and mapping.  
Prerequisite: CIV 101.
- CIV 103 Surveying Credit 4 (2-6)**  
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 Credit 2 (2-0)**  
The study of the North Carolina state statutes regarding the practice of surveying, laws pertaining to reparation rights, adverse possession and preparation of abstracts.  
Prerequisite: None.

- CIV 201 Properties of Engineering Materials Credit 3 (2-3)**  
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.
- CIV 202 Properties of Soils Credit 3 (2-3)**  
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: None.
- CIV 211 Topographic Surveying Credit 4 (2-6)**  
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 212 Route Surveying Credit 4 (2-6)**  
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 213 Advanced Land Surveying Credit 4 (2-6)**  
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 Credit 3 (2-6)**  
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 217 Construction Methods and Equipment Credit 4 (3-2)**  
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.  
Prerequisite: DFT 102, CIV 102.
- CIV 223 Codes, Contracts, and Specifications Credit 2 (2-0)**  
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.
- CIV 227 Construction of Roads and Pavements Credit 4 (3-2)**  
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 202.

- CIV 228**      **Drainage Structures**      **Credit 3 (2-3)**  
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.
- CJC 101**      **Introduction to Criminal Justice**      **Credit 5 (5-0)**  
This course is designed to familiarize the student with a philosophy and history of law enforcement, its legal limitations in our society, the primary duties and responsibilities of the various agencies in the criminal justice field, the basic processes of justice, an evaluation of law enforcement's current position, and an orientation relative to the profession as a career.  
Prerequisite: None.
- CJC 102**      **Criminology**      **Credit 5 (5-0)**  
A general course designed to introduce the student to the causation of crime and delinquency. The historical and contemporary aspects of crime, law enforcement, punishment, and correctional administration will be discussed.  
Prerequisite: None.
- CJC 110**      **Juvenile Delinquency**      **Credit 5 (5-0)**  
General survey of juvenile delinquency as an individual and social problem, theories of delinquency, causation, and methods of correction and prevention. The course will present a general overview of the juvenile court.  
Prerequisite: None.
- CJC 115**      **Criminal Law I**      **Credit 3 (3-0)**  
A course designed to present a basic concept of criminal laws and to provide a legal groundwork for those who seek to enter the criminal justice field.  
Prerequisite: None.
- CJC 125**      **Due Process**      **Credit 5 (5-0)**  
This course is designed to provide the student with a review of court systems; procedures from incident to final disposition; principles of constitutional, federal, state, and civil law as they apply to and affect law enforcement.  
Prerequisite: None.
- CJC 202**      **Traffic Enforcement**      **Credit 3 (3-0)**  
A study which covers the history of the traffic enforcement problems and gives an overview of the problem as it exists today. Attention will be given to the three E's (enforcement, evaluation, effectiveness) and legislation, the organization of the traffic unit, the responsibilities to the traffic function of the various units within the law enforcement agency, enforcement tactics, evaluation of the traffic program effectiveness and the allocation of personnel and materials. Accident investigation is stressed.  
Prerequisite: None.
- CJC 203**      **Correction**      **Credit 5 (5-0)**  
An examination of the total correctional process from law enforcement through the administration of justice, probation, prisons and correctional institutions, and parole. This course will provide a history and philosophy in the field of correction.  
Prerequisite: None.
- CJC 205**      **Evidence**      **Credit 5 (5-0)**  
Instruction covers the kinds and degrees of evidence and the rules governing the admissibility of evidence in court.  
Prerequisite: None.

<b>CJC 206</b>	<b>Community Relations</b> This course will provide the student with an understanding of community structures as they relate to minority groups, peer groups, socioeconomic groups, leader groups, and group relations. Emphasis will be placed on the organization and function of these groups as they relate to the possession of criminal justice-protective service. Prerequisite: None.	<b>Credit 3 (3-0)</b>
<b>CJC 210</b>	<b>Criminal Investigation</b> This course introduces the student to fundamentals of investigation; crime scene search; recording, collection, and preservation of evidence; sources of information; interview and interrogation, case preparation, and court presentation. Prerequisite: None.	<b>Credit 5 (5-0)</b>
<b>CJC 216</b>	<b>Criminal Law II</b> A continuation of Criminal Law I which presents a basic concept of criminal law and creates an appreciation of the rules under which one lives in our system of government. Primary emphasis will be placed on North Carolina law. Prerequisite: CJC 115.	<b>Credit 3 (3-0)</b>
<b>CJC 217</b>	<b>Patrol Procedures</b> This course defines the purposes of patrols and describes the types of patrols. It explains the operation of police vehicles on patrol, answering calls — emergency and non-emergency and felony-in-progress. It provides the student the opportunity to develop powers of perception, and observation concerning persons, places, and things. Safe driving techniques and uses of equipment are presented. Prerequisite: None.	<b>Credit 3 (3-0)</b>
<b>CJC 220</b>	<b>Police Organization &amp; Administration</b> Introduction to principles of organization and administration, discussion of the service functions, e.g., personnel management, police management, training, communications, records, property maintenance, and miscellaneous services. Prerequisite: None.	<b>Credit 5 (5-0)</b>
<b>CJC 255</b>	<b>Deviant Behavior</b> This course is designed to familiarize the student with human behavior and how it relates to the duties and responsibilities of the law enforcement officer. Prerequisite: None.	<b>Credit 5 (5-0)</b>
<b>DFT 101</b>	<b>Drafting I</b> The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, free-hand or thographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective are introduced. Prerequisite: None.	<b>Credit 2 (0-6)</b>
<b>DFT 102</b>	<b>Drafting II</b> The application of orthographic projection principles to the more complex drafting problems, primary and secondary auxiliary views, simple and successive revolutions, and sections and conventions will be studied. Most important is the introduction of the graphical analysis of space problems. Problems of practical design elements involving points, lines, planes, and a combination of these elements shall be studied. Dimensioning practices, approved by the American Standards Association, will be included. Introduction is given to intersections and developments of various types of geometrical objects. Prerequisite: DFT 101.	<b>Credit 2 (0-6)</b>



