STANLY TECHNICAL COLLEGE/General Catalog 1979-1981

On cover -
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THE CATALOG

The purpose of the catalog is to furnish prospective students and other interested persons with information about Stanly Technical College and its programs. Announcements contained in this catalog are subject to change without notice and may not be regarded as binding obligations on the College 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 College is an equal opportunity educational institution and employer. The College does not practice or condone discrimination, in any form, against students, employees, or applicants on the ground of race, color, national origin, religion, sex, age, or handicap, consistent with the Assurance of Compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246, Title IX of the Education Amendments of 1973, and the Rehabilitation Act of 1973.

Stanly Technical College

Route 4, Box 5
Albemarle, North Carolina 28001

GENERAL CATALOG
1979-1981

Volume 4 July 1979

ACADEMIC CALENDAR 1979-80
Technical And Vocational Programs

Fall Quarter

October 1	Monday	Registration
October 3	Wednesday	First Day of Classes
October 9	Tuesday	Last Day to Add a Course
November 22 & 23	Thursday & Friday	Thanksgiving Holidays
December 6	Thursday	Last Day to Drop a Course
December 20	Thursday	Last Day of Classes

Winter Quarter

January 2	Wednesday	Registration
January 3	Thursday	First Day of Classes
January 9	Wednesday	Last Day to Add a Course
March 5	Wednesday	Last Day to Drop a Course
March 19	Wednesday	Last Day of Classes

Spring Quarter

March 25	Tuesday	Registration
March 27	Thursday	First Day of Classes
April 3	Thursday	Last Day to Add a Course
April 4 & 7	Friday & Monday	Easter Holidays
May 29	Thursday	Activity Day
June 2	Monday	Last Day to Drop a Course
June 16	Monday	Last Day of Classes

Summer Quarter

July 7	Monday	Registration
July 8	Tuesday	First Day of Classes
July 14	Monday	Last Day to Add a Course
September 1	Monday	Labor Day Holiday
September 2	Tuesday	Last Day to Drop a Course
September 16	Tuesday	Last Day of Classes
September 18	Thursday	Graduation

ACADEMIC CALENDAR 1979-80 (PROPOSED)
UNCC-STANLY TECHNICAL INSTITUTE
GENERAL EDUCATION COLLEGE PROGRAM

Fall Semester

August 23	Thursday	Registration
August 27	Monday	First Day of Classes
August 31	Friday	Last Day to Add a Course
September 3	Monday	Labor Day Holiday
October 8 & 9	Monday & Tuesday	Fall Break (No Classes)
November 21-23	Wednesday-Friday	Thanksgiving Holidays
November 30	Friday	Last Day to Drop a Course
December 7	Friday	Last Day of Classes
December 10-14	Monday-Friday	Final Examinations

Spring Semester

January 10	Thursday	Registration
January 14	Monday	First Day of Classes
January 18	Friday	Last Day to Add a Course
February 18 & 19	Monday & Tuesday	No Classes
March 24-28	Monday-Friday	Spring Holidays (No Classes)
April 24	Thursday	Last Day to Drop a Course
April 30	Wednesday	Last Day of Classes
May 1	Thursday	Reading Day
May 2-8	Friday-Thursday	Final Examinations

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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 20,000 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:

1. To provide educational guidance to all who seek our help, by assisting them in choosing suitable courses and in setting realistic goals.
2. To provide programs preparing students for jobs at the technician level in industry, business, and service occupations.
3. To provide programs developing abilities and skills that will prepare students for jobs at the vocational level.
4. To provide general education studies for students who seek personal growth and intellectual enrichment through course work not directly related to their vocational goals, and for students who want to earn an associate degree in General Education to serve as a basis for thoughtful living or further education.
5. Provide continuing 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.

6. To accelerate the economic growth and development of Stanly Tech's service areas through responsive and relevant business and industry training programs.
7. To provide continuing articulation between the Institute and the public and private schools of the area.

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, student services personnel 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
Agricultural Business Technology
Biomedical Equipment Technology
Business Administration
Criminal Justice
Electronics Engineering Technology
Fashion Merchandising
General Education (UNCC-STI Cooperative College Program)
General Office Technology

Industrial Management
Occupational Therapy Assistant (Proposed)
Secretarial Science
Teacher Associate
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 & Maintenance
Electronics 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

Nurses Assistant
Surveying
Welding

Students completing the requirements for these programs are awarded a certificate. 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.

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

ADMISSIONS POLICY

Stanly Technical Institute, as do all other branches of the North Carolina Department of Community Colleges, operates under an "open door" admissions 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.

ADMISSIONS REQUIREMENTS

An applicant for an Associate in Applied Science Degree must have a high school diploma or the equivalent. Applicants submitting General Education Development (GED) scores must meet North Carolina high school equivalency requirements of a total score of 225 with no single test score below 35.

In addition to general requirements, applicants applying for Electronics Engineering Technology, Biomedical Equipment Technology, and General Education College Program should have Algebra I and II. This requirement may be met by successfully completing MAT 100.

Associate Degree, diploma and certificate students must be a minimum of eighteen years old or the applicant's high school class must have been graduated.

Applicants for a diploma program not having a high school diploma or the equivalent may be admitted by the Director of Admissions when successful completion seems likely. Individuals applying to the Practical Nursing and Respiratory Therapy Programs must be high school graduates or the equivalent.

ADMISSION PROCEDURE

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, Engineering Technologies 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. If working toward a degree or diploma, 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. If the Special Credit Student is not working toward a degree or diploma, this classification can be retained indefinitely.

TESTING

Most applicants for technical and health-related programs are asked to take a multiple-aptitude test battery or a placement test.

Currently enrolled students who wish to take 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 Veterans Coordinator 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.

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

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 a grade of C or higher was earned. 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 Vice President for Student Services and Personnel 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.

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.

	QUARTER Technical & Vocational	SEMESTER General Education College Program
Tuition — full-time	$ 39.00	$ 58.50
Tuition — full-time (non-resident of NC)	$198.00	$297.00
Tuition — part-time	$ 3.25 per qtr. hr.	$ 4.88 per sem. hr.
Tuition — part-time (non-resident of NC)	$ 16.50 per qtr. hr.	$ 24.75 per sem. hr.

STUDENT ACTIVITY FEES

Students taking 12 credit hours or more are required to pay a student activity fee. The student activity fee supports cultural, recreational, intramural and Student Government activities. The amount of student fees payable is as follows:

	QUARTER Technical & Vocational	SEMESTER General Education College Program
Required		
Full-time (12 or more credit hours)	$5.00	$10.00
Optional		
Part-time (6 to 11 credit hours)	$3.00	$ 6.00
Part-time (1 to 5 credit hours)	$2.00	$ 4.00

The maximum student activity fee charged per year is $20.00.

ADDITIONAL EXPENSES

Some programs require additional materials, uniforms, equipment, insurance, and supplies. Nursing students should anticipate purchasing uniforms, shoes, and name tag (approximately $100 expenditure) prior to clinical practice beginning Winter Term.

Book costs vary according to the courses taken. Usually the first term the student is enrolled, the expense will range from $50 to $100 depending on the curriculum. Students will be able to use some books for more than one term.

LATE REGISTRATION FEE

A $5 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 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 32, 34 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 students is through Pilot Life Insurance Company. A fee of $4.00 per year covers the insured person while enroute to or from campus, while in classes, and while on any school-sponsored trip. Any student, regardless of program, or any staff and faculty member may purchase this insurance coverage.

Liability insurance is required of all students in health-related programs for protection in the event of a liability claim of a personal or professional nature resulting from the performance of hospital duties. Premiums are payable at the time of registration for the term the student begins clinical practice. Coverage continues for any additional terms requiring the student to be in clinical practice to a maximum of twelve calendar months.

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 proper applications for each type of financial aid desired. Applications may be obtained in the Financial Aid 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 dependents, 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), and North Carolina Incentive Grants.

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 Financial Aid 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 statue (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.

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. Pay a graduation fee at the time of registration for the last quarter.
3. Earn at least one-fourth of the credits required for a degree from Stanly Technical Institute.
4. Fulfill all financial obligations to the Institute.
5. 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 Vice President for Student Services and Personnel. 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.

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 Director of Faculty 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 cases where students are not enrolled in the courses for which the exam is requested.
   (2) Copies of payment of tuition will be forwarded to the Director of Faculty and then the testing instructor.
   (3) The instructor, after verifying enrollment or payment, administers the exam and returns the completed request form to the Director of Faculty.

DROP/ADD AND WITHDRAWAL PROCEDURE

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 students' transcript. However, V.A. regulations require that all courses registered for by Veteran students be recorded on Veteran student transcripts.

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.

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 chairperson and, ultimately, to the Director of Faculty. 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 Registrar 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 POLICY

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

Credit Hours Attempted	GPA Diploma	GPA Degree
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 academic probation for the next term enrolled. The student is notified of academic probation on the grade report. The student then has the next term enrolled to achieve the GPA standing for credit hours attempted.

Failure to meet the minimum GPA during the probation term will result in the student being terminated for veteran's benefits and other areas requiring evidence of satisfactory progress. A veteran student who is dropped or withdraws from all courses when taking two or more courses will be placed on academic probation the next term enrolled.

Upon referral to Student Services for counseling, students making unsatisfactory progress may be provided other learning options or continue in a limited number of classes.

ACADEMIC PROBATION PROCEDURES

This first term the student is on academic probation, the student must earn the Grade Point Average (GPA) standard for total credit hours attempted. Failure to do so will result in the student being limited to no more than two courses or a maximum of eight credit hours during the next period of enrollment. Each term the student remains on academic probation, the student must earn better than a "C" average until the GPA standard is met. Failure to earn this average will result in academic suspension for a period of at least one term. Upon re-establishing the GPA standing for credit hours attempted, the student will be removed from academic probation. The Grade Point Average will be recomputed each term and the student will be notified of the exact grade points needed. If a student is on academic

probation and withdraws after payment of fees for the term, that term will be counted as one of academic probation.

Example: At the end of the spring quarter, a student is placed on academic probation because the student has not earned the necessary Grade Point Average. Summer quarter, the student enrolls and withdraws after payment of fees, fall quarter this student is limited to no more than two courses or a maximum of eight hours since this is considered as the second term of academic probation.

REINSTATEMENT FROM ACADEMIC SUSPENSION

The student must request in writing to the Vice President for Student Services and Personnel consideration for reinstatement after having been on suspension for a minimum of one term. The term following reinstatement, the student must enroll full time in a program of study and must earn a minimum of a 2.00 grade point average on that term's work. Failure to do this will result in suspension for a period of one year.

If after reinstatement to a program a determination is made through counseling with the student that a change of program would be to the best interest of the student, a recommendation will be made to the Vice President for Student Services and Personnel that the student be permitted to complete a Request for Change of Program.

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.
   6:00 p.m.- 7:00 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 Director of Evening Programs 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 Vice President for Student Services and Personnel 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

All currently enrolled students have the right to examine and challenge their official records. The student's official records consist of school application, transcripts of previous educational training, test scores if applicable, grades and correspondence.

Stanly Technical Institute will release routinely, when queried the following directory information: the student's name, enrollment status, program of study, dates of attendance, degrees awarded, awards given, and participation in official activities. Any student objecting to the release of any or all of above directory information without appropriate consent must notify the registrar in writing within ten days after the initial registration. The objection must state what information the student does not want to be classified as directory information.

Other than directory information, student records may not be released without written consent of the student except in the following situations: (a) a request from a staff or faculty member of the Institute who has a legitimate educational interest in the information or administrative duties

required in maintaining the records; (b) in compliance with a court order or subpoena, provided the student is notified in advance of the compliance; (c) requests from other departments, educational agencies, or accrediting agencies, which have a legitimate educational interest in the information; (d) requests from officials of other schools to which the student intends to transfer or enroll provided the student is furnished with a copy, if so desired; (e) requests from authorized representatives of the Comptroller General of the United States, the administrative head of a federal agency in connection with an order or evaluation of federally supported education programs; (f) requests in connection with a student's application for financial aid; (g) requests from appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health and safety of the student or other persons.

Official records are those records maintained by any unit of the Institute except those created by an individual staff or faculty member for that member's use and are not accessible to the student.

Procedures for inspection of records:

1. Students who wish to inspect and review records shall submit a request in writing to the custodian of the records.
2. Access shall be provided as soon as possible but must be within 45 days of the request.
3. The record custodian must note in the permanent record the following information:
   a. Name and date the access occurred.
   b. Copies of materials made.

Procedures for directory information:

1. Once a year the Institute will provide to the student body the kind of directory information to be routinely released.
2. The notification will specify what department to notify of objection to release of directory information and the deadline for such notification.

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, 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.

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 Senators 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 and as an ex-officio member of the Board of Trustees. The STI Student Government Association participates in the State Student Government Association (NCCCCSGA).

VETERAN'S CLUB

A Veteran's Club has been chartered through the Student Government Association and endorsed by Stanly Technical Institute. Depending upon veteran students' needs and interest, this club functions to bring together veterans from different programs and to help solve problems unique to veterans.

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 Science and Fashion Merchandising curriculums 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.

FASHION MERCHANDISING ASSOCIATION

The Fashion Merchandising Association was formed to strengthen relations between students and merchants in the community. Any student enrolled in a fashion-related curriculum is eligible for membership. An annual project will be a field trip to New York to gain insight and knowledge of the fashion and fashion-related industries.

THE SOCIETY FOR BIOMEDICAL EQUIPMENT TECHNICIANS

Those students planning to enter career areas such as electronic maintenance or instrumentation specialist, biomedical safety engineering, or medical fields should benefit from membership in this organization. The club's objective is to familiarize its members with medical operations and functions.

UNCC-STI STUDENTS ASSOCIATION

Any student enrolled in the UNCC-STI Cooperative College Program may be a member. The organization serves as an avenue for communications with other students, fosters exchange of information between students and faculty, and furthers interaction among UNCC-STI students.

RESPIRATORY THERAPY CLUB

An objective of the club is to provide a means of interaction between Respiratory Therapy students and those individuals currently practicing respiratory care. By encouraging attendance at and participation in various educational seminars, this club will also serve to further educate the student in the field of respiratory care.

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 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 and smoking stands 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.

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 receiving a diploma or degree is considered a member of the Alumni Association. The aim of the association is to keep former students apprised of STI's activities, growth and services. Alumni are encouraged to take advantage of placement services.

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 Teacher Associate 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.

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 institute 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 of conduct or regulations will be referred to the Vice President for Student Services and Personnel. Some types of misconduct which are subject to disciplinary action are cheating, plagarism, theft or damage to the Institute's property.

Intoxicants, including alcoholic beverages and hallucinatory drugs, are not allowed on the campus of Stanly Technical Institute under any circumstances.

The President, Vice President for Student Services and Personnel, and Evening Director 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 continuing growth and development as individuals. The approach taken by an individual represents many aspects of character and maturity.

Unresolved differences which affect students while enrolled may be classified as a grievance if the individuals involved have not, or cannot reach agreement.

