



STANLY
TECHNICAL
COLLEGE
GENERAL
CATALOG
1986-1988

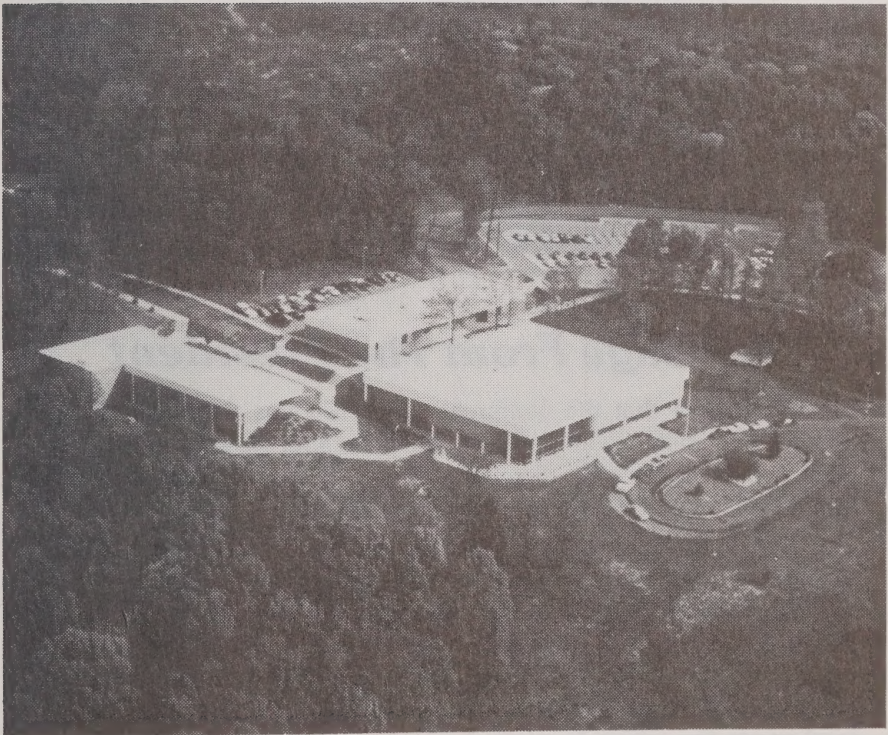
THE CATALOG

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 Community Colleges, 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 grounds 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.

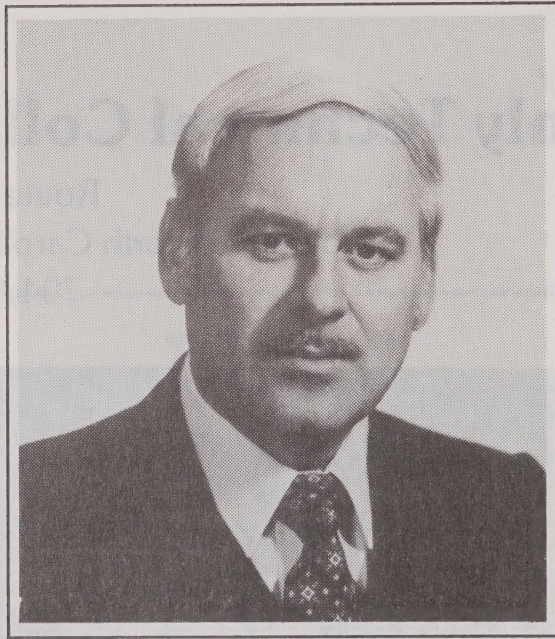
Stanly Technical College

Route 4, Box 55
Albemarle, North Carolina 28001
704/982-0121



GENERAL CATALOG 1986-88

Stanly Technical College is fully accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.



Message From The President

We believe that the comprehensive programs described in this catalog will stimulate you to begin or continue your life-long learning experiences. Our efforts are directed to help you achieve your goals and aspirations which will result in a qualitative life.

We believe that when you use your vision and vitality at this college to earn your degree, you will indeed become self-reliant, self-supporting and able to contribute to your family and community. As we reviewed and structured the programs in this catalog, our attention was focused on quality, adequacy, and relevance. Today, with both a diversity of regional curricula and continuing education programs designed to serve local needs, the college is productive and innovative. Through our trustees-staff leadership and a competent enthusiastic faculty, the college is equipped with intelligence and capacity to anticipate and meet the manpower needs of our area.

We hope that each of you who reads this catalog and enrolls in this college will experience remarkable progress and truly achieve your goals.

Dr. Charles H. Byrd

ACADEMIC CALENDAR 1986-87

FALL QUARTER 1986-87 (55 days)

September 4	Thursday	Registration — 10 a.m.-1 p.m. 6 p.m.-8 p.m.
September 8	Monday	First Day of Classes
September 12	Friday	Last Day to Register or Add a Course
October 3	Friday	Last Day to Drop a Course with a Grade of W
October 10	Friday	No Classes
November 3-7	Monday-Friday	Pre-Registration with Advisors
November 12	Wednesday	Pre-Payment for Winter Quarter
November 24	Monday	Last Day of Classes

WINTER QUARTER 1986-87 (55 days)

December 1	Monday	Registration — 10 a.m.-1 p.m. 6 p.m.-8 p.m.
December 3	Wednesday	First Day of Classes
December 9	Tuesday	Last Day to Register or Add a Course
December 22- January 2	Monday-Friday	Winter Break (No Classes)
January 5	Monday	Classes Resume
January 13	Tuesday	Last Day to Drop a Course with a Grade of W
February 9-13	Monday-Friday	Pre-Registration with Advisors
February 18	Wednesday	Pre-Payment Day for Spring Quarter
March 3	Tuesday	Last Day of Classes
* March 4-6	Wednesday-Friday	Make-up Day for Inclement Weather

SPRING QUARTER 1986-87 (55 days)

March 9	Monday	Registration — 10 a.m.-1 p.m. 6 p.m.-8 p.m.
March 11	Wednesday	First Day of Classes
March 17	Tuesday	Last Day to Register or Add a Course
April 7	Tuesday	Last Day to Drop a Course with a Grade of W
April 17-20	Friday-Monday	Easter Holidays
May 6	Wednesday	Activity Day
May 11-15	Monday-Friday	Pre-Registration with Advisors

May 20	Wednesday	Pre-Payment for Summer Quarter
May 29	Friday	Last Day of Classes
SUMMER QUARTER 1986-87 (50 days)		
June 4	Thursday	Registration — 10 a.m.-1 p.m. 6 p.m.-8 p.m.
June 8	Monday	First Day of Classes
June 12	Friday	Last Day to Register or Add a Course
June 29-July 10	Monday-Friday	Summer Break (No Classes)
July 13	Monday	Classes Resume
July 17	Friday	Last Day to Drop a Course with a Grade of W
August 10-14	Monday-Friday	Pre-Registration with Advisors
August 19	Wednesday	Pre-Payment for Fall Quarter
August 28	Friday	Last Day of Classes
September 1	Tuesday	Graduation

* Any days lost due to inclement weather will be made up during this time.

ACADEMIC CALENDAR 1987-88

FALL QUARTER 1987-88 (55 days)

September 9	Wednesday	Registration — 10 a.m.-1 p.m. 6 p.m.-8 p.m.
September 10	Thursday	First Day of Classes
September 16	Wednesday	Last Day to Register or Add a Course
September 30	Wednesday	Activity Day
October 8	Thursday	Last Day to Withdraw from a Course with a Grade of W
October 23	Friday	Fall Break (No Classes)
November 9-13	Monday-Friday	Pre-Registration with Advisors for Winter Quarter
November 13	Friday	Last Day to Withdraw from a Course
November 18	Wednesday	Pre-Payment for Winter Quarter
November 26-27	Thursday-Friday	Thanksgiving Holidays
December 1	Tuesday	Last Day of Classes

WINTER QUARTER 1987-88 (55 days)

December 7	Monday	Registration — 10 a.m.-1 p.m. 6 p.m.-8 p.m.
------------	--------	--

December 9	Wednesday	First Day of Classes
December 15	Tuesday	Last Day to Register or Add a Course
December 24-		
January 1	Thursday-Friday	Winter Break (No Classes)
January 4	Monday	Classes Resume
January 14	Thursday	Last Day to Withdraw from a Course with a Grade of W
February 15-19	Monday-Friday	Pre-Registration with Advisors for Spring Quarter
February 18	Thursday	Last Day to Withdraw from a Course
February 24	Wednesday	Pre-Payment for Spring Quarter
March 3	Thursday	Last Day of Classes
* March 4 & 7	Friday & Monday	Make-up Days for Inclement Weather

SPRING QUARTER 1987-88 (55 days)

March 8	Tuesday	Registration — 10 a.m.-1 p.m. 6 p.m.-8 p.m.
March 10	Thursday	First Day of Classes
March 16	Wednesday	Last Day to Register or Add a Course
April 1-5	Friday-Tuesday	Easter Holidays (No Classes)
April 8	Friday	Last Day to Withdraw from a Course with a Grade of W
May 9-13	Monday-Friday	Pre-Registration with Advisors for Summer Quarter
May 11	Wednesday	Activity Day
May 16	Monday	Last Day to Withdraw from a Course
May 18	Wednesday	Pre-Payment for Summer Quarter
May 30	Monday	Last Day of Classes

SUMMER QUARTER 1987-88 (50 days)

June 2	Thursday	Registration — 10 a.m.-1 p.m. 6 p.m.-8 p.m.
June 6	Monday	First Day of Classes
June 10	Friday	Last Day to Register or Add a Course
July 1	Friday	Last Day to Withdraw from a Course with a Grade of W
July 4-15	Monday-Friday	Summer Break (No Classes)

July 18	Monday	Classes Resume
August 8-12	Monday-Friday	Pre-Registration with Advisors for Fall Quarter
August 15	Monday	Last Day to Withdraw from a Course
August 17	Wednesday	Pre-Payment for Fall Quarter
August 29	Monday	Last Day of Classes
August 31	Wednesday	Graduation

* Any days lost due to inclement weather will be made up during this time.

ACADEMIC CALENDAR 1988-89

FALL QUARTER 1988-89 (55 days)

September 8	Thursday	Registration — 10 a.m.-1 p.m. 6 p.m.-8 p.m.
September 12	Monday	First Day of Classes
September 16	Friday	Last Day to Register or Add a Course
September 28	Wednesday	Activity Day
October 10	Monday	Last Day to Withdraw from a Course with a Grade of W
October 21	Friday	Fall Break (No Classes)
November 7-11	Monday-Friday	Pre-Registration with Advisors for Winter Quarter
November 16	Wednesday	Pre-Payment for Winter Quarter
		Last Day to Withdraw from a Course
November 24-25	Thursday-Friday	Thanksgiving Holidays
December 1	Thursday	Last Day of Classes

WINTER QUARTER 1988-89 (55 days)

December 6	Tuesday	Registration — 10 a.m.-1 p.m. 6 p.m.-8 p.m.
December 8	Thursday	First Day of Classes
December 14	Wednesday	Last Day to Register or Add a Course
December 23- January 2	Friday-Monday	Winter Break (No Classes)
January 3	Tuesday	Classes Resume
January 13	Friday	Last Day to Withdraw from a Course with a Grade of W

February 8-12	Monday-Friday	Pre-Registration with Advisors for Spring Quarter
February 17	Wednesday	Pre-Payment for Spring Quarter
February 18	Thursday	Last Day to Withdraw from a Course
March 3	Friday	Last Day of Classes
* March 6-8	Monday	Make-up Days for Inclement Weather

SPRING QUARTER 1988-89 (55 days)

March 9	Thursday	Registration — 10 a.m.-1 p.m. 6 p.m.-8 p.m.
March 13	Monday	First Day of Classes
March 17	Friday	Last Day to Register or Add a Course
March 24-27	Friday-Monday	Easter Holidays (No Classes)
April 11	Tuesday	Last Day to Withdraw from a Course with a Grade of W
May 8-12	Monday-Friday	Pre-Registration with Advisors for Summer Quarter
May 16	Tuesday	Last Day to Withdraw from a Course
May 17	Wednesday	Activity Day
May 18	Thursday	Pre-Payment for Summer Quarter
May 31	Wednesday	Last Day of Classes

SUMMER QUARTER 1988-89 (50 days)

June 5	Monday	Registration — 10 a.m.-1 p.m. 6 p.m.-8 p.m.
June 7	Wednesday	First Day of Classes
June 13	Tuesday	Last Day to Register or Add a Course
July 3-14	Monday-Friday	Summer Break (No Classes)
July 18	Tuesday	Last Day to Withdraw from a Course with a Grade of W
August 7-11	Monday-Friday	Pre-Registration with Advisors for Fall Quarter
August 15	Tuesday	Last Day to Withdraw from a Course
August 16	Wednesday	Pre-Payment for Fall Quarter
August 29	Tuesday	Last Day of Classes
August 31	Thursday	Graduation

* Any days lost due to inclement weather will be made up during this time.

TABLE OF CONTENTS

Message from the President	2
ACADEMIC CALENDARS	3-7
INTRODUCTION	9
History	10
Purpose	10
Administrative Office Hours	11
Academic Year	11
Class Schedule	11
Areas of Study	11-12
ADMISSION POLICIES	13-17
EXPENSES, FINANCIAL AID	20
ACADEMIC POLICIES	25
STUDENT SERVICES, STUDENT LIFE	37
PROGRAMS OF STUDY	44
Accounting	45
Agricultural Business Technology	47
Associate Degree Nursing	49
Automotive Body Repair	57
Automotive Mechanics	59
Biomedical Equipment Technology	61
Business Administration	63
Business Computer Programming	65
Computer Engineering Technology	67
Computer Operations	69
Cosmetology	71
Criminal Justice — Protective Service Technology	72
Early Childhood Associate	74
Electromechanical Technology	77
Electronics Engineering Technology	79
Fashion Merchandising and Marketing	81
General Education College Program	84
General Occupational Technology	86
General Office	88
Industrial Electronics	92
Industrial Maintenance Technology	94
Machinist	96
Manufacturing Engineering Technology	98
Mechanical Drafting and Design Technology	100
Practical Nursing	53
Occupational Therapy Assistant	103
Respiratory Therapy Technician	106
Respiratory Therapy Therapist	106-109
Secretarial Executive, Legal, Medical	110-114
Welding	115
COURSE DESCRIPTIONS	117
CONTINUING EDUCATION, LEARNING CENTER	175
PEOPLE	181
State Administration	181
Board of Trustees	181
Faculty and Staff	182

Introduction



Admissions Policies

INTRODUCTION

HISTORY

Stanly Technical College was established in July, 1971, under the authority of the 1963 Community College Act. However, the College did not officially open until December 1971. Following the petitions of the County and City Boards of Education and the County Board of Commissioners, the late Senator Frank Patterson and the Honorable Richard Lane Brown, III were successful in gaining approval from the General Assembly to establish a technical college in the county. Dr. H. T. Webb, Superintendent of the Albemarle City Schools at the time, played a significant role as a founder of the college in promoting the college with state officials and members of The General Assembly. Before the end of 1971, the Board of Trustees had been appointed, an organizational meeting held and Dr. Charles H. Byrd was elected as the first President of the College.

The College opened in the temporary headquarters previously occupied by the South Albemarle High School. Enrollment figures already tell a dramatic story of Stanly Tech. Starting with 31 students in December, 1971, over 100,000 students have taken courses at the College to date. The College draws its enrollment principally from Stanly County but has an international flavor by having students enrolled from several foreign countries.

In October, 1975, the College occupied the new campus on the West of Albemarle. Within the campus are four buildings surrounded by rolling hills and valleys. Groundbreaking was held in August 1986 for a fifth building to house the college's allied health programs.

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 College is co-educational offering two-year general education, technical, vocational and general adult and extension courses. The College 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 College.

PURPOSE

Stanly Technical College was established to provide appropriate economic and convenient learning opportunities for all citizens beyond the normal high school age. Flexible programs of the College 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.
5. To provide continuing education based on community needs and in-

terest with special emphasis on basic education courses for grades 1-8, high school diploma programs, high school equivalency certificates, developmental studies, 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 College and the public and private schools of the area.

Stanly Technical College 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

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

ACADEMIC YEAR

The school year is divided into four quarters or two semesters (General Education College Program) for all instructional activities. Calendars for instructional programs are published in this catalog.

CLASS SCHEDULE

Stanly Technical College offers classes between the hours of 8:00 a.m. and 10:00 p.m. Monday through Thursday, until 5:00 p.m. on Friday, and until 12 noon on Saturday.

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 (or semester) schedules indicating types, locations and times of classes to be offered are published by the College and also announced in local news media.

AREAS OF STUDY

Associate Degree Programs (Two Years)

- Accounting
- Agricultural Business Technology
- Associate Degree Nursing
- Biomedical Equipment Technology
- Business Administration

INTRODUCTION

Business Computer Programming
Computer Engineering Technology
Criminal Justice-Protective Service Technology
Early Childhood Associate
Electromechanical Technology
Electronics Engineering Technology
Fashion Merchandising and Marketing
General Occupational Technology
General Office
Industrial Maintenance Technology
Manufacturing Engineering Technology
Mechanical Drafting and Design Technology
Occupational Therapy Assistant
Respiratory Therapy Technology-Therapist
Secretarial Science-Executive, Legal, Medical

Students completing the required hours in these curriculums are awarded the Associate in Applied Science degree. 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
Computer Operations
Cosmetology
Early Childhood Associate — One Year Option
Fashion Merchandising and Marketing — One Year Option
General Office — One Year Option
Industrial Electronics
Machinist
Respiratory Therapy Technology — 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

Basic Law Enforcement Training
Welding

Students completing the requirements for the above programs are awarded a certificate. See the PROGRAMS OF STUDY section of this catalog for program descriptions and course offerings. Descriptions of courses offered

ADMISSIONS POLICIES

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 College, 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 officials.

The open door policy does not mean 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 POLICIES

DUAL ENROLLMENT

High school students 16 years of age or older may enroll for course work at Stanly Technical College under the dual enrollment procedure as a Special Credit student with written approval of their high school principal.

ADMISSION TO ASSOCIATE DEGREE PROGRAMS

High School graduation, or the equivalent, is required of all applicants for degree programs. The high school equivalency certificate (GED) or the state adult high school diploma is acceptable in lieu of a regular high school diploma. Applicants submitting General Education Development (GED) scores must meet North Carolina High School Equivalency Requirements with a total score of 225 with no single test score below 35.

In addition to general requirements, other requirements may be needed to meet admission standards and are specified under each curriculum in the PROGRAMS OF STUDY section of this catalog.

Applicants to associate degree programs will be required to take a placement test consisting of reading, mathematics, grammar, and writing. The results will be used in advising students in course and program selection.

ADMISSION TO ALLIED HEALTH CURRICULA

High school graduation, or the equivalent, is required of all applicants to allied health programs. The high school equivalency certificate (GED) or the state adult high school diploma is acceptable in lieu of a regular high school diploma. Applicants submitting General Education Development (GED) scores must meet the North Carolina High School Equivalency Requirements with a total score of 225 and no single test score below 35.

Applicants must submit three letters of reference. Those currently or previously employed in a health field must have a work-related reference from their immediate or past supervisor. Relatives should not be used as references.

Applicants for nursing must have completed high school or college chemistry, biology, and algebra with a minimum grade of "C" in each course before entry into the program. Applicants for the respiratory therapy programs must have successfully completed high school or college biology and algebra before entry into these programs. It is recommended that respiratory therapy applicants also have completed a high school or college chemistry course prior to entering their program of study. All allied health applicants must complete a placement evaluation.

Applicants may be subject to approval by the Admissions Committee. The committee is composed of members of the instructional staff of the respective health curriculum and members of the Student Development staff. An informal interview is held and the committee evaluates all available data concerning each applicant. Applicants to allied health curricula must also submit a medical form (form supplied by the college) completed and signed by a licensed physician.

Additional requirements may be needed to meet admission standards for

specific allied health curricula and are listed under those programs in the PROGRAMS OF STUDY section of this catalog.

(Note: The North Carolina Board of Nursing may deny license to an individual convicted of a felony or any other crime involving moral turpitude).

ADMISSION TO DIPLOMA PROGRAMS

Applicants for one-year diploma programs should be high school graduates or meet the North Carolina Equivalency (GED) standard scores. For non-high school graduates with special needs, exceptions may be made. Generally, applicants are admitted to most vocational programs on the basis of high school records. Certain diploma programs require the applicant to complete a placement evaluation.

SPECIAL CREDIT ADMISSIONS

Special credit classification is designated for those curriculum students who are not working toward degrees or diplomas. Application and acceptance are required before a student may be granted this status.

Special credit students may be required to take a placement evaluation if they lack the background in mathematics, English grammar, or reading prerequisite to the course of their choosing.

The Special Credit classification may be retained indefinitely. However, a special credit student must maintain satisfactory academic progress in order to continue as a student. Level of courses taken (technical or vocational) will determine the category of satisfactory progress under which the student will be evaluated.

Special credit students wishing to apply credits earned under this classification toward a degree or diploma must complete all admission requirements for the program of their choice and contact the Registrar to change their enrollment status.

ADMISSIONS PROCEDURE

All correspondence concerning admissions should be addressed to:

Admissions Office
Stanly Technical College
Route 4, Box 55
Albemarle, NC 28001
(704) 982-0121

Applicants for admission to any degree, diploma, or certificate program should complete the following general admission requirements:

1. Obtain an application form from the Admissions Office.
2. Submit the properly completed application to the Admissions Office.
3. Complete a placement evaluation upon notification by the Admissions Office.
4. Request that transcripts of all high school and post high school academic work be sent directly to the Admissions Office.

ADMISSIONS POLICIES

5. Have a personal interview, if requested by the Admissions Office.
6. Submit a properly completed health form when required. (Allied Health programs)

Additional requirements may be needed to meet admission standards for specific curricula and are listed under those programs in the PROGRAMS OF STUDY section of this catalog.

Letters of acceptance are mailed to applicants as soon as admission requirements are met.

INTERNATIONAL STUDENT ADMISSIONS

Stanly Technical College is authorized by the Immigration and Naturalization Service to admit foreign students. The following requirements must be met in order to be considered for acceptance to the college.

1. The student must submit to the college a completed Application for Admission.
2. The student must submit to the college official transcripts from **all** high schools and post-secondary schools (colleges, universities) attended.
3. Proficiency in the English language is an entrance requirement; therefore, the student must take the Test of English as a Foreign Language (TOEFL) examination and have the score forwarded to the college.
4. The student must submit to the college written verification (i.e. official bank letter) stating that adequate financial resources are available for school expenses as well as for general living expenses. Direct educational expenses (tuition, student activity fee, books and supplies, and health insurance) must be paid to the college prior to issuance of an I-20 Certificate of Eligibility.
5. The student must complete the college's placement evaluation which is required of all students entering the college.

The requirements listed above must be fulfilled before the student is considered for acceptance into Stanly Technical College and before school officials will issue the I-20 Certificate of Eligibility. If for any reason any or all requirements are not met, the I-20 will not be issued.

TESTING POLICY

Applicants for technical, allied health, and selected vocational programs are required to complete a placement evaluation before final acceptance. The placement evaluation is designed to assist students in choosing courses appropriate for their indicated level of performance. (This requirement may be waived at the discretion of the Director of Admissions based on prior test scores or previous study.)

After completing the placement evaluation which is administered through the Counselor's Office, a valid interpretation of the applicant's scores is discussed with the applicant. Test interpretation is oriented toward helping individuals make realistic and objective plans for their educational pursuits.

Developmental studies programs are recommended for students whose scores indicate a need for basic skills development.

Special Credit students may be required to take the placement evaluation if they lack the background in mathematics, English grammar, or reading prerequisite to the course of their choosing.

TESTING SERVICE

Students desiring to take an aptitude or interest test may do so by contacting the Counselor. Special tests, such as interest inventories, reading tests and others are available to individuals who wish to take them. There is no charge for special tests given at Stanly Technical College. Further testing is also available through the college's Assessment Center.

TRANSFER CREDIT

Once an applicant is fully accepted, the Registrar will review post secondary transcripts of applicants 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 College.