- DFT 151 Drafting-Design Credit 4 (2-4)**  
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.  
Prerequisite: None.
- DFT 1101 Schematics & Diagrams Credit 2 (1-3)**  
Interpretation and reading of schematics and diagrams. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and writing diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.  
Prerequisite: None.
- DFT 1102 Schematics and Diagrams: Automotive Credit 3 (3-0)**  
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: None.
- DFT 1110 Blueprint Reading: Building Trades Credit 1 (0-3)**  
Principles of interpreting blueprints and trade specifications common to the building trades. Development of proficiency in making three-view and pictorial sketches.  
Prerequisite: None.
- DFT 1113 Blueprint Reading: Electrical Credit 1 (0-3)**  
Interpretation of schematics, diagrams and blueprints applicable to electrical installations with emphasis on electrical plans for domestic and commercial buildings. Sketching schematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes will be a part of this course.  
Prerequisite: None.
- DMK 240 Merchandise Planning & Control Credit 4 (4-0)**  
Concerns itself with the scientific use of numbers in merchandising, and the figures and mathematical techniques that are employed to translate fashions into the profit-making activities of planning, pricing, and controlling quantities.  
Prerequisite: None.
- DMK 249 Fashion Buying & Merchandising Credit 3 (3-0)**  
Analyzes the buying function and the career opportunities in different types of fashion retailing enterprises, and studies the merchandising techniques that are used to forecast fashions, plan assortments, determine sources of supply, select merchandise, negotiate buying arrangements, and follow through on the sale of merchandise.  
Prerequisite: None.
- DMK 260 Commercial Display Design Credit 4 (3-2)**  
Examines display as a visual merchandising medium, and covers the principles of display design and their applications to fashion merchandising environs.  
Prerequisite: None.

<b>ECO 102</b>	<b>Economics I</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>Credit 3 (3-0)</b>
<b>ECO 104</b>	<b>Economics II</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 104.	<b>Credit 3 (3-0)</b>
<b>ECO 108</b>	<b>Consumer Economics</b> Designed to help students use their resources of time, energy and money to get the most out of life. It gives students an opportunity to build useful skills in buying, managing finances, increasing resources, and understanding the economy in which they live. Prerequisite: None.	<b>Credit 3 (3-0)</b>
<b>ECO 201</b>	<b>Labor Economics and Relations</b> 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.	<b>Credit 3 (3-0)</b>
<b>EDP 104</b>	<b>Introduction to Data Processing Systems</b> A study of the fundamental concepts and operation principles of data processing systems to develop a basic understanding of computers. Prerequisite: None.	<b>Credit 3 (3-0)</b>
<b>EDU 150</b>	<b>Seminar Practicum I</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 STI's Preschool Developmental laboratory, private day care, private nursery school kindergartens, public schools, public school kindergartens and state and federal funded day care. This experience provides an opportunity for students to develop further skill in working with young children in assisting with programming activities and in adapting to the needs of individual children. Prerequisite: None.	<b>Credit 3 (0-9)</b>
<b>EDU 151</b>	<b>Seminar Practicum II</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 STI's Preschool Developmental Laboratory, private day care, private nursery school/kindergartens, public schools, public school kindergartens and state and federally funded day care. This experience provides an opportunity for students to develop further skills in working with young children, in assisting with programming activities and in adapting to the needs of individual children. Prerequisite: None.	<b>Credit 3 (0-9)</b>

- EDU 152 Seminar Practicum III Credit 3 (0-9)**  
 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 STI's Preschool Developmental laboratory, private day care, private nursery school/kindergarten, public schools, public school kindergartens and state and federally funded day care. This experience provides an opportunity for students to develop further skill in working with young children, in assisting with programming activities and in adapting to the needs of individual children.  
 Prerequisite: None.
- EDU 202 Seminar Practicum IV Credit 4 (0-12)**  
 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 STI's Preschool Developmental Laboratory, private day care, private nursery school/Kindergarten, public schools, public school kindergarten and state and federally funded day care. This experience provides an opportunity for students to develop further skill in working with young children, in assisting with programming activities and in adapting to the needs of individual children.  
 Prerequisite: None.
- EDU 203 The Exceptional Child Credit 3 (3-0)**  
 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 Credit 3 (3-0)**  
 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.
- EDU 205 Seminar Practicum V Credit 4 (0-12)**  
 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 STI's Preschool Developmental laboratory, private day care, private nursery school, kindergartens, public schools, public school kindergartens and state and federally funded day care. This experience provides an opportunity for students to develop further skill in working with young children in assisting with programming activities and in adapting to the needs of individual children.  
 Prerequisite: None.
- EDU 206 Special Problems in Early Childhood Credit 2 (2-0)**  
 Directed study of specialized area of early childhood appropriate to the individual career interests of students.  
 Prerequisite: None.
- EDU 210 Organization & Administration of the Child Development Center Credit 3 (3-0)**  
 To acquaint potential administrators of day care and child development centers with the various aspects of the profession. Opportunities include establishing philosophy and policies, planning an appropriate program, selecting materials and equipment, and implementing a workable budget.  
 Prerequisite: None.

<b>EDU 230</b>	<b>Pre-School Education</b> Study of principles and practices of early childhood education. The types of facilities and media which promote optimal development of each child. Demonstration of curriculum areas through planned activities and play suitable for promoting a more stimulating environment for children. Prerequisite: None.	<b>Credit 3 (3-0)</b>
<b>EDU 231</b>	<b>Creative Activities for Young Children</b> Individual and group exploration of activities and media for promoting optimal overall development of children with emphasis on art and crafts. Prerequisite: None.	<b>Credit 3 (3-0)</b>
<b>EDU 232</b>	<b>Physical Activities for Young Children</b> Study of the physical development of children with emphasis on movement, rhythms, games, and other activities which promote optimal development. Prerequisite: None.	<b>Credit 3 (3-0)</b>
<b>EDU 251</b>	<b>Seminar Practicum VI</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 STI's Preschool Developmental laboratory, private day care, private nursery school/kindergarten, public schools, public school kindergartens and state and federally funded day care. This experience provides an opportunity for students to develop further skill in working with young children, in assisting with programming activities and in adapting to the needs of individual children. Prerequisite: None.	<b>Credit 5 (0-15)</b>
<b>ELC 1112</b>	<b>Direct &amp; Alternating Current</b> A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and Kirchhoff's Law. A study of the source of direct current voltage potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits. Prerequisite: None.	<b>Credit 9 (5-12)</b>
<b>ELC 1113</b>	<b>Alternating Current &amp; Direct Current: Machines &amp; Controls</b> 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.	<b>Credit 9 (5-12)</b>
<b>ELC 1124</b>	<b>Residential Wiring</b> Provides instruction and application in the fundamentals of blue-print reading, planning, layout, and installation of wiring in residential applications such as: services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups. Prerequisites: ELC 1113, DFT 1110.	<b>Credit 8 (5-9)</b>
<b>ELC 1125</b>	<b>Commercial and Industrial Wiring</b> Layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electrical Code, and the application of the fundamentals of practical experience in wiring, conduit preparation, and installation of simple systems. Prerequisites: ELN 1118, ELC 1124.	<b>Credit 9 (5-12)</b>