Grievances of students will be handled by the Vice President for Student Services and Personnel who is assigned the responsibility for student welfare.

The Vice President for Student Services and Personnel will verify consultation between the parties involved. If, in the case of a student-instructor disagreement, such has not taken place, the Vice President for Student Services and Personnel and the Director of Faculty will assist in arranging a consultation. If there is not a resolution after consultation, the Vice Presi-

dent for Student Services and Personnel and the Director of Faculty will jointly render a decision. If the decision of the division heads is not unanimous or if the division heads are unanimous and the decision is unacceptable by the grievant, the matter will be referred to the President of the Institute.

The President will then call a hearing of the parties involved to include the Division Heads 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 Institute 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.
FIRST QUARTER					
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
SECOND QUARTER					
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
THIRD QUARTER					
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
FOURTH QUARTER					
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
			18	0	18
FIFTH QUARTER					
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
			18	0	18
SIXTH QUARTER					
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
			20	0	20
		TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:			110

*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.

AGRICULTURAL BUSINESS TECHNOLOGY

Rapid technological changes in farming and related agricultural businesses have given rise to the need for more technically educated people. A variety of agricultural businesses and industries employ persons to assist in marketing, processing, and distributing of farm products and providing services to the farmer. Many responsible positions in agricultural businesses and industries require technical education not available in high schools or in four-year colleges.

Agricultural production is undergoing tremendous changes. The trends are to larger, highly mechanized and specialized farms with huge capital investments. This means that there will be an increasing demand for capable farm managers to coordinate the purchasing, production, and marketing of these larger agricultural production operations.

Farm managers of the future must possess greater technical competence to remain in the highly competitive production phase of agriculture. They must be able to cope with present production problems and adapt to rapid technological changes.

It is anticipated that changes in agriculture and the general economic environment will occur at a faster rate in the future. Profitable management of agricultural operations will demand successful adjustment to these changes. Decisions involved in these adjustments will require an individual with more education, knowledge, and ability.

The Agricultural Business Technology curriculum is designed to help students acquire knowledge, understandings, and abilities in the broad field of agricultural business — including agricultural production. It combines knowledge of agriculture with business education to prepare the graduate for many of the varied employment opportunities in agribusiness. The specific objectives of this curriculum are to develop the following student competencies:

1. Principles of organization and management in agricultural businesses and industries;
2. Abilities essential to the management of an efficient well-organized farming operation;
3. Basic principles of our economic system, marketing, credit, price concepts and governmental policies, and programs relating to agriculture; and
4. Agricultural sciences most essential to the production and marketing of agricultural products — including knowledge of the animal, plant, and soil sciences and their relationships with ability to apply these educational experiences to practical problems of agricultural business and industry.

Upon graduation from this curriculum, an individual should qualify for various jobs in agricultural business and industry — such as salesman or store manager in farm supply stores; agricultural field serviceman; salesman; demonstrator, or plant manager of feed and food companies; farm products inspector; salesman or office manager of farm products marketing firms.

The trend towards larger farming operations with increased non-farm

control of production means there will be greater employment opportunities for well prepared individuals who can efficiently and profitably supervise the production and marketing of agricultural products.

AGRICULTURAL BUSINESS TECHNOLOGY

Course Title			Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER					
ENG	101	Grammar	3	0	3
MAT	110	Business Mathematics	6	0	6
BUS	102	Typewriting	2	3	3
AGR	125	Animal Science	3	4	5
			14	7	17
SECOND QUARTER					
ENG	102	Composition	3	0	3
CHM	101	Chemistry	4	2	5
BUS	101	Introduction to Business	3	0	3
AGR	185	Soil Science & Fertilizer	3	4	5
			13	6	16
THIRD QUARTER					
ENG	103	Report Writing	3	0	3
BUS	120	Accounting	6	0	6
AGR	104	Introduction to Agricultural Economics	3	2	4
AGR	170	Plant Science	3	4	5
			15	6	18
FOURTH QUARTER					
AGR	199	Cooperative Work Experience	0	40	4
			0	40	4
FIFTH QUARTER					
ENG	204	Oral Communication	3	0	3
BUS	110	Office Machines	2	2	3
BUS	121	Accounting	6	0	6
BUS	123	Business Finance	3	0	3
AGR	204	Farm Business Management	3	4	5
			17	6	20
SIXTH QUARTER					
BUS	232	Sales Development	3	0	3
AGR	201	Agricultural Chemicals	3	4	5
AGR	205	Agricultural Marketing	3	4	5
		Free Elective*			2
		Social Science Elective*			3
			9	8	18
SEVENTH QUARTER					
AGR	218	Agricultural Mechanization	3	4	5
AGR	228	Livestock Diseases & Parasites	3	4	5
AGR		Agricultural Elective*			5
		Social Science Elective*			3
			6	8	18
		TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:			111

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

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
(Day Curriculum)

Course Title			Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER					
AUT	1111	Auto Body Repair	6	12	10
DFT	1101	Schematics & Diagram	1	3	2
WLD	1101	Basic Gas Welding	1	3	2
MAT	1101	Fundamentals of Mathematics	3	0	3
			11	18	17
SECOND QUARTER					
AUT	1112	Auto Body Repair	6	12	10
WLD	1105	Auto Body Welding	2	6	4
PSY	1101	Human Relations	3	0	3
			11	18	17
THIRD QUARTER					
AUT	1113	Metal Finishing & Painting	6	12	10
AUT	1115	Trim Glass & Radiator Repairs	2	6	4
ENG	1102	Communication Skills	3	0	3
			11	18	17
FOURTH QUARTER					
AUT	1114	Body Shop Application	8	18	14
BUS	1103	Small Business Operation	3	0	3
			11	18	17
		TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:			68

AUTOMOTIVE BODY REPAIR
(Evening Curriculum)

Course Title			Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER					
AUT	1111A	Auto Body Repair	3	6	5
WLD	1101	Basic Gas Welding	1	3	2
DFT	1101	Schematics & Diagrams	1	3	2
			5	12	9
SECOND QUARTER					
AUT	1111B	Auto Body Repair	3	6	5
WLD	1105	Auto Body Welding	2	6	4
			5	12	9
THIRD QUARTER					
AUT	1112A	Auto Body Repair	3	6	5
AUT	1115	Trim Glass & Radiator Repair	2	6	4
			5	12	9
FOURTH QUARTER					
AUT	1112B	Auto Body Repair	3	6	5
AUT	1113A	Metal Finishing & Painting	3	6	5
			6	12	10
FIFTH QUARTER					
AUT	1113B	Metal Finishing & Painting	3	6	5
AUT	1114A	Body Shop Application	3	6	5
			6	12	10
SIXTH QUARTER					
AUT	1114B	Body Shop Application	3	6	5
PSY	1101	Human Relations	3	0	3
MAT	1101	Fundamentals of Mathematics	3	0	3
			9	6	11
SEVENTH QUARTER					
AUT	1114C	Body Shop Application	2	6	4
BUS	1103	Small Business Operations	3	0	3
ENG	1102	Communication Skills	3	0	3
			8	6	10
		TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:			68

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
(Day Curriculum)

Course Title			Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER					
PME	1101	Automotive Gas Engines	3	9	6
PME	1104	Diesel Engine Servicing	2	6	4
MAT	1101	Fundamentals of Mathematics	3	0	3
WLD	1101	Basic Gas Welding	1	3	2
			9	18	15
SECOND QUARTER					
PME	1102	Automotive Fuel Systems	2	6	4
PME	1103	Automotive Electrical Systems	4	12	8
PSY	1101	Human Relations	3	0	3
DFT	1102	Schematics & Diagrams	3	0	3
			12	18	18
THIRD QUARTER					
AUT	1124	Automotive Power Train Systems	2	6	4
AUT	1128	Automatic Transmissions	3	9	6
ENG	1102	Communication Skills	3	0	3
AUT	1130	Machine Shop Operation	1	3	2
			9	18	15
FOURTH QUARTER					
AHR	1101	Automotive Air Conditioning	3	3	4
AUT	1123	Automotive Brakes, Chassis & Suspension Systems	3	9	6
BUS	1103	Small Business Operations	3	0	3
WLD	1102	Basic Arc Welding	1	3	2
			10	15	15
		TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:			63

AUTOMOTIVE MECHANICS
(Evening Curriculum)

Course Title			Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER					
PME	1101	Automotive Gas Engines	3	9	6
MAT	1101	Fundamentals of Mathematics	3	0	3
			6	9	9
SECOND QUARTER					
PME	1104	Diesel Engine Servicing	2	6	4
PSY	1101	Human Relations	3	0	3
AUT	1130	Machine Shop Operations	1	3	2
			6	9	9
THIRD QUARTER					
AUT	1124	Automotive Power Train Systems	2	6	4
AHR	1101	Automotive Air Conditioning	3	3	4
			5	9	8
FOURTH QUARTER					
AUT	1128	Automatic Transmissions	3	9	6
ENG	1102	Communication Skills	3	0	3
			6	9	9
FIFTH QUARTER					
PME	1102	Automotive Fuel Systems	2	6	4
WLD	1101	Basic Gas Welding	1	3	2
			3	9	6
SIXTH QUARTER					
AUT	1123	Automotive Brakes, Chassis & Suspension Systems	3	9	6
BUS	1103	Small Business Operations	3	0	3
			6	9	9
SEVENTH QUARTER					
PME	1103A	Automotive Electrical Systems (Part I)	2	6	4
DFT	1102	Schematics & Diagrams	3	0	3
			5	6	7
EIGHTH QUARTER					
PME	1103B	Automotive Electrical Systems (Part II)	2	6	4
WLD	1102	Basic Arc Welding	1	3	2
			3	9	6
		TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:			63

BIOMEDICAL EQUIPMENT TECHNOLOGY

The fields of medicine and biology are on the verge of tremendous change. Physiological processes are being measured and in some cases even controlled by electronic machines. The philosophy of medicine is changing from one of curing to one of preventing disease. With the advances in medical instrumentation, it will soon be possible to detect many diseases before they are harmful. Preventive medicine will require many electronic devices to gather data and many computers to store and analyze this information. Electronics will play such an important part in America's health that in the near future the best in medical care will mean the best in medical electronics.

Some of the typical positions available to Biomedical Equipment Technology graduates are as follows:

1. Electronic maintenance specialist — maintain and repair electronic medical equipment.
2. Instrument specialist — operate and calibrate delicate electronic instruments used in the medical field.
3. Technical representative — contact users of biomedical equipment, plan their needs and teach operation and care of equipment.
4. Biomedical safety engineer — plan, design, and maintain safety electrical and electronic installations in medical facilities.

BIOMEDICAL EQUIPMENT TECHNOLOGY

Course Title			Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER					
ELC	112	Electrical Fundamentals I	5	6	7
MAT	101	Technical Mathematics*	5	0	5
ENG	101	Grammar	3	0	3
MED	131	Human Anatomy & Physiology	4	2	5
			17	8	20
SECOND QUARTER					
ELC	113	Electrical Fundamentals II	3	6	5
ELN	121	Electronics I	3	4	5
MAT	102	Technical Mathematics	5	0	5
ENG	102	Composition	3	0	3
MED	132	Cardiopulmonary Anatomy & Physiology	3	2	4
			17	12	22
THIRD QUARTER					
ELN	122	Electronics II	5	6	7
ENG	103	Report Writing	3	0	3
ELC	163	Laboratory Practices	1	5	3
CHM	101	General Chemistry	4	2	5
			13	13	18

*Algebra I and II or MAT 100 must be completed prior to enrollment in this course.

Course Title			Class Hrs.	Lab Hrs.	Credit Hrs.
FOURTH QUARTER					
ELN	123	Electronics III	3	4	5
PHY	101	Physics: Properties of Matter	3	2	4
ENG	204	Oral Communications	3	0	3
BUS	184	Medical Terminology	3	0	3
			12	6	15
FIFTH QUARTER					
PHY	233	Measuring Principles I	2	3	3
BMT	213	Coupled Circuits	2	3	3
BMT	224	Advanced Electronics: Feedback Systems, Signal Processing, Telemetry	3	3	4
BMT	244	Operation of Biomedical Instrumentation	3	4	5
PHY	102	Physics: Work, Energy, Power	3	2	4
			13	15	19
SIXTH QUARTER					
PHY	243	Measuring Principles II	2	3	3
ELN	234	Pulse & Digital Circuits	2	4	4
BMT	254	Biomedical Instrumentation I	2	3	3
SOC	204	Social Psychology for the Health Services	5	0	5
			11	10	15
SEVENTH QUARTER					
BMT	271	Biomedical Equipment: Selection & Design	2	3	4
BMT	280	Biomedical Troubleshooting Techniques	2	3	4
BMT	264	Biomedical Instrumentation II	2	4	4
BMT	201	The BMET at Work: Visitation to Hospitals & Industries to Observe BMET's at Work	2	0	2
		Social Science Elective*	3	0	3
			11	10	17
		TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:			126

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

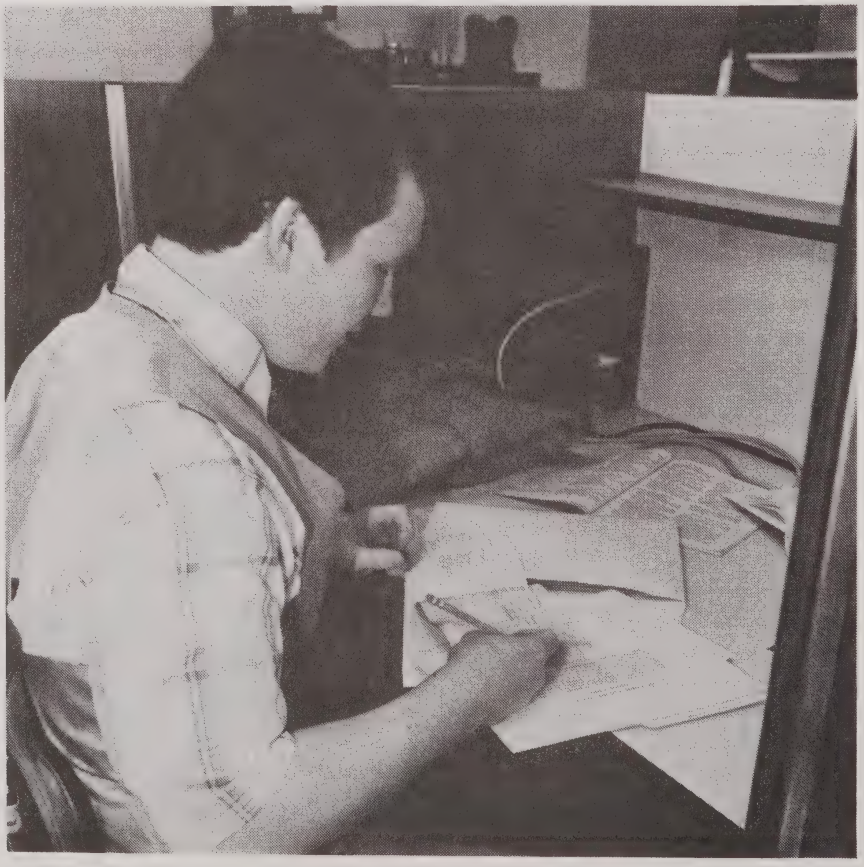
BUSINESS ADMINISTRATION

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.
FIRST QUARTER					
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
SECOND QUARTER					
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
THIRD QUARTER					
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
FOURTH QUARTER					
ENG	204	Oral Communications	3	0	3
BUS	122	Accounting III	6	0	6
BUS	250	Payroll Accounting	3	0	3
		Business Elective* BUS 150S	3	0	3
		Social Science Elective* PSY 151S	3	0	3
			18	0	18
FIFTH QUARTER					
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* ISC 207	3	0	3
		Social Science Elective* SOC 102	3	0	3
			18	0	18
SIXTH QUARTER					
BUS	229	Income Taxes	6	0	6
BUS	272	Principles of Supervision BUS 271	3	0	3
BUS	299	Business Decisions	3	0	3
		Business Elective* ECO 201 or BUS 251	3	0	3
		Social Science Elective* POL 253S	3	0	3
			18	0	18
		TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:			108