REGISTRATION

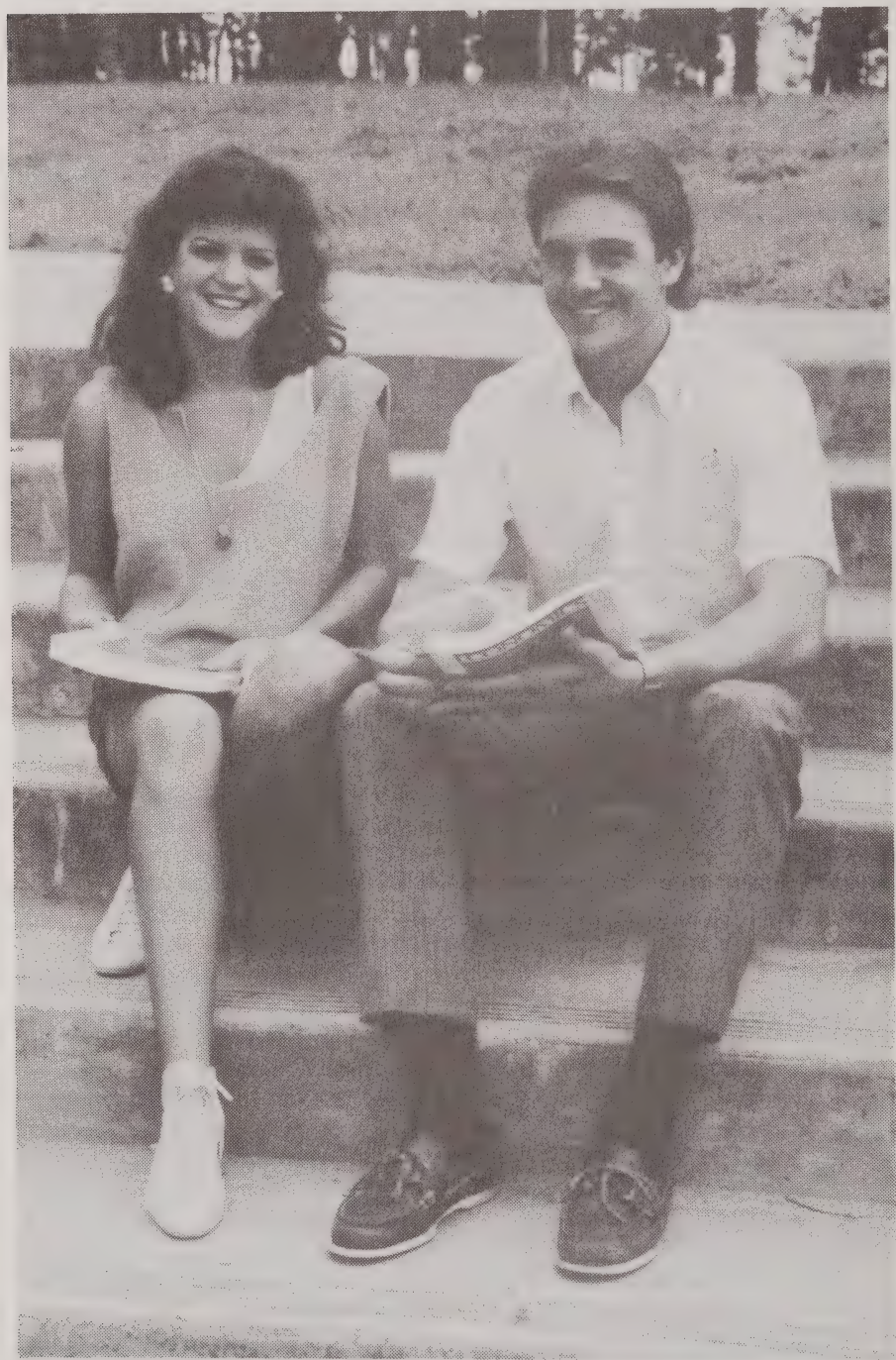
Applicants will be notified of the date for registration. Registration dates are published in the Academic Calendar. At registration, students will be assigned class schedules, pay fees, and purchase books. **Students are considered registered upon completion of registration materials and payment of fees.** Pre-registration is conducted each quarter to assist currently enrolled students with their academic planning.

READMISSION

All former students who left Stanly Technical College in good standing are encouraged to enroll for additional study. However, readmission 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. Reentering students who have attended other institutions since withdrawing from Stanly Technical College must have an official transcript sent to the Registrar's Office at Stanly Tech from each institution attended.

Students requesting readmission to allied health programs should refer to the PROGRAMS OF STUDY section of this catalog.

Former students desiring to re-enter who were withdrawn for academic or disciplinary reasons must request admission through the Vice President for Student Development.



Expenses, Financial Aid



Academic Policies

EXPENSES, FINANCIAL AID

DEFINITIONS OF CONTACT & CREDIT HOURS

Contact hours: Actual amount of time (clock hours) spent in class, shop, or lab for each course.

Credit hours: Academic credit awarded and used for tuition and graduation purposes.

TUITION (CURRICULUM STUDENTS)

Tuition and other charges are set by the North Carolina State Board of Community Colleges, 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 is payable each term.

	Technical & Vocational (quarter)	General Education College Program (semester)
Tuition — full-time	\$ 66.00	\$ 99.00
Tuition — full-time (non-resident of N.C.)	\$504.00	\$756.00
Tuition — part-time	\$ 5.50	\$ 8.25
	per credit hour	per credit hour
Tuition — part-time (non-resident of N.C.)	\$ 42.00	\$ 63.00
	per credit hour	per credit hour

North Carolina residents 65 years of age and older shall be exempt from paying curriculum tuition.

RESIDENCE CLASSIFICATION FOR TUITION

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina, thereby being eligible for a tuition rate lower than that for non-residents. In essence, the controlling North Carolina statute (G.S. 116-143.1) requires that "To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least twelve (12) months immediately prior to his or her classification as a resident for tuition purposes." Ownership of property in or payment of taxes to the state of North Carolina does not automatically qualify one for the in-state tuition rate. Failure to provide requested information for residency classification can result in the student being classified as a non-resident for tuition purposes and disciplinary action. A stu-

dent 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 Development Office.

STUDENT FEE (CURRICULUM STUDENTS)

Students attending on the quarter system will be charged fifty cents (.50) per credit hour up to 12 credit hours for a maximum fee of \$6.00 per quarter. Students attending on the semester system will be charged seventy-five (.75) per credit hour up to 12 credit hours for a maximum of \$9.00 per semester.

Example:

Credit Hours	Quarter Charges	Semester Charges
3	1.50	2.25
6	3.00	4.50
9	4.50	6.75
12 or more	6.00	9.00

The student fees are distributed equally between the Student Government Association (SGA) and Student Benefit (SBA) accounts. The Student Government account is disbursed by the Student Government Association for such things as: student activities, socials, conferences, and support of clubs and organizations. The Student Benefit account is administered by the Vice President for Student Development and is used for students' benefit such as: recreational equipment and supplies, student lounge decorations, transportation for student activities, student publications and awards, student I.D. cards, and back up support for Student Government activities. Both accounts share equally the cost of providing Student Accident Insurance to every activity-fee paying, curriculum student.

Student fees are non-refundable except if a course or curriculum fails to materialize; then all the student's fees shall be refunded.

ADDITIONAL EXPENSES

Book costs vary according to the courses taken and will range from \$100-\$200 per term depending upon the curriculum. Students will often be able to use the same book for more than one term. Some programs require additional materials, uniforms, equipment, insurance, and supplies. Information regarding additional expenses for specific curricula is available in the Admissions Office.

EXPENSES, FINANCIAL AID

RETURNED CHECKS

A fee of \$10.00 will be charged for each check that is returned. This fee will be applicable to checks returned for "insufficient funds" or for "stop payment."

REFUNDS

Tuition refunds for students shall not be made unless the student is, in the judgment of the college, 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 Academic Calendar. Tuition refunds will not be considered after that time. Students who register but do not attend classes are responsible for tuition and fees and are not eligible for refunds except in cases stated above. 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 College before the end of the term and the reasons for the withdrawal are found excusable by the College 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.

INSURANCE

Student accident insurance is provided to all registered curriculum students through the student activity fee. This provides coverage for accidental bodily injuries received while on campus during the hours that classes are in session and while taking part in a school activity, excluding intercollegiate sports, and traveling to or from such activity in school transportation.

Liability insurance is required of all students in allied health programs for protection in the event of a liability claim of a personal or professional nature resulting from the performance of clinical 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 tuition and fees at Stanly Technical College are low, but other related expenses and living expenses include transportation to and from school, books, uniforms, lunches, personal expenses, and normal living expenses. Financial aid services assist students in meeting these expenses. Every student is encouraged to apply for financial aid when making plans to attend Stanly Technical College.

There are three basic types of financial aid available at Stanly Technical

College: Gift Aid (Grants and Scholarships), loans, and part-time employment (work-study). Grants and work-study are the most frequent types of aid awarded. Students must submit proper applications for each type of financial aid. 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.

Grants and scholarships available through the Financial Aid Office at Stanly Technical College include PELL Grant, Supplemental Educational Opportunity Grants (SEOG), and North Carolina Incentive Grants. Various scholarships from industry, civic, and social clubs are made available through the Financial Aid Office. Loans available include the North Carolina Insured Student Loan Program, Veteran's Educational Loans, and the Stanly Technical College Emergency Loan Fund.

The Stanly County Private Industry Council (PIC) sponsors scholarships for eligible Job Training Partnership Act (JTPA) students in certain areas of training. These scholarships will pay for tuition, books and fees. Interested students should contact the Financial Aid Officer or the JTPA representative.

For further information concerning financial assistance and applications to the various programs or for information about financial assistance provided by other agencies such as Social Services, the Social Security Administration, and N.C. Vocational Rehabilitation, contact the Financial Aid Office.



EXPENSES, FINANCIAL AID

SATISFACTORY ACADEMIC PROGRESS STANDARDS TO MAINTAIN FINANCIAL AID ELIGIBILITY

Federal and state regulations require that students receiving financial aid must maintain satisfactory academic progress. Stanly Technical College makes these standards applicable to all federal, state and institutionally awarded financial-aid funds in order to maintain a consistent policy for all students receiving assistance.

For financial aid purposes, satisfactory progress is measured in two ways, quarterly and yearly. The procedures for both measurements are as follows:

QUARTERLY EVALUATION

All 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

Credit hours attempted — Total hours taken, including courses with grades of I and F.

GPA (Grade Point Average) — Determined by dividing total quality points earned by total hours attempted. (Quality points are determined as follows: A = 4 quality points per credit hour, B = 3 quality points per credit hour, C = 2 quality points per credit hour, D = 1 quality point per credit hour, and F = 0 quality points per credit hour.)

GPA Diploma — Average for curriculums awarding diplomas.

GPA Degree — Average for curriculums awarding Associate Degrees.

Any term a student's GPA falls below the recommended standing, the student will be placed on financial aid probation for the next term enrolled. The student then has the next term enrolled to achieve the GPA standing for the credit hours attempted. Failure to meet the minimum GPA during the probation term will result in termination of financial aid until the minimum GPA is achieved.

YEARLY EVALUATION

Satisfactory progress for students receiving financial aid will be measured once a year in order to determine that a student has completed the required

ACADEMIC POLICIES

amount of credit hours toward their degree. Below are the progress requirements:

	End of	Minimum Number of Credit Hours Earned
Diploma Programs (1 year)	4 quarters	20
	8 quarters	40
	12 quarters	61-80
Degree Programs (2 years)	4 quarters	15
	8 quarters	36
	12 quarters	60
	16 quarters	84
	20 quarters	100-130

Students who have not satisfactorily completed the required number of credit hours at the end of each year will have their financial assistance terminated. Upon re-establishing the minimum GPA for the credit hours attempted, the student will be removed from probation and eligibility to receive financial aid will be restored to prior status.

A student will be eligible to receive financial aid at Stanly Technical College for a maximum of 20 quarters. Any quarter in which a student enrolls will be counted, regardless of the student's academic or financial aid status. At the end of 20 quarters, all financial aid will be discontinued.

VETERAN'S EDUCATIONAL BENEFITS

Each incoming veteran should schedule a conference with the Coordinator for Financial Aid and Veterans' Affairs who helps the veteran 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 Coordinator for Financial Aid and Veterans' Affairs assists the veteran in completing the proper applications and securing the documents necessary for certification. The Coordinator for Financial Aid and Veterans' Affairs 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.

REQUIREMENTS FOR GRADUATION

The following requirements are established as a minimum for the Associate in Applied Science 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 or diploma from Stanly Technical College.
4. Fulfill all financial obligations to the College.

ACADEMIC POLICIES

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 Development. During graduation exercises candidates must be dressed in proper academic attire, as determined by the President of the College.

GRADUATION IN ABSENTIA

A written request for permission to graduate in absentia must be filed with the Vice President for Student Development no later than 14 days prior to commencement exercises.

The degree or diploma will be mailed to those students with approved absences unless other arrangements are made with the Registrar's Office. Students with unapproved absences will be required to pick up their degree or diploma in the Registrar's Office after a written request has been approved by the Vice President for Student Services Development.

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 points per credit hour
F	Failure	0 quality points per credit hour
I	Incomplete	Will carry hours attempted and will be computed in GPA. Must be removed by the end of the next term or the grade will be changed to an "F."
NA	Never Attended	
W	Withdrawal	Hours are not included in determining GPA
WP	Withdrawal Passing	Hours are not included in determining GPA
WF	Withdrawal Failing	Hours are not included in determining GPA
Y	Audited	
S	Satisfactory	Hours are not included in determining GPA
U	Unsatisfactory	
P	Credit received by passing a proficiency exam	
CS	Continuing	Must re-enroll until course objectives are met. Hours 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 an average above C; below 2.0 indicates an average below C. Grades of I, P, S, U, Y, NA, W, WP, WF, F and CS yield no quality points.

HOW TO COMPUTE YOUR GRADE POINT AVERAGE

TERMS:

Q.P. — Quality Points. Points earned for final class grades. Each letter grade represents so many earned points. A = 4 Q.P.'s, B = 3 Q.P.'s, C = 2 Q.P.'s, D = 1 Q.P. and F = 0 Q.P.'s.

G.P.A. — Grade Point Average. Obtained by multiplying the earned Q.P.'s by the number of credit hours attempted and dividing the total earned Q.P.'s by the total number of credit hours attempted.

Credit Hours — Hours of credit received for each class taken per quarter.

Contact Hours — Actual hours per week spent in class and/or lab.

There are two main steps in computing G.P.A.

1. Multiply the credit hours for each class by the number of Q.P.'s earned. The result is the total Q.P.'s for the quarter.

Example

	Credit Hours		Grade		Q.P.'s
Introduction to Business	3	x	A	4 =	12
Typewriting I	3	x	B	3 =	9
Introduction to Data Processing	5	x	C	2 =	10
Grammar	3	x	B	3 =	9
Computer Operations I	<u>3</u>	x	A	<u>4 =</u>	<u>12</u>
	17 total hours				52 Q.P.'s

2. Divide the number of total credit hours into the total number of Q.P.'s for the quarter.

52 total Q.P.'s divided by 17 total credit hours = 3.05 G.P.A.
This gives the Grade Point Average for the quarter.

The cumulative G.P.A. can be computed to totaling all the attempted credit hours and dividing them into the total number of Q.P.'s that have been earned for all quarters of enrollment.

ACADEMIC POLICIES

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 indicate such at the time of registration for the course and 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. Students may not change from audit status or to audit status after the registration period.

PROFICIENCY EXAMINATION

Applicants who have reason to believe they are proficient in a subject and wish to request credit by examination, must do so during the registration period. The examination may be written, oral, performance, or all of these, and may be scheduled at any time mutually convenient to the examining instructor 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. 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. Hours earned through proficiency examination may not be considered when calculating hours to determine the student enrollment status (full time, part time). Example 1: Student registers for 12 credit hours (full time) and attempts and passes a 6 credit hour proficiency examination. For tuition purposes the student is charged a full time tuition fee. However, because the student passing a proficiency examination does not maintain attendance, the student may not use the 6 credit hours for calculating hour requirements for aid and benefits. Example 2: Student registers for 18 credit hours and proficiencies out of a 6 credit hour course. The student still remains in attendance for 12 credit hours and is considered full time for both aid and benefits. Example 3: Student registers for a proficiency examination and fails the examination. The student must then be in class attendance for the course.

Procedures for Credit by Examination are as follows:

- A. During the registration period, students are responsible for initiating a request to their instructor to take a proficiency exam in a specified course.
- B. The instructor evaluates the request to determine if:
 - (1) A need for proficiency exam exists;

-
- (2) The student has demonstrated, or there is evidence, that the student possesses skill commensurate with the request.
 - C. Instructor initiates a request to the Dean for Occupational Education 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 Dean for Occupational Education and then the testing instructor.
 - (3) The instructor, after verifying enrollment or payment, administers the exam and returns the completed request form to the Dean for Occupational Education to indicate pass or failure of the exam.

DROP/WITHDRAWAL PROCEDURE

Drop/Add

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

Withdrawal Procedure

A student withdrawing from a course(s) is responsible for initiating a course withdrawal through the Registrar's Office. The instructor must initiate a withdrawal if a student does not attend a course(s) or has two consecutive weeks of absences without permission of the instructor. By the conclusion of the second week of the term any students who have not attended classes shall be dropped by the instructor.

After the drop/add period (the first five days of classes) students may withdraw without penalty through the fourth week of the term as published in the Academic Calendar. The grade of NA or W will be assigned by the Registrar during this period and will not be computed in the student's grade point average.

After the end of the fourth week of the term students may be withdrawn from a course/s through the ninth week of the term (eighth week during the summer term). The grade of WP (Withdrawn Passing) or WF (Withdrawn Failing) will be assigned by the instructor at the time of withdrawal. The grades of WP and WF will not be computed in the student's grade point average.

Students will not be allowed to withdraw from a course/s during the last two weeks of the term. Instructors who initiate drops during the last two weeks of the term must assign a grade to the student from the Grading System as published in this catalog.

ACADEMIC POLICIES

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 Dean of Occupational Education. Consensus of the College 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. Notification of approval of course substitutions must be submitted to the Registrar's Office.

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. Students repeating a course in which a grade of C or above has been earned will be classified as audit.

Students repeating courses in the Associate Degree Nursing program should refer to the "Readmission to the Nursing Program" policy under Associate Degree Nursing in the PROGRAMS OF STUDY section of this catalog.

HONORS AND AWARDS

Academic Honors

President's List — students who complete a minimum of 12 credit hours and earn a 4.0 grade point average.

Honors List — students who complete a minimum of 12 credit hours and earn at least a 3.50 grade point average with no grade lower than C, nor an incomplete.

Annual Awards

Annual awards are made at graduation to outstanding students in each of the four academic departments. These awards are made on the basis of a grade point average of 3.5 or higher, a positive attitude beyond that expected of the average student, demonstrated initiative in his/her learning experience, evidence of good citizenship, and contributions to the program or department above that of the average student.

Graduating students having a cumulative GPA of 3.5 or higher are denoted so at graduation and recognized through the wearing of gold cords.

The Dr. Charles H. Byrd Leadership Award was established by the Stu-

dent Government Association in 1980 to honor the outstanding leadership provided to the college by President Byrd. This award is presented to the graduating student who has excelled in providing leadership to fellow students, to the college and to the community.

SATISFACTORY ACADEMIC PROGRESS

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 I and 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 Development 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

ACADEMIC POLICIES

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 Development consideration for reinstatement after having been on suspension for a minimum of one term. The term of reinstatement, the student must earn better than 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 Development that the student be permitted to complete a Request for a 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 Development. A change of program form, available in the Registrar's office, must be completed by each student and returned to Student Development.

Credits and grades in the previous program(s) which are applied to the new program will be carried forward including the quality points earned on the courses. Courses applied to the new program in which no quality points were earned will be carried forward as hours attempted.

CATALOG OF RECORD

Students entering STC should adhere to the program course requirements listed in the curriculum outline at the time of their initial enrollment. If there is a break in enrollment from the suggested sequence of courses by quarter as prescribed and scheduled by the College, the student will no longer be considered in continuous enrollment and will be automatically changed to the current curriculum in effect upon his/her enrollment.

The student will be considered in continuous enrollment if he/she does not attend during a summer quarter not scheduled as part of the suggested se-

quence of courses by quarter.

Students wishing to change curriculum outlines to meet new, revised requirements must do so by written request to the Registrar.

BOOKS AND SUPPLIES

It is the student's responsibility to obtain the required textbooks and supplies prior to the first meeting of class. The college maintains a bookstore from which the student may purchase the necessary books and supplies. Operating hours are as follows: M, Th 8:30 a.m.-8:30 p.m. (first 5 weeks of quarter, otherwise closing hour is 3:00 p.m.) and T, W, F 8:30 a.m.-12 noon, 1:00-3:00 p.m.



ACADEMIC POLICIES

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 after the first day of classes without 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 Development for assistance in making this determination. After loss of contact with the student, the instructor will withdraw the student from the class.

ADVISORS

Students are assigned advisors upon application for admission to Stanly Technical College. Usually the advisor will be the head of each student's respective program. 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. Faculty members schedule office hours each term, and students are encouraged to make appointments with advisors.

It is the student's responsibility to get to know their advisor, ask questions about classes, parking, tutoring, grades, job market, etc., and work with their advisor in setting educational and career goals and planning schedules.

INCLEMENT WEATHER

During periods of inclement weather, Stanly Technical College will close school when driving is hazardous. The Vice President for Student Development will determine when classes will be canceled due to inclement weather, and contact the news media and have them announce the plan. **NOTE: 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. Instructional days missed for inclement weather shall be made up on the days indicated in the Academic Calendar.

STUDENT RECORDS

All currently enrolled students have the right to examine 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 College will release 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.

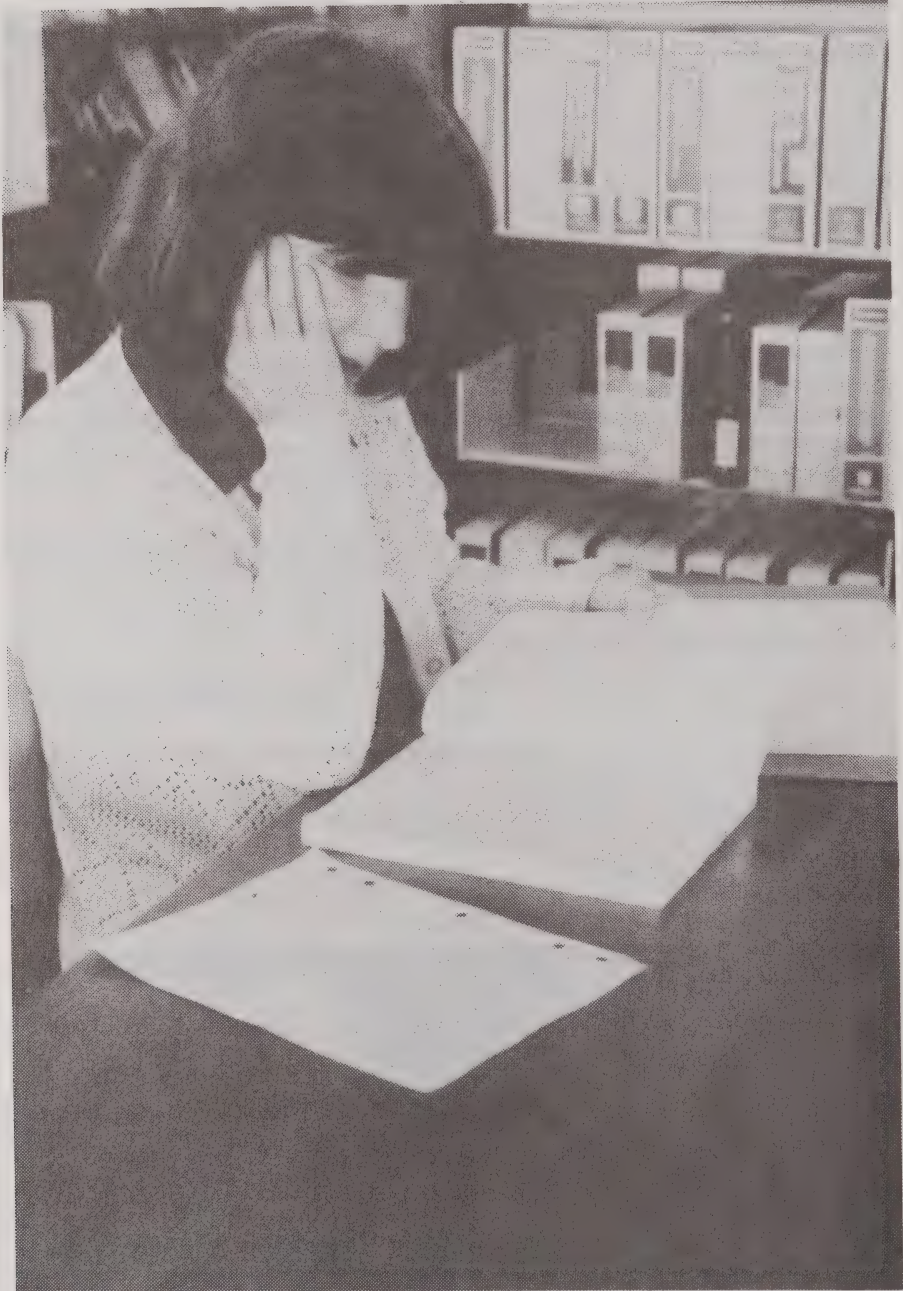
Other than directory information, student records may not be released without written consent of the student except in the following situations: (a) a request from a staff or faculty member of the College who has a legitimate educational interest in the information or administrative duties required in 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 College except those created by an individual staff or faculty member for that member's use and are not accessible to the student.

Procedures for student inspection of records:

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





Student Development, Student Life



Programs of Study

STUDENT SERVICES, STUDENT LIFE

The Student Development Office encourages each student to become fully aware of every opportunity available through Stanly Technical College. Student Development includes admissions, records, guidance and counseling, testing, financial aid, student activities, placement, and follow-up.

The objectives of Student Development are to aid in selecting, entering, progressing through, and completing a course of study as students' goals indicate.

COUNSELING

A major role of Stanly Technical College 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.

Students are encouraged to come to the Counselor's office any time a problem arises which could affect their progress in their studies. Counseling services are provided in both day and evening hours.

Also, upon acceptance at the College, each student is assigned a faculty advisor who is available to 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.

TUTORIAL SERVICES

Free tutorial service is available to supplement classroom instruction to those students needing assistance. Tutoring is provided by Stanly Tech students, on an arranged basis, through the Counselor's office. Any student may request tutoring.