- ELN 1110 Basic Electronics Credit 11 (5-18)**  
 A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel and series parallel circuits. An analysis of direct current circuits by Ohm's Law and Kirchhoff's Law. An introduction into AC circuits involving resistance, capacitance, and inductance, leading to a working knowledge of how these components respond in different types of electronic circuits.  
 Prerequisite: None.
- ELN 1112 Vacuum Tubes and Solid State Devices Credit 12 (7-15)**  
 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.
- ELN 1113 Television Theory and Circuits Credit 7 (5-6)**  
 This is a beginning theory course which introduces the study of the following: Brightness control and DC re-insertion 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. 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.
- ELN 1118 Industrial Electronics Credit 5 (3-6)**  
 Basic theory, operating characteristics, and application of vacuum tubes such as: diodes, triodes, tetrodes, pentodes, and gaseous control tubes. An introduction to amplifiers using triodes, power supplies using diodes, and other basic applications.  
 Prerequisite: ELC 1113.
- ELN 1119 Industrial Electronics Credit 5 (3-6)**  
 Basic industrial electronic systems such as: motor controls, alarm systems, heating systems and controls, magnetic amplifier controls, welding control systems using thyatron tubes, and other basic types of systems commonly found in most industries.  
 Prerequisite: ELN 1118.
- ELN 1125 Radio Receiver and Amplifier Servicing Credit 8 (4-12)**  
 An introduction of commonly used servicing techniques as applied to monophonic and stereophonic high fidelity amplifier systems and auxiliary equipment. The operation and servicing of inter-communication amplifiers and switching circuits will also be taught. Principles of radio reception and practices of servicing; included are block diagrams of radio receivers, servicing techniques of AM and FM receivers by resistance measurements, signal injection, voltage analysis, oscilloscope methods of locating faulty stages and components and the alignment of AM and FM receivers.  
 Prerequisites: MAT 1115, ELN 1112, ELC 1112.
- ELN 1127 Television Receiver Circuits and Servicing Credit 15 (9-18)**  
 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.

<b>ENG 101</b>	<b>Grammar</b> Designed to aid the student in the improvement of self-expression. The approach is functional with emphasis on grammar, diction, sentence structure, 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>Credit 3 (3-0)</b>
<b>ENG 102</b>	<b>Composition</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. Correct word usage and punctuation is also covered. Prerequisite: ENG 101.	<b>Credit 3 (3-0)</b>
<b>ENG 103</b>	<b>Report Writing</b> 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.	<b>Credit 3 (3-0)</b>
<b>ENG 153</b>	<b>Reading Improvement</b> A concentrated effort to improve one's ability to comprehend what is read by reading more rapidly and accurately. Reading faults of the individual are analyzed for improvement, and principles of vocabulary building are stressed. Library skills are included, as well as a unit on reading a newspaper. Students are exposed to a variety of reading materials. Prerequisite: None.	<b>Credit 2 (2-0)</b>
<b>ENG 156</b>	<b>Pre-College English</b> Includes sentence structure, punctuation, easily confused words, introductory research skills, and difficult subject-verb agreements, verb tenses, pronoun cases, and adjective/adverb comparison. A vocabulary and spelling list especially for college enrollees will be included. Prerequisite: None.	<b>Credit 3 (3-0)</b>
<b>ENG 204</b>	<b>Oral Communications</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 is given to conducting meetings, conferences, and interviews. Prerequisite: ENG 101.	<b>Credit 3 (3-0)</b>
<b>ENG 206</b>	<b>Business Communications</b> Develops skills in writing business communications. Emphasis is placed on writing action — developing sales letters and prospectuses, business reports, summaries of business conferences, letters involving credit collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry. Prerequisite: ENG 102.	<b>Credit 3 (3-0)</b>
<b>ENG 210</b>	<b>Children's Literature</b> 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.	<b>Credit 3 (3-0)</b>

- ENG 250 Reference Manual** **Credit 3 (3-0)**  
 Southwestern Publishing Company's **Reference Manual for Office Personnel**, the style authority adopted by the institute, is thoroughly covered. The manual contains spelling, vocabulary, grammar review, letter make-up, use of numbers, homonyms and abbreviations.  
 Prerequisite: None.
- ENG 251 Vocabulary Study** **Credit 3 (3-0)**  
 Designed to build vocabulary in both speaking and reading. Such general listings as medical, legal, and realty terms are covered. Emphasis is also placed on being able to identify names of people and places in order to build comprehension while reading newspapers and news magazines. Vocabulary study is required for secretarial students, but is open to enrollees in all curriculums.  
 Prerequisite: None.
- ENG 252 Secretarial Review** **Credit 3 (3-0)**  
 Since competent secretaries must have adequate language skills, secretarial review was designed as a final course to attack any grammar, composition or style problems of students. Emphasis of the class is on punctuation and composing letters. Students spend part of their class time working with secretaries of the institute to get first hand experience in answering phones, taking messages, and duplicating materials. Also covered is how to take minutes of a meeting and the basic rules of parliamentary procedure.  
 Prerequisite: None.
- ENG 1101 Reading Improvement** **Credit 2 (2-0)**  
 Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition, and to train for comprehension in larger units.  
 Prerequisite: None.
- ENG 1102 Communication Skills** **Credit 3 (3-0)**  
 Designed to promote effective communication through correct language usage in speaking and writing.  
 Prerequisite: None.
- ENG 1104 Communication Skills** **Credit 2 (2-0)**  
 Designed to improve the student's ability to read accurately and rapidly. Special techniques are used to increase word group recognition and to train for comprehension. Medical terminology is introduced to facilitate understanding of new terms used in the nursing texts. Use of learning resources in library is also included.  
 Prerequisite: None.
- FAS 101 Introduction to Fashion Merchandising/Marketing** **Credit 3 (3-0)**  
 Covers the nature of the business enterprises, and the industrial practices involved in the design, production, retailing and consumption of fashion products, with major emphasis on marketing activities and interrelationships.  
 Prerequisite: None.
- FAS 102 Elements & Coordination of Fashion** **Credit 3 (3-0)**  
 Examines the dynamics, language and coordination of fashion and analyzes the basic styles, sizes, construction, and workmanship of apparel products.  
 Prerequisite: None.