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

6/16/77

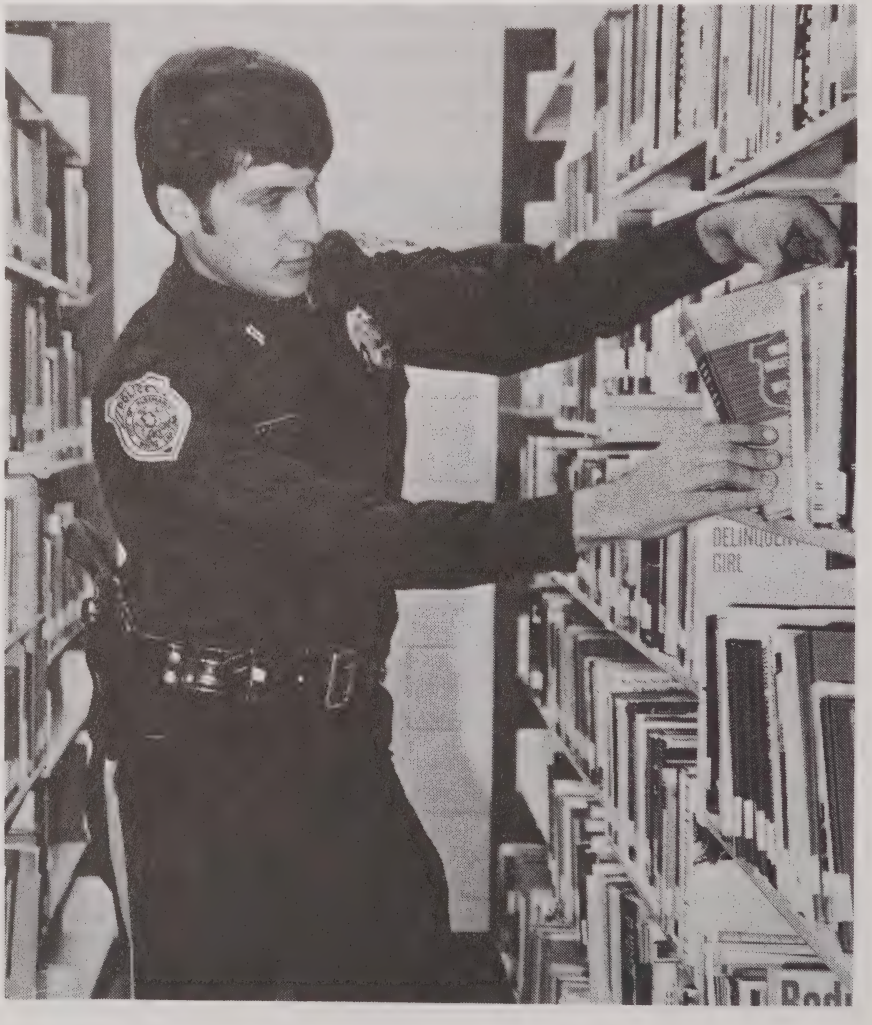
CRIMINAL JUSTICE-PROTECTIVE SERVICE TECHNOLOGY

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 Prodedures.

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.
FIRST QUARTER					
ENG	101	Grammar	3	0	3
BUS	102	Typewriting I	2	3	3
CJC	115	Criminal Law I	3	0	3
CJC	101	Introduction to Criminal Justice	5	0	5
MAT	100	Algebra	6	0	5
			19	3	19
SECOND QUARTER					
ENG	102	Composition	3	0	3
SOC	102	Principles of Sociology	3	0	3
CJC	203	Introduction to Corrections	5	0	5
CJC	216	Criminal Law II	3	0	3
		Elective*	3	0	3
			17	0	17
THIRD QUARTER					
ENG	103	Report Writing	3	0	3
CJC	225	Criminal Procedure	5	0	5
CJC	238	Principles of Correctional Administration	3	0	3
CJC	206	Community Relations	3	0	3
CHM	101	Chemistry	4	2	5
			18	2	19
FOURTH QUARTER					
ENG	204	Oral Communications	3	0	3
CJC	110	Juvenile Delinquency	5	0	5
CJC	210	Criminal Investigation	5	0	5
		Social Science Elective*	3	0	3
			16	0	16
FIFTH QUARTER					
CJC	205	Criminal Evidence	5	0	5
CJC	102	Introduction to Criminology	5	0	5
PSY	151	Principles of Psychology	3	0	3
PSY	201	Human Growth & Development	3	0	3
			16	0	16
SIXTH QUARTER					
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
		TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:			106

*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
(Day Curriculum)

Course Title			Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER					
ELC	1112	Direct & Alternating Current	4	12	8
ELC	1115	Practical Math for Electricians	3	0	3
ELC	1116	National Electrical Code I	6	0	6
			13	12	17
SECOND QUARTER					
ELC	1113	Alternating & Direct Current Machines & Controls	4	12	8
ELC	1117	National Electrical Code II	6	0	6
DFT	1110	Blueprint Reading & Building Trades	0	3	1
PSY	1101	Human Relations	3	0	3
			13	15	18
THIRD QUARTER					
ELC	1124	Residential Wiring	4	12	8
ELN	1118	Industrial Electronics	3	3	4
DFT	1113	Blueprint Reading — Electrical	0	3	1
ENG	1102	Communication Skills	3	0	3
			10	18	16
FOURTH QUARTER					
ELC	1125	Commercial & Industrial Wiring	4	12	8
ELN	1119	Industrial Electronics	3	3	4
BUS	1103	Small Business Operations	3	0	3
			10	15	15
		TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:			66

ELECTRICAL INSTALLATION AND MAINTENANCE
(Evening Curriculum)

Course Title			Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER					
ELC	1112A	Direct & Alternating Current	2	6	4
ELC	1115	Practical Math for Electricians	3	0	3
			5	6	7
SECOND QUARTER					
ELC	1112B	Direct & Alternating Current	2	6	4
ELC	1116	National Electrical Code I	6	0	6
			8	6	10
THIRD QUARTER					
ELC	1113A	AC & DC Machines & Controls	3	6	5
DFT	1110	Blueprint Reading-Building Trades	0	3	1
			3	9	6
FOURTH QUARTER					
ELC	1113B	AC & DC Machines & Controls	1	6	3
ELC	1117	National Electrical Code II	6	0	6
			7	6	9
FIFTH QUARTER					
ELC	1124A	Residential Wiring	2	6	4
ELN	1118	Industrial Electronics	3	3	4
			5	9	8
SIXTH QUARTER					
ELC	1124B	Residential Wiring	2	6	4
DFT	1113	Blueprint Reading: Electrical	0	3	1
PSY	1101	Human Relations	3	0	3
			5	9	8
SEVENTH QUARTER					
ELC	1125A	Commercial & Industrial Wiring	2	6	4
BUS	1103	Small Business Operations	3	0	3
			5	6	7
EIGHTH QUARTER					
ELC	1125B	Commercial & Industrial Wiring	2	6	4
ELN	1119	Industrial Electronics	3	3	4
ENG	1102	Communication Skills	3	0	3
			8	9	11
		TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:			66

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 is currently a special off-campus program; however, it may be offered on campus upon sufficient student interest.

ELECTRONIC SERVICING

Course Title			Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER					
MAT	1115	Electrical Mathematics	5	0	5
ENG	1101	Reading Improvement	2	0	2
ELN	1110	Basic Electronics	5	18	11
			12	18	18
SECOND QUARTER					
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
THIRD QUARTER					
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
FOURTH QUARTER					
ELN	1127	Television Receiver Circuits & Servicing	9	18	15
BUS	1103	Small Business Operations	3	0	3
			12	18	18
		TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:			74

ELECTRONICS ENGINEERING TECHNOLOGY

The electronic curriculum provides an individual with a basic background in the practical application of electronics and in electronics theory. Therefore, not only would the individual be qualified in the areas of testing, calibrating and repairing equipment, but also in the fields of designing, modifying and interpreting schematic diagrams. The courses have been designed in a fashion to present content in an order that will provide the student with progressive levels of job related skills and knowledge. For example: Upon successful completion of the second quarter of the curriculum, the student should be employable in positions requiring skill in electronics testing. Possible tasks that may be performed as an electronics tester include:

1. Testing complete electronics systems in terms of input/output specifications using electronics testing equipment.
2. Recording and plotting test data in terms of conformance to test specifications.
3. Calibrating systems to obtain specific characteristics.
4. Isolating system malfunctions which can be corrected by replacement of modules or plug-in assemblies or units.
5. Demonstrating operating procedures for installed electronic system(s).
6. Using basic hand tools and devices common to electronics installation and testing.
7. Using installation wiring diagrams to insure proper operation.

Upon successful completion of the entire curriculum, the student should be employable as an electronics engineering technician. The electronics engineering technician is primarily responsible for providing technical assistance to the engineer or as liaison between the engineer and the skilled craftsman. After appropriate orientation to specific projects and with normal supervision, the student should be able to perform the following tasks in addition to those identified for the electronics technician:

1. Verifying engineering designs.
2. Collecting and analyzing data.
3. Assembling and testing prototype units.
4. Modifying current designs.
5. Writing technical reports.
6. Providing liaison between the engineer and other departments.
7. Serving as customer contact for the purpose of sales and service.

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

ELECTRONICS ENGINEERING TECHNOLOGY

Course Title			Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER					
ENG	101	Grammar	3	0	3
MAT	101	Technical Mathematics*	5	0	5
ELC	112	Electrical Fundamentals I	5	6	7
			13	6	15
SECOND QUARTER					
ENG	102	Composition	3	0	3
MAT	102	Technical Mathematics	5	0	5
ELC	113	Electrical Fundamentals II	3	6	5
ELN	121	Electronics I	3	4	5
			14	10	18
THIRD QUARTER					
ENG	103	Report Writing	3	0	3
MAT	103	Technical Mathematics	5	0	5
ELC	114	Electrical Fundamentals III	3	2	4
ELN	122	Electronics II	5	6	7
			16	8	19
FOURTH QUARTER					
ENG	204	Oral Communications	3	0	3
PHY	101	Physics: Properties of Matter	3	2	4
DFT	113	Electronic Drafting	2	6	4
ELN	123	Electronics III	3	4	5
			11	12	16
FIFTH QUARTER					
PHY	102	Physics: Work, Energy, Power	3	2	4
ELN	241	Electronic Systems I	3	6	5
ELN	218	Pulse, Logic & Digital Circuits	3	4	5
		Social Science Elective**	3	0	3
			12	12	17
SIXTH QUARTER					
PHY	104	Physics: Light & Sound	3	2	4
ELN	242	Electronic Systems II: (Specialized Elective)	5	4	7
ELN	219	Digital Fundamentals	3	4	5
		Social Science Elective**	3	0	3
			14	10	19
SEVENTH QUARTER					
ELN	246	Electronics Design Project	0	6	3
ELN	243	Electronic Systems III: (Specialized Elective)	5	4	7
		Elective**			4
			5	10	14
		TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:			118

*Algebra I and II or MAT 100 must be completed prior to enrollment in this course.

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

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, salesmanship, 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.
FIRST QUARTER					
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
SECOND QUARTER					
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
THIRD QUARTER					
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
FOURTH QUARTER					
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
FAS	209	Fashion Modeling (or elective)*	1	3	2
			13	7	16
FIFTH QUARTER					
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
SIXTH QUARTER					
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
		TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:			103

*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.

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 as published in 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 Director of Faculty 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). Candidates are considered on an individual basis and on their 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 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 Director of Admissions 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