ASSESSMENT CENTER

The Assessment Center at Stanly Technical College is funded through the Job Training Partnership Act (JTPA), and its services are provided to eligible JTPA students at no cost. The student can be assessed in the following areas: academic skills, interest inventory, personality assessment and aptitude assessment. Individual counseling and job placement assistance is also available for the student.

HEALTH SERVICES AND FIRST AID

Each student is required to submit a health statement (on application for admission) which becomes part of his/her permanent record.

Limited first aid services are provided through the Office of Student Development. First aid kits are maintained in the Student Development 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

All applications for admission are checked to determine if the applicant needs housing assistance. Students so designated are then sent a Housing Information Form to complete and return to the Admissions Office. Depending upon what type of accommodations are required, the College tries to locate a suitable place through its housing list. The list is made up of names and addresses of people in Stanly County who have room(s), apartments, mobile homes, or houses for rent in Stanly County. This list is not given to students but discussed with them on an individual basis. After conferring with the student about his or her individual needs, a person on the housing list who meets these needs is contacted. A date and time is scheduled to visit the location. If the student is coming from out of town specifically to find a place to live, the College tries to arrange for several places to visit. After the student has decided which place he or she would like to rent, final arrangements are made. The rental fee and rules are decided upon between the student and the landlord. Stanly Technical College is not responsible for housing arrangements between student and potential landlord other than assistance to the student in finding housing.

JOB PLACEMENT

The Placement Director is responsible for assisting students and graduates of the College in finding employment in their chosen field. Student resumes will be filed in the Job Placement Office. Placement service is also available to Stanly Technical College 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 Development Office.

EXTRA-CURRICULAR ACTIVITIES

The administration, faculty and staff, in concert with the Trustees of the College, support the position that extra-curricular activities are important to the total development of the student. In this regard, students are encouraged to pursue their interests through participation in the numerous clubs, organizations, and activities which promote social development and supplement the educational process.

STUDENT GOVERNMENT

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

All extra-curricular activities are coordinated through the Student Government Association and the Office of Student Development. During the fall term the student body selects Student Government Association executive

STUDENT SERVICES, STUDENT LIFE

officers and technical and vocational senators in a campus-wide election. One representative is also elected from each campus club. An administrative advisor and faculty advisors serve to assist the Student Government Association with their activities.

The Student Government Association sponsors activities that enhance student campus life. Students are involved in school affairs, with active participation on various advisory and standing committees.

The President of the Student Government Association serves as a member of the Administrative Council of Stanly Technical College and as an ex-officio member of the Board of Trustees. The Stanly Technical College Student Government Association actively participates in the State Student Government Association.

CLUBS AND ORGANIZATIONS

Student clubs and organizations are chartered under the umbrella of the Student Government Association and represent a large number of students with diverse interests are active on campus. These include Phi Beta Lambda, Fashion Merchandising Association, Respiratory Therapy Club, Nursing Club, BMET/EET Club, Data Processing Club, and the Occupational Therapy Club.

With the Student Government Association open to all students, and other clubs and organizations geared more to specific interest groups, extra classroom interests are available for the majority of Stanly Technical College students.

ALUMNI ASSOCIATION

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

RECREATION

Stanly Technical College has recreational equipment and facilities available on campus whereby students may participate in their leisure time in touch football, basketball, volleyball, softball, and horseshoes. The equipment may be checked out from Student Development. Billiards and television are available in the Student Lounge.

Socials, dances, cookouts and activity days are planned for both day and evening students by the Student Government Association under the supervision of the Vice President for Student Development.

STUDENT LOUNGE

Students are encouraged to use the student lounge as a place to meet, talk, eat, and relax. The lounge provides an opportunity for students, faculty,

and staff to socialize 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 beverages are available from vending machines in the Student Lounge, and a public telephone is located there.

CLASS RINGS

Stanly Technical College class rings are available to all students. Students wishing to order rings should check with the Student Development Office to find out when orders will be taken. A ring sales representative will be available each quarter and times will be announced in advance.

A deposit is 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.

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, and administrative offices if there is no objection by the office occupant.



STUDENT SERVICES, STUDENT LIFE

PARKING

Students may use any of the paved parking areas. Parking stickers are available through the Student Development Office and must be displayed on the left side of the rear bumper.

A special area is designated for handicapped students and should not be used unless the vehicle has the proper identification. Permits for parking in the handicapped areas can be obtained from the Student Development Office.

Students should not park in the visitor parking in front of the administrative building. Tickets for parking violations are issued by the Business Office with a fine payable in the Business Office.

STUDENT RIGHTS AND RESPONSIBILITIES

Students at Stanly Technical College 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 College. 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 College rests upon the shoulders of students as well as on the administration, staff and faculty, and it is hoped that each student will maintain high standards of citizenship. The campus and College 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 Development. Some types of misconduct which are subject to disciplinary action are cheating, plagiarism, theft, damage to College property, or disruption of the educational process.

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

The President and Vice President for Student Development are authorized to suspend immediately any student who impairs, impedes, or disrupts the legal mission, processes, or functions of the College. Students counseling, encouraging, instigating, or inciting others to impair, impede, or disrupt the educational and other lawful operations of the College shall also be subject to immediate suspension.

A student who has been suspended will receive a hearing with the Vice President for Student Development within five days of suspension. The hearing shall provide the student the opportunity for due process.

STUDENT GRIEVANCE PROCEDURE

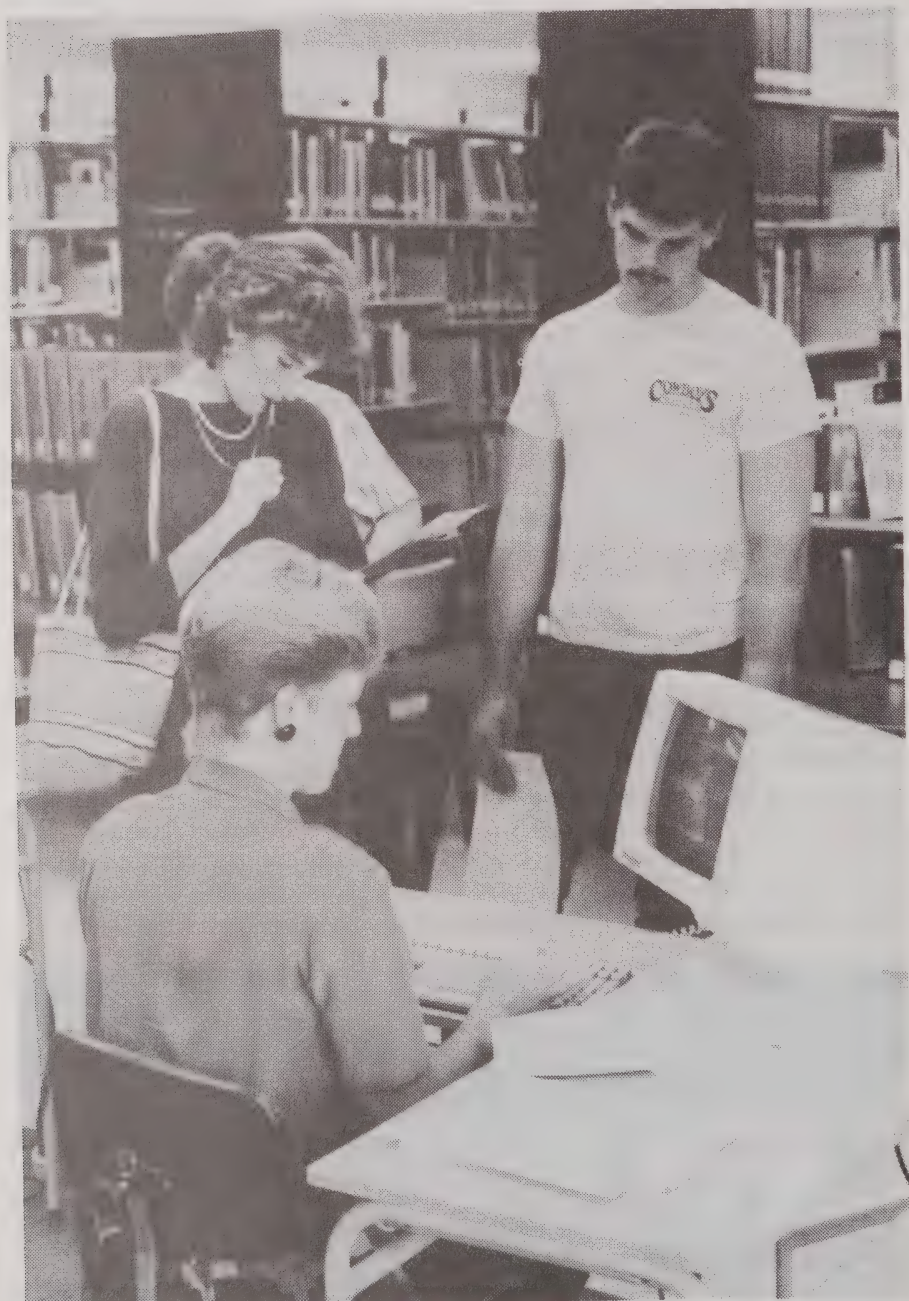
Differences in viewpoints are natural and essential for continuing growth and development as individuals. The approach taken by an individual represents many aspects of character and maturity. Unresolved differences which affect students while enrolled may be classified as a grievance if the individuals involved have not, or cannot reach agreement. Grievances of students will be handled by the Vice President for Student Development who is assigned the responsibility for student welfare.

The Vice President for Student Development will verify consultation between the parties involved and render a decision. If, in the case of a student-instructor, such has not taken place, the Vice President for Student Development and the Vice President for Academic Services will assist in arranging a consultation. If there is not a resolution after consultation, the Vice President for Student Development and the Vice President for Academic Services will jointly render a decision. If the decision of the department heads is not unanimous or if the department heads are unanimous and the decision is unacceptable by the grievant, the matter will be referred to the President of the College.

The President will then call a hearing of the parties involved to include department 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 College may be appealed in writing through the President to the Personnel Committee of the Board of Trustees. The Board of Trustees shall hear appeals from officials and students in the College. No appeals will be heard unless the grievant has first exhausted the administrative procedures on appeals.



PROGRAMS OF STUDY



Accounting

T 016 Associate in Applied Science Degree

The purpose of the Accounting curriculum is to prepare the individual to enter the accounting profession through study of accounting principles, theories and practices with related study in law, finance, management and data processing operations.

The curriculum is designed to prepare the individual for entry-level accounting positions, such as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk and related data processing occupations.

With experience and additional education, the individual will be able to advance to positions such as systems accountant, cost accountant, budget accountant and property accountant.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title	Class Hrs.	Lab Hrs.	Credit Hrs.	
FIRST QUARTER				
ENG 0101	Grammar	3	0	3
BUS 0102	Typewriting I	1	4	3
MAT 0110	Business Mathematics	6	0	6
BUS 0101	Introduction to Business	3	0	3
ECO 0102	Economics I	3	0	3
		16	4	18
SECOND QUARTER				
ENG 0102	Composition	3	0	3
BUS 0120	Accounting I	6	0	6
ECO 0104	Economics II	3	0	3
BUS 0115	Business Law I	3	0	3
BUS 0123	Business Finance I	3	0	3
		18	0	18
THIRD QUARTER				
ENG 0103	Report Writing	3	0	3
BUS 0124	Business Finance II	3	0	3
BUS 0110	Electronic Calculator	2	2	3
BUS 0121	Accounting II	6	0	6
BUS 0116	Business Law II	3	0	3
		17	2	18
FOURTH QUARTER				
ENG 0204	Oral Communications	3	0	3
BUS 0122	Accounting III	6	0	6
BUS 0225	Cost Accounting I	3	0	3
EDP 0104	Introduction to Data Processing	5	0	5
	General Education Elective	3	0	3
		20	0	20

PROGRAMS OF STUDY

Accounting

T 016 Associate in Applied Science Degree

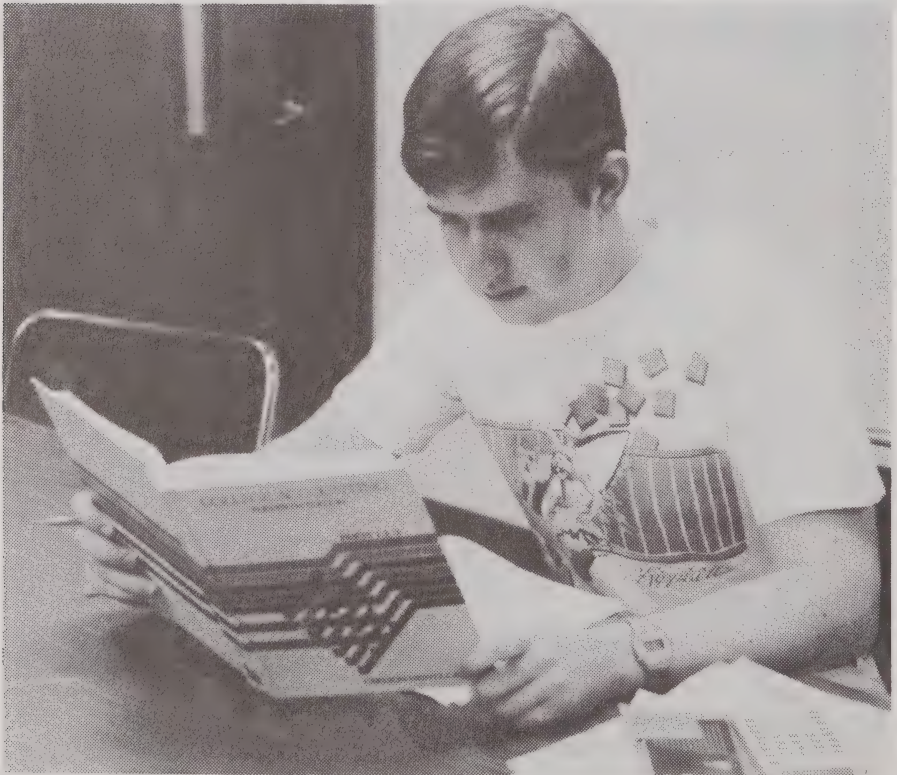
FIFTH QUARTER

ENG	0206	Business Communication	3	0	3
BUS	0222	Intermediate Accounting I	6	0	6
BUS	0250	Payroll Accounting	3	0	3
BUS	0269	Auditing	5	0	5
BUS	0280	Small Business Management	3	0	3
			20	0	20

SIXTH QUARTER

BUS	0223	Intermediate Accounting II	6	0	6
BUS	0229	Income Taxes	6	0	6
BUS	0272	Principles of Supervision	3	0	3
BUS	0271	Office Management	3	0	3
		General Education Elective	3	0	3
			21	0	21

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 115



Agricultural Business Technology

T 001 Associate in Applied Science Degree

The Agricultural Business curriculum is designed to help students acquire knowledge, understanding, and abilities in the field of agricultural business, including agricultural production. Students learn the principles of organization and management in agricultural business and industry, the application of these principles of agricultural production and the basic principles of our economic system marketing credit, price concepts, governmental policies and programs relating to agriculture. Students also gain an understanding of the agricultural sciences most essential to the production and marketing of agricultural products.

Graduates should qualify for a variety of jobs in agricultural business and industry: salesperson or store manager in farm supply stores, agricultural field service person, salesperson, demonstrator, or plant manager of food and food companies, farm products inspector, salesperson or office manager of farm products marketing firms and farm manager.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Agricultural Business Technology

Course Title	Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER			
AGR 0125 Animal Science	3	4	5
BUS 0102 Typewriting I	1	4	3
ENG 0101 Grammar	3	0	3
MAT 0110 Business Mathematics	6	0	6
	13	8	17
SECOND QUARTER			
AGR 0185 Soil Science & Fertilizer	3	4	5
BUS 0101 Introduction to Business	3	0	3
CHM 0101 Chemistry	3	2	4
ENG 0102 Composition	3	0	3
AGR 0145 Small Engine Repair	3	0	4
	12	6	19
THIRD QUARTER			
AGR 0104 Introduction to Agricultural Economics	3	2	4
AGR 0170 Plant Science	3	4	5
BUS 0120 Accounting I	6	0	6
ENG 0103 Report Writing	3	0	3
	15	6	18
FOURTH QUARTER			
AGR 0199 Cooperative Work Experience	0	40	4

PROGRAMS OF STUDY

Agricultural Business Technology

T 001 Associate in Applied Science Degree

FIFTH QUARTER

AGR 0204	Farm Business Management	3	4	5
BUS 0110	Electronic Calculator	2	2	3
BUS 0121	Accounting II	6	0	6
BUS 0123	Business Finance I	3	0	3
ENG 0204	Oral Communications	3	0	3
		17	6	20

SIXTH QUARTER

AGR 0201	Agricultural Chemicals	3	0	3
AGR 0205	Agricultural Marketing	3	4	5
BUS 0232	Sales Development	3	0	3
	Social Science Elective	3	0	3
	Elective*	3	0	3
		15	4	17

SEVENTH QUARTER

AGR 0218	Agricultural Mechanization	3	4	5
AGR 0228	Livestock Diseases & Parasites	3	4	5
	Agricultural/Business Elective	2	0	3
	Social Science Elective	3	0	3
		12	8	16

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 111

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



Associate Degree Nursing

ADMISSIONS REQUIREMENTS FOR THE ASSOCIATE DEGREE NURSING PROGRAM:

Requirements for entry to the Associate Degree Nursing (T-059) and Practical Nursing Education Curriculum Alternative (V-038)

1. Complete Application for Admission.
2. Submit high school transcript showing successful completion of high school requirements for graduation or successful completion of GED. Submit transcripts of all previous post-secondary education.
3. Submit evidence of successful completion of high school or college chemistry, biology, and algebra with a grade of "C" or higher before entry into the program. Applicants wishing to complete the above pre-requisite courses at other institutions must receive prior approval from the Director of Admissions.
4. Successful completion of placement evaluation with 12th grade level performance.
5. Students applying for transfer credit from other nursing programs must meet admission requirements in the ADN program and have left their previous school in good standing in order to be eligible for consideration.
6. A graduate practical nurse may be given advanced placement if he/she meets admission requirements for the Associate Degree in Nursing program and:
 - a. Presents a practical nursing school transcript showing graduation from an approved practical nurse education program. The applicant's record will be evaluated by the Registrar for advanced standing.
 - b. Presents evidence of current licensure as a practical nurse.
 - c. Receives transfer credit for or successfully completes any courses required in the first three quarters before entry into the fourth quarter. All graduate practical nurses must take Nursing 201 prior to entering the fourth quarter.
7. The college reserves the right to test any applicant asking for transfer credit on any course in theory or clinical.
8. All applicants must submit three letters of reference. Practical Nurses currently or previously employed must have a work-related reference from their immediate or past supervisor. Applicants who have previously attended other nursing programs may be required to submit one reference from the previous nursing school. Relatives should not be used as references.
9. After admission requirements have been completed, the applicant will be scheduled for an interview with the Admissions Committee. This committee is composed of members of the nursing instructional staff and members of the Student Development staff.

PROGRAMS OF STUDY

Associate Degree Nursing

10. Applicants who are selected by the Admissions Committee will be conditionally accepted until the college's medical form, completed by a physician, is received in the Admissions Office and reviewed for satisfactory results. Immunizations must be current for TB (x-ray if TB test is positive), rubella, tetanus, diphtheria, polio and rubeola. Evidence of recent serology, CBC and urinalysis must also be presented.
11. Upon satisfactory completion of all the above requirements the applicant will receive written notification of final acceptance to the Associate Degree Nursing program.

CRITERIA FOR PROGRESSION:

1. For the student to progress in the nursing program a "C" or higher must be achieved for all nursing courses (courses with a prefix BIO, NUR, NUT). Students earning less than a "C" in nursing courses will automatically be withdrawn from the nursing program. If a student received below a "C" (below 78) in either the theory or clinical components of nursing courses involving clinical experience, the theory and clinical grades will **not** be averaged and a grade of "F" will be submitted for the overall grade for the course.

Grading Scale for All NUT/NUR Courses

A	-	93-100
B	-	86-92
C	-	78-85
F	-	A Score of less than 78 in theory or clinical

- Students withdrawn will receive written notification from the Vice President for Student Development and may apply for readmission to a subsequent class through the normal admission process.
2. In the event that a student's physical or mental health interferes with the student's academic and/or clinical performance, the nursing faculty may require the student to submit written verification of current health from an appropriate health care provider; i.e., physician, nurse practitioner, psychiatrist, or psychologist. Upon consultation with the Director of Nursing and review of the professional statement of health submitted by the student, the Vice President for Student Development will render a decision as to whether or not the student will be allowed to continue in the program. The Vice President for Student Development will notify the student in writing of the decision.
 3. In the event the student's behavior is not consistent with sound nursing practices and/or safety essential to nursing, the instructors and/or Director of Nursing have the authority to immediately

Associate Degree Nursing

remove the student from the setting. Students so removed will be referred to the Vice President for Student Development for further investigation and/or possible dismissal from the Nursing program.

READMISSION TO THE NURSING PROGRAM:

Students desiring readmission to the nursing curriculum must submit an Application for Admission to the Director of Admissions and satisfy all the initial admission requirements. Students will be permitted to reenter the nursing program no more than once.

The following also will apply:

1. Students formerly enrolled in the STC Associate Degree Nursing program withdrawing for reasons other than academic or disciplinary problems may reapply for advanced standing in the program based on space available. Students who withdraw with an F or WF in NUR, NUT, or BIO courses are not eligible for advanced standing.
2. Students withdrawing for academic reasons must repeat for credit all NUR courses. Any other courses for which the required grade was not obtained must also be repeated.
3. Students withdrawn for disciplinary reasons must wait one year from the date of withdrawal before applying for readmission.
4. Decisions on readmission will be made on an individual basis by the Director of Admissions with consultation with the Nursing Department.

CRITERIA FOR GRADUATION:

To be eligible for graduation a student must:

1. Complete all course requirements in the nursing curriculum, earning a grade of "C" or higher in the nursing courses and an overall 2.00 grade point average.
2. Pay a graduation fee at the time of registration for the last quarter.
3. Fulfill all financial obligations to the college.
4. **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 Development. During graduation exercises, candidates must be dressed in proper attire, as determined by the President of the College.

LICENSURE

1. The nursing faculty must recommend a student as a candidate for the National Council Licensure Examination for Practical Nurses or for

PROGRAMS OF STUDY

Associate Degree Nursing

T 059 *Associate in Applied Science Degree*

Registered Nursing based on academic achievement and professional accountability.

2. The North Carolina Board of Nursing may deny licensure to individuals convicted of a felony or any other crime involving moral turpitude.

The Associate Degree Nursing curriculum is designed to prepare graduates to integrate the principles and theories of nursing and the sciences in utilizing the nursing process in the practice of nursing. The practice of nursing by associate degree nursing graduates consists of: (1) assessing the patient's physical and mental health, including the patient's reaction to illness and treatment regimens; (2) recording and reporting the results of the nursing assessment; (3) planning, initiating, delivering, and evaluating appropriate nursing acts; (4) teaching, delegating to or supervising other personnel in implementing the treatment regimen; (5) collaborating with other health care providers in determining the appropriate health care for a patient; (6) implementing the treatment and pharmaceutical regimen prescribed by any person authorized by State law to prescribe such a regimen; (7) providing teaching and counseling about the patient's health care; (8) reporting and recording the plan for care, nursing care given, and the patient's response to that care; and (9) supervising, teaching, and evaluating those who perform or are preparing to perform nursing functions.

Graduates are eligible to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a registered nurse.