<b>FAS 103</b>	<b>Fashion Accessories</b> Concerns itself with the properties, characteristics, and construction of leather, fur, hosiery, intimate apparel, belts, umbrellas, millinery, wigs, jewelry, and cosmetics as they affect the knowledgeable buying and selling of these products. Prerequisite: None.	<b>Credit 3 (3-0)</b>
<b>FAS 104</b>	<b>Fashion Sketching</b> To help students develop fashion sketching techniques for promotion designs which are already complete, and also for illustrations in magazines, newspapers, poster design and display. Also, enables students to acquire knowledge of figure proportions. Prerequisite: None.	<b>Credit 3 (2-2)</b>
<b>FAS 108</b>	<b>Fashion Salesmanship</b> Covers the principles of salesmanship and their application to creative and effective techniques for selling fashion products, by means of role-playing various selling situations. Prerequisite: None.	<b>Credit 3 (3-0)</b>
<b>FAS 208</b>	<b>Applied Fashion Merchandising</b> Provides students with opportunities to test and apply retail merchandising principles, practices and techniques, through the actual operation and management of a retail store. Prerequisite: None.	<b>Credit 3 (1-4)</b>
<b>FAS 210</b>	<b>Fashion Sales Promotion I</b> An introduction to sales promotion activities for all marketing levels with concentration on the specialized techniques and procedures employed to implement the activities of advertising and copywriting. Prerequisite: None.	<b>Credit 4 (3-2)</b>
<b>FAS 211</b>	<b>Fashion Sales Promotion II</b> Covers the types and objectives of the different sales promotion activities that are used to sell fashion products, and the specialized techniques and procedures that are employed to implement fashion shows, special events and publicity, culminating with the presentation of a fashion show. Prerequisite: None.	<b>Credit 4 (3-2)</b>
<b>HEA 101</b>	<b>Personal Health &amp; Hygiene</b> Study of influences on physical and mental health, individual practices which aid in maintaining good physical and mental health throughout the life span, and developing effective methods of educating young children toward better health. Prerequisite: None.	<b>Credit 2 (2-0)</b>
<b>HED 120</b>	<b>First Aid</b> 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.	<b>Credit 3 (3-0)</b>
<b>HUM 110</b>	<b>History of Costume</b> A study of the costumes of the ancient world, Europe and America and the effects of the social environment upon appearance and the evaluation of garments with special emphasis on the influence of history on modern concepts of dress. Prerequisite: None.	<b>Credit 3 (3-0)</b>



- ISC 102 Industrial Safety Credit 3 (3-0)**  
 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 are covered. This is all related to OSHA with exercises in the use and interpretation of the Federally published standards.  
 Prerequisite: None.
- ISC 202 Quality Control Credit 5 (5-0)**  
 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.
- ISC 204 Value Analysis Credit 3 (3-0)**  
 An opportunity to study procedures, conditions and products with the purpose of identifying and removing unnecessary cost by the use of sound decisions through a common sense approach.  
 Prerequisite: MEC 204.
- ISC 209 Plant Layout Credit 5 (5-0)**  
 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. This includes a layout problem in small scale.  
 Prerequisite: MEC 204.
- ISC 210 Job Evaluation Credit 4 (4-0)**  
 How to determine and write job descriptions, evaluate and grade jobs and arrive at pay rates for production, clerical and supervisory positions.  
 Prerequisite: None.
- ISC 211 Work Measurement Credit 5 (5-0)**  
 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.
- ISC 250 Manufacturing Costs and Budgets Credit 3 (3-0)**  
 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, MAT 152S.
- MAT 101 Technical Mathematics Credit 5 (5-0)**  
 The real number system is developed as an extension of natural numbers. Number systems of various bases are introduced. Fundamental algebraic operations, the rectangular coordinate system, as well as fundamental trigonometric concepts and operations are introduced. The application of these principles to practical problems is stressed.  
 Prerequisite: Satisfactory evidence that admission requirements have been met.
- MAT 102 Technical Mathematics Credit 5 (5-0)**  
 A continuation of MAT 101. Advanced algebraic and trigonometric topics including quadratics, logarithms, determinants, progressions, the binomial expansion, complex numbers, solution of oblique triangles and graphs of the trigonometric functions are studied in depth.  
 Prerequisite: MAT 101.

- MAT 103**     **Technical Mathematics**     **Credit 5 (5-0)**  
The fundamental concepts of analytical geometry, differential and integral calculus are introduced. Topics included are graphing techniques, geometric and algebraic interpretation of the derivative, differentials, rate of change, the integral and basic integration techniques. Applications of these concepts to practical situations are stressed.  
Prerequisite: MAT 102.
- MAT 110**     **Business Mathematics**     **Credit 6 (6-0)**  
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, metric system, and pertinent uses of mathematics in the field of business.  
Prerequisite: None.
- MAT 150**     **Pre-College Math**     **Credit 3 (3-0)**  
Covers such topics as review of fractions, decimals, percentages, exponents, radicals, basic algebra, linear equations, functions, graphs, trigonometric operations, and logarithms.  
Prerequisite: None.
- MAT 152**     **Facts and Figures**     **Credit 6 (6-0)**  
A review of math fundamentals and the application of mathematics to the solutions of typical problems in business and industry. It includes learning and the use of common conversion tables, measuring devices, the slide rule and other essential abilities.  
Prerequisite: None.
- MAT 153**     **Basic Math**     **Credit 3 (3-0)**  
This course is designed to refresh the student on basic mathematical skills and introduce the student to aspects of modern mathematics, and the metric system including: sets, fractions, decimals, percent, basic Euclidean geometry, measurement, positive and negative numbers, ratio and proportion, consumer mathematics, discounts, and interest.  
Prerequisite: None.
- MAT 1101**     **Fundamentals of Mathematics**     **Credit 5 (5-0)**  
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.
- MAT 1115**     **Electrical Mathematics**     **Credit 5 (5-0)**  
A study of fundamental concepts of algebra; basic operations of addition, subtraction, multiplication, and division; solution of first order equations, use of letters and signs, grouping, factoring, exponents, ratios, and proportions; solution of equations, algebraically and graphically; a study of logarithms and use of tables; an introduction to trigonometric functions and their application to right angles; and a study of vectors for use in alternating current.  
Prerequisite: None.
- MAT 1116**     **Electrical Mathematics**     **Credit 5 (5-0)**  
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.