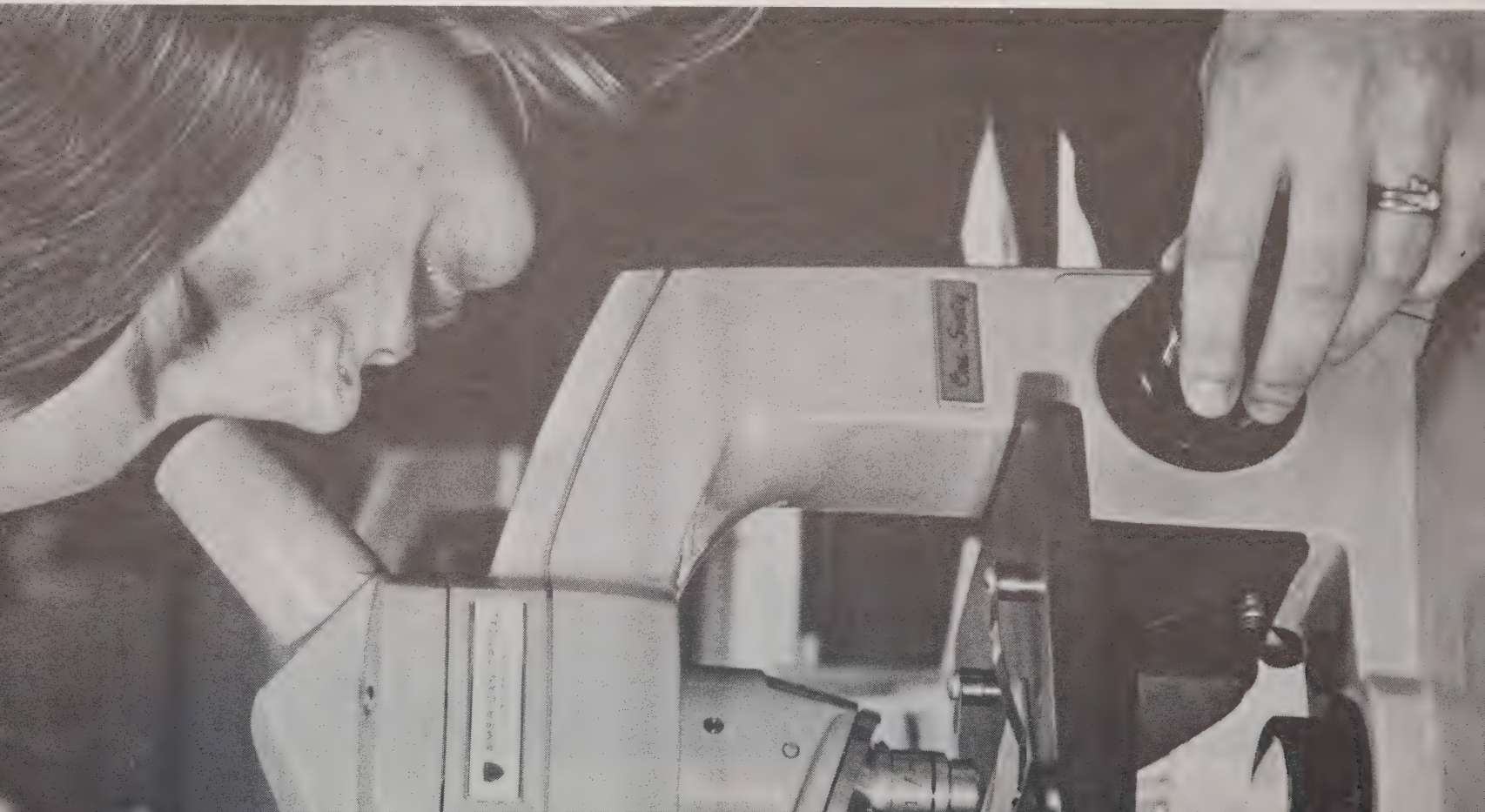
The Associate Degree in General Education will be conferred by Stanly Technical Institute upon those students who complete all the specified curriculum requirements and other institute obligations. Substitution of courses from the University of North Carolina at Charlotte catalog recommended by the faculty advisor and approved by the Director of Faculty 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.
FALL SEMESTER			
ENG	101	English Composition*	3
BIO	101	Principles of Biology*	4
PSY	101	General Psychology	3
SOC	151	Introduction to Sociology*	3
GGY	102	World Regional Geography	3
ES	102	Earth Science-Geology*	4
PSC	110	Introduction to American Politics	3
HDL	250	Processes of Growing I: Exploration of Human Potential	3
ENG	203	Masterpieces of Modern Fiction*	3
SOC	232	Sociology of the Family	3
HIS	104	American History II (1865 to Present)*	3
PSC	150	Introduction to International Politics	3
MAT	101	Basic Concepts of Mathematics*	3
SPRING SEMESTER			
ENG	102	English Composition*	3
BIO	301	Natural History*	4
PSY	220	Child Psychology	3
SOC	271	Social Problems	3
ENG	204	Masterpieces of American Literature*	3
ANT	101	General Anthropology	3
HIS	101	Early Modern Europe	3
PHI	205	Deductive Logic*	3
MAE	201	Mathematics for the Elementary School Teacher I	4
MAT	120	Calculus or*	3
MAT	122	Elements of Statistics*	3
PSY	202	Educational Psychology	3
		TOTAL SEMESTER CREDIT HOURS REQUIRED FOR ASSOCIATE DEGREE:	64

*Required courses for an Associate Degree in General Education. Electives must be selected 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 most courses in the college program are listed in the University of North Carolina at Charlotte catalog.**



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.

GENERAL OFFICE TECHNOLOGY

Course Title			Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER					
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
ECO	102	Economics I	3	0	3
			17	3	18
SECOND QUARTER					
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
THIRD QUARTER					
ENG	103	Report Writing	3	0	3
BUS	104	Typewriting III	2	3	3
BUS	110	Office Machines	2	2	3
BUS	121	Accounting II	6	0	6
BUS	183	Business Vocabulary	3	0	3
ENG	250	Reference Manual	3	0	3
			19	5	21
FOURTH QUARTER					
ENG	204	Oral Communications	3	0	3
BUS	205	Typewriting IV	2	3	3
BUS	250	Payroll Accounting	3	0	3
		Social Science Elective*	3	0	3
		Social Science Elective*	3	0	3
			14	3	15
FIFTH QUARTER					
ENG	206	Business Communications	3	0	3
BUS	214	Secretarial Procedures	3	2	4
BUS	211	Secretarial Machines	2	2	3
EDP	104	Introduction to Data Processing	3	0	3
BUS	112	Filing	3	0	3
			14	4	16
SIXTH QUARTER					
BUS	215	Office Application	2	3	3
BUS	273	Word Processing	3	0	3
BUS	272	Principles of Supervision	3	0	3
BUS	229	Income Taxes	6	0	6
		Social Science Elective*	3	0	3
			17	3	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
(Offered During Evening Only)

Course Title			Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER					
ENG	101	Grammar	3	0	3
ECO	102	Economics I	3	0	3
BUS	101	Introduction to Business	3	0	3
		Social Science Elective*	3	0	3
			12	0	12
SECOND QUARTER					
ENG	102	Composition	3	0	3
ECO	104	Economics II	3	0	3
PSY	151	Principles of Psychology	3	0	3
		Business Elective*	3	0	3
			12	0	12
THIRD QUARTER					
ENG	103	Report Writing	3	0	3
BUS	272	Principles of Supervision	3	0	3
DFT	151	Drafting & Design	2	4	4
			8	4	10
FOURTH QUARTER					
ENG	204	Oral Communications	3	0	3
MEC	204	Manufacturing Processes	6	0	6
		Business Elective*	3	0	3
			12	0	12
FIFTH QUARTER					
ENG	206	Business Communications	3	0	3
MAT	152	Facts & Figures	6	0	6
ISC	211	Work Measurement	3	0	3
			12	0	12
SIXTH QUARTER					
ISC	202	Quality Control	6	0	6
ISC	102	Industrial Safety	3	0	3
ECO	201	Labor Economics	3	0	3
			12	0	12
SEVENTH QUARTER					
BUS	244	Purchasing	3	0	3
MEC	213	Production Planning	3	0	3
ISC	204	Value Analysis	3	0	3
		Social Science Elective*	3	0	3
			12	0	12
EIGHTH QUARTER					
BUS	120	Accounting I	6	0	6
ISC	210	Job Evaluation	4	0	4
			10	0	10
NINTH QUARTER					
ISC	250	Manufacturing Costs & Budgets	3	0	3
BUS	299	Business Decisions	3	0	3
ISC	209	Plant Layout	5	0	5
			11	0	11
		TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:			103

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

OCCUPATIONAL THERAPY ASSISTANT

Occupational Therapy is a health profession concerned with factors which prevent individuals from functioning at their fullest potential in work, play and living. The Occupational Therapy Assistant Program prepares the graduate to work under the supervision of a Registered Occupational Therapist in developing, maintaining or restoring adaptive skills in individuals whose abilities to cope with the tasks of living are threatened or impaired by developmental deficits, aging, poverty or cultural disadvantage, or physical or psychosocial disability.

The Occupational Therapy Assistant may be employed in hospitals, rehabilitation facilities, long-term and extended care facilities, sheltered workshops, schools, camps, homebound programs, and community centers.

The program includes instruction in the basic concepts of occupational therapy, inter-personal skills, group dynamics and group leadership skills, and the use of activity techniques in teaching adaptive skills to the emotionally, physically and developmentally disabled. Supervised field experience includes working with clients from these groups.

To become a Certified Occupational Therapy Assistant (COTA), the graduate must successfully complete this program and pass a national certification examination.

OCCUPATIONAL THERAPY ASSISTANT PROGRAM

(Proposed Fall, 1980)

Course Title			Class Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.
FIRST QUARTER						
ENG	101	Grammar	3	0	0	3
BUS	184	Medical Terminology	3	0	0	3
REC	102	Recreation Skills and Techniques	2	3	0	3
OTH	150	Orientation to Occupational Therapy	2	3	0	3
OTH	102	Arts and Crafts I	2	3	0	3
BUS	102	Typing I	2	3	0	3
			14	12	0	18
SECOND QUARTER						
SOC	102	Principles of Sociology	3	0	0	3
ENG	102	Composition	3	0	0	3
MED	131	Human Anatomy and Physiology	3	2	0	4
REC	103	Recreation Skills and Techniques	2	3	0	3
OTH	160	Medical Science I	5	0	0	5
OTH	103	Arts and Crafts II	2	3	0	3
			18	8	0	21
THIRD QUARTER						
ENG	204	Oral Communications	3	0	0	3
MED	132	Cardiopulmonary Anatomy and Physiology	4	2	0	5
OTH	104	Arts and Crafts III	2	3	0	3
OTH	161	Medical Science II	5	0	0	5
OTH	184	Chronic Disease and Aging	3	0	0	3
PSY	151	Principles of Psychology	3	0	0	3
			20	5	0	22
FOURTH QUARTER						
MED	134	Occupational Therapy Anatomy and Physiology	3	2	0	4
ENG	206	Business Communications	3	0	0	3
SOC	128	Community Resources	3	0	0	3
OTH	292	Organization and Administration	2	2	0	3
OTH	256	Physical Disabilities	3	0	0	3
PSY	206	Applied Psychology	3	0	0	3
			17	4	0	19
FIFTH QUARTER						
OTH	210	Therapeutic Techniques	2	2	0	3
OTH	220	Physiology of Exercise	2	3	0	3
HED	120	First Aid	3	0	0	3
OTH	305	Occupational Therapy Seminar	2	3	0	3
OTH	253	Psychiatric Occupational Therapy	5	0	0	5
HED	100	Perspectives of Healthful Living	2	0	0	2
			16	8	0	19
SIXTH QUARTER						
OTH	306	Field Supervision (general)	0	0	20	7
OTH	307	Field Supervision (psychiatric)	0	0	20	7
OTH	308	Occupational Therapy Seminar	1	0	0	1
			1	0	40	15
		TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:				114

PRACTICAL NURSE EDUCATION

The accelerated growth of population in North Carolina and rapid advancement in medical technology demand an increased number of well-trained personnel for health services. Realizing this need, Stanly Technical Institute 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, medical examination, 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 State 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 NURSE EDUCATION

Course Title			Class Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.
FIRST QUARTER						
NUR	1101	Basic Science	6	2	0	7
NUR	1102	Fundamentals of Practical Nursing	6	6	0	8
NUR	1103	Human Relationships	3	0	0	3
ENG	1104	Communication Skills	2	0	0	2
NUR	1104	Vocational Adjustments	2	0	0	2
			19	8	0	22
SECOND QUARTER						
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

Course Title			Class Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.
THIRD QUARTER						
NUR	1110	Medical-Surgical Nursing II	6	0	0	6
NUR	1111	Drug Therapy & Administration	3	0	0	3
MAT	1105	Math for Nurses	3	0	0	3
ENG	1105	Report Writing	3	0	0	3
NUR	1112	Clinical Experience II	0	3	15	6
			15	3	15	21
FOURTH QUARTER						
NUR	1113	Medical-Surgical Nursing III	6	0	0	6
ENG	1102	Communication Skills	3	0	0	3
NUR	1114	Vocational Relationship	2	0	0	2
NUR	1115	Clinical Experience III	0	3	21	8
			11	3	21	19
		TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:				78

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.

Students are selected on the basis of demonstrated aptitude for respiratory therapy as determined by pre-entrance tests, high school graduation, character references, reports of medical examinations, and an interview with the Respiratory Therapy Selection Committee.

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

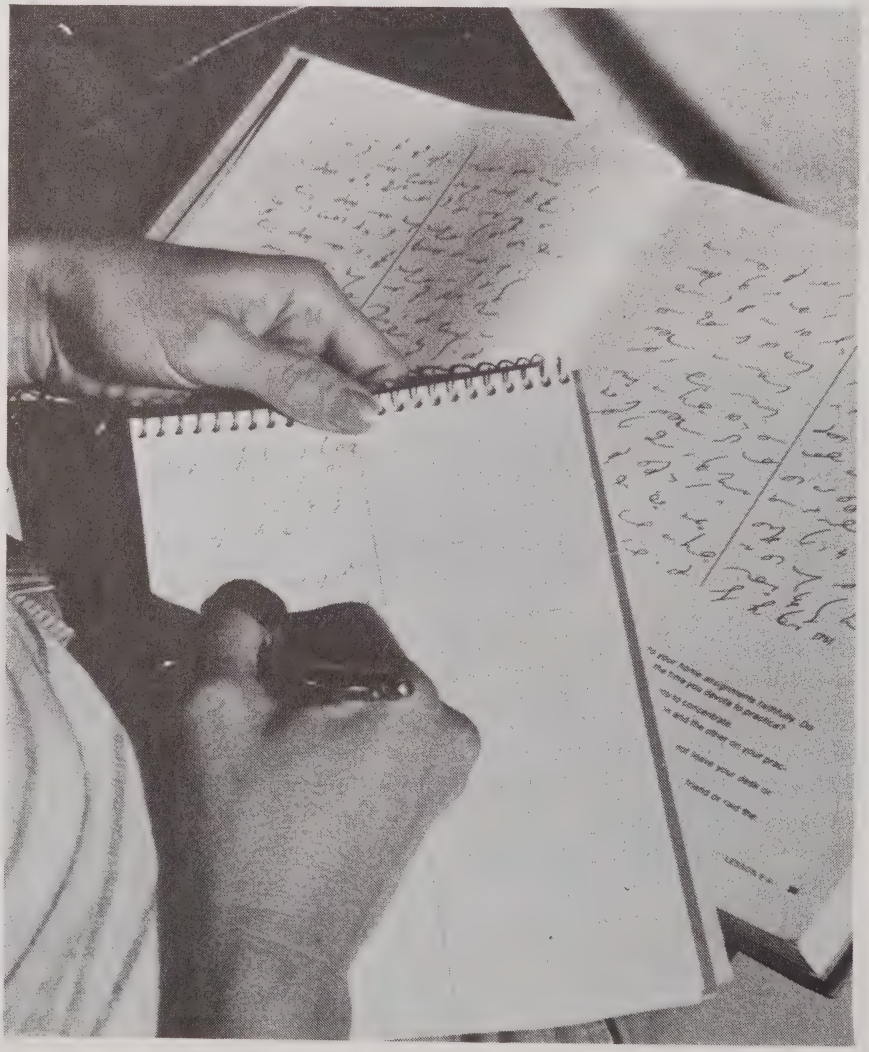
Course Title			Class Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.
FIRST QUARTER						
BUS	184	Medical Terminology	3	0	0	3
MED	131	Human Anatomy & Physiology	4	2	0	5
RTH	101	Introduction to Respiratory Therapy	2	0	0	2
RTH	201	Medical Gas Therapy	4	2	0	5
SCI	151	Basic Science I	3	2	0	4
			16	6	0	19
SECOND QUARTER						
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
THIRD QUARTER						
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
FOURTH QUARTER						
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
		TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:				67

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, Legal, and Medical)

Course Title			Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER					
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
SECOND QUARTER					
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
BUS	107	Shorthand II	3	2	4
			17	5	19
THIRD QUARTER					
ENG	103	Report Writing	3	0	3
BUS	104	Typewriting III	2	3	3
BUS	110	Office Machines	2	2	3
BUS	108	Shorthand III	3	2	4
BUS	183	Vocabulary	3	0	3
ENG	250	Reference Manual	3	0	3
			16	7	19
FOURTH QUARTER					
ENG	204	Oral Communications	3	0	3
BUS	205	Typewriting IV	2	3	3
BUS	206	Dictation & Transcription	3	2	4
BUS	184M	Medical Terminology	3	0	3
MED	131M	Human Anatomy & Physiology (Lecture only)	4	0	4
	EL	Social Science Elective*	3	0	3
	EL	Social Science Elective*	3	0	3
		M	15	5	17
		EL	14	5	16
FIFTH QUARTER					
EDP	104	Introduction to Data Processing	3	0	3
ENG	206	Business Communications	3	0	3
BUS	214	Secretarial Procedures	3	2	4
BUS	211	Secretarial Machines	2	2	3
BUS	207	Dictation & Transcription	3	2	4
BUS	112	Filing	3	0	3
	M	Social Science Elective*	3	0	3
		M	20	6	23
		EL	17	6	20
SIXTH QUARTER					
BUS	215	Office Application	2	3	3
BUS	273	Word Processing	3	0	3
BUS	208	Dictation & Transcription	3	2	4
BUS	116L	Business Law II	3	0	3
		Social Science Elective*	3	0	3
		ME	11	5	13
		L	14	5	16

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:
E (EXECUTIVE) 106
L (LEGAL) 109
M (MEDICAL) 110

*Elective courses must be selected with advisor's approval from the Associate Degree Curricula.