Individuals desiring a career in registered nursing should take biology, algebra and chemistry courses prior to entering the program.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Associate Degree Nursing (Registered Nursing)

Course Title	Class Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.
FIRST QUARTER				
BIO 0101 Anatomy & Physiology I	4	2	0	5
PSY 0151 Principles of Psychology	3	0	0	3
NUT 0101 Nutrition and Diet Therapy	3	0	0	3
NUR 0101 Nursing Fundamentals	6	4	3	9
	16	6	3	20

Associate Degree Nursing

T 059 Associate in Applied Science Degree

SECOND QUARTER

BIO	0102	Human Anatomy & Physiology II	4	2	0	5
PSY	0107	Growth & Development-Life Span	3	0	0	3
MAT	0111	Drug Dosages and Measurements	2	0	0	2
NUR	0102	Nursing Adults & Children I	6	0	12	10
			15	2	12	20

THIRD QUARTER

BIO	0203	Advanced Physiology	3	0	0	3
ENG	0101	Grammar	3	0	0	3
NUR	0103	Nursing Adults & Children II	6	0	12	10
NUR	0105	Pharmacology	3	0	0	3
			15	0	12	19

FOURTH QUARTER

BIO	0204	Microbiology	3	2	0	4
NUR	0202	Maternal & Newborn Nursing	6	0	15	11
SOC	0102	Principles of Sociology	3	0	0	3
			12	2	15	18

FIFTH QUARTER

NUR	0203	Mental Health Nursing	8	0	15	13
ENG	0102	Composition	3	0	0	3
			11	0	15	16

SIXTH QUARTER

NUR	0204	Nursing Adults and Children III	6	0	15	11
ENG	0204	Oral Communications	3	0	0	3
			9	0	15	14

SEVENTH QUARTER

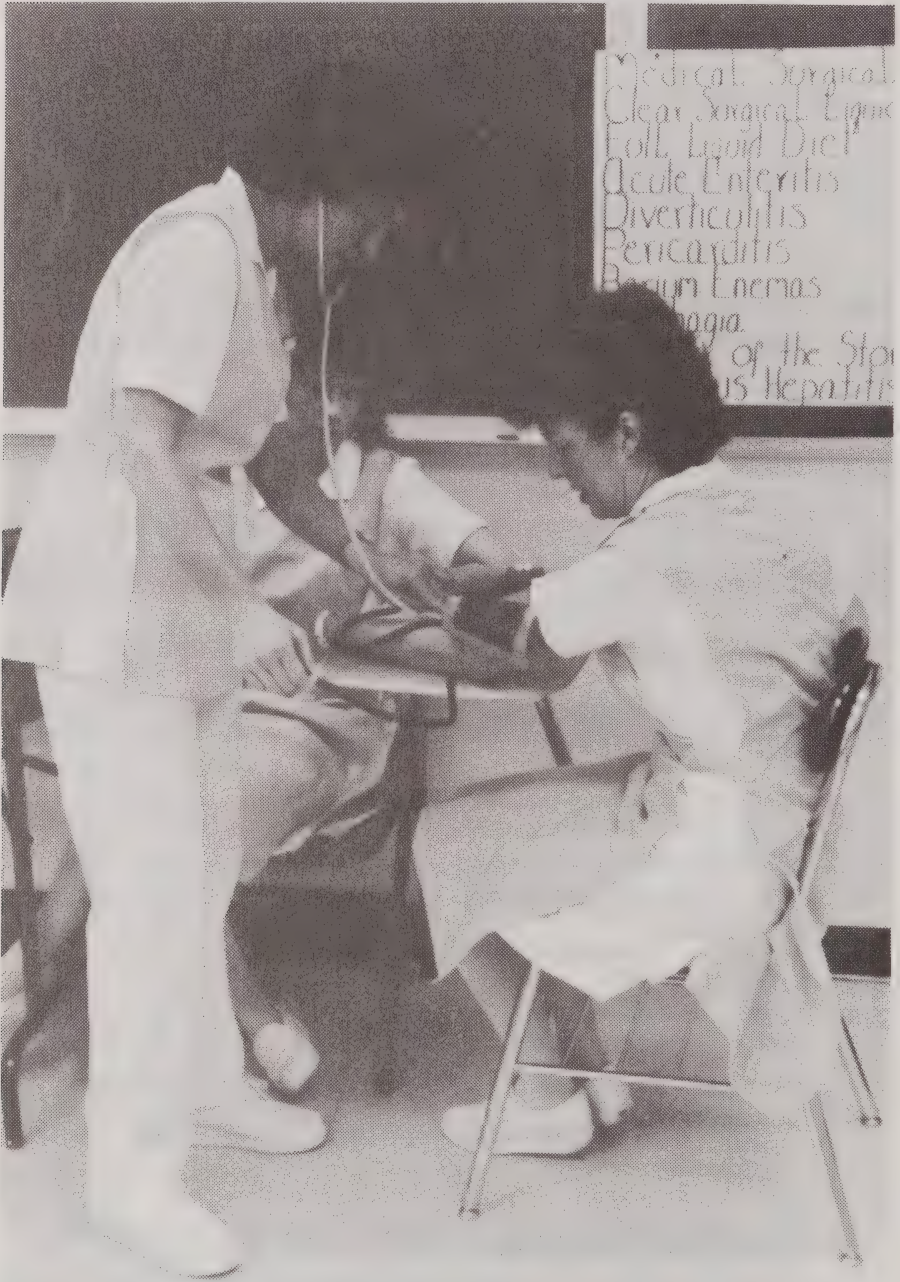
NUR	0205	Nursing of Adults & Children IV	6	0	15	11
NUR	0206	Nursing Seminar	2	0	0	2
		Nursing Elective	3	0	0	3
			11	0	15	16

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 123

Practical Nursing Curriculum Alternative

The Practical Nursing curriculum graduates are prepared to take the National Council Licensure Examination required to practice as a licensed practical nurse. The Practical Nursing curriculum is designed to develop competencies in practicing the following five components of practice as defined by the North Carolina **Nursing Practice Act**, 1981: (1) participating in assess-

PROGRAMS OF STUDY



Associate Degree Nursing

T 059 Associate in Applied Science Degree

ing the client's physical and mental health including the client's reaction to illnesses and treatment regimens; (2) recording and reporting the results of the nursing assessment; (3) participating in implementing the health care plan developed by the registered nurse and/or prescribed by any person authorized by State law to prescribe such a plan, by performing tasks delegated by and performed under the supervision or under orders or directions of a registered nurse, physician licensed to practice medicine, dentist, or other person authorized by State law to provide such supervision; (4) reinforcing the teaching and counseling of a registered nurse, physician licensed to practice medicine in North Carolina, or dentist; and (5) reporting and recording the nursing care rendered and the client's response to that care.

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

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

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Practical Nursing

Course Title			Class Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.
FIRST QUARTER						
BIO	0101	Anatomy & Physiology I	4	2	0	5
PSY	0151	Principles of Psychology	3	0	0	3
NUT	0101	Nutrition and Diet Therapy	3	0	0	3
NUR	0101	Nursing Fundamentals	6	4	3	9
			16	6	3	20
SECOND QUARTER						
BIO	0102	Anatomy & Physiology II	4	2	0	5
PSY	0107	Growth and Development-Life Span	3	0	0	3
MAT	0111	Drug Dosages and Measurements	2	0	0	2
NUR	0102	Nursing Adults & Children I	6	0	12	10
			15	2	12	20
THIRD QUARTER						
ENG	0101	Grammar	3	0	0	3
NUR	0103	Nursing Adults & Children II	6	0	12	10
NUR	0105	Pharmacology	3	0	0	3
			12	0	12	16

PROGRAMS OF STUDY

Associate Degree Nursing

T 059 Associate in Applied Science Degree

FOURTH QUARTER

NUR	1108	Maternal and Newborn Nursing	3	0	9	6
NUR	1109	Nursing Adults & Children III	3	0	0	3
NUR	1106	Practical Nursing Seminar	3	0	0	3
			9	0	18	12

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 68

CURRICULUM ALTERNATIVE – RETURNING PRACTICAL NURSE

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title	Class Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.
THIRD QUARTER				
NUR 0201 Nursing Process & Client Assessment	2	2	0	3
FOURTH QUARTER				
BIO 0204 Microbiology	3	2	0	4
NUR 0202 Maternal and Newborn Nursing	6	0	15	11
SOC 0102 Principles of Sociology	3	0	0	3
	12	2	15	18
FIFTH QUARTER				
NUR 0203 Mental Health Nursing	8	0	15	13
ENG 0102 Composition	3	0	0	3
	11	0	15	16
SIXTH QUARTER				
NUR 0204 Nursing Adults & Children III	6	0	15	11
ENG 0204 Oral Communications	3	0	0	3
	9	0	15	14
SEVENTH QUARTER				
NUR 0206 Nursing Seminar	2	0	0	2
NUR 0205 Nursing Adults & Children IV	6	0	15	11
Nursing Elective	3	0	0	3
	11	0	15	16

Automotive Body Repair

V 001 DIPLOMA

The Automotive Body Repair curriculum provides training in the use of the equipment and materials of the auto body mechanic trade. The student studies the construction of the automobile body and techniques of auto body repairing, rebuilding, and refinishing.

Repairing, straightening, aligning, metal finishing and painting of automobile bodies and frames are typical jobs performed. Job titles include automobile body repairperson, automotive painter, and frame and chassis repairperson. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.



PROGRAMS OF STUDY

Automotive Body Repair

V 001 DIPLOMA

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Automotive Body Repair

Course Title	Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER			
AUT 1111 Auto Body Repair	6	12	10
DFT 1101 Schematics & Diagrams: Auto Body Repair	3	1	4
WLD 1101 Basic Gas Welding	1	3	2
MAT 1101 Fundamentals of Mathematics I	4	0	4
	14	16	20
SECOND QUARTER			
AUT 1112 Auto Body Repair	6	12	10
WLD 1105 Auto Body Welding	2	6	4
AUT 1115 Trim and Glass Installation	1	3	2
	9	21	16
THIRD QUARTER			
AUT 1113 Metal Finishing & Painting	6	12	10
PSY 1101 Human Relations	3	0	3
ENG 1102 Communication Skills	3	0	3
EDP 1103 Computer Awareness	1	2	2
	13	14	18
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:			71



Automotive Mechanics

V 003 DIPLOMA

The Automotive Mechanics curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust automotive vehicles. Manual skills are developed in practical shop work and the technical understanding of the operating principles involved in the modern automobile are taught through class assignments, discussion, and shop practices.

Automobile mechanics maintain and repair mechanical, electrical and body parts of passenger cars, trucks and buses. In some communities and rural areas they also may service tractors or marine engines and other gas-line-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition and use shop manuals and other technical publications as references for technical data. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

(Offered to special groups in cooperation with the North Carolina Department of Corrections)

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Automotive Mechanics

Course Title	Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER			
PME 1101 Automotive Gas Engines	3	9	6
PME 1104 Diesel Engines	2	6	4
MAT 1101 Fundamentals of Mathematics I	4	0	4
WLD 1101 Basic Gas Welding	1	3	2
	10	18	16
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: Automotive Mechanics	3	0	3
	12	18	18

Biomedical Equipment Technology

T 158 Associate in Applied Science Degree

The Biomedical Equipment Technology curriculum prepares individuals to install, operate, repair, and maintain electronic equipment such as X-ray machines, incubators, electronic thermometers, pacemakers, radio frequency devices, cardiac pressure monitors, sterilizers, operating room lamps and tables, automatic culture counters, and pulmonary equipment. The biomedical technician may also be called upon to maintain or make emergency repairs on surgical equipment in the hospital operating room, to instruct hospital personnel in the correct use of equipment, and to be involved in evaluation and testing of new electromedical devices.

ADDITIONAL ADMISSION REQUIREMENT:

Successful completion of high school algebra. This requirement may be met by completing MAT 150 Pre Algebra at Stanly Technical College.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Biomedical Equipment Technology

Course Title	Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER			
ELC 0111 Electrical Fundamentals I	4	6	6
MAT 0100 Fundamentals of Algebra	6	0	6
ENG 0101 Grammar	3	0	3
MED 0101 Medical Terminology	0	4	2
BMT 0101 BMET at Work: Introduction to the Hospital and Industry	1	0	1
	15	10	18
SECOND QUARTER			
ELC 0120 Electrical Fundamentals II	4	6	6
MAT 0101 Technical Mathematics I	5	0	5
BIO 0100 Anatomy & Physiology I	4	2	5
EDP 0200 BASIC Language	3	2	4
	16	10	20
THIRD QUARTER			
ELN 0130 Semiconductor Devices	4	6	7
BMT 0163 Laboratory Practices	1	3	2
CHM 0101 Chemistry	3	2	4
SOC 0204 Social Psychology for the Health Services	3	0	3
MAT 0102 Technical Mathematics II	5	0	5
	16	11	21

PROGRAMS OF STUDY

Biomedical Equipment Technology

T 158 Associate in Applied Science Degree

FOURTH QUARTER

ELN	0141	Control Devices	5	4	7
BMT	0224	Digital Electronics — BMT	2	6	5
BMT	0234	Introduction to Medical Instrumentation	2	3	3
PHY	0101	Physics: Properties of Matter	3	2	4
ENG	0102	Composition	3	0	3
			15	15	22

FIFTH QUARTER

BMT	0225	Microprocessors — BMT	2	6	5
BMT	0244	Medical Instrumentation I	3	4	5
BMT	0280	X-Ray Equipment I	3	4	5
ENG	0204	Oral Communications	3	0	3
			11	14	18

SIXTH QUARTER

BMT	0254	Medical Instrumentation II	3	4	5
BMT	0271	Biomedical Equipment: Selection & Design	1	2	2
BMT	0281	X-Ray Equipment II	3	4	5
BMT	0264	Biomedical Troubleshooting Techniques	3	4	5
			10	14	17

SEVENTH QUARTER

ELN	0244	Video Monitors	2	2	3
BMT	0202	Seminar	1	0	1
BMT	0201	Internship	0	24	2
ENG	0103	Report Writing	3	0	3
		Social Science Elective	3	0	3
			9	26	12

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 128



Business Administration

T 018 Associate in Applied Science Degree

The Business Administration curriculum is designed to prepare an individual for entry into middle-management occupations in various businesses and industries. The curriculum provides an overview of the business and industrial world — its organization and management.

The purpose of the curriculum will be fulfilled through courses designed to develop competency in: (1) understanding the principles of organization and management in business operations, (2) utilizing modern techniques to make decisions, (3) understanding the economy through study and analysis of the role of production and marketing, (4) communicating orally and in writing and (5) interpersonal relationships.

Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in middle-management activities in business or industry.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Business Administration

Course Title	Class Hrs.	Lab Hrs.	Credit Hrs.	
FIRST QUARTER				
ENG 0101	Grammar	3	0	3
BUS 0102	Typewriting I (or elective)	1	4	3
MAT 0110	Business Mathematics	6	0	6
ECO 0102	Economics I	3	0	3
BUS 0101	Introduction to Business	3	0	3
		16	4	18
SECOND QUARTER				
BUS 0120	Accounting I	6	0	6
ENG 0102	Composition	3	0	3
BUS 0115	Business Law I	3	0	3
BUS 0123	Business Finance I	3	0	3
ECO 0104	Economics II	3	0	3
		18	0	18
THIRD QUARTER				
ENG 0103	Report Writing	3	0	3
BUS 0121	Accounting II	6	0	6
BUS 0124	Business Finance II	3	0	3
BUS 0110	Electronic Calculator	2	2	3
BUS 0116	Business Law II	3	0	3
		17	2	18

PROGRAMS OF STUDY

Business Administration

T 018 Associate in Applied Science Degree

FOURTH QUARTER

ENG	0204	Oral Communications	3	0	3
BUS	0122	Accounting III	6	0	6
EDP	0104	Introduction to Data Processing	5	0	5
PSY	0151	Principles of Psychology	3	0	3
BUS	0245	Retailing	3	0	3
			20	0	20

FIFTH QUARTER

ENG	0206	Business Communications	3	0	3
BUS	0250	Payroll Accounting	3	0	3
BUS	0239	Marketing	6	0	6
EDP	0200	BASIC Language	3	2	4
		Social Science or Business Elective	3	0	3
			18	2	19

SIXTH QUARTER

BUS	0229	Income Taxes	6	0	6
BUS	0272	Principles of Supervision	3	0	3
BUS	0299	Business Decisions	3	0	3
EDP	0206	Systems Design	5	0	5
BUS	0280	Small Business Management	3	0	3
			20	0	20

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 113



Business Computer Programming

T 022 Associate in Applied Science Degree

The primary objective of the Business Computer Programming curriculum is to prepare individuals for gainful employment as computer programmers. The objective is fulfilled through study and application in areas such as computer and systems theories and concepts, data processing techniques, business operations, logic, flow charting, programming procedures and languages and types, uses and operation of equipment.

Entry-level jobs as computer programmer and computer programmer trainee are available. With experience and additional education, the individual may enter jobs such as data processing manager, computer programmer manager, systems analyst and systems manager.

ADDITIONAL ADMISSION REQUIREMENT:

Successful completion of high school algebra. This requirement may be met by completing MAT 150 Pre Algebra at Stanly Technical College.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Business Computer Programming

Course Title	Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER			
ENG 0101 Grammar	3	0	3
EDP 0104 Introduction to Data Processing	5	0	5
EDP 0200 BASIC Language	3	2	4
EDP 0106 Programming Techniques	4	0	4
BUS 0101 Introduction to Business	3	0	3
	18	2	19
SECOND QUARTER			
BUS 0120 Accounting I	6	0	6
ENG 0102 Composition	3	0	3
MAT 0100 Fundamentals of Algebra	6	0	6
EDP 0209 RPG II Programming	4	2	5
	19	2	20
THIRD QUARTER			
ENG 0103 Report Writing	3	0	3
BUS 0121 Accounting II	6	0	6
EDP 0210 Advanced RPG II	4	2	5
Social Science Elective	3	0	3
BUS 0100 Keyboarding	1	2	2
	17	4	19

PROGRAMS OF STUDY

Business Computer Programming

T 022 Associate in Applied Science Degree

FOURTH QUARTER

ENG 0204	Oral Communications	3	0	3
EDP 0217	Microcomputer Application	4	2	5
EDP 0108	COBOL I	4	2	5
EDP 0110	PASCAL	3	2	4
ECO 0102	Economics I	3	0	3
		17	6	20

FIFTH QUARTER

ENG 0206	Business Communications	3	0	3
EDP 0208	COBOL II	4	2	5
EDP 0206	Systems Design	5	0	5
	Technical Elective	3	2	4
	Social Science Elective	3	0	3
		18	4	20

SIXTH QUARTER

EDP 0207	Application Programming	4	2	5
BUS 0272	Principles of Supervision	3	0	3
EDP 0211	Control Languages (OCL/JCL)	4	2	5
EDP 0212	Data Base Design	3	0	3
		14	4	16

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 114

* Must score in 70 percent on entrance examination or complete MAT 0150.



Computer Engineering Technology

T 040 Associate in Applied Science Degree

This program is intended to provide the skills required to install, service and maintain computers, microprocessor and computer controlled equipment and computer peripheral devices.

The curriculum provides training in both the hardware and software areas of the computer field.

A sequence of introductory hardware courses provides the student with a strong background in physics, technical mathematics, electricity, electronics and digital logic circuits and concepts. Advanced course work provides a detailed study of: the logic of the central processing unit, the operation of integrated circuits in the central processing units, the operation and use of integrated circuit memory devices and the interfacing of the central processing unit to memory devices. Additional studies cover interfacing the central processing unit to external devices using both serial and parallel data transfer, the operation of large scale integration programmable interface units and their interfacing with the central processing unit, and the operation of computer peripheral devices such as video displays, printers, floppy disk storage systems, magnetic tape units, keyboards and the techniques of converting signal between the analog and digital forms.

The programming course work provides a sequence of study stressing good program design techniques, structured programming and program documentation. Rather than being familiar with a large number of programming languages, the student is expected to learn well a highly structured language, such as C/Unix, and an assembly language. The importance of assembly language to the understanding of the operation of the central processing unit and the related computer units is stressed. Computer operating system concepts are discussed to provide a unified view of the hardware and software aspects of the computer system.

ADDITIONAL ADMISSION REQUIREMENT:

Successful completion of high school algebra. This requirement may be met by completing MAT 150 Pre Algebra at Stanly Technical College.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Computer Engineering Technology

Course Title	Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER			
ELC 0111 Electrical Fundamentals I	4	6	6
ENG 0101 Grammar	3	0	3
MAT 0100 Fundamentals of Algebra	6	0	6
CET 0100 Introduction to Micro/Mini Computers	3	0	3
	16	6	18

PROGRAMS OF STUDY

Computer Engineering Technology

T 040 Associate in Applied Science Degree

SECOND QUARTER

ELC	0120	Electrical Fundamentals II	4	6	6
ENG	0102	Composition	3	0	3
MAT	0101	Technical Mathematics I	5	0	5
CET	0103	C/Unix Programming Language	3	4	5
			15	10	19

THIRD QUARTER

ELN	0130	Semiconductor Devices	4	6	7
ENG	0103	Report Writing	3	0	3
MAT	0102	Technical Mathematics II	5	0	5
CET	0120	Computer Circuits I	3	4	5
			15	10	20

FOURTH QUARTER

ELN	0141	Control Devices	5	4	7
ENG	0204	Oral Communications	3	0	3
CET	0214	Computer Technology I	4	4	6
CAD	0201	Introduction to Computer — Aided Design	2	6	4
			14	14	20

FIFTH QUARTER

CET	0221	Computer Architecture	3	4	5
CET	0235	Machine/Assembly Language Program	3	4	5
CET	0241	Computer Circuits II	3	4	5
		Social Science Elective	3	0	3
			12	12	18

SIXTH QUARTER

CET	0231	Operating Systems	2	4	4
CET	0238	Data Communication & Local Area Networks	2	4	4
CET	0270	Computer & Peripherals Maintenance	2	4	4
		Social Science Elective	3	0	3
			9	12	15

SEVENTH QUARTER

CET	0215	Pulse and Switching Circuits	2	4	4
CET	0240	Computer Design Project	0	6	3
CET	0250	Computer Technology II	2	4	4
CET	0233	Special Topics	5	0	5
			9	14	16

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 126

Computer Operations

V 012 Diploma

The Computer Operations curriculum is designed to prepare the individual for gainful employment as a computer operator. This objective is fulfilled through study and application in areas such as data processing concepts and equipment, computer console operations and data processing applications with related study in mathematics, communications and business-related courses.

Graduates may find employment in businesses and industries as computer and terminal operators or other related jobs in the computer/operations area.

ADDITIONAL ADMISSION REQUIREMENT:

Completion of the placement evaluation. Must be high school graduate or meet the North Carolina Equivalency (GED) standard scores.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Computer Operations

Course Title	Class Hrs.	Lab Hrs.	Credit Hrs.	
FIRST QUARTER				
ENG 0101	Grammar	3	0	3
EDP 0104	Introduction to Data Processing	5	0	5
BUS 0101	Introduction to Business	3	0	3
EDP 0200	Basic Programming	3	2	4
MAT 0110	Business Mathematics	6	0	6
		20	2	21
SECOND QUARTER				
EDP 0106	Programming Techniques	4	0	4
ENG 0102	Composition	3	0	3
BUS 0100	Keyboarding	1	2	2
EDP 0100	Computer Operations I	2	2	3
EDP 0209	RPG II Programming	4	2	5
		14	6	17
THIRD QUARTER				
ENG 0103	Report Writing	3	0	3
EDP 0101	Computer Operations II	3	2	4
EDP 0211	Control Languages (OCL/JCL)	4	2	5
BUS 0120	Accounting I	6	0	6
		16	4	18

PROGRAMS OF STUDY

Computer Operations

V 012 Diploma

FOURTH QUARTER

EDP 0110	PASCAL	3	2	4
EDP 0105	Computer Operation Techniques	4	2	5
EDP 0204	System Study	3	0	3
		10	4	12

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 68



Cosmetology

V 009

Diploma Program Offered through Albemarle College of Cosmetology, Monroe Beauty College, and Concord Beauty College.

The field of cosmetology is based on scientific principles. The Cosmetology curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling, and wig service.

Upon completion of this program and successful passing of a comprehensive examination administered by the North Carolina State Board of Cosmetic Arts, a license is given. The cosmetologist is called upon to advise men and women on problems of makeup and care of the hair, skin and hands including the nails. Employment opportunities are available in beauty salons, private clubs, department stores, women's specialty shops, as well as setting up one's own business.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Cosmetology

Course Title	Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER			
COS 1001 Cosmetology Study/Practice I	5	32	15
ENG 1102 Communications Skills	3	0	3
	8	32	18
SECOND QUARTER			
COS 1002 Cosmetology Study/Applications II	5	32	15
PSY 1101 Human Relations	3	0	3
	8	32	18
THIRD QUARTER			
COS 1003 Cosmetology Study/Applications III	5	32	15
BUS 1103 Business Operations	3	0	3
	8	32	18
FOURTH QUARTER			
COS 1004 Cosmetology Study/Applications IV	5	32	15
BUS 1104 Cosmetic Sales and Marketing	3	0	3
	8	32	18
TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:			72

PROGRAMS OF STUDY

Criminal Justice-Protective Service Technology

T 129 Associate in Applied Science Degree

The Criminal Justice Technology curriculum is designed so that it may be a multi-faceted program of study. It may consist of study options in corrections, law enforcement and security services.

The curriculum is designed with a core of courses to afford one the opportunity to acquire basic knowledge, skills and attitudes in the generally accepted subject areas associated with a two-year study of correctional services, law enforcement services and security services. It includes subjects such as interpersonal communications, law, psychology and sociology.

In addition to core subjects, the correctional services option provides an opportunity to study other generally accepted subjects indigenous to a two-year correctional services program such as confinement facility administration, correction law, counseling, probation-parole services and rehabilitation options. Similarly, the law enforcement option provides an opportunity to study other generally accepted subjects included in a two-year law enforcement services program such as criminal behavior, criminal investigation, patrol operation, traffic management, and other aspects of law enforcement administration and operations. The security services option provides an opportunity to study other generally accepted subjects related to a two-year security services program such as accident prevention and safety management, common carrier protection, fire prevention, private security, industrial security, retail security, security systems and surveillance.