- MEC 204      Manufacturing Processing      Credit 5 (5-0)**  
 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.
- MEC 213      Production Planning      Credit 5 (5-0)**  
 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.
- MUS 210      Music for Young Children      Credit 3 (3-0)**  
 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.
- NUR 1101      Basic Science      Credit 5 (4-2-0)**  
 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.  
 Prerequisite: None.
- NUR 1102      Fundamentals of Practical Nursing      Credit 8 (6-6-0)**  
 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.  
 Prerequisite: None.
- NUR 1103      Human Relations      Credit 3 (3-0-0)**  
 A study of basic principles of human behavior. The problems of the individuals are studied in relation to society and the work situation.  
 Prerequisite: None.
- NUR 1104      Vocational Adjustments      Credit 2 (2-0-0)**  
 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.  
 Prerequisite: None.
- NUR 1105      Medical-Surgical Nursing I      Credit 3 (3-0-0)**  
 An introduction to the nursing needs of adult medical and surgical patients. Prepares students for nursing care of patients with cancer, of surgical patients, both pre-operatively and post-operatively, of patients with communicable diseases, and of patients with chronic diseases.  
 Prerequisite: NUR 1101, NUR 1102, NUR 1103, NUR 1104.
- NUR 1106      Maternity Nursing      Credit 3 (3-0-0)**  
 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 periods. Presentation of modern concepts of family planning.  
 Prerequisite: NUR 1101, NUR 1102, NUR 1103, NUR 1104.

- NUR 1107 Pediatric Nursing** **Credit 4 (3-2-0)**  
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 the parents. Emphasizes the nursing care of children with common disorders.  
Prerequisite: NUR 1101, NUR 1102, NUR 1103, NUR 1104.
- NUR 1109 Clinical Experience I** **Credit 6 (0-3-15)**  
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.  
Prerequisite: NUR 1101, NUR 1102, NUR 1103, NUR 1104.
- NUR 1110 Medical-Surgical Nursing II** **Credit 6 (6-0-0)**  
Continuation of NUR 1105. Designed to develop knowledge of common disorders of muscle-skeletal, gastro intestinal, respiratory, urinary, and reproductive systems as well as the nursing care involved. Includes rehabilitative nursing and meeting the needs of the elderly.  
Prerequisite: NUR 1101, NUR 1102, NUR 1103, NUR 1104, NUR 1105, NUR 1106, NUR 1107, NUR 1109.
- NUR 1111 Drug Therapy and Administration** **Credit 5 (5-0-0)**  
The study of safe techniques of drug administration and the responsibilities of the Licensed Practical Nurse in administering medications. Designed to provide the students with knowledge about drug action, side effects, and precautions. Review of mathematics involved in figuring drug dosage and preparation is included.  
Prerequisite: NUR 1101, NUR 1102, NUR 1103, NUR 1104, NUR 1105, NUR 1106, NUR 1107, NUR 1109.
- NUR 1112 Clinical Experience II** **Credit 7 (0-3-18)**  
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 and recovery room observation, and emergency room experience.  
Prerequisite: NUR 1101, NUR 1102, NUR 1103, NUR 1104, NUR 1105, NUR 1106, NUR 1107, NUR 1109.
- NUR 1113 Medical-Surgical Nursing III** **Credit 6 (6-0-0)**  
Continuation of study of common disorders of cardiovascular, endocrine, nervous, and integumentary body systems. Mental or emotional disorders, diseases of eye and ear, and first aid in emergency care are included. Prepares the student for care of the seriously ill patient.  
Prerequisite: NUR 1101, NUR 1102, NUR 1103, NUR 1104, NUR 1105, NUR 1106, NUR 1107, NUR 1109, NUR 1110, NUR 1111, NUR 1112.
- NUR 1114 Vocational Relationships** **Credit 2 (2-0-0)**  
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.  
Prerequisite: NUR 1101, NUR 1102, NUR 1103, NUR 1104, NUR 1105, NUR 1106, NUR 1107, NUR 1109, NUR 1110, NUR 1111, NUR 1112.

- NUR 1115 Clinical Experience III** **Credit 8 (0-3-21)**  
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 judgment in more complicated nursing situations for a larger group of patients.  
Prerequisite: NUR 1101, NUR 1102, NUR 1103, NUR 1104, NUR 1105, NUR 1106, NUR 1107, NUR 1109, NUR 1110, NUR 1111, NUR 1112.
- NUT 102 Nutrition for Young Children** **Credit 3 (3-0)**  
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.
- PHY 101 Physics: Properties of Matter** **Credit 4 (3-2)**  
A fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids at rest and in motion, gas laws and applications. Laboratory experiments and specialized problems dealing with these topics are part of this course.  
Prerequisite: None.
- PHY 102 Physics: Work, Energy, Power** **Credit 4 (3-2)**  
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 vital part of this course. A practical approach is used in teaching students the use of essential mathematical formulas.  
Prerequisites: PHY 101, MAT 101.
- PHY 103 Physics: Electricity** **Credit 4 (3-2)**  
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 this course.  
Prerequisites: PHY 101, MAT 101.
- PHY 1101 Applied Science** **Credit 4 (3-2)**  
An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids and gases; and basic electrical principles.  
Prerequisite: None.
- PHY 1102 Applied Science** **Credit 4 (3-2)**  
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.
- PME 1101 Internal Combustion Engines** **Credit 8 (4-12)**  
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.  
Prerequisite: None.