TEACHER ASSOCIATE

At one time, the educational process consisted of the child, the teacher, and the schoolhouse; however, today social scientists realize that critical learning takes place long before a child enters school. In an effort to give a continuum of education to the child, a program has been designed to train paraprofessionals to teach children from birth through the elementary school. To be fully effective, these people need training. They need to be understanding and have a background of knowledge at their fingertips.

Paraprofessionals need to understand human growth and development. This is necessary in order to know and understand what, why, and how teachers are teaching children.

Teacher assistants need to know language, mathematics, and science skills. Reading methods are especially important at this age, as noted by legislation providing additional funding for reading assistants. Teacher associates must learn to use audio-visual equipment to aid the teacher and help prepare instructional materials. They must gain knowledge of the different kinds of children from the disabled to the academically gifted.

In working with young children at Stanly Technical Institute's Preschool Developmental laboratory and at public schools, the teacher associate would be capable of operating a program which would provide for the optimal development of each child.

There are numerous fields and areas in which paraprofessionals can be used. A graduate of this program would have the following job opportunities.

1. Primary reading aides in public schools;
2. Kindergarten aides in elementary schools;
3. Assistant or lead teachers in public or private child care centers or nursery schools;
4. Assistant teachers in social service centers;
5. Paraprofessionals working with exceptional children;
6. Operators of their own child development centers.

TEACHER ASSOCIATE

Course Title			Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER					
ENG	101	Grammar	3	0	3
HED	120	First Aid	3	0	3
PSY	151	Principles of Psychology	3	0	3
EDU	150	Seminar Practicum	1	6	3
EDU	230	Introduction to Education	3	0	3
		Elective*	3	0	3
			16	6	18

Course Title			Class Hrs.	Lab Hrs.	Credit Hrs.
SECOND QUARTER					
ENG	102	Composition	3	0	3
PSY	105	Human Growth & Development-Prenatal & Infant	3	0	3
EDU	151	Seminar Practicum	1	6	3
EDU	234	Audiovisual Instruction Through Creative Expression	3	0	3
		Elective*	3	0	3
			13	6	15
THIRD QUARTER					
ENG	103	Report Writing	3	0	3
PSY	106	Human Growth & Development-Early Childhood	3	0	3
SCI	101	General Science	3	2	4
EDU	152	Seminar Practicum	1	6	3
EDU	232	Physical Activities for Children	3	0	3
			13	8	16
FOURTH QUARTER					
ENG	204	Oral Communications	3	0	3
PSY	201	Human Growth & Development-Middle Childhood & Adolescence	3	0	3
EDU	202	Seminar Practicum	1	9	4
RED	101	Introduction to Reading	3	2	4
		Elective*	3	0	3
			13	11	17
FIFTH QUARTER					
MAT	153	Basic Math	3	0	3
ENG	210	Children's Literature	3	0	3
SOC	128	Community Resources	3	0	3
EDU	205	Seminar Practicum	1	9	4
RED	102	Methods, Materials & Techniques of Teaching Reading	3	2	4
			13	11	17
SIXTH QUARTER					
MUS	210	Music for Children	3	0	3
EDU	204	Parent Education	3	0	3
EDU	251	Seminar Practicum	1	12	5
RED	103	Methods, Materials & Techniques of Teaching Reading	3	2	4
			10	14	15
SUMMER QUARTER					
EDU	203	The Exceptional Child	3	0	3
HEA	101	Personal Health & Physical Fitness	2	0	2
EDU	252	Seminar Practicum	1	6	3
EDU	206	Children in Crisis	2	0	2
		Sociology Elective*	3	0	3
		Elective*	3	0	3
			14	6	16
		TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:			114

*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.

A maximum of 43 credit hours may be earned from the above areas.

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 43 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 Director of Faculty and Evening Director will serve as advisors.

ASSOCIATE DEGREE PROGRAM FOR VOCATIONAL INSTRUCTORS

Required Core Courses			Class Hrs.	Lab Hrs.	Credit Hrs.
English					
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
Social Science					
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
Physics					
PHY	101	Physics: Properties of Matter	3	2	4
PHY	102	Physics: Work, Energy & Power	3	2	4
			6	4	8
Math					
MAT	100 or	Algebra	6	0	5
MAT	101 or	Technical Math I	5	0	5
MAT	102	Technical Math II	5	0	5
			10	0	10
Science					
SCI	101	General Science	3	2	4
Education					
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
		CORE TOTAL CREDITS			60

Related Educational & Work Experience Evaluation (Maximum 43 credit hours)

Full-Time Trade (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	____
TOTAL CREDIT HOURS REQUIRED FOR DEGREE	103

SURVEYING CERTIFICATE PROGRAM
(Offered During Evening Only)

The Surveying Certificate Program is designed for persons who are interested in upgrading their skills to assist surveyors or engineers in land, forest, highway, marine, and other types of surveying. Students will gain a broad understanding of the basic principles, methods, techniques, and skills required for surveying.

JOB DESCRIPTION

The graduate of this program may engage in determining exact location and measurements of points, elevations, lines, areas, and contours of the surface of the earth for construction, mapmaking, land valuation, mining or other purposes. Graduates may calculate information needed to conduct surveys from notes, maps, deeds, or other records. They will use surveying instruments and perform calculations to verify the accuracy of survey data.

COURSE DESCRIPTIONS BY QUARTERS

FIRST QUARTER	Class Hrs.	Lab Hrs.	Credit Hrs.
CIV 101 Surveying I	2	6	4

Theory and practice of plane surveying including taping, differential and profile leveling, cross sections, earthwork computations, transit, stadia and transit-tape surveys.
Prerequisite: None

MAT 101 Technical Mathematics	5	0	5

The real number system is developed as an extension of natural numbers. Number systems of various bases are introduced. Fundamental algebraic operations, the rectangular coordinate system, as well as fundamental trigonometric concepts and operations are introduced. The application of these principles to practical problems is stressed.
Prerequisite: Algebra I and II or Math 100

SECOND QUARTER

CIV 102 Surveying II	2	6	4

Triangulation of ordinary precision; use of plane table; calculation of areas of land; land surveying; topographic surveys and mapping.
Prerequisite: CIV 101

DFT 101 Drafting I	0	6	2

The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, free-hand 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

THIRD QUARTER

CIV 103 Surveying III	2	6	4

Route surveys by ground and aerial methods; simple, compound, reverse, parabolic and spiral curves; geometric design of highways; highway surveys and plants, including mass diagrams.
Prerequisite: CIV 102

MAT 102 Technical Mathematics	5	0	5

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

TOTAL CREDIT HOURS REQUIRED FOR CERTIFICATE 24

WELDING CERTIFICATE PROGRAM
(Offered During Evenings Only)

The Welding Certificate Program provides the opportunity for students to develop the necessary skills for operation of a variety of types of welding equipment. The curriculum is designed to give students an understanding of the basic principles, methods, techniques, and skills required for welding.

The Welding Certificate Program is one year in duration. A student can expect to attend class two evenings a week. Graduates of the Welding Certificate Program will be competent in home and farm welding projects and entry level welding occupations.

COURSE DESCRIPTIONS BY QUARTERS

FIRST QUARTER	Class Hrs.	Lab Hrs.	Credit Hrs.
WLD 1141S Beginning Welding I	1	9	4

Introduction to the history of oxyacetylene and arc welding. The principles of welding and cutting, nomenclature of the equipment, assembly of unit. The operation of various AC transformers, AC and DC rectifiers, and DC motor generator arc welding units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead positions, and the cutting of straight lines with the torch. Safety procedures are stressed throughout the program of instruction. Testing appropriate to type welds will be performed.

SECOND QUARTER

WLD 1142S Intermediate Welding II	1	9	4

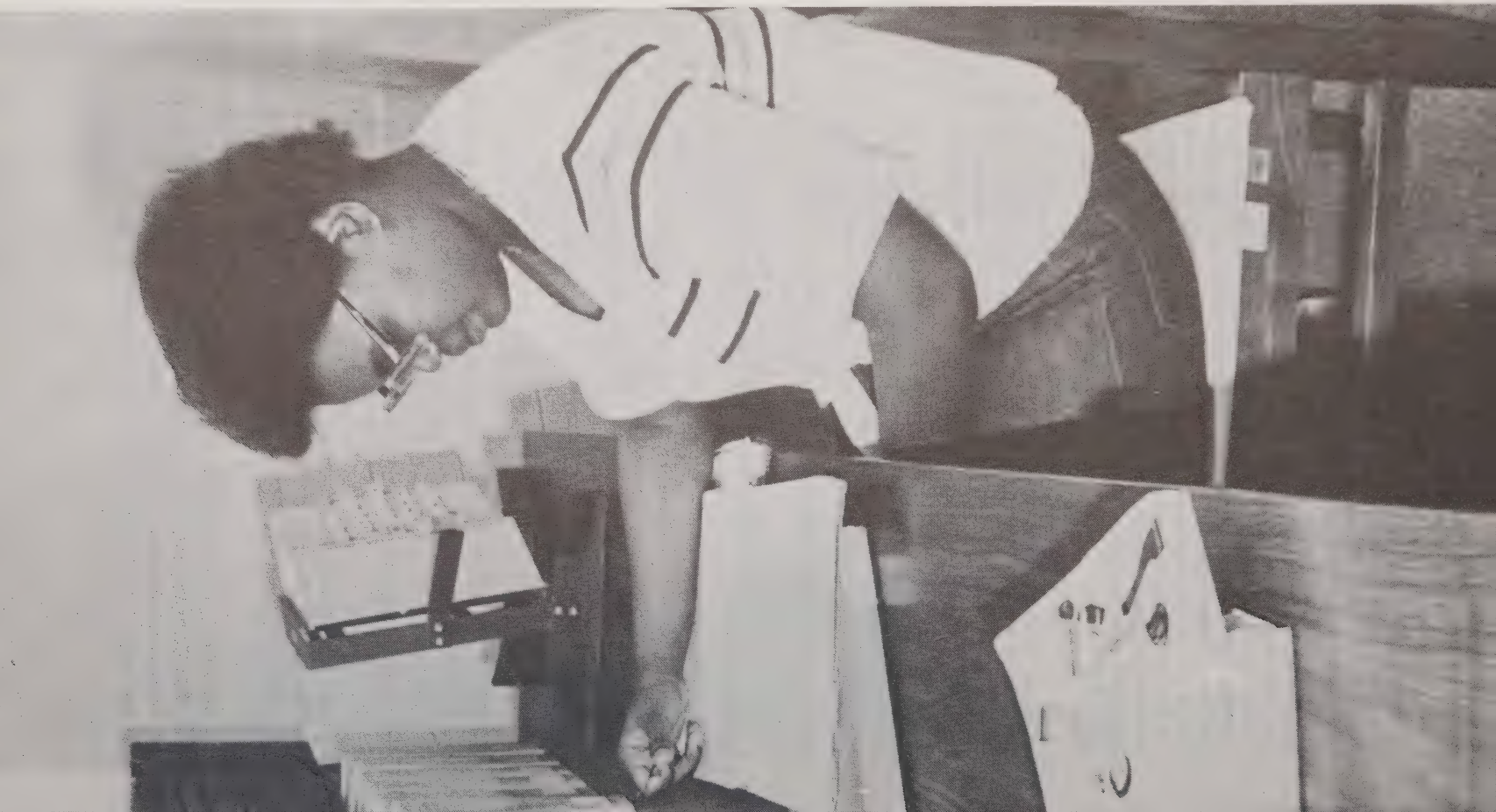
A review of basic oxyacetylene cutting and welding, preparation of metals, types of joints, welding procedures and testing of the welds. The operation of AC transformers and DC motor generator arc welding machines. Studies are made of welding heats, polarities, and electrodes for use in joining various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

THIRD QUARTER

WLD 1124S Advanced Welding III	1	9	4

Designed to provide practice in welding or pressure piping in the horizontal, vertical and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME code. Testing appropriate to type welds will be performed.

TOTAL CREDIT HOURS REQUIRED FOR CERTIFICATE 12



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.

AGR 104 **Introduction to Agricultural Economics** **Credit 4 (3-2)**
An introduction to economics, the functions of the economic system, and agriculture's role in the economy. A review of the functions of the manager, and an introduction to the principles used in making decisions to adjust to changing conditions. Analysis of the main sources of change which affect agricultural firms.

AGR 125 **Animal Science** **Credit 5 (3-4)**
An introductory animal science course covering the fundamental principles of livestock production. A study of the animal body and the basic principles of reproduction, genetics, growth, fattening, and digestion along with the selection, feeding improvement, processing, and marketing of livestock.

AGR 185 **Soil Science and Fertilizer** **Credit 5 (3-4)**
A course dealing with the basic principles of efficient classification, evaluation, and management of soils; care, cultivation and fertilization of the soil, and conservation of soil fertility.

AGR 170 **Plant Science** **Credit 5 (3-4)**
An introductory general botany and crop science course covering the fundamental principles of the reproduction, growth, functions, and development of seed bearing plants with application to certain commercially important plants in North Carolina.

AGR 199 **Cooperative Work Experience** **Credit 4 (0-40)**
This course consists of one quarter of supervised cooperative work experience of approximately 11 weeks at 40 hours each, or approximately 440 total hours awarding 4 quarter hours credit. The objective of this course is to provide the student with a real working practice in an environment which will be experienced after graduation and upon employment. This period of time will enable the students to use the equipment and perform the processes and services required of this specialty under close supervision and with responsibilities commensurate with their capabilities. The cooperative work experience period will be carefully planned and closely supervised by both the educational institution where the student is enrolled and the agency or business where the student is employed. An official agreement among the educational institution, the student, and the agency or business will provide for a programmed sequence of activities to be performed by the student with supervisory responsibilities for the educational elements of the work clearly defined.