Job opportunities are available with federal, state, county and municipal governments. In addition, knowledge, skills and attitudes acquired in this course of study qualify one for job opportunities with private enterprise in such areas as industrial, retail and private security.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Criminal Justice – Protective Services Technology

Course Title	Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER			
ENG 0101 Grammar	3	0	3
BUS 0102 Typewriting I	1	4	3
CJC 0115 Criminal Law I	3	0	3
CJC 0101 Introduction to Criminal Justice	5	0	5
MAT 0110 Business Mathematics	6	0	6
	18	4	20
SECOND QUARTER			
ENG 0102 Composition	3	0	3
SOC 0102 Principles of Sociology	3	0	3
CJC 0203 Introduction to Corrections	5	0	5
CJC 0216 Criminal Law II	3	0	3
EDP 0103 Computer Awareness	1	2	2
	15	2	16

Criminal Justice-Protective Service Technology

T 129 Associate in Applied Science Degree

THIRD QUARTER

ENG	0103	Report Writing	3	0	3
CJC	0225	Criminal Procedure	5	0	5
CJC	0238	Principles of Correctional Administration	3	0	3
CJC	0206	Community Relations	3	0	3
CHM	0101	Chemistry	3	2	4
			17	2	18

FOURTH QUARTER

ENG	0204	Oral Communications	3	0	3
CJC	0110	Juvenile Delinquency	5	0	5
CJC	0210	Criminal Investigation	5	0	5
PSY	0107	Human Growth & Development	3	0	3
POL	0250	American Government	3	0	3
			19	0	19

FIFTH QUARTER

CJC	0205	Criminal Evidence	5	0	5
CJC	0102	Introduction to Criminology	5	0	5
PSY	0151	Principles of Psychology	3	0	3
CJC	0256	Victimology	3	0	3
		Social Science Elective	3	0	3
			19	0	19

SIXTH QUARTER

CJC	0220	Police Organization & Administration	5	0	5
CJC	0255	Deviant Behavior	5	0	5
PSY	0206	Applied Psychology	3	0	3
CJC	0259	Domestic & International Terrorism			
		in Law Enforcement	3	0	3
		Social Science Elective	3	0	3
			19	0	19

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 111



PROGRAMS OF STUDY

Early Childhood Associate

T 073 Associate in Applied Science Degree

The Early Childhood Associate curriculum prepares individuals to work with programs and/or centers concerned with the care and development of infants and young children. Through study and application in such areas as child growth and development, physical and nutritional needs of children, care and guidance of children and communication with children and their parents, individuals will be able to function effectively in various programs and/or centers dealing with preschool children.

Job opportunities are available in such areas as day care centers, nursery schools, kindergartens, child development centers, hospitals, rehabilitation clinics, evaluation clinics, camps and recreational centers.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Early Childhood Associate

Course Title	Class Hrs.	Lab Hrs.	Credit Hrs.	
FIRST QUARTER				
ENG 0101	Grammar	3	0	3
HED 0102	First Aid	3	0	3
PSY 0151	Principles of Psychology	3	0	3
EDU 0150	Seminar Practicum	1	10	2
EDU 0234	Creative Activities for Young Children	3	0	3
EDU 0153	PreSchool Education	3	0	3
		16	10	17
SECOND QUARTER				
ENG 0102	Composition	3	0	3
PSY 0105	Human Growth & Development: Prenatal & Infant	3	0	3
EDU 0151	Seminar Practicum	1	10	2
EDU 0232	Physical Activities for Young Children	3	0	3
EDU 0260	Communication Skills/Social Studies Methods for Young Children	3	0	3
		13	10	14
THIRD QUARTER				
ENG 0210	Children's Literature	3	0	3
PSY 0106	Human Growth & Development: Early Childhood	3	0	3
EDU 0152	Seminar Practicum	1	10	2

Early Childhood Associate

T 073 Associate in Applied Science Degree

EDU	0154	Curriculum Planning and Design	3	0	3
EDU	0261	Behavioral Management	3	0	3
EDU	0204	Parent Education	3	0	3
			16	10	17

FOURTH QUARTER

MUS	0210	Music for Young Children	3	0	3
EDU	0251	Seminar Practicum	1	10	2
SOC	0128	Community Resources	3	0	3
EDU	0155	Curriculum Planning and Design Application	3	2	4
EDU	0206	Children in Crisis	2	0	2
		Social Science Elective	3	0	3
			15	12	17

(A one-year diploma may be offered at the completion of the above courses)

FIFTH QUARTER

SCI	0101	General Science	2	2	3
EDU	0252	Seminar Practicum	1	10	2
EDU	0211	Administration for Operators of Facilities for Young Children	3	0	3
ENG	0204	Oral Communications	3	0	3
		Social Science Elective	3	0	3
			12	12	14

SIXTH QUARTER

EDU	0202	Seminar Practicum	1	10	2
BUS	0280	Small Business Management	3	0	3
PSY	0201	Human Growth and Development: Middle Childhood and Adolescence	3	0	3
MAT	0153	Basic Mathematics	3	0	3
EDU	0212	Current Issues in Day Care	3	0	3
RED	0101	Introduction to Reading	2	0	2
			15	10	16

SEVENTH QUARTER

SOC	0102	Principles of Sociology	3	0	3
ENG	0103	Report Writing	3	0	3
NUT	0102	Nutrition for Young Children	3	0	3
EDU	0203	The Exceptional Child	3	0	3
SOC	0211	Marriage and Family	3	0	3
			15	0	15

TOTAL HOURS REQUIRED FOR GRADUATION (One-year Diploma):	65
TOTAL HOURS REQUIRED FOR GRADUATION:	110

PROGRAMS OF STUDY

Early Childhood Associate

One-Year Option

ADDITIONAL ADMISSION REQUIREMENT:

Completion of placement evaluation. Must be high school graduate or meet the North Carolina Equivalency (GED) standard scores.

Course Title			Class	Lab	Credit
			Hrs.	Hrs.	Hrs.
FIRST QUARTER					
ENG	0101	Grammar	3	0	3
HED	0102	First Aid	3	0	3
PSY	0151	Principles of Psychology	3	0	3
EDU	0150	Seminar Practicum	1	10	2
EDU	0234	Creative Activities for Young Children	3	0	3
EDU	0153	PreSchool Education	3	0	3
			16	10	17
SECOND QUARTER					
ENG	0102	Composition	3	0	3
PSY	0105	Human Growth & Development: Prenatal & Infant	3	0	3
EDU	0151	Seminar Practicum	1	10	2
EDU	0232	Physical Activities for Young Children	3	0	3
EDU	0260	Communication Skills/Social Studies Methods for Young Children	3	0	3
			13	10	14
THIRD QUARTER					
ENG	0210	Children's Literature	3	0	3
PSY	0106	Human Growth & Development: Early Childhood	3	0	3
EDU	0152	Seminar Practicum	1	10	2
EDU	0154	Curriculum Planning and Design	3	0	3
EDU	0261	Behavioral Management	3	0	3
EDU	0204	Parent Education	3	0	3
			16	10	17
FOURTH QUARTER					
MUS	0210	Music for Young Children	3	0	3
EDU	0251	Seminar Practicum	1	10	2
SOC	0128	Community Resources	3	0	3
EDU	0155	Curriculum Planning and Design Application	3	2	4
EDU	0206	Children in Crisis	2	0	2
		Social Science Elective	3	0	3
			15	12	17

TOTAL HOURS REQUIRED FOR DIPLOMA:

65

Electromechanical Technology

T 039 *Associate in Applied Science Degree*

Advances in both manufacturing and maintenance techniques over the past decade have made it necessary to bridge the gap between electronics and mechanics with a technician versed in both disciplines. This type technician eliminates many communication and specialty problems and provides a highly efficient individual who can approach electromechanical problems, analyze the situation, find a solution, and actually perform the service; thus requiring only one technician instead of two or more. This curriculum provides courses to give the student a background in electricity/electronics, mechanical operations and functions, and in electromechanical systems covering such devices as computers, servomechanisms and numerical control systems.

The electromechanical technician may fabricate, test, analyze and adjust precision electromechanical instruments such as temperature probes and aerodynamic probes; use hand tools and metal working machines; install electrical assemblies and hardware; and test assembled instruments according to analysis. The electromechanical technician has employment possibilities with industry and business in maintenance, production, research, development or sales as an engineering assistant, engineering aide or field engineer.

ADDITIONAL ADMISSION REQUIREMENT:

Successful completion of high school algebra. This requirement may be met by completing MAT 150 Pre Algebra at Stanly Technical College.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Electromechanical Technology

Course Title	Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER			
ENG 0101 Grammar	3	0	3
MAT 0100 Fundamentals of Algebra	6	0	6
ELC 0111 Electrical Fundamentals I	4	6	6
	13	6	15
SECOND QUARTER			
EDP 0200 BASIC Language	3	2	4
ENG 0102 Composition	3	0	3
MAT 0101 Technical Mathematics I	5	0	5
ELC 0120 Electrical Fundamentals II	4	6	6
	15	8	18
THIRD QUARTER			
CAD 0201 Introduction to Computer-Aided Design	2	6	4
ENG 0103 Report Writing	3	0	3

PROGRAMS OF STUDY

Electromechanical Technology

T 039 Associate in Applied Science Degree

MAT	0102	Technical Mathematics II	5	0	5
ELN	0130	Semiconductor Devices	4	6	7
			14	12	19

FOURTH QUARTER

ENG	0204	Oral Communication	3	0	3
PHY	0101	Physics: Properties of Matter	3	2	4
MEC	0100	Machine Practices	2	3	3
ELN	0141	Control Devices	5	4	7
			13	9	17

FIFTH QUARTER

MEC	0107	Applied Mechanics	5	0	5
ELM	0211	Electromechanical Devices	3	4	5
MEC	0110	Fundamental Mechanisms	2	4	4
		Social Science Elective	3	0	3
			13	8	17

SIXTH QUARTER

PHY	0104	Physics: Light and Sound	3	2	4
ELN	0210	Digital Fundamentals I	3	4	5
ELM	0212	Control System Technology I	3	4	5
MEC	0235	Hydraulics and Pneumatics	3	2	4
		Social Science Elective	3	0	3
			15	12	21

SEVENTH QUARTER

ELN	0211	Microprocessors I	3	6	6
ELM	0213	Control System Technology	3	4	5
ELN	0233	Special Topics	4	0	4
			10	10	15

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 122



Electronics Engineering Technology

T 045 *Associate in Applied Science Degree*

The electronics curriculum provides a basic background in electronic related theory, with practical applications of electronics for business and industry. Courses are designed to develop competent electronics technicians who may work as assistants to engineers or as liaisons between engineers and skilled craftspersons.

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

ADDITIONAL ADMISSION REQUIREMENT:

Successful completion of high school algebra. This requirement may be met by completing MAT 150 Pre Algebra at Stanly Technical College.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Electronics Engineering Technology

Course Title	Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER			
ENG 0101 Grammar	3	0	3
MAT 0100 Fundamentals of Algebra	6	0	6
CET 0100 Introduction to Micro/Mini Computers	3	0	3
ELC 0111 Electrical Fundamentals I	4	6	6
	16	6	18
SECOND QUARTER			
ENG 0102 Composition	3	0	3
MAT 0101 Technical Mathematics I	5	0	5
ELC 0120 Electrical Fundamentals II	4	6	6
EDP 0200 BASIC Language	3	2	4
	15	8	18
THIRD QUARTER			
ENG 0103 Report Writing	3	0	3
MAT 0102 Technical Mathematics II	5	0	5
CAD 0201 Introduction to Computer-Aided Design	2	6	4
ELN 0130 Semiconductor Devices	4	6	7
	14	12	19
FOURTH QUARTER			
ENG 0204 Oral Communications	3	0	3
PHY 0101 Physics: Properties of Matter	3	2	4

PROGRAMS OF STUDY

Electronic Engineering Technology

T 045 Associate in Applied Science Degree

ELN	0140	Electronic Instrumentation	1	2	2
ELN	0141	Control Devices	5	4	7
			12	8	16

FIFTH QUARTER

ELN	0210	Digital Fundamentals I	3	4	5
ELN	0211	Microprocessors I	3	6	6
ELN	0212	Communication Systems	2	2	3
PHY	0102	Physics: Work, Energy, Power	3	2	4
			11	14	18

SIXTH QUARTER

ELN	0220	Digital Fundamentals II	3	4	5
ELN	0221	Microprocessors II	3	6	6
ELN	0222	Linear I. C. and Pulse Shaping	4	2	5
PHY	0104	Physics: Light and Sound	3	2	4
			13	14	20

SEVENTH QUARTER

ELN	0231	Microprocessors Troubleshooting	4	4	6
ELN	0232	Electronic Design Project	0	6	3
ELN	0233	Special Topics	4	0	4
		Social Science Elective	3	0	3
		Social Science Elective	3	0	3
			14	10	19

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 128



Fashion Merchandising and Marketing

T 143 Associate in Applied Science Degree

The Fashion Merchandising and Marketing curriculum is designed to provide individuals with fundamental skills in fashions and merchandising activities. The individual will become familiar with the properties, characteristics and construction of fabrics, leather, fur, millinery, wigs, jewelry and cosmetics. Emphasis will be placed on selling techniques, buying, merchandising, displaying, pricing and stock planning and control.

Employment opportunities as assistant buyers, buyers, fashion coordinators, fashion stylists, indoor display specialists, merchandise clerks and store managers or owners will be available in department stores and specialty stores, wholesale and manufacturing firms, buying offices and advertising agencies.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Fashion Merchandising and Marketing

Course Title	Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER			
ENG 0101 Grammar	3	0	3
MAT 0110 Business Mathematics	6	0	6
BUS 0101 Introduction to Business	3	0	3
FAS 0101 Introduction to Fashion Merchandising/Marketing	3	0	3
TEX 0100 Fabric Science I	3	0	3
	18	0	18
SECOND QUARTER			
ENG 0102 Composition	3	0	3
BUS 0115 Business Law I	3	0	3
BUS 0220 Personal Development	3	0	3
ART 0125 Fundamentals of Art & Design	2	2	3
FAS 0103 Fashion Accessories	3	0	3
FAS 0102 Elements & Coordination of Fashion	3	0	3
	17	2	18
THIRD QUARTER			
ENG 0103 Report Writing	3	0	3
BUS 0110 Electronic Calculator	2	2	3
FAS 0108 Fashion Salesmanship	3	0	3
HUM 0110 History of Costume	3	0	3
BUS 0280 Small Business Management	3	0	3
FAS 0215 Fashion Merchandising Field Study (° or approved elective)	3	0	3
	17	2	18

PROGRAMS OF STUDY

Fashion Merchandising and Marketing

T 143 Associate in Applied Science Degree

FOURTH QUARTER

ENG	0204	Oral Communications	3	0	3
DMK	0260	Commercial Display Design	3	2	4
EDP	0103	Computer Awareness	1	2	2
FAS	0210	Fashion Sales Promotion I	3	2	4
FAS	0209	Modeling (* or approved elective)	2	2	3
			12	8	16

FIFTH QUARTER

DMK	0240	Merchandise Planning & Control	4	0	4
FAS	0211	Fashion Sales Promotion II	3	2	4
ENG	0206	Business Communications	3	0	3
SSC	0303	Organizations and the Parliamentary Process	3	0	3
BUS	0239	Marketing	6	0	6
			19	2	20

SIXTH QUARTER

FAS	0104	Fashion Sketching	2	2	3
FAS	0208	Applied Fashion Merchandising	1	4	3
DMK	0249	Fashion Buying & Merchandising	3	0	3
BUS	0219	Credit Procedures & Problems	3	0	3
PSY	0206	Applied Psychology	3	0	3
			12	6	15

TOTAL CREDIT HOURS REQUIRED FOR ONE YEAR
DIPLOMA:

64

TOTAL HOURS REQUIRED FOR GRADUATION:

105

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Fashion Merchandising and Marketing

One-Year Option

ADDITIONAL ADMISSION REQUIREMENT:

Completion of placement evaluation. Must be high school graduate, or meet the North Carolina Equivalency (GED) standard scores.

Course Title	Class Hrs.	Lab Hrs.	Credit Hrs.	
FIRST QUARTER				
ENG 0101	Grammar	3	0	3
FAS 0101	Introduction to Fashion	3	0	3
FAS 0210	Fashion Sales Promotion I	3	2	4

Fashion Merchandising and Marketing

One-Year Option

TEX	0100	Fabric Science I	3	0	3
MAT	0110	Business Mathematics	6	0	6
			18	2	19

SECOND QUARTER

ENG	0102	Composition	3	0	3
BUS	0220	Personal Development	3	0	3
FAS	0102	Elements & Coordination of Fashion	3	0	3
DMK	0240	Merchandise Planning and Control	4	0	4
BUS	0239	Marketing	6	0	6
			19	0	19

THIRD QUARTER

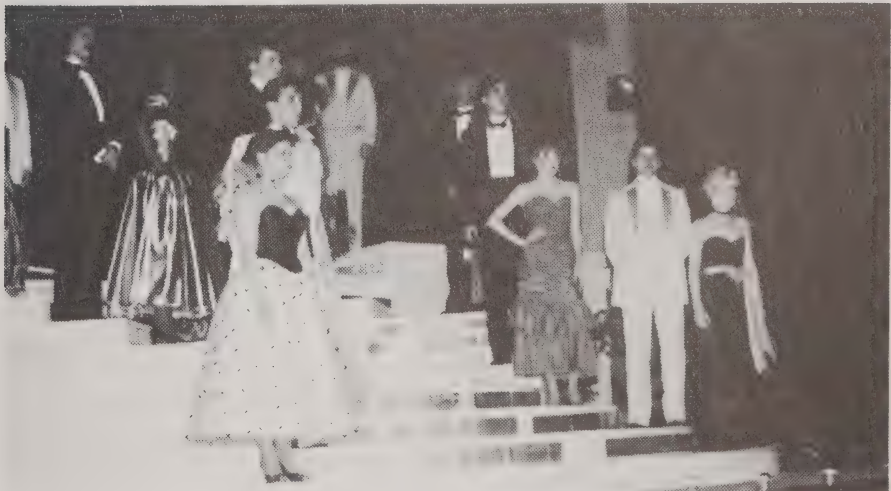
ENG	0103	Report Writing	3	0	3
BUS	0280	Small Business Management	3	0	3
FAS	0108	Fashion Salesmanship	3	0	3
FAS	0215	Fashion Merchandising Field Study (* or approved elective)	3	0	3
DMK	0249	Fashion Buying and Merchandising	3	0	3
			15	0	15

FOURTH QUARTER

ENG	0206	Business Communications	3	0	3
EDP	0103	Computer Awareness	1	2	2
ENG	0204	Oral Communications	3	0	3
BUS	0110	Electronic Calculator	2	2	3
			9	4	11

TOTAL HOURS REQUIRED FOR DIPLOMA:

64



PROGRAMS OF STUDY

General Education College Program

A contractual agreement between Stanly Technical College and the University of North Carolina at Charlotte offers students an opportunity to complete college transfer credit courses in general education on the Stanly Technical College campus in Albemarle.

The program consists of one academic year (32 semester hours) of college credit courses in general education which meet the requirements of the university, UNC-Charlotte. The second year of the program will be offered based on student enrollment.

After satisfactory completion of courses offered, students may transfer to the University of North Carolina at Charlotte or other colleges and universities. A student wishing to become a degree candidate at the University will be able to transfer as a sophomore 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 at these colleges about their individual majors, class standing and credits allowed to transfer.

This program operates on the semester calendar. Courses are offered during both day and evening hours.

The general regulations at both the University of North Carolina at Charlotte and Stanly Technical College apply to students enrolled in this program.

GENERAL ADMISSION REQUIREMENTS

Students accepted into the general education courses will have completed (or have in progress) a college preparatory, secondary school program which includes four units of English, three units of algebra and geometry, two units of social science, two units of a foreign language, and one unit of a natural science. Student performance should reflect a grade of "C" or better. All credits and grades earned by students enrolled will be recorded on the University transcript.

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 any 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 College General Education College Program shall include but not necessarily be limited to the Dean of Admissions and Records of the University of North Carolina at Charlotte and the Registrar at Stanly Technical College. 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 College.

General Education College Program

ADDITIONAL ADMISSION REQUIREMENT:

Successful completion of Algebra I and II. This requirement may be met by completing MAT 100 Algebra at Stanly Technical College.

Prior to registering for subsequent semesters, special credit students must have met all admissions requirements and been approved by the Admissions Committee.

SELECTED COURSE OFFERINGS: *

Course Title			Semester Hours
BIO	1110	Principles of Biology	4
ENG	1101	English Composition	3
ENG	1102	Composition and Literature	3
ES	1101	Earth Science — Geography	4
HIS	1160	U.S. History I	3
HIS	1161	US History II	3
MAT	1101	Finite Mathematics	3
MAT	1120	Calculus	3
PSY	1101	General Psychology	3
SOC	1101	Introduction to Sociology	3
TOTAL CREDIT HOURS:			32

* Other courses may be offered as approved by Stanly Technical College and the University of North Carolina at Charlotte Department of Continuing Education.



PROGRAMS OF STUDY

General Occupational Technology

T 114 Associate in Applied Science Degree

The General Occupational Technology curriculum is designed to meet the needs of full-time and/or part-time employees in business and industry. This program of study provides these individuals with an opportunity to upgrade their skills and/or to earn an associate degree by taking courses suited to their occupational needs. The curriculum consists of a basic core of courses in communication, mathematics and social science. The balance of the curriculum consists of a sequence of technical courses individually tailored to satisfy the requirements of the student and/or the student's employer.

ADDITIONAL ADMISSION REQUIREMENT:

Successful completion of high school algebra. This requirement may be met by completing MAT 150 Pre Algebra at Stanly Technical College.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

General Occupational Technology

Course Title	Class Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.	
FIRST QUARTER					
ENG 0101	Grammar	3	0	0	3
MAT	(Any Technical Level Math)	5	0	0	5
	Elective (Major)	3	0	0	3
	Elective (Major)	3	0	0	3
	Elective (Major)	3	0	0	3
	Elective (Related)	3	0	0	3
		20	0	0	20
SECOND QUARTER					
ENG 0102	Composition	3	0	0	3
MAT	(Any Technical Level Math)	4	0	0	4
	Elective (Major)	3	0	0	3
	Elective (Major)	3	0	0	3
	Elective (Major)	3	0	0	3
		16	0	0	16
THIRD QUARTER					
ENG 0103	Report Writing	3	0	0	3
SOC 0102	Introduction to Sociology	3	0	0	3
	Elective (Major)	3	0	0	3
	Elective (Major)	3	0	0	3
	Elective (Major)	3	0	0	3
	Elective (Related)	3	0	0	3
		18	0	0	18

General Occupational Technology

T 114 Associate in Applied Science Degree

FOURTH QUARTER

ENG	0204	Oral Communications	3	0	0	3
		Elective (Major)	3	0	0	3
		Elective (Related)	3	0	0	3
			9	0	0	9

FIFTH QUARTER

PSY	0110	Interpersonal Skills	3	0	0	3
		(Any Technical Level Chemistry, Biology or Physics)	3	2	0	4
		Elective (Major)	3	0	0	3
		Elective (Major)	3	0	0	3
		Elective (Major)	3	0	0	3
		Elective (Major)	3	0	0	3
			18	2	0	19

SIXTH QUARTER

PSY	0210	Industrial Psychology	3	0	0	3
		(Any Technical Level Chemistry, Biology or Physics)	4	2	0	5
		Elective (Major)	3	0	0	3
		Elective (Major)	3	0	0	3
		Elective (Major)	3	0	0	3
		Elective (Open)	3	0	0	3
			19	2	0	20

SEVENTH QUARTER

EDP	0103	Computer Awareness	1	2	0	2
		Elective (Major)	3	0	0	3
		Elective (Major)	3	0	0	3
		Elective (Major)	3	0	0	3
		Elective (Related)	3	0	0	3
		Elective (Open)	3	0	0	3
			17	0	0	17

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 119

* Elective (Major) must be in major area of study and approved by advisor.

Elective (Related) must be related to major area of study and approved by Advisor.

Elective (Open) is any technical level course.

PROGRAMS OF STUDY

General Office

T 033 Associate in Applied Science Degree

The purposes of the General Office curriculum are to: (1) prepare the individual to enter clerical-office occupations, (2) provide an educational program for individuals wanting education for upgrading (moving from one position to another) or retraining (moving from present position to a clerical position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, filing and business machines. Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in office-related activities.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title	Class Hrs.	Lab Hrs.	Credit Hrs.	
FIRST QUARTER				
ENG 0101	Grammar	3	0	3
BUS 0102	Typewriting I	1	4	3
EDP 0103	Computer Awareness	1	2	2
BUS 0110	Electronic Calculator	2	2	3
BUS 0112	Records Management	3	0	3
PSY 0151	Principles of Psychology	3	0	3
BUS 0106	Shorthand I	3	2	4
	or			
	Business Elective	3	0	3
		19	10	24
SECOND QUARTER				
ENG 0102	Composition	3	0	3
BUS 0103	Typewriting II	1	4	3
BUS 0220	Personal Development	3	0	3
BUS 0120	Accounting I	6	0	6
BUS 0273	Word Processing I	3	2	4
BUS 0107	Shorthand II	3	2	4
	or			
BUS 0115	Business Law I	3	0	3
		22	8	26

General Office

T 033 Associate in Applied Science Degree

THIRD QUARTER

ENG	0103	Report Writing	3	0	3
ENG	0204	Oral Communications	3	0	3
BUS	0104	Typewriting III	1	4	3
BUS	0211	Machine Transcription	3	2	4
BUS	0274	Word Processing II	3	2	4
BUS	0183	Vocabulary	3	0	3
BUS	0108	Shorthand III	3	2	4
		or			
BUS	0271	Office Management	3	0	3
			22	10	27

(A one-year diploma may be offered at the completion of the above courses)

FOURTH QUARTER

BUS	0205	Typewriting IV	1	4	3
EDP	0104	Introduction to Data Processing	5	0	5
ECO	0102	Economics I	3	0	3
		Business Elective*	3	0	3
		Social Science Elective	3	0	3
			15	4	17

FIFTH QUARTER

ENG	0206	Business Communications	3	0	3
BUS	0214	Secretarial Procedures	3	2	4
BUS	0207	Executive Transcription	2	2	3
ECO	0104	Economics II	3	0	3
		Business Elective*	3	0	3
			14	4	16

SIXTH QUARTER

BUS	0215	Office Application	1	4	3
BUS	0116	Business Law II	3	0	3
		Business Elective	3	0	3
		Social Science Elective	3	0	3
			10	4	12

TOTAL HOURS REQUIRED FOR GRADUATION

(One Year Diploma):

68

TOTAL HOURS REQUIRED FOR GRADUATION:

110

* Students may elect to take Shorthand option during the first three quarters.