- PME 1102 Automotive Fuel Systems Credit 4 (2-6)**  
 A thorough study of the fuel system and emission control systems of the automobile including the fuel pump, fuel tank carburetor, air breather and the various components for the emission control systems. This includes a study of fuels, types of fuel systems, special tools and testing equipment for the fuel system.  
 Prerequisite: None.
- PME 1103 Automotive Electrical Systems Credit 6 (3-9)**  
 A study of the electrical systems of the automobile. Basic systems include battery cranking system, alternator, regulator system, ignition systems, accessories, and basic wiring systems. Emphasis is placed on diagnosis and testing of the various parts using special tools and test equipment.  
 Prerequisite: None.
- POL 102 The National Government Credit 3 (3-0)**  
 English and colonial background, the articles of confederation and the framing of the federal constitution. The nature of the federal union; state rights, federal powers, political parties. The general organization and functioning of the national government.  
 Prerequisite: None.
- POL 250 American Government Credit 3 (3-0)**  
 The purpose of this course is to acquaint the student with the formal institutions of the American political system and their relationships with political parties, interest groups and individual citizens.  
 Prerequisite: None.
- PSY 105 Human Growth & Development: Prenatal & Infant Credit 3 (3-0)**  
 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.
- PSY 106 Human Growth & Development: Early Childhood Credit 3 (3-0)**  
 A detailed study of the developmental sequence during the pre-school 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.
- PSY 151 Principles of Psychology Credit 3 (3-0)**  
 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.
- PSY 201 Human Growth & Development: Middle Childhood & Adolescence Credit 3 (3-0)**  
 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.

- PSY 206 Applied Psychology Credit 3 (3-0)**  
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.
- PSY 1101 Human Relations Credit 3 (3-0)**  
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.
- RTH 101 Introduction to Respiratory Therapy Credit 2 (2-0-0)**  
This includes the routine care of hospitalized patients such as terminology, charting, vital signs, isolation procedures, and ethical and legal aspects of Respiratory Therapy. An overview of the profession including historical development, organization, relationships with other hospital departments is included.  
Prerequisite: Admission to Respiratory Therapy Program.
- RTH 150 Cardiopulmonary Anatomy & Physiology Credit 5 (4-2-0)**  
This includes a detailed study of the anatomy and physiology of the respiratory and circulatory systems. Emphasis is placed on the mechanics and control of breathing, ventilation-perfusion relationships, and acid-base balance.  
Prerequisite: SCI 131 or Advisor Approval.
- RTH 201 Medical Gas Therapy Credit 5 (4-2-0)**  
This is a course in the administration of medical gases, and aerosol and humidity therapy. Areas which are covered include the manufacture, transportation, storage, safety, delivery systems and devices used in the administration of medical gases, aerosols, and humidity. Emphasis is placed on equipment function.  
Prerequisite: Admission to Respiratory Therapy Program.
- RTH 202 Bronchial Hygiene and Pulmonary Diagnostics Credit 5 (4-2-0)**  
This course deals with the techniques for maintaining proper bronchial hygiene including the administration of intermittent positive pressure breathing, chest physical therapy, postural drainage, and methods of physical diagnosis of the chest with emphasis on auscultation. The techniques and procedures used in pulmonary function studies and arterial blood gas analysis are also included.  
Prerequisite: RTH 201.
- RTH 203 Emergency Respiratory Therapy Credit 4 (3-3-0)**  
An introduction to the theories and techniques of continuous ventilation. Topics include the maintenance of artificial airways including suctioning, indications, physiological considerations, care of ventilator patients including PEEP, CPAP, and IMV, and the functional characteristics of various ventilators, emergency cardiopulmonary resuscitation will be taught according to the standards of the American Heart Association.  
Prerequisite: RTH 202.
- RTH 204 Respiratory Therapy Seminar Credit 1 (1-0-0)**  
This course allows the student to integrate the various types of therapy which were studied previously in the classroom and clinic. The student will have an opportunity to do independent research in an area of Respiratory Therapy.  
Prerequisite: RTH 203.

- RTH 250      Pharmacology      Credit 2 (2-0-0)**  
This course includes the effects, mechanisms of action, routes and methods of administration, distribution, metabolism, and excretion of drugs with special emphasis on those administered by Respiratory Therapy Technicians.  
Prerequisite: SCI 131 or Advisor Approval.
- RTH 251      Clinical Medicine      Credit 3 (3-0-0)**  
Pathological processes which affect the body are discussed with special emphasis on those which affect the respiratory and cardiovascular systems. Practicing physicians will lecture on their medical specialty and students will be encouraged to participate in discussion following the lectures.  
Prerequisite: RTH 150 or Advisor Approval, RTH 202.
- RTH 252      Pediatrics      Credit 1 (1-0-0)**  
This course covers the specialized procedures and techniques of respiratory care as they apply to Pediatrics and Neonatology. Also included is fetal growth and development and extra-uterine growth and development.  
Prerequisite: RTH 150 or Advisor Approval, RTH 202.
- RTH 302      Clinical Practice I      Credit 3 (0-0-9)**  
This course will provide the student with an opportunity to apply the techniques of aerosol, humidity and medical gas therapy in a clinical situation with proper supervision.  
Prerequisite: RTH 101 & RTH 201.
- RTH 303      Clinical Practice II      Credit 8 (0-0-24)**  
This course will provide the students an opportunity to apply the techniques of IPPB, chest physical therapy and postural drainage, pulmonary functions studies, and arterial blood gas analysis in a clinical situation with proper supervision.  
Prerequisite: RTH 202, RTH 302, RTH 250.
- RTH 304      Clinical Practice III      Credit 4 (0-0-12)**  
This course provides the student an opportunity for an intensive application of respiratory therapy to specific areas of the hospital, such as Surgical Intensive Care, Medical Intensive Care, Pediatric Intensive Care, and Cardiac Care.  
Prerequisite: RTH 203, RTH 303.
- RTH 305      Clinical Practice IV      Credit 8 (0-0-24)**  
During this course the student will function as a member of the Respiratory Therapy staff in the performance of the routine departmental duties. The student will be confronted with the responsibilities and decisions which they will be required to make as Respiratory Therapy Technicians.  
Prerequisite: RTH 203, RTH 303.
- SCI 101      General Science      Credit 4 (3-2)**  
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.
- SCI 131      Human Anatomy & Physiology      Credit 5 (4-2)**  
A study of the structure and normal functions of the human body and its systems. Emphasis is placed on the interrelationships of the various organ systems of the body in the development of basic physiologic principles.  
Prerequisite: None.