AGR 201 **Agricultural Chemicals** **Credit 5 (3-4)**
A study of agricultural chemicals — their importance, ingredients, formulation, and application with emphasis upon the effective and safe utilization of chemicals in agricultural pest control. Major emphasis is placed upon weed identification and those chemicals utilized for weed control. Part of the course is devoted to those chemicals other than herbicides — such as insecticides, fungicides, and others.

AGR 204 **Farm Business Management** **Credit 5 (3-4)**
A review of the functions of the manager of a business firm and the problems faced. Development of the concept of planning by both partial and complete budgeting. Review of the concepts of costs and the length of run in production. Practice in preparing enterprise budgets as an aid in choosing what to produce. Use of partial budgeting to find the least cost production procedure. Analysis of production data to select the level of production that yields the most net revenue. Relationship between size, efficiency and income of a farm. Review of procedures for evaluating the efficiency of the manager.

AGR 205 **Agricultural Marketing** **Credit 5 (3-4)**
An analysis of the functions of marketing in the economy and a survey of the problems marketing faces. A review of the market structure and the relationship of local, terminal, wholesale, retail, and foreign markets. Problems in the operations of marketing firms — including buying and selling, processing, standardization and grading, risk taking and storage, financing, efficiency, and cooperation. Discussion of procedures of marketing such commodities as grain, cotton, livestock, and tobacco.

AGR 218 **Agricultural Mechanization** **Credit 5 (3-4)**
A study of farm machinery management and labor-saving devices. The economics of selection and operation of farm machinery. Study and evaluation of feed grinders and mixers, storage facilities, materials handling systems, and other labor-saving devices.

AGR 228 **Livestock Diseases and Parasites** **Credit 5 (3-4)**
A course dealing with the common diseases and parasites of livestock; sanitation practices and procedures with emphasis upon the cause, damage, symptoms, prevention, and treatment of parasites and diseases; management factors relating to disease and parasite prevention and control.

AHR 1101 **Automotive Air Conditioning** **Credit 4 (3-3)**
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.

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.

AUT 1111 **Automotive Body Repair** **Credit 10 (6-12)**
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.

AUT 1111A **Automotive Body Repair** **Credit 5 (3-6)**
Basic principles of automobile construction, design and manufacturing. A thorough study of angles, crown, and forming of steel into complex contour of the present day vehicles. The student begins to apply the basic principles of straightening, aligning, and painting of damaged areas.

AUT 1111B **Auto Body Repair** **Credit 5 (3-6)**
Review of AUT 1111A. The student finishes the application of the basic principles of straightening, aligning, and painting of damaged areas.

AUT 1112 **Automotive Body Repair** **Credit 10 (6-12)**
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.

AUT 1112A **Auto Body Repair** **Credit 5 (3-6)**
A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges and bends, and straightening typical auto body damage.

AUT 1112B **Auto Body Repair** **Credit 5 (3-6)**
Review of AUT 1112A. The student begins to acquire skills such as shaping angles, crowns, and contour of the metal of the body and fenders, metal working and painting.

AUT 1113 **Metal Finishing and Painting** **Credit 10 (6-12)**
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.

AUT 1113A **Metal Finishing and Painting** **Credit 5 (3-6)**
Developing the skill of shrinking stretched metal, soldering and leading, and preparing the metal for painting. Straightening of doors, hoods, and deck lids.

AUT 1113B **Metal Finishing and Painting** **Credit 5 (3-6)**
Fitting and aligning the parts to each other, painting fenders, panels and spot repair. Complete vehicle painting and the use and application of power tools.

AUT 1114 **Body Shop Applications** **Credit 8 (8-18)**
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.

AUT 1114A **Body Shop Application** **Credit 5 (3-6)**
General introduction and instruction in the automobile frame and front end suspension systems, the methods of operation and control, and the safety of the vehicle.

AUT 1114B **Body Shop Application** **Credit 5 (3-6)**
Unit job application covers straightening of frames and front wheel alignment. The student applies all phases of training.

AUT 1114C **Body Shop Application** **Credit 4 (2-6)**
The writing of repair orders, purchasing parts, estimating damage, and developing the final settlement with the adjuster.

AUT 1115 **Trim, Glass and Radiator Repair** **Credit 4 (2-6)**
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.

AUT 1123 **Automotive Brakes, Chassis and Suspension Systems** **Credit 6 (3-9)**
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.

AUT 1124 **Automotive Power Train Systems** **Credit 4 (2-6)**
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.

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.

AUT 1128 **Automatic transmissions** **Credit 6 (3-9)**
The automobile has rapidly progressed during the past 20 years and the automatic transmission has taken the place of the dominant form of power transmission in the car. The automoatic transmission is studied in detail and lab work is performed on the various types of transmissions, both domestic and imported. Diagnosing and repairing malfunctions in the transmission by factory approved methods and safe procedures are stressed.

AUT 1130 **Machine Shop Operation** **Credit 2 (1-3)**
Many operations performed on the various parts of the automobile are performed in specialty shops. This course is designed to acquaint the student with the various machine shop operations. Some of the more numerous machinist operations include: boring, resurfacing, line-boring, crankshaft and camshaft grinding, reaming and sizing and value guide replacement. In this course the emphasis is placed on the simulation of these operations rather than actual hands-on operation.

BMT 201 **The BMET at Work: Visitation to Hospitals and Industries to Observe BMET's at Work** **Credit 2 (2-0)**
Students will visit hospitals and industries. The prospective BMET's will be introduced to the existing regulator agencies which affect his work. Consideration will be given to the Association for the Advancement of Medical Instrumentation, which has introduced a BMET certification program.

BMT 213 **Coupled Circuits** **Credit 3 (2-3)**
This course provides the student with a knowledge of the design and application of small signal amplifiers. Emphasis is placed on the various types of coupling circuits used with standard, differential and DC amplifiers. The student will also gain a knowledge of the interface problems associated with connecting transducers and amplifiers. The student will design, construct and test the circuitry detailed above using appropriate schematics and test equipment.
Prerequisite: ELN 134

BMT 224 **Advanced Electronics: Feedback Systems, Signal Processing, Telemetry** **Credit 4 (3-3)**
A continuation of advanced electronics. It will include an introduction to the systems approach to biomedical data acquisition and processing. A study of the transmission and reception of physical and physiological data from its source to monitoring and recording instruments. A significant segment of this course will deal with an introduction to micro-wave theory and measurements.
Prerequisite: ELN 134

BMT 244 **Operation of Biomedical Instrumentation** **Credit 5 (3-4)**
Students will learn to perform standardization and/or calibration checks on ECG machines, defibrillators, external pacemakers, and electrosurgical units. A step-by-step checklist for each instrument type will be developed. Other topic areas include electrical safety, preventive maintenance, and inventory control. Electrical safety emphasizes a study of electrical grounding, leakage and tension measurement techniques. Several clinical laboratory instruments will be properly demonstrated to provide the student with a thorough operational knowledge of each instrument, including the PH meter, spectrophotometer, blood gas analyzer, and blood cell counter.
Prerequisite: ELN 134

BMT 254 **Biomedical Instrumentation I** **Credit 3 (2-3)**
This course extends the student's knowledge of the operation of several biomedical instruments by thoroughly introducing him to the electronic circuitry of these instruments. Common electronic circuits will be pointed out to illustrate that circuits such as differential amplifiers and bridges are common building blocks for many instruments. Other important aspects of biomedical systems such as aspiration devices for automated sampling, indexing devices for sample changing and mixing or agitating components will be treated as they appear with their parent system.
Prerequisite: BMT 244

BMT 264 **Biomedical Instrumentation II** **Credit 4 (2-4)**
The course is designed to provide a technician with an understanding of the workings of the component parts of radiation producing equipment, detecting and measuring equipment, and to maintain, repair, and adjust this equipment. Each type of machine is broken down into its major components and each of these is dismantled, reassembled and adjusted so that the machine operates within the tolerances specified by the manufacturer.
Prerequisite: BMT 254

BMT 271 **Biomedical Equipment: Selection and Design** **Credit 4 (2-3)**
Students will be required to research, propose, and carry to completion a suitable bioelectronic or electronic project. Other aspects of the course will include a study of the basic concepts of what is considered to be equipment design of high quality. Some aspects to be considered are component location, chassis strength, anti-vibration components, operation simplicity, repair accessibility, as well as equipment aesthetics. Electronic drafting, which includes the various methods of drawing schematics is also studied.
Prerequisite: BMT 254

BMT 280 **Biomedical Troubleshooting Techniques** **Credit 4 (2-3)**
Basic problems involving tracking down and identifying problems frequently encountered with various types of medical instrumentation are to be covered in this course. Much time will be spent developing logical troubleshooting techniques such as back tracking and half split rule. Any clinical or monitoring devices may be used for laboratory exercises. Mechanical as well as electronic problems will be considered.
Prerequisite: BMT 254

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** **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: None

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

BUS 124 **Business Finance II** **Credit 3 (3-0)**
Financing federal, state and local governments and the ensuing effects upon the economy. Factors affecting supply funds, monetary and credit policies.
Prerequisite: BUS 123

BUS 150 **Introduction to Advertising** **Credit 3 (3-0)**
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

BUS 183 **Vocabulary** **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

BUS 184 **Medical Terminology** **Credit 3 (3-0)**
This course has been designed from an etymological point of view; that is, word roots are combined synthetically with prefixes and suffixes. This approach enables students to understand words as they appear in medicine, surgery, urology, laboratory diagnosis, etc. The course will enable the student to better communicate verbally or in written form with professional workers in the health fields, with medical secretaries, nurses, hospital administrators, and medical or radiologic technologists.
Prerequisite: None

BUS 205 **Advanced Typewriting** **Credit 3 (2-3)**
Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation and the typing of reports, manuscripts and legal documents.
Prerequisite: BUS 104 Speed requirement: 50 words per minute for five minutes.

BUS 206 **Dictation and Transcription** **Credit 4 (3-2)**
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

BUS 207 **Dictation and Transcription** **Credit 4 (3-2)**
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

BUS 208 **Dictation and Transcription** **Credit 4 (3-2)**
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

BUS 211 **Secretarial Machines** **Credit 3 (2-2)**
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

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.

BUS 215 **Office Application** **Credit 3 (1-4)**
Designed to acquaint the student with on-the-job training, one hour is spent in the classroom with four hours per week in a lab-type situation at local businesses which are related to the area of specialization in which each student is studying.
Prerequisite: Permission of the instructor.

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.

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.

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.

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.

BUS 233 **Personnel Management** **Credit 3 (3-0)**
Principles of organization and management of personnel, procurement, placement, training, performance checking, supervision, remuneration, labor relations, fringe benefits and security.

BUS 235 **Business Management** **Credit 3 (3-0)**
A detailed analysis of planning, organizing, directing, and controlling from a middle management point of view.

BUS 239 **Marketing** **Credit 6 (6-0)**
A general survey of the field of marketing with emphasis on marketing institutions, promotion, pricing, marketing channels, and market research.

BUS 244 **Purchasing** **Credit 3 (3-0)**
A study in ordering form and procedure to obtain specified items and quantities of items on schedule at lowest cost consistent with quantity requirements.

BUS 245 **Retailing** **Credit 3 (3-0)**
The focus is on the operational problems of retailing centered around organization, location, buying, selling, promotion, service, and merchandise handling.

BUS 247 **Fundamentals of Risk and Insurance** **Credit 3 (3-0)**
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.

BUS 250 **Payroll Accounting** **Credit 3 (3-0)**
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

BUS 251 **Real Estate I** **Credit 3 (3-0)**
This course comprises the first half of a two-quarter program in Real Estate, directed toward qualifying a student for the N. C. Real Estate Licensing Board Examinations. It introduces the student to the broad subject of Real Estate, the various provisions affecting brokers and salesmen, the several laws applying to property, contract sales and other facets of the business. This course further explores the subjects of financing, mortgages, liens, zoning, ordinances, appraisals and leases among others. Upon satisfactory completion of this course, a student will be eligible to enroll in Real Estate II.

BUS 252 **Real Estate II** **Credit 3 (3-0)**
This course emphasizes the importance of mathematics in the Real Estate profession. Besides review and practice in basic math, it covers prorated expenses, calculation of land areas, scale drawings, financing and other essentials. The subject of closing statements is given special attention. It teaches use of the worksheet, classifying and entering transactions, practical problems and specific knowledge necessary for passing the state examination for licensing. Upon satisfactory completion of both Real Estate I and II, the student is given a certificate showing qualification to apply for the state board examination.

BUS 269 **Auditing** **Credit 5 (5-0)**
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

BUS 271 **Office Management** **Credit 3 (3-0)**
A study of the fundamental principles of office management with emphasis on office automation, planning, controlling, organizing and solving office problems.

BUS 272 **Principles of Supervision** **Credit 3 (3-0)**
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.

BUS 273 **Word Processing** **Credit 3 (3-0)**
Since competent secretaries must have adequate language skills, word processing 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. Emphasis is given to modern word processing equipment and procedures. Also covered is how to take minutes of a meeting and the basic rules of parliamentary procedure.

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.

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.

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.

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.

CIV 101 **Surveying I** **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.

CIV 102 **Surveying II** **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 III** **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.

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.

CJC 102 **Introduction to 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.

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.

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.

CJC 203 **Introduction to Corrections** **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.

CJC 205 **Criminal Evidence** **Credit 5 (5-0)**
Instruction covers the kinds and degrees of evidence and the rules governing the admissibility of evidence in court.

CJC 206 **Community Relations** **Credit 3 (3-0)**
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.

CJC 210 **Criminal Investigation** **Credit 5 (5-0)**
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.

CJC 216 **Criminal Law II** **Credit 3 (3-0)**
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.

CJC 220 **Police Organization & Administration** **Credit 5 (5-0)**
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.

CJC 225 **Criminal Procedure** **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 laws as they apply to and affect law enforcement.
Prerequisite: CJC 101

CJC 238 **Principles of Correctional Administration** **Credit 3 (3-0)**
Emphasis is placed on the principles of administration in the correctional setting, including budgeting and financial control, recruitment and development of staff, administrattive decision-making, public relations and other correctional administrative functions.

CJC 255 **Deviant Behavior** **Credit 5 (5-0)**
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.

DFT 101 **Drafting I** **Credit 2 (0-6)**
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.

DFT 102 **Drafting II** **Credit 2 (0-6)**
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

DFT 113 **Electronic Drafting** **Credit 4 (2-6)**
The fundamentals of drafting are presented with an emphasis on applications in the electronics field. Basic skills and techniques are included such as the use of drafting instruments, types of drawings, construction of drawings both with instruments and freehand, lettering and dimensioning, and how to read prints. In addition to basic skills, specialized experience will be included which directly relates to the electronics industry, such as types of drawings common to electronics, special symbols used, schematic diagrams, and layout diagrams with an emphasis on printed circuit work.

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.

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.

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.

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.

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.

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.

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.

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.

ECO 102 **Economics I** **Credit 3 (3-0)**
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.