PROGRAMS OF STUDY

General Office

T 033 One-Year Diploma Option

SUGGESTED SEQUENCE OF COURSES BY QUARTER

General Office
One Year Option

ADDITIONAL ADMISSION REQUIREMENT:

Completion of placement evaluation. Must be high school graduate or meet the North Carolina Equivalency (GED) standard scores.

Course Title	Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER			
ENG 0101 Grammar	3	0	3
BUS 0102 Typewriting I	1	4	3
BUS 0110 Electronic Calculator	2	2	3
BUS 0112 Records Management	3	0	3
BUS 0106 Shorthand I	3	2	4
or			
Business Elective	3	0	3
	15	8	19
SECOND QUARTER			
ENG 0102 Composition	3	0	3
BUS 0103 Typewriting II	1	4	3
BUS 0120 Accounting I	6	0	6
BUS 0273 Word Processing I	3	2	4
BUS 0107 Shorthand II	3	2	4
or			
BUS 0115 Business Law I	3	0	3
	19	4	23
THIRD QUARTER			
ENG 0103 Report Writing	3	0	3
BUS 0104 Typewriting III	1	4	3
BUS 0211 Machine Transcription	3	2	4
BUS 0274 Word Processing II	3	2	4
BUS 0108 Shorthand III	3	2	4
or			
BUS 0271 Office Management	3	0	3
	16	10	21

General Office

T 033 One-Year Diploma Option

FOURTH QUARTER

ENG	0204	Oral Communications	3	0	3
EDP	0103	Computer Awareness	1	2	2
PSY	0151	Principles of Psychology	3	0	3
BUS	0220	Personal Development	3	0	3
BUS	0183	Vocabulary	3	0	3
			13	2	14

TOTAL HOURS REQUIRED FOR DIPLOMA: 68



Industrial Electronics

V 045 Diploma

This program is designed to prepare individuals to repair and maintain electronic machines, controls and components which are used by various industrial operations. Individuals in the program learn to read blueprints, to determine repair procedures, to dismantle and assemble electronic components and to make necessary sensitive adjustments to meet specifications. A large portion of the laboratory time is spent verifying electronic principles and developing service techniques.

The graduate of this curriculum is prepared to maintain and service industrial electronic devices found in most manufacturing and service operations.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title	Class Hrs.	Lab Hrs.	Credit Hrs.	
FIRST QUARTER				
ELC 1112	Direct and Alternating Current	4	12	8
MAT 1101	Fundamentals of Mathematics I	4	0	4
DFT 1210	Industrial Blueprint Reading	4	0	4
		12	12	16
SECOND QUARTER				
ELC 1113	Direct and Alternating Currents Machines & Controls	6	9	9
MAT 1102	Fundamentals of Mathematics II	4	0	4
ELN 1102	Electrical Fundamentals	2	6	4
		12	15	17
THIRD QUARTER				
EDP 1103	Computer Awareness	1	2	2
ELN 1121	Digital Fundamentals	5	9	8
ELN 1118	Industrial Electronics I	3	3	4
PSY 1101	Human Relations	3	0	3
ENG 1102	Communication Skills	3	0	3
		15	14	20
FOURTH QUARTER				
ELN 1124	Introduction to Microprocessors	3	3	4
ELN 1104	Digital Controls & Circuits	4	12	8
ELN 1119	Industrial Electronics II	3	3	4
		10	18	16
TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:			69	



PROGRAMS OF STUDY

Industrial Maintenance Technology

T 119 Associate in Applied Science Degree

The Industrial Maintenance Technology curriculum is designed specifically to teach individuals to maintain, repair and service sophisticated production equipment such as automated and numerically controlled machines used by industry. Training in theory and practical skills will provide the knowledge needed to inspect, diagnose, repair and install industrial, electrical and mechanical equipment.

The curriculum is structured to provide employable skills early in the program in areas such as welding, machine shop, hydraulics and pneumatics, metallurgy and electricity. Students who demonstrate leadership qualities, aptitude and interest in the field may continue the second year of the program to study maintenance management, rigging, material handling, quality control and supervision.

ADDITIONAL ADMISSION REQUIREMENT:

Successful completion of Algebra I and II. This requirement may be met by completing MAT 100 Algebra at Stanly Technical College.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title	Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER			
MAT 0101 Technical Mathematics I	5	0	5
ENG 0101 Grammar	3	0	3
ELC 0115 Alternating & Direct Current	2	4	4
MEC 0101 Machine Processes I	1	4	3
WLD 0120 Welding, Oxyacetylene	1	2	2
	12	10	17
SECOND QUARTER			
ENG 0102 Composition	3	0	3
MAT 0104 Mathematics (Decimal-Metric Conversion)	3	0	3
DFT 0104 Blueprint Reading: Mechanical	0	2	1
ELC 0116 Alternating & Direct Current Machine Controls	2	4	4
MEC 0102 Machine Processes II	1	4	3
WLD 0121 Arc Welding	1	4	3
	10	14	17
THIRD QUARTER			
PHY 0101 Physics: Properties of Matter	3	2	4
DFT 0105 Blueprint Reading & Sketching	0	2	1
ELC 0119 Industrial Electronic Control	2	4	4

Industrial Maintenance Technology

T 119 Associate in Applied Science Degree

MEC	0235	Hydraulics & Pneumatics	3	2	4
ISC	0102	Industrial Safety	3	0	3
EDP	0103	Computer Awareness	1	2	2
			12	12	18

FOURTH QUARTER

ENG	0204	Oral Communications	3	0	3
MEC	0214	Shop Practice	1	4	3
ELC	0121	Electrical Troubleshooting	2	2	3
PHY	0102	Physics: Work, Energy, Power	3	2	4
MEC	0208	Mechanical Problem Solving	2	2	3
AHR	0101	Air Conditioning and Refrigeration	3	2	4
			14	12	20

FIFTH QUARTER

MEC	0222	Rigging & Material Handling	2	2	3
MEC	0299	General Maintenance & Repair	2	2	3
ISC	0205	Maintenance Management	3	0	3
		Social Science Elective	3	0	3
ELM	0211	Electromechanical Devices	3	4	5
ELM	0212	Control System Technology I	3	4	5
			16	12	22

SIXTH QUARTER

ENG	0103	Report Writing	3	0	3
BUS	0235	Business Management	3	0	3
BUS	0272	Principles of Supervision	3	0	3
ISC	0203	Quality Control in Industrial Maintenance	3	0	3
PLA	0225	Practicum	1	10	2
		Social Science Elective	3	0	3
			16	10	17

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 111

PROGRAMS OF STUDY

Machinist

V 032 Diploma

The Machinist curriculum gives individuals the opportunity to acquire basic skills and related technical information necessary to gain employment as machinist. The machinist is a skilled metalworker who shapes metal parts by using machine tools and hand tools. Machinists must be able to set up and operate the machine tools found in a modern shop. The machinist is able to select the proper tools and materials required for each job and to plan the cutting and finishing operations in their proper order so that the work can be finished according to blueprint or written specifications. The machinist makes computations relating to dimensions of work, tooling, feeds, and speeds of machining. Precision measuring instruments are used to measure the accuracy of work. The machinist also must know the characteristics of metals so that annealing and hardening of tools and metal parts can be accomplished in the process of turning a block of metal into an intricate precise part.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Machinist

Course Title	Class Hrs.	Lab Hrs.	Credit Hrs.	
FIRST QUARTER				
MEC 1101	Machine Shop Theory & Practice I	3	12	7
MAT 1101	Fundamentals of Mathematics I	4	0	4
DFT 1104	Blueprint Reading	0	3	1
ISC 1101	Industrial Safety	3	0	3
MEC 1122	Practical Metallurgy	3	2	4
		13	17	19
SECOND QUARTER				
MEC 1102	Machine Shop Theory & Practice II	3	12	7
MAT 1102	Fundamentals of Mathematics II	4	0	4
DFT 1105	Blueprint Reading: Mechanical	1	2	2
WLD 1103	Welding	0	3	1
MEC 1105	Computer Numerical Control Machining I	2	2	3
		10	19	17
THIRD QUARTER				
MEC 1103	Machine Shop Theory & Practice III	3	12	7
MEC 1106	Computer Numerical Control Machining II	2	2	3
ENG 1102	Communication Skills	3	0	3
MAT 1123	Machinist Mathematics	3	0	3
PSY 1101	Human Relations	3	0	3
		14	14	19

Machinist

V 032 Diploma

FOURTH QUARTER

MEC	1104	Machine Shop Theory & Practice IV	3	12	7
BUS	1103	Small Business Operation	3	0	3
MEC	1117	Machine Repair	2	3	3
DFT	1106	Blueprint Reading: Mechanical	1	2	2
			9	17	15

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 70



PROGRAMS OF STUDY

Manufacturing Engineering Technology

T 050 Associate in Applied Science Degree

The primary objective of the Manufacturing Engineering Technology curriculum is the training of personnel to assist the engineer or small industry in planning, tooling, operating, servicing and supervising manufacturing operations. This curriculum provides a basic background of mechanical and related theory, with specific skills in the use of manufacturing and testing equipment. Students are given experiences in operating and servicing machines, accompanied by general education and management courses.

A graduate of this program may qualify for an entry position in one of several manufacturing functions: methods, analysis, production scheduling, quality control, materials testing, plant layout, time study, machine tooling, maintenance, and equipment and instrument work.

ADDITIONAL ADMISSION REQUIREMENT:

Successful completion of Algebra I and II. This requirement may be met by completing MAT 100 Algebra at Stanly Technical College.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Manufacturing Engineering Technology

Course Title	Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER			
ENG 0101 Grammar	3	0	3
MAT 0101 Technical Mathematics I	5	0	5
DFT 0106 Mechanical Drafting I	2	6	4
MEC 0101 Machine Processes I	1	4	3
Social Science Elective*	3	0	3
	14	10	18
SECOND QUARTER			
ENG 0102 Composition	3	0	3
MAT 0102 Technical Mathematics II	5	0	5
PHY 0101 Physics: Properties of Matter	3	2	4
DFT 0107 Mechanical Drafting II	2	6	4
MEC 0102 Machine Processes II	1	4	3
	14	12	19
THIRD QUARTER			
ENG 0204 Oral Communications	3	0	3
MAT 0103 Technical Mathematics III	5	0	5
PHY 0102 Physics: Work, Energy, Power	3	2	4
EDP 0104 Introduction to Data Processing	5	0	5
MEC 0213 Production Planning	3	0	3
	19	2	20

Manufacturing Engineering Technology

T 050 Associate in Applied Science Degree

FOURTH QUARTER

EDP	0200	BASIC Language	3	2	4
PHY	0103	Physics: Electricity	3	2	4
MEC	0210	Physical Metallurgy I	3	2	4
ISC	0212	Time & Motion Study	2	6	4
		Social Science Elective*	3	0	3
			14	12	19

FIFTH QUARTER

MEC	0215	Compound Angles	2	3	3
MEC	0235	Hydraulics & Pneumatics	3	2	4
MEC	0216	Physical Metallurgy II	4	3	5
ISC	0209	Plant Layout	5	0	5
MEC	0204	Manufacturing Processes	6	0	6
			20	8	23

SIXTH QUARTER

ISC	0202	Quality Control	6	0	6
ISC	0206	Process Planning	2	6	4
MEC	0298	Tool & Die Design	2	6	4
		Social Science Elective*	3	0	3
			13	12	17

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 116



PROGRAMS OF STUDY

Mechanical Drafting and Design Technology

T 043 Associate in Applied Science Degree

The Mechanical Drafting and Design curriculum prepares mechanical draftsmen. Emphasis is placed upon ability to think and plan, as well as upon drafting procedures and techniques used by mechanical draftsmen.

Mechanical drafting and design technicians perform many aspects of drafting, such as developing the drawing of a section, subassembly or major component. Investigating design factors and availability of materials and equipment, production methods and facilities are frequent assignments. They assist in the design of units and control from specifications by utilizing drawings of existing units and reports on functional performance. They may draw components in industrial fields based on engineers' original design concepts or specific ideas. Also, they may be assigned as coordinators for the execution of related work or other design, production, tooling, material and planning groups. Technicians with experience in this classification may often supervise the preparation of working drawings. These technicians are employed in many types of manufacturing, fabrication, research development and service industries. Substantial numbers also are employed in communications; transportation; public utilities; consulting engineering firms; and federal, state and local governments.



Mechanical Drafting and Design Technology

T 043 ***Associate in Applied Science Degree***

ADDITIONAL ADMISSION REQUIREMENT:

Successful completion of high school algebra. This requirement may be met by completing MAT 150 Pre Algebra at Stanly Technical College.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Mechanical Drafting and Design Technology

Course Title	Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER			
ENG 0101 Grammar	3	0	3
MAT 0100 Fundamentals of Algebra	6	0	6
DFT 0101 Technical Drafting I	2	6	4
MEC 0101 Machine Processes I	1	4	3
PSY 0110 Interpersonal Skills	3	0	3
	15	10	19
SECOND QUARTER			
ENG 0102 Composition	3	0	3
MAT 0101 Technical Mathematics I	5	0	5
DFT 0102 Technical Drafting II	2	6	4
EDP 0103 Computer Awareness	1	2	2
PSY 0151 Principles of Psychology	3	0	3
	14	8	17
THIRD QUARTER			
ENG 0103 Report Writing	3	0	3
MAT 0102 Technical Mathematics II	5	0	5
DFT 0103 Technical Drafting III	2	6	4
PHY 0101 Physics: Properties of Matter	3	2	4
CAD 0201 Introduction to Computer-Aided Drafting	2	6	4
	15	14	20
FOURTH QUARTER			
DFT 0207 Drafting Internship	0	20	2
FIFTH QUARTER			
DFT 0204 Descriptive Geometry	2	6	4
DFT 0201 Technical Drafting	2	6	4
PHY 0102 Physics: Work, Energy, Power	3	2	4
CAD 0202 Mechanical Design Application	2	6	4
ENG 0204 Oral Communications	3	0	3
	12	20	19

PROGRAMS OF STUDY

Mechanical Drafting and Design Technology

T 043 Associate in Applied Science Degree

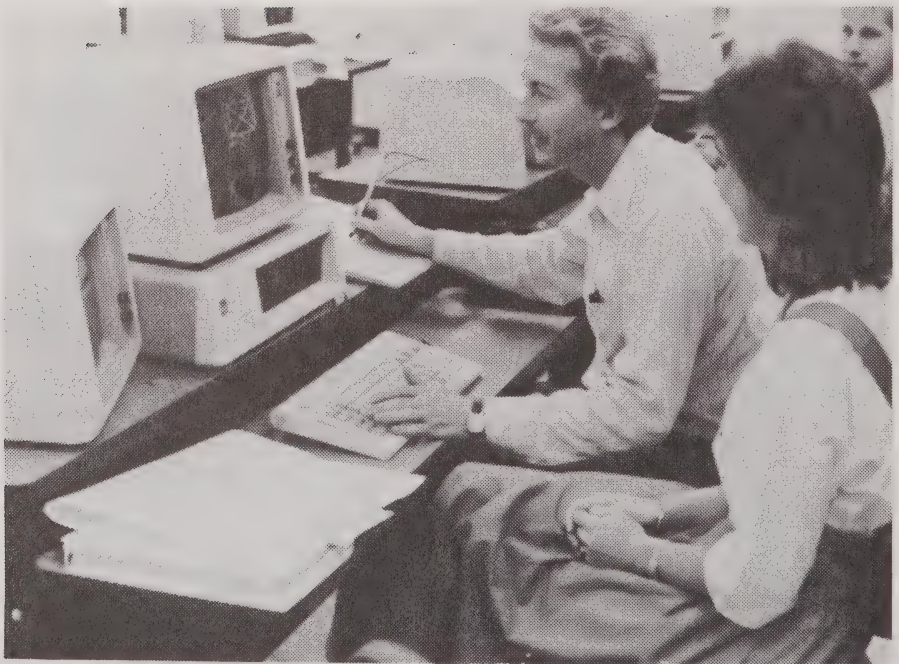
SIXTH QUARTER

DFT	0212	Jigs and Fixture Design (CADD)	2	6	4
MEC	0105	Statics	3	3	4
DFT	0211	Mechanisms (Electromechanical)	3	2	4
DFT	0230	Structural Drafting	2	6	4
MEC	0210	Physical Metallurgy I	3	2	4
			13	19	20

SEVENTH QUARTER

DFT	0205	Design Drafting	2	6	4
MEC	0235	Hydraulics and Pneumatics	3	2	4
MEC	0204	Manufacturing Processes	6	0	6
MEC	0205	Strength of Materials	3	2	4
CAD	0203	Computer Aided Drafting/Design/ Structural Application	2	6	4
			16	16	22

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 119



Occupational Therapy Assistant

T 142 Associate in Applied Science Degree

The Occupational Therapy Assistant curriculum prepares graduates to work under the supervision or consultation of a Registered Occupational Therapist in developing, maintaining or restoring adaptive skills in individuals whose abilities to cope with the tasks of daily living are threatened or impaired by developmental deficits, aging, poverty or cultural disadvantage, or physical or psychosocial disability. The program includes instruction in the basic concepts of occupational therapy, interpersonal skills, group dynamics and group leadership skills, concepts of health and illness, and the use of activity techniques in teaching developmental needs. Supervised field experiences include working with clients from these groups.

To become a Certified Occupational Therapy Assistant, the graduate must successfully complete an approved program and pass a national certification examination given by the American Occupational Therapy Association.

Graduates may be employed in hospitals, rehabilitation facilities, long-term and extended care facilities, sheltered workshops, schools camps, home-bound programs, and community centers.

Individuals desiring a career as an occupational therapy assistant should, if possible, take biology, algebra, sociology and psychology courses prior to entering the program.

ADMISSIONS REQUIREMENTS FOR OCCUPATIONAL THERAPY ASSISTANT PROGRAM:

1. Complete Application for Admission.
2. Submit high school transcript showing successful completion of high school requirements for graduation or successful completion of GED. Submit transcripts of all previous post-secondary education.
3. Successful completion of placement evaluation.
4. All applicants must submit three letters of reference. Relatives should not be used as references.
5. Applicants completing the above requirements will be conditionally accepted until the college's medical form, completed by a physician, is received in the Admissions Office and reviewed for satisfactory results. Immunizations must be current for T.B. (x-ray if TB test is positive), rubella, tetanus, diphtheria, polio and rubeola. Evidence of recent serology, CBC and urinalysis must also be presented.
6. Upon satisfactory completion of all the above requirements the applicant will receive written notification of final acceptance to the Occupational Therapy Assistant program.

PROGRAMS OF STUDY

Occupational Therapy Assistant

T 142 Associate in Applied Science Degree

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Occupational Therapy Assistant

Course Title	Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER			
MED 0101 Medical Terminology	0	4	2
BIO 0101 Anatomy and Physiology I	4	2	5
PSY 0151 Principles of Psychology	3	0	3
OTA 0101 Occupational Therapy I (Fundamentals of the Profession)	2	3	3
	9	9	13
SECOND QUARTER			
ENG 0101 Grammar	3	0	3
BIO 0102 Anatomy and Physiology II	4	2	5
PSY 0107 Growth and Development — Life Span	3	0	3
OTA 0108 Kinesiology for OTA Students	3	2	4
OTA 0110 Practice of the Profession	2	3	3
	15	7	18
THIRD QUARTER			
PSY 0205 Abnormal Psychology	3	0	3
OTA 0104 Occupational Therapy Media I	3	4	5
OTA 0106 Occupational Therapy II (Physical Disabilities)	3	2	4
OTA 0112 Disease Process	3	0	3
	12	6	15
FOURTH QUARTER			
ENG 0102 Composition	3	0	3
ENG 0204 Oral Communications	3	0	3
EDP 0103 Computer Awareness	1	2	2
	7	2	8
FIFTH QUARTER			
OTA 0201 Aging Process	3	0	3
OTA 0204 Occupational Therapy Media II (Woodworking)	2	3	3
OTA 0208 Pediatrics for OTA Students	3	0	3
OTA 0206 Occupational Therapy — Splinting and Therapeutic Adaptation)	4	2	5
	12	5	14
SIXTH QUARTER			
OTA 0202 Geriatric Programming	3	2	4

Occupational Therapy Assistant

T 142 Associate in Applied Science Degree

OTA	0205	Occupational Therapy Media III (Ceramics and Weaving)	2	2	3
OTA	0210	Pediatric Programming	3	2	4
OTA	0212	Occupational Therapy III (Psychiatric)	3	0	3
			11	6	14

SEVENTH QUARTER

BIO	0300	CPR	1	0	1
SOC	0102	Principles of Sociology	3	0	3
OTA	0214	Occupational Therapy in the Community	2	3	3
OTA	0215	Facility Management	3	0	3
OTA	0217	Occupational Therapy Activity Programming	3	0	3
			12	3	13

EIGHTH QUARTER

OTA	0220	Occupational Therapy — Physical Disabilities Field Placement I	0	24	8
OTA	0222	Occupational Therapy — Psychiatric Affiliation Field Placement II	0	24	8
			0	48	16

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 111



PROGRAMS OF STUDY

Respiratory Therapy Technology Therapists and Technicians

The Respiratory Therapy Technology curricula offer career education options for respiratory therapists and/or respiratory therapy technicians.

The respiratory therapist specializes in the application of scientific knowledge and theory to practical, clinical problems of respiratory care. Knowledge and skills for performing these functions are usually achieved through two or more years of academic and clinical preparation. The respiratory therapist is qualified to assume primary clinical responsibility for all respiratory care modalities, including responsibilities involved in supervision of respiratory technician functions. The therapist is frequently required to exercise considerable independent, clinical judgment in the respiratory care of patients under the direct or indirect supervision of a physician. Further, the therapist is capable of serving as a technical resource person to the physician with regard to current practices in respiratory care, and to the hospital staff as to effective and safe methods for administering respiratory care.

The technician's role does not require the exercising of independent, clinical judgment; however, the technician is expected to adjust or modify therapeutic techniques within well-defined procedures based on a limited range of patient responses. Therefore, the effective use of the technician, especially in the critical care setting, requires the supervision of a respiratory therapist or a physician experienced in respiratory care. Knowledge and skills for performing these functions are usually achieved through one or more years of academic and clinical preparation.

Graduates of the technician and therapist curricula are eligible to apply for admission to the Entry Level Respiratory Therapy Practitioner (CRIT) examination by the National Board for Respiratory Care. Graduates of the therapist level curriculum are eligible to apply for admission to the Advanced Respiratory Care Practitioner (RRT) examination.

Graduates may be employed in a wide variety of health related areas including hospitals (in respiratory therapy, special services, cardiopulmonary, anesthesiology, or pulmonary medicine departments), respiratory equipment sales and rental companies, rehabilitation centers, skilled nursing care facilities, and educational and research institutions.

Individuals desiring a career in respiratory therapy technology should take biology, algebra and chemistry courses prior to entering the program.

The Respiratory Care Technology Programs at Stanly Technical College are fully accredited by the American Medical Association and both level graduates are eligible to sit for the national credentialing examinations administered by the National Board of Respiratory Care. These titles — Certified Respiratory Therapy Technician (C.R.T.T.) and Registered Respiratory Therapist (R.R.T.) are recognized in all fifty states and Canada.

Clinical sites for both levels of training are held at Stanly Memorial Hospital and the Charlotte area hospitals.

Respiratory Therapy Technician

T 091 Diploma

ADMISSION REQUIREMENTS FOR RESPIRATORY THERAPY TECHNICIAN PROGRAM:

1. Complete Application for Admission.
2. Submit high school transcript showing successful completion of high school requirements for graduation or successful completion of GED. Submit transcripts of all previous post-secondary education.
3. Submit evidence of successful completion of high school or college biology and pre-algebra before entry into the program. It is recommended that applicants also have completed a high school or college chemistry course prior to entering the program. These pre-requisite courses are available through the college.
4. Successful completion of placement evaluation with 12th grade performance on 3 of the 5 evaluative areas.
5. The college reserves the right to test applicants asking for transfer credit on courses in theory or clinical.
6. All applicants must submit three letters of reference. Those currently or previously employed as a respiratory therapy technician must have a work-related reference from their immediate or past supervisor. Relatives should not be used as references.
7. Applicants completing the above requirements will be conditionally accepted until the college's medical form, completed by a physician, is received in the Admissions Office and reviewed for satisfactory results. Immunizations must be current for T.B. (x-ray if TB test is positive), rubella, tetanus, diphtheria, polio and rubeola. Evidence of recent serology, CBC and urinalysis must also be presented.
8. Upon satisfactory completion of all of the above requirements the applicant will receive written notification of final acceptance to the Respiratory Therapy Technician program.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Respiratory Therapy Technology Therapists and Technicians Technician Option

Course Title	Class Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.	
FALL QUARTER					
MAT 0105	Math for Allied Health Professionals	3	0	0	3
BIO 0101	Anatomy and Physiology I	4	2	0	5
ENG 0101	Grammar	3	0	0	3
RTH 0201	RT Procedures I	4	4	0	6
MED 0101	Medical Terminology	0	4	0	2
		14	10	0	19

PROGRAMS OF STUDY

Respiratory Therapy Technician

T 091 Diploma

WINTER QUARTER

BIO	0103	Cardiopulmonary Anatomy & Physiology	2	4	0	4
RTH	0202	RT Procedures II	2	4	0	4
RTH	0250	Pharmacology	2	0	0	2
RTH	0302	Clinical Practice I	0	0	9	3
ENG	0102	Composition	3	0	0	3
PHY	0105	Basic Science	3	2	0	4
			12	10	9	20

SPRING QUARTER

RTH	0251	Cardiopulmonary Pathophysiology	3	0	0	3
RTH	0252	Pediatrics	2	0	0	2
RTH	0303	Clinical Practice II	0	0	24	8
RTH	0205	RT Procedures III	4	4	0	6
			9	4	24	19

SUMMER QUARTER

RTH	0204	RT Seminar	2	0	0	2
RTH	0304	Clinical Practice III	0	0	36	12
EDP	0103	Computer Awareness*	1	2	0	2
			3	2	36	16

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 74

*Required for all curriculums.