- SCI 150**      **Basic Science**      **Credit 4 (3-2-1)**  
 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.  
 Prerequisite: None.
- SCI 151**      **Basic Science I**      **Credit 4 (3-2)**  
 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. Study of basic physics including mechanics, properties of matter, thermodynamics, gas laws, fluidics and their application to respiratory therapy. Terminology of heat, sound magnetism and electricity.  
 Prerequisite: None.
- SCI 152**      **Basic Science II**      **Credit 4 (3-2)**  
 This includes chemical and physical concepts of atomic structure and its relation to the periodic table, chemical bonding, states of matter, gas laws, acids and bases, acid base balance in the body. Formula writing for physiology of the human body. A basic approach with classification, morphology, identification and physiology of microorganisms, and immunization with emphasis on the problems of cleaning and sterilization techniques as applied to respiratory therapy.  
 Prerequisite: SCI 151.
- SOC 102**      **Principles of Sociology**      **Credit 3 (3-0)**  
 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.
- SOC 128**      **Community Resources**      **Credit 3 (3-0)**  
 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.
- SOC 211**      **Marriage & Family Relationships**      **Credit 3 (3-0)**  
 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.
- SSC 150**      **Current Affairs**      **Credit 3 (3-0)**  
 Building of understanding and knowledge of the events in the news, the people who influence world affairs, and the historical background for the trouble centers. Includes a map-reading and geography unit, as well as discussion of internationally-known landmarks. Review of sources of information beneficial to studying current affairs and obtaining additional information.  
 Prerequisite: None.

<b>TEX 100</b>	<b>Fabric Science I</b>	<b>Credit 3 (3-0)</b>
	Analyzes textile fibers and the construction of fabrics, with emphasis on the properties that affect their hand, appearance, performance and end use. Prerequisite: None.	
<b>WLD 1101</b>	<b>Basic Gas Welding</b>	<b>Credit 1 (0-3)</b>
	Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver-soldering, and flame cutting methods applicable to mechanical repair work. Prerequisite: None.	
<b>WLD 1102</b>	<b>Basic Arc Welding</b>	<b>Credit 1 (0-3)</b>
	Students are made aware of welding heats, polarities and electrodes for uses in joining various metal alloys by the arc welding process. Procedures such as welding different types of joints are practiced. Safety procedures are emphasized throughout the course. Prerequisite: WLD 1101.	
<b>WLD 1105</b>	<b>Automotive Body Welding</b>	<b>Credit 2 (1-3)</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.	





## 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 Librarian is ready to offer assistance in finding the materials which relate to the specific needs.

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. A fine is charged for overdue material.

### MEDIA SERVICES

The Learning Resources Center provides media services for the faculty, staff, and students. This includes the checking out of equipment, slides, films, filmstrips, tapes, etc. Television facilities are available for off-the-air viewing, video taping, local production, and in-house broadcasting. Advance reservation is needed in order to set-up the equipment for faculty use. An orientation to the utilization of the equipment is also individually arranged.

There is a photographic darkroom which is available for instruction and faculty use. Photographic and video taping services are also available by the Media Department to faculty and staff.

### LEARNING LABORATORY

The Learning Laboratory is a center designed to provide learning opportunities to students 18 years or older. Programmed materials in the subjects required for the Adult High School Program, Technical-Vocational curriculum courses, and a variety of self-improvement materials are available. Preparatory developmental experiences are arranged as needed to qualify for placement in other programs.

## ADULT HIGH SCHOOL DIPLOMA PROGRAM

Students between the ages of 16 and 18, who have been released by the Superintendent of their public school may enroll in the Adult High School Program. This program was designed by the Albemarle City/Stany County Boards of Education with Stany Technical Institute to provide the opportunity for citizens to complete their high school education.

In order to complete the subjects needed for completing high school, a student's transcript is studied, and an individually prescribed curriculum is assigned. Study is accomplished with programmed materials; thus students may advance as rapidly as they master the materials. Upon completion of the individually prescribed subjects, the students are awarded their diplomas by Stany Technical Institute and the Albemarle City or Stany County Schools.

There is a \$5.00 registration fee per quarter. Adults may enroll at anytime by contacting the Learning Lab, or call 982-0121.

## HIGH SCHOOL EQUIVALENCY (GED)

The age requirements for the GED Program are the same as for the Adult High School Program. Study materials are available in the Learning Lab to prepare to take the GED Exam. The Stany Tech Bookstore also stocks a preparatory book which may be purchased. Other materials may be checked out of the library.

The GED Exam is given the first Wednesday and Thursday of each month from noon until 10:00 p.m. 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.

The GED tests students' knowledge and skill in five separate areas: English, Social Studies, Science, Literature, and Math.

There is no cost for attending the Learning Lab and preparing for the GED or for taking the GED Exam.

## ALBEMARLE-STANLY COUNTY PUBLIC SCHOOLS — STANLY TECH SUMMER SCHOOL

Each summer Stany Technical Institute cooperating with the Albemarle and Stany County Schools provides opportunities for appropriately released students 16 years of age and older to earn high school credits. Courses to be taken are recommended by the student's high school principal. Standards for these courses are developed and approved by the local Superintendents. Classes may be taken during day or evening hours. Progress and credits earned are reported to the student's high school principal.



## CONTINUING EDUCATION

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 Continuing Education Department and provide opportunities for an adult to:

- (1) obtain pre-employment training in order to find a job;
- (2) upgrade and update skills, increase abilities and advancement opportunities;
- (3) complete high school;
- (4) improve 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.

### ENROLLMENT

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 class. This can be done very simply by telephone, letter, or personal visit to the Continuing 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 class is not filled, a student may register for the course by attending the first or second class meeting.