ECO 104 **Economics II** **Credit 3 (3-0)**
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.

ECO 108 **Consumer Economics** **Credit 3 (3-0)**
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.

ECO 201 **Labor Economics and Relations** **Credit 3 (3-0)**
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

EDP 104 **Introduction to Data Processing Systems** **Credit 3 (3-0)**
A study of the fundamental concepts and operation principles of data processing systems to develop a basic understanding of computers.

EDU 150 **Seminar Practicum** **Credit 3 (1-6)**
A vital part of the Teacher Associate Program is that each student will be assigned to an education 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, public schools, state and federal funded day care and centers for exceptional children. 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.

EDU 151 **Seminar Practicum** **Credit 3 (1-6)**
A vital part of the Teacher Associate program is that each student will be assigned to an education 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, public schools, and state and federal funded day care and centers for exceptional children. 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.

EDU 152 **Seminar Practicum** **Credit 3 (1-6)**
A vital part of the Teacher Associate program is that each student will be assigned to an education 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, public schools, state and federal funded day care and centers for exceptional children. 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.

EDU 202 **Seminar Practicum** **Credit 4 (1-9)**
A vital part of the Teacher Associate program is that each student will be assigned to an education 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, public schools, state and federal funded day care and centers for exceptional children. 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.

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.

EDU 204 **Parent Education** **Credit 3 (3-0)**
Designed to provide the student with experiences that will enable them to communicate effectively with parents, plan for parent involvement, and develop a series of programs for presentation to the parents of children in their classroom.

EDU 205 **Seminar Practicum** **Credit 4 (1-9)**
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, 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.

EDU 206 **Children in Crisis** **Credit 2 (2-0)**
Study of crisis situations in the lives of children to include death, divorce, child abuse and illness. Problem solving situations will be given and methods analyzed.

EDU 210 **Curriculum Design and Application** **Credit 3 (3-0)**
To acquaint potential educators of children 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.

EDU 228 **Methods and Techniques for the Aide of the Exceptional Child** **Credit 3 (3-0)**
Current practices and materials used in programs dealing with exceptional children are investigated and evaluated. Emphasis will be placed on a flexibility of programs to meet individual learning needs.

EDU 229 **Methods, Materials and Techniques for Instructional Aides** **Credit 3 (3-0)**
A course designed for the study of methods, materials, and techniques of improving instruction. The course is organized to give opportunities for the student to study in-depth areas of interest and need.

EDU 230 **Introduction to Education** **Credit 3 (0-3)**
Study of principles and practices of 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.

EDU 231 **Methods, Materials and Techniques of Audio-Visual Production** **Credit 3 (2-2)**
A course designed to provide training in audio-visual production including the making of transparencies, elementary photography, lettering, dry-mounting and laminating.

EDU 232 **Physical Activities for Children** **Credit 3 (3-0)**
Study of the physical development of children with emphasis on movement, rhythms, games, and other activities which promote optimal development. Each student will develop a series of activities appropriate for a specific level of development.

EDU 234 **Audiovisual Instruction Through Creative Expression** **Credit 3 (3-0)**
Individual and group exploration of activities and media for promoting optimal overall development of children with emphasis on audio-visual instruction.

EDU 250 **Seminar Practicum** **Credit 4 (1-9)**
A vital part of the Teacher Associate Program is that each student will be assigned to an education 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, public schools, state and federal funded day care and centers for exceptional children. 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.

EDU 251 **Seminar Practicum** **Credit 5 (1-12)**
A vital part of the Teacher Associate program is that each student will be assigned to an education 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, public schools, state and federal funded day care and centers for exceptional children. 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 the individual children.

EDU 252 **Seminar Practicum** **Credit 3 (1-6)**
A vital part of the Teacher Associate program is that each student will be assigned to an education 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, public schools, state and federal funded day care and centers for exceptional children. 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.

ELC 112 **Electrical Fundamentals I** **Credit 7 (5-6)**
A qualitative study of units of measurement, electrical quantities, simple circuits, electromotive forces, current, power, laws, basic electrical instruments and measurements, resistance, impedance and basic circuit components. Concepts taught are generally limited to fundamentals with very little emphasis placed on quantitative aspects. Laboratory work will teach the proper use and care of basic hand tools and the basic manual skills used in working with electricity. Measurement techniques and safety practices will be stressed throughout.

ELC 113 **Electrical Fundamentals II** **Credit 5 (3-6)**
Additional electrical concepts and circuit analysis procedures as applied to more complex two terminal and simple two port networks are introduced. Laboratory work will include additional measurement techniques with emphasis on verification of theoretical concepts.
Prerequisites: ELC 112 (or equivalent), MAT 101

ELC 114 **Electrical Fundamentals III** **Credit 4 (3-2)**
Advanced circuit analysis techniques as applied to two port passive networks are introduced with emphasis on analysis and mathematical computations. Laboratory experiences are used to support analysis activities.
Prerequisites: ELC 113, MAT 102

ELC 163 **Laboratory Practices** **Credit 3 (1-5)**
The objective of this course is to develop skill in the use of the various hand tools used by the technician. The student is trained to observe safety precautions, use hand tools properly and safely, prepare and solder wire, components, and devices. The student is expected to construct a chassis for an electronic system, use fasteners, tubing and terminals where appropriate, using proper construction techniques, and produce a working system using printed circuit construction techniques.

ELC 1112 **Direct & Alternating Current** **Credit 8 (4-12)**
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.

ELC 1112A **Direct & Alternating Current** **Credit 4 (2-6)**
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 currents 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.

ELC 1112B **Direct & Alternating Current** **Credit 4 (2-6)**
An advanced study of A/C circuits with their relationships to the analysis of inductive resistive and capacitive circuits used in the understanding of alternating current.
Prerequisite: ELC 1112A

ELC 1113 **Alternating Current & Direct Current: Machines & Controls** **Credit 8 (4-12)**
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

ELC 1113A **Alternating Current & Direct Current: Machines & Controls** **Credit 5 (3-6)**
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

ELC 1113B **Alternating Current & Direct Current: Machines & Controls** **Credit 3 (1-6)**
A study of AC-DC motors and controllers and AC transformer. Their use and application will be studied with respect to their power losses and measurements.
Prerequisites: ELC 1113A

ELC 1115 **Math for Electricians** **Credit 3 (3-0)**
A study of addition, subtraction, multiplication and division of fractions and decimals, the use of percentages in practical problems, electrical applications of ratio and proportion, uses of electrical formulas, and the metric system.

ELC 1116 **National Electrical Code I** **Credit 6 (6-0)**
Designed to assist electricians, and others in the field, in all phases of wiring, understanding the correct methods of wiring, and use of materials in accordance with National Electric Code Standards. The Code contains provisions required for safety, which will be fully covered within the course.

ELC 1117 **National Electrical Code II** **Credit 6 (6-0)**
A more in-depth study of the principles and procedures outlined in NEC I. For further preparation of persons entering or working in the electrical field.
Prerequisites: ELC 1116 or permission of instructor

ELC 1124 **Residential Wiring** **Credit 8 (4-12)**
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

ELC 1124A **Residential Wiring** **Credit 4 (2-6)**
Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as: services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.
Prerequisites: ELC 1113, DFT 1110

ELC 11124B **Residential Wiring** **Credit 4 (2-6)**
Actual wiring of residential occupancies in classroom and in the field. A working knowledge will begin in the planning layout and power distribution to each part of the dwelling.
Prerequisite: ELC 1124A

ELC 1125 **Commercial and Industrial Wiring** **Credit 8 (4-12)**
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

ELC 1125A **Commercial and Industrial Wiring** **Credit 4 (2-6)**
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

ELC 1125B **Commercial and Industrial Wiring** **Credit 4 (2-6)**
Actual wiring of commercial industrial structures in classroom and in the field. A working knowledge of planning layout and power distribution to each phase of the job using approved method of wiring.
Prerequisite: ELC 1125A

ELN 121 **Electronics I** **Credit 5 (3-4)**
Presents qualitative electronics concepts beginning with systems and networks and proceeding to devices. Typical networks such as power supplies, amplifiers, oscillators, and feedback circuits are introduced. Solid state devices and vacuum tubes are introduced as idealized devices. Experience is provided in basic troubleshooting techniques. Instruments are introduced as needed for simple testing and measurements.
Corequisite: ELC 113

ELN 122 **Electronics II** **Credit 7 (5-6)**
A quantitive study beginning with active control devices and proceeding to networks. A variety of equivalent circuit models are used to evaluate device and system parameters and predict circuit performance. Instruments are used in the laboratory to collect data, verify math predictions, and troubleshoot.
Prerequisite: ELN 121

ELN 123 **Electronics III** **Credit 5 (3-4)**
Continues the study of active networks. Emphasis is on the analysis and design of both networks and active circuits. In addition fundamentals, design techniques, and typical applications of linear integrated circuits are introduced.
Prerequisites: ELN 122, MAT 103

ELN 218 **Pulse, Logic and Digital Circuits** **Credit 5 (3-4)**
Emphasizes the study of wave shaping and non-sinusoidal wave generating circuits using discrete and integrated components. Wave shaping topics include simple passive wave shaping circuits and more complicated wave shaping circuits using active devices. Topics covered under non-sinusoidal wave generating circuits include multivibrators, sweep generators, and other types of special purpose circuits using discrete and integrated components. An introduction to Boolean algebra and its applications for the simplification of logic circuits is also included.
Prerequisite: ELN 123

ELN 219 **Digital Fundamentals** **Credit 5 (3-4)**
Emphasizes the study of combinational and sequential logic circuits using discrete and integrated components. Topics include: binary arithmetic, numbering systems, Boolean algebra, storing, timing, gating, and counting. Typical applications in industry will be presented.
Prerequisite: ELN 123

ELN 234 **Pulse & Digital Circuits** **Credit 4 (2-4)**
This course emphasizes circuit design and analysis of nonsinusoidal waveshaping circuitry, such as multivibrators, clampers, limiters and pulse generators. Equal emphasis is placed on logic circuitry which includes numbering systems, codes, Boolean algebra, and basic logic circuits. The laboratory experiments emphasize the investigation and design of basic circuits.
Prerequisites: ELN 134, BMT 213, BMT 224, BMT 244

ELN 241 **Electronic Systems I** **Credit 5 (3-6)**
A general survey of electronic systems with emphasis on their description in block diagram format. Systems to be studied are those used in communications, computing, measurement, automatic control, and others of a specialized nature as appropriate.
Prerequisite: ELN 123

ELN 242 **Electronic Systems II: Communications** **Credit 7 (5-4)**
Introduction to fundamental aspects of electronic communication systems with special emphasis on need for modulation, types of modulation, frequency spectra and bandwidth requirements. Qualitative study of the principles of AM, SSB, and FM including the generation and detection of radio signals will be studied.
Prerequisite: ELN 241

ELN 243 **Electronic Systems III: Communications** **Credit 7 (5-4)**
Study of specialized electronic communication systems such as TV, microwave, radar, and optical communication systems. Discussion of sampling and pulse systems including techniques of multiplexing such as PAM, PDM, and PPM.
Prerequisite: ELN 242

ELN 246 **Electronics Design Project** **Credit 3 (0-6)**
A laboratory class emphasizing independent research and design work by the student. The student will select a project in consultation with the instructor; perform the required research; compile data; formulate a theoretical model; and construct, test, and evaluate a working model of the selected project.
Prerequisite: ELN 241

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.

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.
Prerequisities: 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-insertation circuits, video detector stages, automatic gain control circuits, deflection oscillator and amplifier stages, automatic frequency control circuits, picture IF amplifier stages and RF tuner units. 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 4 (3-3)**
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 4 (3-3)**
Basic industrial electronic systems such as: motor controls, alarm systems, heating systems and controls, magnetic amplifier controls, welding control systems using thyratron tubes, and other basic types of systems commonly found in most industries.
Prerequisite: ELN 1118

ELN 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 faculty 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 rapair 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

ENG 101 **Grammar** **Credit 3 (3-0)**
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.

ENG 102 **Composition** **Credit 3 (3-0)**
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

ENG 103 **Report Writing** **Credit 3 (3-0)**
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 re-

quired of each student at the end of the term. This report must have to do with something in the student's curriculum.
Prerequisite: ENG 101, ENG 102

ENG 153 **Reading Improvement** **Credit 2 (2-0)**
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.

ENG 156 **Pre-College English** **Credit 3 (3-0)**
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.

ENG 204 **Oral Communications** **Credit 3 (3-0)**
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

ENG 206 **Business Communications** **Credit 3 (3-0)**
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 101, ENG 102

ENG 210 **Children's Literature** **Credit 3 (3-0)**
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.

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.

ENG 251 **Vocabulary Study** **Credit 3 (3-0)**
Designed to build vocabularly 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.

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.

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.

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

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.

ENG 1105 **Report Writing & Research** **Credit 3 (3-0)**
Designed to develop research skills and use of informational sources as well as reviewing standard writing skills (punctuation, word usage and sentence structure).

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.

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.

FAS 103 **Fashion Accessories** **Credit 3 (3-0)**
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.

FAS 104 **Fashion Sketching** **Credit 3 (2-2)**
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.

FAS 108 **Fashion Salesmanship** **Credit 3 (3-0)**
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.

FAS 208 **Applied Fashion Merchandising** **Credit 3 (1-4)**
Provides students with opportunities to test and apply retail merchandising principles, practices and techniques, through the actual operation and management of a retail store.

FAS 210 **Fashion Sales Promotion I** **Credit 4 (3-2)**
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.

FAS 211 **Fashion Sales Promotion II** **Credit 4 (3-2)**
Covers the types and objectives of the different sales promotion activities that are used to sell fashion products, and the specialized techniques and pro-

cedures that are employed to implement fashion shows, special events and publicity, culminating with the presentation of a fashion show.

FAS 215 **Fashion Merchandising Field Study** **Credit 3 (3-0)**
FAS 215 is a field study trip involving seminars with experts in the fashion merchandising field. Includes tours of major retail operations and showroom; seminars with designers and fashion specialists; and attendance at a Broadway show followed by a tour of the costume department.

HEA 101 **Personal Health & Physical Fitness** **Credit 2 (2-0)**
Study of influences on physical and mental health, individual practices which aid in maintaining good physical fitness throughout the life span, and developing effective methods of educating children toward better health.

HED 200 **Perspectives of Healthful Living** **Credit 2 (2-0)**
This course provides students with a comprehension of scientific knowledge that applies to the application and promotion of good health status for individuals and society. Current health findings are used to establish an awareness of various health problems in order to understand ourselves biologically, emotionally, and socially. Special emphasis is placed upon the removal of ecological hazards, developing a healthy personality, improving organic efficiency and preparation for effective family living.

HED 120 **First Aid** **Credit 3 (3-0)**
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.

HUM 110 **History of Costume** **Credit 3 (3-0)**
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.

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.

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.

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 100 **Algebra** **Credit 5 (6-0)**
This course is designed as a concentrated presentation of the fundamentals of high school algebra. This one-quarter course will emphasize basic algebraic principles and processes.

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: Algebra I and II or MAT 100

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.