ADDITIONAL ADMISSION REQUIREMENTS:

In addition to all requirements for entry into the technician program, therapist applicants must:

1. Submit evidence of completion of a one-year technician program.
2. Incoming students who have already completed a one-year program must submit a notarized copy of their certification certificate issued by the National Board of Respiratory Care. Continuing students from the Respiratory Therapy Technician Program must attempt the first available NBRC exam following acceptance.
3. Students with grades of "D" in the technician program may be required to repeat the course(s) in question or satisfactorily complete an exemption exam prior to acceptance.
4. Current Respiratory Therapy Technician students must complete an application for the Respiratory Therapy Therapist Option no later than May 1 of the current year in order to be considered prior to acceptance of non-continuing students.

Respiratory Therapy Technician

T 091 Diploma

5. Evidence of satisfactory completion of two quarters of college level English must also be submitted.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Respiratory Therapy Technology Therapists and Technicians Therapist Option *

First Year — Same as RT Technician			Class	Lab	Clinical	Credit
Course Title			Hrs.	Hrs.	Hrs.	Hrs.
SUMMER QUARTER*						
EDP	0103	Computer Awareness	1	2	0	2
EDU	0220	Methods of Teaching	2	0	0	2
BIO	0204	Microbiology	3	2	0	4
		Social Science Elective*	3	0	0	3
			9	4	0	11
FALL QUARTER						
RTH	0261	Cardiopulmonary Pathophysiology II	4	2	0	5
RTH	0260	RT Procedures IV	2	2	0	3
PSY	0110	Interpersonal Skills	3	0	0	3
RTH	0271	Pediatrics II	2	2	0	3
			11	6	0	14
WINTER QUARTER						
RTH	0305	Clinical Practice IV	0	0	16	5
RTH	0272	Advanced Pulmonary Functions	1	2	0	2
ENG	0204	Oral Communications	3	0	0	3
BIO	0205	General Pathology	3	0	0	3
RTH	0280	Cardiopulmonary Rehabilitation	1	2	0	2
			8	4	16	15
SPRING QUARTER						
RTH	0281	Organization and Administration	2	0	0	2
PSY	0206	Applied Psychology	3	0	0	3
RTH	0306	Clinical Practice V	0	0	16	5
CHM	0101	Chemistry	3	2	0	4
			8	2	16	14
TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:						126

* Entry may be either summer or fall quarter for full time students.

* * Only required if not previously transferred.

PROGRAMS OF STUDY

Secretarial – Executive

T 030 Associate in Applied Science Degree

The purposes of the Secretarial – Executive curriculum are to: (1) prepare the individual to enter the secretarial profession, (2) provide an educational program for individuals wanting education for upgrading (moving from one secretarial position to another) or retaining (moving from present position to secretarial position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, shorthand, transcription and business machines. Through these skills the individual will be able to perform office-related activities and through the development of personal competencies and qualities will be provided the opportunity to enter the secretarial profession.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Secretarial – Executive

Course Title	Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER			
ENG 0101 Grammar	3	0	3
BUS 0102 Typewriting I	1	4	3
EDP 0103 Computer Awareness	1	2	2
BUS 0110 Electronic Calculator	2	2	3
BUS 0112 Records Management	3	0	3
PSY 0151 Principles of Psychology	3	0	3
BUS 0106 Shorthand I	3	2	4
	16	10	21
SECOND QUARTER			
ENG 0102 Composition	3	0	3
BUS 0103 Typewriting II	1	4	3
BUS 0220 Personal Development	3	0	3
BUS 0120 Accounting I	6	0	6
BUS 0107 Shorthand II	3	2	4
BUS 0273 Word Processing I	3	2	4
	19	8	23
THIRD QUARTER			
ENG 0103 Report Writing	3	0	3
BUS 0104 Typewriting III	1	4	3
ENG 0204 Oral Communications	3	0	3
BUS 0108 Shorthand III	3	2	4
BUS 0183 Vocabulary	3	0	3
ENG 0211 Machine Transcription	3	2	4
BUS 0274 Word Processing II	3	2	4
	19	10	24

Secretarial – Executive

T 030 Associate in Applied Science Degree

FOURTH QUARTER

BUS	0205	Typewriting IV	1	4	3
ECO	0102	Economics I	3	0	3
EDP	0104	Introduction to Data Processing	5	0	5
		Business Elective	3	0	3
		Social Science Elective	3	0	3
			15	4	17

FIFTH QUARTER

ENG	0206	Business Communications	3	0	3
BUS	0214	Secretarial Procedures	3	2	4
BUS	0207	Executive Transcription	2	2	3
ECO	0104	Economics II	3	0	3
BUS	0115	Business Law I	3	0	3
			14	4	16

SIXTH QUARTER

BUS	0215	Office Application	1	4	3
BUS	0116	Business Law II	3	0	3
BUS	0271	Office Management	3	0	3
		Social Science Elective	3	0	3
			10	4	12

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 113

Secretarial – Legal

T 031 Associate in Applied Science Degree

The purposes of the Secretarial – Legal curriculum are to: (1) prepare the individual to enter the legal secretarial profession through work in a lawyer's office, in city, county, state or government offices, (2) provide an educational program for individuals wanting education for upgrading (moving from one legal secretarial position to another) or retraining (moving from present position to legal secretarial position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of legal typewriting, shorthand transcription and business machines. Through these skills the individual will be able to perform legal, office-related activities and through the development of personal competencies and qualities will be provided the opportunity to enter the legal secretarial profession.

PROGRAMS OF STUDY

Secretarial – Legal

T 031 Associate in Applied Science Degree

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Secretarial – Legal

Course Title	Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER			
ENG 0101 Grammar	3	0	3
BUS 0102 Typewriting I	1	4	3
EDP 0103 Computer Awareness	1	2	2
BUS 0110 Electronic Calculator	2	2	3
BUS 0112 Records Management	3	0	3
PSY 0151 Principles of Psychology	3	0	3
BUS 0106 Shorthand I	3	2	4
	16	10	21
SECOND QUARTER			
ENG 0102 Composition	3	0	3
BUS 0103 Typewriting II	1	4	3
BUS 0220 Personal Development	3	0	3
BUS 0120 Accounting I	6	0	6
BUS 0273 Word Processing I	3	2	4
BUS 0107 Shorthand II	3	2	4
	19	8	23
THIRD QUARTER			
ENG 0103 Report Writing	3	0	3
ENG 0204 Oral Communications	3	0	3
BUS 0104 Typewriting III	1	4	3
BUS 0211 Machine Transcription	3	2	4
BUS 0274 Word Processing II	3	2	4
BUS 0183 Vocabulary	3	0	3
BUS 0108 Shorthand III	3	2	4
	19	10	24
FOURTH QUARTER			
BUS 0205 Typewriting IV	1	4	3
EDP 0104 Introduction to Data Processing	5	0	5
ECO 0102 Economics I	3	0	3
Business Elective	3	0	3
Social Science Elective*	3	0	3
	15	4	17
FIFTH QUARTER			
ENG 0206 Business Communications	3	0	3
BUS 0214 Secretarial Procedures	3	2	4
BUS 0207 Legal Transcription	2	2	3

Secretarial – Legal

T 031 Associate in Applied Science Degree

ECO	0104	Economics II	3	0	3
BUS	0115	Business Law I	3	0	3
			14	4	16

SIXTH QUARTER

BUS	0215	Office Application	1	4	3
BUS	0116	Business Law II	3	0	3
BUS	0271	Office Management	3	0	3
		Social Science Elective*	3	0	3
			10	4	12

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 113

Secretarial – Medical

T 032 Associate in Applied Science Degree

The purposes of the Secretarial – Medical curriculum are to: (1) prepare the individual to enter the medical secretarial profession through work in a doctor's office, in city, county, state or government offices, (2) provide an educational program for individuals wanting education for upgrading (moving from one medical position to another) or retraining (moving from present position to medical secretarial position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of medical typewriting, shorthand transcription and business machines. Through these skills the individual will be able to perform medical, office-related activities and through the development of personal competencies and qualities will be provided the opportunity to enter the medical secretarial profession.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Secretarial – Medical

Course Title	Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER			
ENG 0101 Grammar	3	0	3
BUS 0102 Typewriting I	1	4	3
EDP 0103 Computer Awareness	1	2	2
BUS 0110 Electronic Calculator	2	2	3
BUS 0112 Records Management	3	0	3
PSY 0151 Principles of Psychology	3	0	3
BUS 0106 Shorthand I	3	2	4
			16 10 21

PROGRAMS OF STUDY

Secretarial – Medical

T 032 Associate in Applied Science Degree

SECOND QUARTER

ENG 0102	Composition	3	0	3
BUS 0103	Typewriting II	1	4	3
BUS 0220	Personal Development	3	0	3
BUS 0120	Accounting I	6	0	6
BUS 0273	Word Processing I	3	2	4
BUS 0107	Shorthand II	3	2	4
		19	8	23

THIRD QUARTER

ENG 0103	Report Writing	3	0	3
ENG 0204	Oral Communications	3	0	3
BUS 0104	Typewriting III	1	4	3
BUS 0211	Machine Transcription	3	2	4
BUS 0274	Word Processing II	3	2	4
BUS 0183	Vocabulary	3	0	3
BUS 0108	Shorthand III	3	2	4
		19	10	24

FOURTH QUARTER

BUS 0205	Typewriting IV	1	4	3
EDP 0104	Introduction to Data Processing	5	0	5
ECO 0102	Economics I	3	0	3
BIO 0101	Anatomy and Physiology*	4	0	4
	Social Science Elective	3	0	3
		16	4	18

FIFTH QUARTER

ENG 0206	Business Communications	3	0	3
BUS 0214	Secretarial Procedures	3	2	4
BUS 0207	Medical Transcription	2	2	3
ECO 0104	Economics II	3	0	3
MED 0101	Medical Terminology	0	4	2
		11	8	15

SIXTH QUARTER

BUS 0215	Office Application	1	4	3
BUS 0271	Office Management	3	0	3
	Business Elective*	3	0	3
	Social Science Elective	3	0	3
		10	4	12

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 113

* Elective Courses must be selected with advisor's approval.

Welding

V 050 Diploma

The Welding curriculum gives students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry. Welders join metals by applying intense heat, and sometimes pressure to form a permanent bond between intersecting metals.

Welding offers employment in practically any industry; shipbuilding, automotive, aircraft, guided missiles, heavy equipment, railroads, construction, pipefitting, production shops, job shops and many others.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Welding

Course Title			Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER					
WLD	1141	Beginning Welding	5	15	10
MAT	1101	Fundamentals of Mathematics I	4	0	4
DFT	1104	Blueprint Reading: Mechanical	0	3	1
ENG	1101	Reading Improvement	2	0	2
			11	18	17
SECOND QUARTER					
WLD	1142	Intermediate Welding	5	15	10
MAT	1102	Fundamentals of Mathematics II	4	0	4
DFT	1117	Blueprint Reading	0	3	1
ENG	1102	Communications Skills	3	0	3
			12	18	18
THIRD QUARTER					
WLD	1124	Pipe Welding	3	12	7
WLD	1123	inert Gas Welding	1	3	2
WLD	1112	Mechanical Testing & Inspection	1	3	2
DFT	1118	Pattern Development & Sketching	0	3	1
PSY	1101	Human Relations	3	0	3
			8	21	15
FOURTH QUARTER					
WLD	1122	Commercial & Industrial Practices	3	9	6
WLD	1125	Certification Practices	3	6	5
MEC	1112	Machine Shop Processes	0	6	2
BUS	1105	Industrial Organizations	3	0	3
			9	21	16

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 66

PROGRAMS OF STUDY

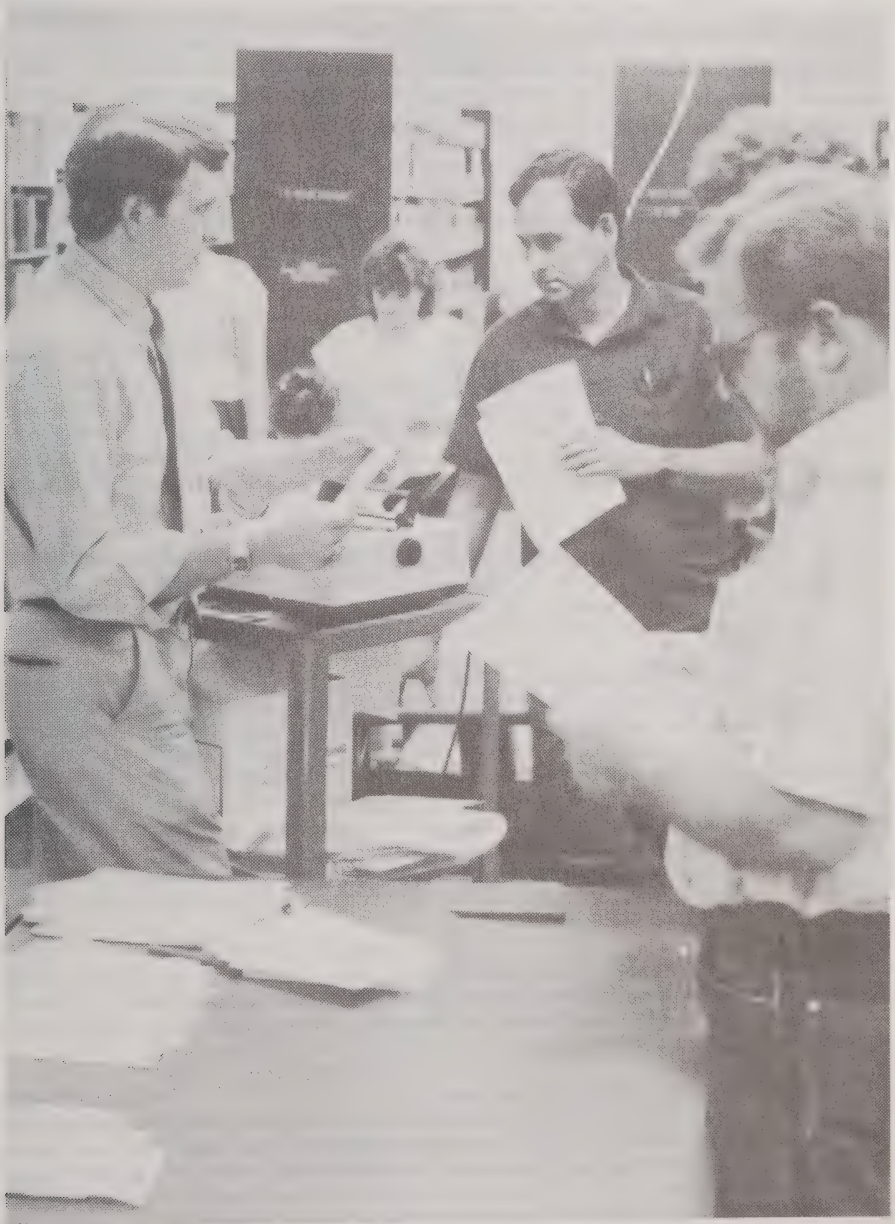
Welding

(Offered During Evening Only)

Course Title	Class Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER			
WLD 1141A Beginning Welding I	3	7	5
SECOND QUARTER			
WLD 1141B Beginning Welding I	2	8	5
THIRD QUARTER			
WLD 1122 Commercial and Industrial Practices	3	9	6
TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:			16



Course Descriptions



COURSE DESCRIPTIONS

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 the 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.

		Credit (Class-Lab)
AGR 0104	Introduction to Agricultural Economics 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.	Credit 4 (3-2)
AGR 0125	Animal Science 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.	Credit 5 (3-4)
AGR 0145	Small Engine Repair A course in the maintenance and overhaul of two and four cycle engines. Enrollees are taught to repair and replace defective parts of the small engines on lawn mowers, garden tractors, roto tillers, and other farm related machines. Instruction in safety is one of the major responsibilities of the course.	Credit 4 (3-2)
AGR 0170	Plant Science 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.	Credit 5 (3-4)
AGR 0185	Soil Science and Fertilizer 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.	Credit 5 (3-4)
AGR 0199	Cooperative Work Experience 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.	Credit 4 (0-40)
AGR 0201	Agricultural Chemicals A study of agricultural chemicals — their importance, ingredients, formulation, and application with emphasis upon the effective and safe utilization of chemicals	Credit 3 (3-0)

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 0204 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, and review procedures for evaluating the efficiency of the manager.
- AGR 0205 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 0218 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 will be studied. Study and evaluation of feed grinders and mixers, storage facilities, materials handling systems, and other labor-saving devices.
- AGR 0228 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 0101 Air Conditioning and Refrigeration Credit 4 (3-2)**
A general introduction to the principles of refrigeration, including the study of the assembly of the components and connections necessary in the mechanisms, methods of operation and control, and proper handling of refrigerants in charging the system. The use of testing equipment in diagnosing trouble, conducting efficiency tests, and general maintenance work is also included.
- 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; and the proper handling of refrigerants in charging the system. Use of testing equipment in diagnosing trouble, conducting efficiency tests and general maintenance work.
- ART 0125 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.

COURSE DESCRIPTIONS

- 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 bends, 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; complete vehicle painting; and 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; preparing the metal for painting; and 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 Application Credit 14 (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 and Glass Installation Credit 2 (1-3)**
Methods of removing and installing interior trim; cutting, sewing, and installing headlinings, seat covers, and door trim panels; painting of trim parts and accessories; and glass removal, cutting, fitting, and installation.
- AUT 1123 Automotive Brakes, Chassis and Suspension Systems Credit 7 (4-9)**
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, drive-shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair.
- AUT 1125 Automotive Servicing I Credit 8 (4-12)**
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 Transmission 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 automatic 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 valve guide replacement. In this course the emphasis is placed on the simulation of these operations rather than actual hands-on operation.
- BIO 0100 Anatomy and Physiology Credit 5 (4-2)**
A course dealing with normal structure and related functioning of the systems of the human body. The human body is studied in its entirety in an effort to understand the coordination of all systems to maintain the need for homeostasis. Included are the integumentary, skeletal, muscular, nervous, digestive, circulatory, respiratory, urinary, reproductive and special sense organs. Students are required to dissect specially prepared cats and to study preserved human organs during their laboratory class work.
Prerequisite: High School Biology
- BIO 0101 Anatomy and Physiology I Credit 5 (4-2)**
A course dealing with normal structure and related functioning of the systems of the human body. The human body is studied in an effort to understand the coordination of all systems to maintain the need for homeostasis. Included are the skeletal, muscular, digestive, circulatory, respiratory, urinary, reproductive, endocrine, integumentary, nervous systems and the special sense organs. Students

COURSE DESCRIPTIONS

are required to dissect specially preserved cats during their laboratory class work and when possible the instructor will dissect a human cadaver at the end of the course as a review of the entire study.

Prerequisites: High school biology or acceptance into an Allied Health curriculum.

- BIO 0102 Anatomy and Physiology II Credit 5 (4-2)**
An in-depth course of anatomy and physiology, with emphasis on the skeletal, muscular, nervous, respiratory and circulatory systems. Those principles of chemistry and physics which are supportive to the understanding of these systems are included, along with the relevant pathophysiology. Laboratory experiments illustrative of these principles and pathology are included.
- BIO 0103 Cardiopulmonary Anatomy and Physiology Credit 4 (2-4-0)**
This course provides a concise study of the cardiac and pulmonary anatomy and physiology. Emphasis is placed on the areas of acid-base balance, ventilation-perfusion relationships, the mechanics and control of respiration. An introduction to ECG analysis is also included.
Pre-requisites: BIO 0101, ENG 0101, RTH 0101, RTH 0201, MAT 0105
- BIO 0175 Anatomy and Physiology Review for Allied Health Credit 3 (3-0)**
Students will review all systems of the human body with emphasis on those relevant to the students enrolled in the course. The class will be organized to the needs of the students. Laboratory exercises will be developed to aid students in retention of Anatomy and Physiology Principles.
- BIO 0203 Advanced Physiology Credit 3 (3-0)**
Designed to provide the Associate degree student with an understanding of the various physiological processes characteristic of living organisms. The functioning of the individual organ systems with the focus on interrelationships between organ systems in the maintenance of homeostasis and other selected topics in vertebrate physiology. Characteristics of muscles, electrical properties of nerve conduction, reflex function, blood and circulation, respiration and kidney function will be included. Not required for PN candidates.
Prerequisite: BIO 0102
- BIO 0204 Microbiology Credit 4 (3-2)**
An introduction to microorganisms including viruses, rickettsia, bacteria, fungi, and protozoa. Emphases are medical and nursing oriented providing basic principles of microbiology, immunology and various methods of control as related to pathogenic organisms. Selected laboratory assignments provide for demonstration of this principle.
Prerequisites: BIO 0101 & BIO 0102, or Instructor/Program Head approval.
- BIO 0205 General Pathology Credit 3 (3-0)**
This course is designed to introduce the student to the study of disease processes in the human body. Emphasis will be placed upon the cause, pathogenesis, occurrence and prognosis of common human diseases.
Prerequisite: BIO 0101
- BIO 0300 Cardiopulmonary Resuscitation Credit 1 (1-0)**
Teaches and develops skills in the life-saving procedure of Cardiopulmonary Resuscitation. Practical application with appropriate equipment is used extensively. Upon successful completion of this course, persons will be certified in CPR.
- BIO 0301 Multimedia First Aid and CPR Credit 1 (1-0)**
Basic first-aid class as approved by the American Red Cross. Makes use of lecture, films, and hands-on activities. Successful completion of the course entitles students to Red Cross Certification.

-
- BMT 0101** **BMET at Work: Introduction to the Hospital and Industry** **Credit 1 (1-0)**
An introduction to the field of Biomedical Equipment Technology. The student will be introduced to the organization and structure of the various medical facilities, the role of the BMET, the variety and functions of medical equipment. Consideration will be given to organizations affecting the BMET's work and literature related to the field. Visitations will be made to medical facilities to observe the BMET at work.
- BMT 0163** **Laboratory Practices** **Credit 2 (1-3)**
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.
- BMT 0201** **Internship** **Credit 2 (0-24)**
The student is placed in a medical facility or industry for an eleven week period and works under the direct supervision of a qualified BMET or Clinical Engineer. During the internship the student is exposed to the variety of responsibilities required in the profession.
- BMT 0202** **Seminar** **Credit 1 (1-0)**
Designed in conjunction with the internship to afford students the opportunity to share their work experiences and to discuss with the instructor problems encountered in this experience. Attention is also given to developing positive attitudes toward the work environment and human relationships.
- BMT 0224** **Digital Electronics – BMT** **Credit 5 (2-6)**
An intensive exploration of the fundamentals of digital electronics. Students investigate the techniques, semiconductor devices, and integrated circuits used to implement the basic digital logic circuits. A discussion of Boolean Algebra and its relation to digital logic will also be presented.
- BMT 0225** **Microprocessors – BMT** **Credit 5 (2-6)**
Modern medical equipment necessitates an understanding of the fundamentals of microprocessors. This course is designed to provide an introduction to a complete computing system. Number systems and codes, computer arithmetic and an introduction to programming are emphasized.
Prerequisite: BMT 0224
- BMT 0234** **Introduction to Medical Instrumentation** **Credit 3 (2-3)**
This course will introduce the student to the basic building blocks of medical instrumentation and will extend his knowledge into the operation of biomedical instruments through the introduction of common electrical circuitry of these instruments. Common electronic circuits will be pointed out and illustrated circuits such as differential amplifiers, operational amplifiers, voltage level detectors and other systems will be the basis of this source of inquiry. Other important aspects of biomedical systems will be covered as time permits.
- BMT 0244** **Medical Instrumentation I** **Credit 5 (3-4)**
This course will extend the student's knowledge of the operation of several biomedical instruments by continuing to build on the instruction from Introduction to Medical Instrumentation and looking at particular segments of medical instrumentation such as cardiac monitoring, electrocardiographs, electroencephalographs, defibrillators, procedures for maintaining, repairing, and calibrating this equipment will be learned. Each piece of equipment will be broken down into its

COURSE DESCRIPTIONS

major components, dismantled, reassembled and adjusted so that the equipment operates within the tolerances specified by the manufacturer. In addition, all aspects of electrical safety concerning the use of this equipment will be covered within this segment.