### COST

A \$5 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 East 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 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	Bricklaying
Basic Electricity	Automobile Mechanics
Architectural Drafting	Small Engine Repair
Blueprint Reading	Motorcycle Repair
Industrial Welding	Automobile Transmissions

#### Business Education and Related

Fundamentals of Real Estate	Bookkeeping
Personal Investments in Stocks and Bonds	Typing
Secretarial Refresher	Shorthand
Cashier Training	Income Tax
	Money Management

#### Industrial Services

New and Expanding Industry Training	Human Relations
Supervisory Training	Effective Communications
OSHA Courses	Apprenticeship Training

#### Law Enforcement

Firearms	Introduction to Police Science
Police/Community Relations	Accident Investigation
Civil Procedures	Jail and Detention Services
Criminal Investigation	
Photography	Introduction to Criminal Law

#### Fire Service Training

Introduction to Firefighting	Rescue Practices
Fire Apparatus Practices	Forcible Entry

**Hospitality and Food Service Education**

Quantity Cooking and Baking	Nutrition and Diet Therapy
School Food Service	Food Service Supervision

**Health and Safety Education**

Nurses' Assistant Training	Emergency Medical Technician
Patient Assistant Training	Medical Terminology
Alcohol Rehabilitation	Pharmacology
Multimedia First Aid	Mental Health in Education
	Driver Education

**Liberal and Language Arts Education**

Creative Writing	Speed Reading
Oral Communications	Writing Local History
Themes in Modern Novels	Stanly County History

**Family Life and Consumer Education**

Buying a Home	Family Budgeting
Couples Communication	Preparing for Retirement
Sex Education	How to Live with your Kids

**Creative Arts and Homemaking**

Interior Design	Clothing Construction
Oil Painting	Tailoring
Ceramics	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.



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General Motors Training Center
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- DIANE TALBERT . . . . . Records Technician  
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- Ann Kiser . . . . . Secretary, President
- Willa McManus . . . . . Secretary, Coordinator
- Karen Russell . . . . . Secretary, Admissions
- Ann Smith . . . . . Secretary/Evening Receptionist
- Jewell Simpson . . . . . Secretary, Assistant to the President
- Kay Trull . . . . . Secretary, Learning Resources Center

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- Ernest Freeman . . . . . Maintenance Staff
- John "Pete" Goodman . . . . . Maintenance Staff
- Jim Mills . . . . . Maintenance Staff
- Eugene Trull . . . . . Maintenance Staff





Academic Calendars . . . . . 2, 3  
 Academic Year . . . . . 7  
 Accounting . . . . . 32  
 Administrative Office Hours . . . . . 7  
 Administrative Officers. . . . . 106  
 Admission Policies . . . . . 10  
 Adult High School Diploma Program . . . . . 100  
 Advisors. . . . . 23  
 Albemarle-Stanly County Public Schools-Stanly Tech Summer School . . . . . 100  
 Alumni Association . . . . . 27  
 Areas of Study . . . . . 7  
 Automotive Body Repair. . . . . 34  
 Automotive Mechanics. . . . . 36  
 Board of Trustees . . . . . 106  
 Books and Supplies . . . . . 23  
 Bookstore Operating Procedure . . . . . 23  
 Business Administration . . . . . 38  
 Class Attendance . . . . . 23  
 Class Rings. . . . . 27  
 Class Schedule. . . . . 7  
 Continuing Education . . . . . 102  
     Adult Basic Education . . . . . 104  
     Awards and Permanent Records . . . . . 103  
     Class Hours and Locations . . . . . 102  
     Community Service Programs . . . . . 104  
     Continuing Education Opportunities. . . . . 103  
     Cost . . . . . 102  
     Enrollment . . . . . 102  
 Counseling . . . . . 26  
 Course Auditing. . . . . 20  
 Course Descriptions . . . . . 68  
 Course Substitution . . . . . 21  
 Credit By Examination . . . . . 20  
 Criminal Justice . . . . . 40  
 Dean's List . . . . . 22  
 Drop/Add and Withdrawal Procedure. . . . . 21  
 Early Childhood Specialist . . . . . 42  
 Electrical Installation and Maintenance. . . . . 44  
 Electronic Servicing . . . . . 46  
 Extra-Curricular Activities . . . . . 26  
 Faculty and Staff . . . . . 107  
 Fashion Merchandising and Marketing Technology . . . . . 48  
 Financial Aid . . . . . 15  
 General Education College Program . . . . . 50  
 General Office Technology. . . . . 54  
 Grade Reports and Transcripts . . . . . 20  
 Grading System . . . . . 19  
 Health Services and First Aid. . . . . 28  
 High School Equivalency (GED) . . . . . 100  
 History. . . . . 6  
 Housing. . . . . 28  
 Inclement Weather . . . . . 23  
 Industrial Management . . . . . 56  
 Insurance. . . . . 15  
 Job Placement. . . . . 28

Late Registration Fee . . . . .	14
Learning Laboratory . . . . .	99
Learning Resources Center . . . . .	99
Library . . . . .	99
Maintenance Staff . . . . .	109
Media Services . . . . .	99
Office Personnel . . . . .	109
Open Door Policy . . . . .	10
Phi Beta Lambda . . . . .	27
Practical Nursing Education . . . . .	58
Preschool-Child Care Center . . . . .	28
Program Changes . . . . .	22
Purpose . . . . .	6
Readmission . . . . .	12
Refunds . . . . .	15
Registration . . . . .	12
Repeating a Course . . . . .	21
Requirements For Graduation . . . . .	19
Respiratory Therapy Technician . . . . .	60
Returned Checks . . . . .	14
Satisfactory Academic Progress . . . . .	22
School Colors . . . . .	27
Scholarships . . . . .	17
Scholastic Standards . . . . .	19
Secretarial Science . . . . .	62
Smoking . . . . .	27
Special Credit Admissions . . . . .	10
State Administration . . . . .	106
Student Discipline . . . . .	29
Student Activity Fees . . . . .	14
Student Government . . . . .	26
Student Grievance Procedure . . . . .	29
Student Lounge . . . . .	27
Student Records . . . . .	24
Student Residence Classification . . . . .	17
Student Rights and Responsibilities . . . . .	28
Surveying Technology . . . . .	64
Testing . . . . .	11
Transfer Credit . . . . .	12
Tuition (For Continuing Education Courses) . . . . .	102
Tuition (For Curriculum Courses) . . . . .	14
Veteran's Club . . . . .	26
Veteran's Educational Benefits . . . . .	11
Vocational Instructors . . . . .	66