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.

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.

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.

MAT 1101 **Fundamentals of Mathematics** **Credit 3 (3-0)**
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.

MAT 1105 **Math for Nurses** **Credit 3 (3-0)**
Safe and accurate administration of medications is a fundamental responsibility of the practical nurse. To this end knowledge of dosage calculation and the basic mathematical computations necessary to dosage calculation must be presented. This will include a review of fractions, decimals, Roman numerals, ratio and proportion, equations and formulae of dosage calculations. Also the three (3) systems of measurement (household, Apothecaris and metric) in which medication orders are written will be presented.

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.

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.

MED 131 **Anatomy & Physiology** **Credit 5 (4-2)**
A course dealing with a basic study of the cells and tissues, basic embryology, and the neuromuscular, digestive, excretory, and reproductive systems.

MED 132 **Cardiopulmonary Anatomy and Physiology** **Credit 4 (3-2)**
This includes a study of the anatomy and physiology of the respiratory and circulatory systems, pulmonary function testing, embryology of the cardiopulmonary systems, neonatal respiratory system and distress, airway management, and cardiopulmonary resuscitation.
Prerequisite: MED 131

MED 134 **Occupational Therapy Anatomy & Physiology** **Credit 4 (3-2)**
Continuation of MED 132. Physiology of the muscular and nervous systems will be stressed. Course also includes an introduction to splinting and bracing with emphasis on purpose, proper application and daily care.

NUR 1100 **Nurse Aide Skills I** **Credit 7 (3-12-0)**
Upon completion of this course the student should be able to: (1) provide for the hygienic needs of patients; (2) provide a safe environment for patients; (3) utilize principles of body mechanics in giving patient care; (4) demonstrate the ability to perform basic nursing skills and procedures; (5) demonstrate appropriate behavior in patient care setting; (6) follow policies and procedures of the clinical agency.

NUR 1100 **Nurse Aide Skills II** **Credit 7 (3-12-0)**
Upon completion of this course the student should be able to: (1) demonstrate effective working relationships in the clinical setting; (2) appreciate the role of the nurse aide as a member of the health team; (3) use appropriate terminology in reporting and recording; (4) accept responsibility for own actions;

(5) recognize the special needs of geriatric patients; (6) communicate appropriately in the clinical setting.

NUR 1101 **Basic Science** **Credit 7 (6-2-0)**
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.

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.

NUR 1103 **Human Relations** **Credit 3 (3-0)**
A study of the basic principles of human behavior beginning with an understanding of self which expands outward to include an understanding of others. Also included in the study are defense mechanisms, problem solving, common classifications of mental illness and basic principles of psychiatric nursing.

NUR 1104 **Vocational Adjustments** **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.

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 6 (0-3-15)**
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.

OTH 102 **Arts and Crafts I** **Credit 3 (2-3)**
A survey of the field of arts and crafts as it pertains to recreational leadership, mental health programs, occupational therapy, and education students. Students will learn the use of power and hand tools and will create projects in clay, wood, leather, paper, fibers and metal.

OTH 103 **Arts and Crafts II** **Credit 2 (0-5)**
The purpose of this course is to give students in-depth training in a limited number of materials and techniques for crafts according to the students' individual needs.

OTH 104 **Arts & Crafts III — OT Application** **Credit 3 (2-3)**
This course will involve visitation to centers where students can apply arts and crafts and functional activities in clinical settings. Emphasis will be placed on goal oriented activities to enhance the patients' psychological and physiological well-being.

OTH 150 **Orientation to Occupational Therapy** **Credit 3 (2-3)**
Background and development of occupational therapy; educational growth, establishment of schools and standards. National, State, Local and International organizations. Arranged trips to general, psychiatric, and extended care facilities, with discussion and interpretation period.

OTH 160 **Medical Science I** **Credit 5 (5-0)**
This course will familiarize the student with the etilogy, diagnosis, detection, medical management and prognosis of the traumatic, chronic and degenerative conditions commonly treated in physical medicine.

OTH 161 **Medical Science II** **Credit 5 (5-0)**
A continuation of Medical Science I with inclusion of a series of lectures concerned with medical and orthopedic conditions which are treated by the occupational therapist. This course also includes familiarity with medical and occupational therapy language and vocabulary pertinent to these conditions.

OTH 184 **Chronic Disease and Aging** **Credit 3 (3-0)**
A study of physical, mental, emotional and social patterns of growth, development and aging. Aspects to be given special attention include: motor development, physiology of aging, growth deterrents, and functional pathology in any of the above aspects.

OTH 210 **Therapeutic Techniques** **Credit 3 (2-2)**
A lecture and lab course in pre-vocational evaluation, activities of daily living, orthotics, and home making for the handicapped. Also, the sheltered workshop activities will be presented.

OTH 220 **Physiology of Exercise** **Credit 3 (2-3)**
Principles of physiology applied to activity, including exercise, isometrics, isotonics, effort syndrome, fatigue, and reflex time. Also included are methods of relaxation.

OTH 253 **Psychiatric Occupational Therapy** **Credit 5 (5-0)**
A series of lectures and clinical demonstrations concerned with psychiatric and neurological disorders. Also, a study of the philosophy and applications of occupational therapy in the psychiatric field, as well as the area of mental retardation.

OTH 256 **Physical Disabilities** **Credit 3 (3-0)**
A study of general medical, neurological, and orthopedic conditions with emphasis on methods of treatment used by occupational therapists. Precautions and limitations applied to the treatment of these conditions will be stressed. Muscle testing and joint range of motion measurements will be introduced. The student will be given instructions on methods of observations and how to effectively report these observations.

OTH 292 **Organization and Administration** **Credit 2 (2-2)**
Organization and administration of occupational therapy services, including duties and responsibilities of therapists, assistants; volunteers and others. Other topics include: ethical and legal responsibilities among professional and non-professional teams, public relations, forms, records, supplies, equipment and budget.

OTH 305 **Occupational Therapy Seminar** **Credit 3 (2-3)**
Review, re-emphasis, sharing of experience through role playing and discussions of situations and problems. Field tours to extended care facilities and other community agencies.

OTH 306 **Field Supervision (General)** **Credit 7 (0-0-20)**
This course provides the student with an opportunity to apply occupational therapy techniques in a general hospital, nursing or rest home/rehabilitation centers. The student will be confronted with the responsibilities and decisions which they will be required to make as an OTA.

OTH 307 **Field Supervision (Psychiatric)** **Credit 7 (0-0-20)**
This course provides the student with an opportunity to apply occupational therapy techniques in a psychiatric hospital, nursing or rest homes/rehabilitation centers. The student will be confronted with the responsibilities and decisions which they will be required to make as an OTA.

OTH 308 **Occupational 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.

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.

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 parts 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 104 **Physics: Light & Sound** **Credit 4 (3-2)**
A survey of the concepts involving wave motion leads to a study of sound, its generation, transmission and detection. The principles of wave motion also serve as an introduction to a study of light, illumination and the principles involved in optical instruments. Application is stressed throughout.
Prerequisites: MAT 101, PHY 101

PHY 233 **Measuring Principles I** **Credit 3 (2-3)**
This course covers the measurement of pressure, flow, level, and temperature by mechanical means. Principles are presented by analyzing the operation of typical commercial equipment as well as fundamental lab experiments.
Prerequisite: ELN 134

PHY 243 **Measuring Principles II** **Credit 3 (2-3)**
This course is a continuation of measuring Principles I and covers the measurement of pressure, flow, level and temperature by electrical means.
Prerequisite: PHY 233

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.

PHY 1102 **Applied Science** **Credit 4 (3-2)**
The second in a series of two courses of applied physical principles. Topics in-

troduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power.
Prerequisite: PHY 1101

PME 1101 **Automotive Gas Engines** **Credit 6 (3-9)**
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.

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.

PME 1103 **Automotive Electrical Systems** **Credit 8 (4-12)**
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.

PME 1103A **Electrical Systems (Part I)** **Credit 4 (2-6)**
This course is a study of the electrical systems of the automobile including the basic systems of the battery and cranking systems, charging system, ignition system, accessories and basic wiring. The student will study the basic electrical test equipment as well as the more sophisticated diagnostic equipment. Safety is stressed in the practical shop applications and factory approved methods of repair.

PME 1103B **Electrical Systems (Part II)** **Credit 4 (2-6)**
This course will continue into the electrical systems on the material that was studied in the Electrical Systems (Part I). Emphasis is shifted from theory of operation of the various systems to diagnostic lab work and electrical trouble shooting. Using factory manuals, the student traces and troubleshoots problems dealing with chassis and body wiring also.
Prerequisite: PME 1103A

PME 1104 **Diesel Engines** **Credit 4 (2-6)**
This course is designed for the automotive student who will be confronted with the smaller versions of the diesel engine used in today's automobile. This course deals with the diesel theory of operation, rebuilding and servicing the diesel engine and its components, and studying the fuel and injection systems. Safety and factory approved methods of servicing the automotive diesel will be stressed throughout the course.

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.

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.

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.

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.

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.

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.

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.

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.

REC 102 **Recreation Skills and Techniques** **Credit 3 (2-3)**
Theory, selection, and teaching of games of low organization at various levels. Attention to leadership skills in games; active, social, lead-up stunts, contests, card and table games, musical and rhythm activities are included. Emphasis is placed on the psychological and physiological development of the child.

REC 103 **Recreation Skills and Techniques** **Credit 3 (2-3)**
This course is designed to develop knowledge and skills in recreational activities for the ill, the aging, and the physically and mentally handicapped.

RED 101 **Introduction to Reading** **Credit 4 (3-2)**
This course is designed to inform the students of the background of reading — the definition and history. Included will be the relationship between self concept and learning to read, the physiological aspects of reading, readiness for reading and phonics. Lab work for this course will consist of observation and assistance to the classroom teacher in public schools.
Prerequisite: None

RED 102 **Methods, Materials & Techniques of Teaching Reading** **Credit 4 (3-2)**
This course is designed to expose students to the mechanics of reading in word recognition and comprehension. In addition, major methods and techniques of teaching reading in the local system will be emphasized. Lab work for this course will consist of activities, working with individuals and small groups under the direction of the classroom teacher in public schools.
Prerequisite: RED 101

RED 103 **Methods, Materials & Techniques of Teaching Reading** **Credit 4 (3-2)**
Students will study and use diagnostic measures used in the local school system and informal methods of identifying reading needs. Emphasis will be placed on teacher-made materials and activities to be used independently for recreation and instruction. Lab work for this course will consist of making materials and working with individuals and small groups.
Prerequisite: RED 101, RED 102

RED 104 **Teaching Remedial Reading** **Credit 3 (3-0)**
A course designed for aides who assist in teaching pupils who cannot successfully participate in reading activities in a traditional pattern. Based on diagnosis, selection of appropriate materials and stimulating and maintaining interest. Includes appropriate word attack and comprehension skills.
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: MED 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 humanity. 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: MED 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 department 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 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.

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.

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.

SOC 128 **Community Resources** **Credit 3 (3-0)**
An overall view of community, state and national resource and service agencies, designed to assist families, children or individuals within the community.

SOC 204 **Social Psychology for the Health Services** **Credit 5 (5-0)**
This course is designed to assist biomedical students in building meaningful human relationships and to help them make the adjustments necessary to develop a satisfactory work situation. The fields of adjustment to be considered are: work environment, group interpersonal relationships, and personal involvement. Psychologically, students will be concerned with attitudes, frustrations, causation of behavior, motivation, individual differences, and job satisfaction. Sociologically, students will consider status, culture, role, communication, social systems, and the human relationship approach to others. They will be encouraged to see their own personalities in relation to our culture and society.

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.

TEX 100 **Fabric Science I** **Credit 3 (3-0)**
Analyzes textile fibers and the construction of fabrics, with emphasis on the properties that affect their hand, appearance, performance and end use.

WLD 1101 **Basic Gas Welding** **Credit 2 (1-3)**
Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver-soldering, and flame cutting methods applicable to mechanical repair work.

WLD 1102 **Basic Arc Welding** **Credit 2 (1-3)**
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

WLD 1105 Automotive Body Welding **Credit 4 (2-6)**
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

WLD 1141S Beginning Welding I **Credit 4 (1-9)**
Introduction to the history of oxyacetylene and arc welding. The principles of welding and cutting, nomenclature of the equipment, assembly of unit. The operation of various AC transformers, AC and DC rectifiers, and DC motor generator arc welding units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead positions, and the cutting of straight lines with the torch. Safety procedures are stressed throughout the program of instruction. Testing appropriate to type welds will be performed.

WLD 1142S Intermediate Welding II **Credit 4 (1-9)**
A review of basic oxyacetylene cutting and welding, preparation of metals, types of joints, welding procedures and testing of the welds. The operation of AC transformers and DC motor generator arc welding machines. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weakness in welding. Safety procedures are emphasized throughout the course.

WLD 1124S Advanced Welding III **Credit 4 (1-9)**
Designed to provide practice in welding or pressure piping in the horizontal, vertical and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME code. Testing appropriate to type welds will be performed.

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 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

This program is designed for adults of all ages to enable them to complete their high school credits.

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/Stanly

County Boards of Education with Stanly Technical Institute to provide the opportunity for citizens to complete their high school education.

In order to determine 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 Stanly Technical Institute and the Albemarle City or Stanly 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 Stanly Tech Bookstore also stocks a preparatory book which may be purchased.

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, Reading Skills, 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 Stanly Technical Institute cooperating with the Albemarle and Stanly 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 or guidance counselor. 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. Students sixty-five years of age or older are exempt from the $5 registration fee.

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
- Basic Electricity
- Architectural Drafting
- Blueprint Reading
- Industrial Welding
- Bricklaying
- Automobile Mechanics
- Small Engine Repair
- Motorcycle Repair
- Automobile Transmissions

Business Education and Related

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

Industrial Services

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

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

Fire Service Training
- Introduction to Firefighting
- Fire Apparatus Practices
- Rescue Practices
- Forcible Entry

Hospitality and Food Service Education
- Quantity Cooking and Baking
- School Food Service
- Nutrition and Diet Therapy
- Food Service Supervision

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

Liberal and Language Arts Education
- Creative Writing
- Oral Communications
- Themes in Modern Novels
- Speed Reading
- Writing Local History
- Stanly County History

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

Creative Arts and Homemaking
- Interior Design
- Oil Painting
- Ceramics
- Clothing Construction
- Tailoring
- Furniture Refinishing

ADULT BASIC EDUCATION

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

COMMUNITY SERVICE PROGRAMS

Stanly Tech seeks to sponsor and promote a variety of community services which contribute to the cultural, economic, and civic improvement of the community. The following are some examples: workshops, community forums, art exhibits, resident musicians and artists, speaker and film presentations, occupational training for the disadvantaged and handicapped.

STATE ADMINISTRATION

H. David Burton . . . . . Chairman, State Board of Education

Larry Blake . . . . . President, Department of Community Colleges

BOARD OF TRUSTEES

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Albemarle, North Carolina

Elbert L. Whitley, Jr.
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Albemarle, North Carolina

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