- BMT 0254 Medical Instrumentation II Credit 5 (3-4)**
This course is designed to provide the technician with the further understanding of instruments not covered in the Introduction to Medical Instrumentation or Instrumentation I. Procedures for maintaining, repairing and calibrating this equipment will also be learned and each piece of equipment will be broken down into its major components, dismantled, reassembled, and adjusted so that the equipment operates within the tolerances specified by the manufacturer. All aspects of electrical safety on this equipment will also be covered during the course of instruction.
Prerequisite: BMT 0244
- BMT 0264 Biomedical Troubleshooting Techniques Credit 5 (3-4)**
Basic problems involving tracking down and identifying problems frequently encountered with the various types of medical instrumentation are to be covered in this course. Much of the time will be spent in developing the logical troubleshooting techniques such as backtracking and half split rule. Clinical monitoring devices and other equipment will be used for the laboratory exercise. Mechanical as well as electronic problems will be considered.
- BMT 0271 Biomedical Equipment: Selection and Design Credit 2 (1-2)**
Students will be required to research, propose and carry to completion a suitable biomedical equipment selection 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 may be considered to be the equipment design which provides for ease of service. Other aspects to be considered will be component location, chassis strength, operations simplicity, repair accessibility as well as equipment aesthetics. The study of manuals provided by manufacturers and the various schematic drawings will also be included.
- BMT 0280 X-Ray Equipment Credit 5 (3-4)**
An introduction to radiation producing equipment, ultrasound and nuclear scanners. Emphasis is placed on maintaining, repairing and adjusting this equipment to assure that the equipment operates within the tolerance specified by the manufacturer.
Prerequisite: PHY 0243
- BMT 0281 X-Ray Equipment II Credit 5 (3-4)**
Principles learned in X-Ray I are applied to the analyses of actual specific x-ray equipment. Equipment theory is covered in detail and attention is given to troubleshooting and servicing techniques. Diagnostic nuclear-medicine equipment is also covered in this course.
Prerequisite: BMT 0280
- BUS 0100 Keyboarding Credit 2 (1-2)**
The objective of this course is to development touch keyboarding skills for all alphabetic, punctuation, and number keys on the standard keyboard. In addition, instruction is provided for the ten-key numeric pad and in formatting personalized business letters and memorandums.
- BUS 0101 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.

-
- BUS 0102 Typewriting I Credit 3 (1-4)**
The objective of this course is a foundation for speed and accuracy. Basic training on the following: position, touch operation, mastery of keyboard, skill-building drills, and problem typing of simple business letters and tabulations.
- BUS 0103 Typewriting II Credit 3 (1-4)**
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 0102 or the equivalent. Speed requirement, 30 words per minute for five minutes.
- BUS 0104 Typewriting III Credit 3 (1-4)**
Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing available copies. The production units are tabulation, manuscript, correspondence, and business forms.
Prerequisite: BUS 0103 or the equivalent. Speed requirement: 40 words per minute for five minutes.
- BUS 0106 Shorthand I 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.
- BUS 0107 Shorthand II Credit 4 (3-2)**
Continued study of theory with greater emphasis on dictation and elementary transcription.
Prerequisite: BUS 0106 or the equivalent.
- BUS 0108 Shorthand III 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 0107.
- BUS 0110 Electronic Calculator Credit 3 (2-2)**
A course designed to help the students acquire skills in operating electronic calculators, both printing and display types, and to extend and strengthen knowledge of business mathematics through solutions at the calculator of a wide range of problems commonly encountered in business activity.
- BUS 0112 Records Management 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.
- BUS 0115 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.
- BUS 0116 Business Law II Credit 3 (3-0)**
Includes the study of laws pertaining to commercial paper, agency, partnerships, corporations, and property rights.
- BUS 0117 Consumer Law Credit 3 (3-0)**
This course provides a personal approach to law designed for the lay person. Material deals with the daily problems confronting citizens such as court procedures, family relationships, contracts, property law, fair credit reporting, Privacy Act, business relationships, and consumer rights.

COURSE DESCRIPTIONS

- BUS 0120 Accounting I Credit 6 (6-0)**
A study of the principles and techniques of accounting centered around collecting, summarizing, and reporting information about service and mercantile enterprises.
- BUS 0121 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 0120.
Prerequisite: BUS 0120
- BUS 0122 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 a more in-depth look at some of the concepts introduced in BUS 0120.
Prerequisites: BUS 0120 and 0121.
- BUS 0123 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.
- BUS 0124 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 0123
- BUS 0150 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.
- BUS 0183 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.
- BUS 0190 Job Application and Interview Credit 1 (1-0)**
A mini course which covers such information as selling yourself, discovering opportunities, the personal interview, the application form, application letters, and resume preparation.
- BUS 0192 Electronic Typewriting Credit 1 (1-0)**
A mini course which teaches the capabilities of electronic typewriting while reviewing the rules of correspondence, reports, and table typing. Must have keyboard knowledge.
- BUS 0193 Community Banks and Services Credit 1 (1-0)**
A mini course which surveys the functions and services of a commercial bank. Areas covered include savings and demand deposits, trusts, investment counseling, safe deposit boxes, IRA's, Certificates of Deposit, variable-rate loans, fixed-rate loans, student-loan services, mortgages, and revolving credit products.
- BUS 0194 Stock Market Fundamentals and Investments Credit 1 (1-0)**
A mini course which will analyze the major and regional stock markets with emphasis on individual investments for financial security.

-
- BUS 0205** **Typewriting IV** **Credit 3 (1-4)**
This course includes a job simulation revolving around the activities in the 5-day workweek of a medical, legal, or an executive secretary. The simulation requires approximately 30 hours to complete. In addition, the student will continue to develop skill and accuracy on the typewriter with scheduled timed writings.
Prerequisite: BUS 0104. Speed requirement: 50 words per minute for five minutes.
- BUS 0207** **Executive/Legal/Medical Transcription** **Credit 3 (2-2)**
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 0206
- BUS 0211** **Machine Transcription** **Credit 4 (3-2)**
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.
- BUS 0214** **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 0215** **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 0219** **Credit Procedures and 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 0220** **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 0222** **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.
- BUS 0223** **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 0222.
- BUS 0225** **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 0121

COURSE DESCRIPTIONS

- BUS 0229** **Income Taxes** **Credit 6 (6-0)**
A study of federal income taxes with emphasis on the preparation of individual tax returns. A detailed study of form 1040 and supporting schedules is stressed.
- BUS 0232** **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 0233** **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 0235** **Business Management** **Credit 3 (3-0)**
A detailed analysis of planning, organizing, directing, and controlling from a middle management point of view.
- BUS 0239** **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 0244** **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 0245** **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 0247** **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 0250** **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 0120
- BUS 0251** **Fundamentals of Real Estate** **Credit 6 (6-0)**
This course consists of instruction in fundamental real estate principles and practices, including real estate law, financing, brokerage, closing, valuation, management, and taxation. Also included is instruction on residential building construction, land use, the real estate market, and the North Carolina Real Estate License Law and Rules/Regulations of the North Carolina Real Estate Licensing Board.
- BUS 0252** **Real Estate Law** **Credit 3 (3-0)**
This course consists of advanced-level instruction in real property ownership and interests, transfer of title to real property, land use controls, real estate brokerage and the law of agency, real estate contracts, landlord and tenant law, mortgages/deeds of trust, property insurance, federal income taxation of real estate, the N. C. Real Estate License Law, Rules/Regulations of the N. C. Real Estate Licensing Board, and the Licensing Board's "Trust Account Guidelines."
- BUS 0253** **Real Estate Finance** **Credit 3 (3-0)**
This course consists of advanced-level instruction on the major aspects of financing real estate transactions, including sources of mortgage funds, the secondary mortgage market, financing instruments, types of mortgage loans, underwriting

mortgage loans, consumer legislation affecting real estate financing, real property valuation, closing real estate sales transactions, and finance mathematics.

- BUS 0254 Appraising The Single Family Residence Credit 3 (3-0)**
This course encompasses the fundamentals of single family Real Estate Appraisal. The three basic methods: cost approach, market approach and income approach, are thoroughly reviewed and applied through practical exercises. The course also involves field trips to the Stanly County Tax Department, Mapping Department, Register of Deeds and the Clerk of Court in order to acquaint students with the research and analysis required for the single family residence appraisal.
- BUS 0255 Real Estate Brokerage Operations Credit 3 (3-0)**
This course consists of basic instruction in the various aspects of real estate brokerage operations, including establishing a brokerage firm, management concepts and practices, personnel and training, marketing operations, records and bookkeeping systems (including trust account bookkeeping), and financial operations.
- BUS 0268 Principles of Banking Credit 4 (4-0)**
The foundation of most other American Institute of Banking courses, this course looks at nearly every aspect of banking. Providing a comprehensive introduction to the diversified services offered by the banking industry today, it is essential for most new banking personnel. The revised course includes new material on bank accounting, pricing, and profitability; and expands the discussion on the personnel and security functions of the bank.
- BUS 0269 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 0122
- BUS 0271 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 0272 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 0273 Word Processing I Credit 4 (3-2)**
A course designed to teach the concepts of word processing as it relates to the modern office. The student will be able to operate an editing typewriter with special emphasis on standardized procedures, document coding, production measurement, logging, and form letter production.
Prerequisites: BUS 0102 or typing proficiency.
- BUS 0274 Word Processing II Credit 4 (3-2)**
A word processing simulation using a software package for the microcomputer.
Prerequisites: BUS 0273 or Program Head Approval
- BUS 0275 Professional Secretarial Review Credit 3 (3-0)**
This course is designed to prepare secretarial students to take the Certified Professional Secretarial Examination. The course will cover areas in management, behavioral science, business law, economics, accounting, and office machines. The content of the course is directed at review materials and preparing students for CPS Exam.

COURSE DESCRIPTIONS

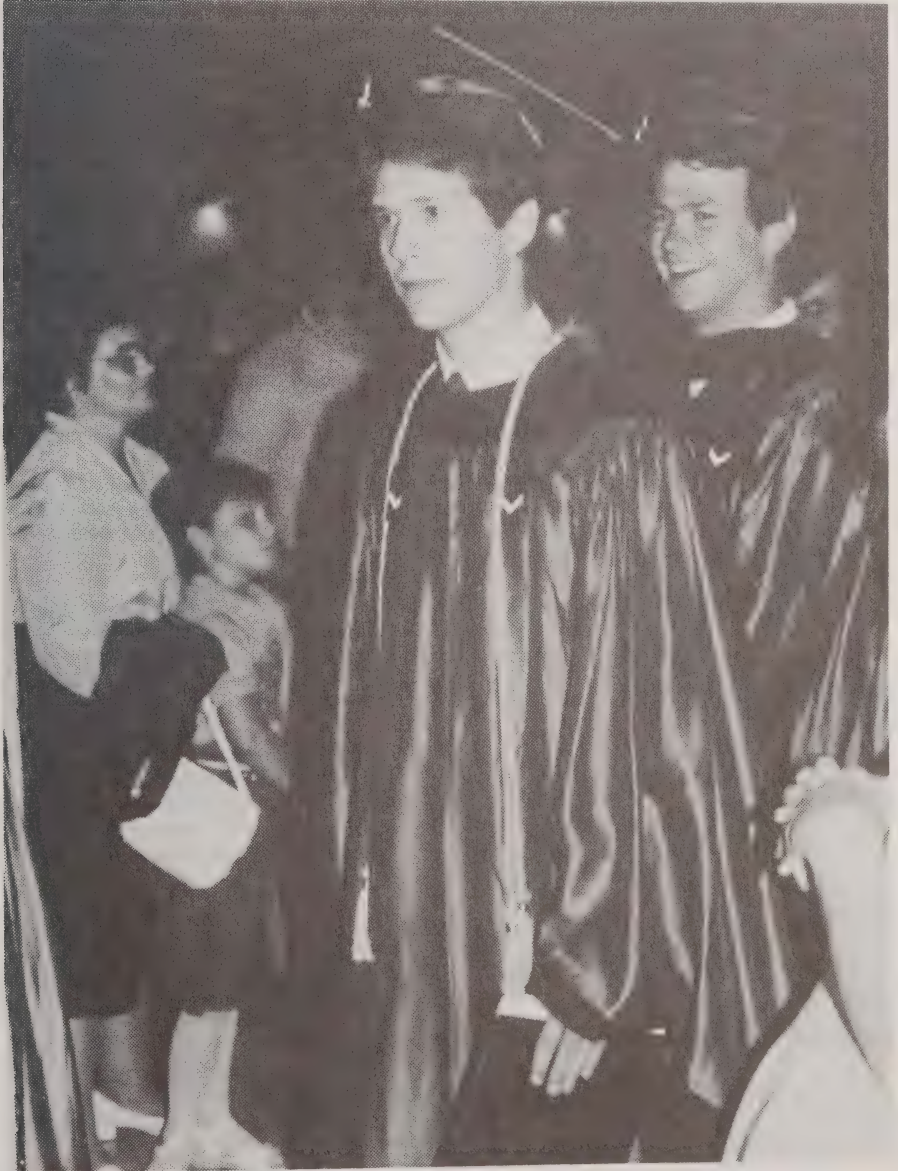
- BUS 0280 Small Business Management Credit 3 (3-0)**
A study of how to start, staff, and finance a new business, as well as how to develop profit planning and adequate accounting records. Case studies are used to bring out some of the potential problems of operating a small business.
- BUS 0281 Managing Conflict in Business and Industry Credit 3 (3-0)**
Emphasis is placed upon understanding the nature of conflict in business and industry and identifying ways to deal with stress and conflict in the work setting. Methods and techniques will be employed to creatively manage employee conflicts as well as to channel destructive feelings and emotions into positive outlets. Simulation, role playing, lecture, and active class discussion will be the instructional method.
- BUS 0299 Business Decisions Credit 3 (3-0)**
A comprehensive analysis of decision making from a total organization's point of view. An investigation of decision tools, along with the use of case analysis and simulation games to develop decision making skills.
Prerequisites: BUS 0101, ECO 0104, BUS 0122, BUS 0124, and BUS 0239.
- BUS 0400 Executive Management for Women Credit 3 (3-0)**
This course affords insights and procedures which promote upward mobility for women in business careers who wish to become more knowledgeable, more effective, and better prepared to face the obstacles which stand in the path of successful management careers in modern corporations.
- BUS 1103 Small Business Operation 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.
- BUS 1104 Cosmetic Sales and Marketing 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.
- BUS 1105 Industrial Organizations Credit 3 (3-0)**
Methods, techniques, and practices of modern management in planning, organizing and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost.
- CAD 0201 Introduction to Computer-Aided Design Credit 4 (2-6)**
The introductory CAD course includes a description of computer-aided design systems, advantages, applications, and operational skills with emphasis on construction geometry and developing a data base. Competencies include 1) inputting geometric data via keyboard, digitizer, and menu with stylus; 2) editing, filing, retrieving, and screen controls such as zooming, mirroring, rotating, and layering; and 3) outputting data for plotting and printing.
Prerequisites: EDP 0102, DFT 0102
- CAD 0202 Mechanical Design Applications Credit 4 (2-6)**
Instruction emphasizes skill development in two and three dimensional mechanical design applications using interactive computer graphics. Topics covered include 2-D and 3-D construction techniques, auxiliary views, view ports, conic sections, surface construction intersection, sectioning, multi-view and assembly drawings, bills of materials, and mass properties computations.
Prerequisite: CAD 0201

CAD 0203

**Computer Aided Drafting / Design / Structural
Application**

Credit 4 (2-6)

Utilizing the application of computer-assisted graphics, the student will be expected to complete a detailed study of mechanical equipment and preparation of plans and detailed drawings as prepared by the mechanical engineering consultant or contractor for the architectural structure. Heating and air conditioning, lighting and electrical, plumbing, and other mechanical equipment as necessary for construction will be included in this study. Emphasis will be placed on computer-assisted drafting techniques used in preparing appropriate drawings and details.



COURSE DESCRIPTIONS

- CAT 0116 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.
- CET 0100 Introduction to Micro/Mini Computers Credit 3 (3-0)**
Introduces the student to the basic organization and operation of a digital computer. Includes an introduction to computer logic hardware and software, movement of data within a computer, identification of major hardware components and their interaction, concepts of programming, as well as the basic structure and applications of computer system.
- CET 0103 C/Unix Programming Language Credit 5 (3-4)**
The course is designed to give the student hands-on training in "C" programming at Unix operating systems. The student will enter, compile, debut their own programs utilizing a variety of Engineering and Scientific Applications.
- CET 0120 Computer Circuits I Credit 5 (3-4)**
A course in digital integrated circuits intended to provide a basic understanding of digital signal sources, gating, truth table, boolean algebra, combination circuits, and flip flops. Coverage also includes truth table, sequential circuits and state diagram, PLA, PAL's, registers, counters.
- CET 0214 Computer Technology I Credit 6 (4-4)**
An introductory course in microprocessors. A microcomputer trainer based on 8 bit 6502 provides experience in programming, assembly language, I/O techniques, logical and arithmetic operation. Coverage also includes branching, loops, as well as interruptions and trade-offs between computer components.
- CET 0215 Pulse and Switching Circuits Credit 4 (2-4)**
A course in the analysis and design of circuits which generate and shape digital wave forms. Included in this study are passive waveshaping circuits, delay lines, solid state switching characteristics, logic circuits, and multivibrators.
- CET 0221 Computer Architecture Credit 3 (4-5)**
An indepth study of the design and organization of the computer processor with emphasis on mini-computers. Areas of study include arithmetic and logic unit, timing and control, memory elements, bus characteristics and I/O operation and control.
- CET 0231 Operating Systems Credit 4 (2-4)**
A study of the interrelationships of hardware and software at the system level, and the functional operation and utilization of compilers operating systems, and user-type programs. Emphasis is placed on the ability to discern between hardware and software faults and the use of operating systems and customer software to debug hardware sourced faults in systems.
- CET 0233 Special Topics Credit 5 (5-0)**
A specialized course related to the changing needs of industry and improving technology in which topics are selected according to the interests of the student and instructor.
- CET 0235 Machine/Assembly Language Programming Credit 6 (3-4)**
An introduction to computer instruction repertoire. The student develops understanding of machine language instructions and programming through hands-on use of the computer for program execution. An analysis of assembly language programming and analysis of multipass assemblers is included.
Prerequisite: CET 0103

-
- CET 0238 Data Communications and Local Area Networks Credit 4 (2-4)**
 A comprehensive analysis of the physical elements, system devices, and procedures which are involved in the transmission and reception of data in data communication systems including local area networks. Topics studied include communication channels, transmission modes, line conditioning, modes and modulation techniques, serial communication interfaces, network interfaces and configurations, communication processors, and information codes.
- CET 0240 Computer 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.
- CET 0241 Computer Circuits II Credit 5 (3-4)**
 An intermediate course in computer circuits which provides understanding of finite state machine, verifying operation of a sequential system using finite state machine, checking experiments, path scan, flow diagram. Coverage also includes computer arithmetic, ALU's, multipliers and dividers.
- CET 0250 Computer Technology II Credit 4 (2-4)**
 An intermediate course in microprocessors which provides experience in 16 bit microprocessors. A 16 bit Intel 8088 microcomputer trainer provides experience in programming, expanded addressing, memory segmentation, data handling and hardware familiarization and use of logic analyzers.
- CET 0254 Industrial Control Applications Credit 4 (2-4)**
 The student is introduced to various control applications in which computers are utilized including: Robotics, supervisory control and data acquisition systems, and process control. Emphasis is placed on hardware components and specialized program languages used for industrial control.
- CET 0263 Forth Programming Language Credit 4 (2-4)**
 A study of the Forth programming language. The student will write and test programs involving industrial control, robotics, and computer peripheral equipment. The relation between the Forth language and electronic hardware interfacing will be emphasized.
 Prerequisite: CET 0235
- CET 0270 Computer and Peripherals Maintenance Credit 4(2-4)**
 This course provides an introduction to the maintenance of typical industrial mini/micro computers, and associated peripheral equipment. The following topics will be covered; overview of computer system organization, instruction set, timing of computer systems, computer diagnostics, display terminals, printing equipment, mass storage devices, and troubleshooting methods. The function of I/O programming and control will be emphasized.
- CHM 0101 Chemistry Credit 4 (3-2)**
 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. Documented case studies of accidents in healthcare facilities will be examined as well as reports assigned to the students for investigation and documentation.
- CJC 0100 Basic Law Enforcement Training Credit 23 (14-27)**
 The Basic Law Enforcement Training curriculum certificate program prepares individuals to take the Basic Training — Law Enforcement Officer's certification

COURSE DESCRIPTIONS

examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or it prepares individuals to take the Justice Officers Basic Training certification examination mandated by the North Carolina Sheriffs' Education and Training Standards Commission. Successful completion of this curriculum certificate program requires that the student satisfy the minimum requirements for certification by the Criminal Justice Commission and the Sheriffs' Commission. The student satisfactorily completing this program should possess at least the minimum degree of general attributes, knowledge and skills to function as an inexperienced law enforcement officer.

- CJC 0101 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 0102 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 0110 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 0115 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 0203 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 0205 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 0206 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 the function of these groups as they relate to the possession of criminal justice-protective services.
- CJC 0210 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 0216 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.
- CJC 0220 Police Organization and 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 0225** **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 0101
- CJC 0238** **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, administrative decision-making, public relations and other correctional administrative functions.
- CJC 0255** **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.
- CJC 0256** **Victimology** **Credit 3 (3-0)**
The study of victimology as an integral and significant part of the etiology of crime. The course will discuss the relationship between the victim and his criminal and shed more light upon the victim's functional role in crime. The course will cover the following: A. The history of the victim, B. Criminal-victim relationship as a crime factor, C. Compensation and restitution to victims of crime, D. The history of the victim.
- CJC 0259** **Domestic and International Terrorism in Law Enforcement** **Credit 3 (3-0)**
This course covers terrorism as a crime. The students will gain an insight into the nature of the worldwide threat and the magnitude of terrorism in the 1980's. The course includes a study of revolutionary terrorism, state terrorism, and an insight into domestic terrorism from current FBI data. The second part of the course will cover issues of combating terrorism — the question of "should the ransom be paid?" The course is based on "terroristic activity" hearings before the subcommittee to investigate the administration of the Internal Security Act and other internal security laws of the Committee on the Judiciary of the United States Senate, various dates, Vol. 1-9.
- COS 1001** **Cosmetology Study/Practice I** **Credit 15 (5-32)**
This course is for beginners in cosmetology. It includes a study of professional ethics, grooming and personality development, sterilization, sanitation, first aid and bacteriology, cosmetology law, anatomy, chemistry, nails, nail disorders, manicuring hair, scalp, and skin. Students will also practice and study finger waving, pin curling, rollers, hair relaxing, shampooing and rinses, scalp treatment, hair cutting, permanent waving, hairdressing and combing, hair tinting, bleaching, frosting, streaking, wig care and styling.
- COS 1002** **Cosmetology Study/Applications II** **Credit 15 (5-32)**
Classroom study involving study of skin, scalp, hair, nails and their disorders, salesmanship, permanent waving, relaxing, hairdressing, wigs, and hair coloring. Students will study live model performance. Students will also develop skills and an understanding of techniques and applications in the areas of bacteriology, pin curling, finger waving, rollers, permanent waving, chemical relaxing, hairdressing and wigs, manicuring and pedicuring, skin and scalp disorders, and hair coloring.
Prerequisite: COS 1001
- COS 1003** **Cosmetology Study/Applications III** **Credit 15 (5-32)**
Classroom study involving the study of anatomy, manicuring, chemistry,

COURSE DESCRIPTIONS

cosmetics-facials, hairstyling, theory of massage, scalp treatments, superfluous hair removal, grooming and hygiene. Students will be given continued laboratory practice and application of techniques in hair shaping, professional ethics, manicuring, chemistry, cosmetics-facials, hairstyling, hair coloring (rinses, etc.) and scalp treatments.

Prerequisites: COS 1001, COS 1002

COS 1004 Cosmetology Study/Applications IV Credit 15 (5-32)

Classroom study to further prepare the student who elects to continue in cosmetology for 1500 hours. Also continues the study of laboratory practices in chemistry, sanitation, sterilization, hair coloring and lash and brow tinting, artistry in hair styling, cold waving and hairstyling, cold waving and hair shaping.

Prerequisites: COS 1001, COS 1002, COS 1003

DFT 0101 Technical Drafting I Credit 4 (2-6)

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 and principal views; and standards and practices of dimensioning. The principles of isometric, oblique, and perspective are introduced.

DFT 0102 Technical Drafting II Credit 4 (2-6)

The application of orthographic projections will be continued, applying them to working drawings. Standards and practices of dimensioning and tolerancing as approved by the American National Standards Institute will be studied. Threads, fasteners, charts and graphs, piping and welding drawings will be included, as well as a special emphasis on the student's major area of study.

Prerequisite: DFT 0101

DFT 0103 Technical Drafting III Credit 4 (2-6)

Continued study of sectional views and auxiliary views both primary and secondary, intersections and developments and their practical solutions. The various techniques employed to produce and render pictorial drawings including isometric, oblique, and perspectives.

Prerequisite: DFT 0102.

DFT 0104 Blueprint Reading: Mechanical Credit 1 (0-2)

A study of the interpretation and reading of blueprints with information on the basic principles of the blueprint, including lines, dimensioning procedures, and notes.

DFT 0105 Blueprint Reading and Sketching Credit 1 (0-2)

A continued practice in interpretation of blueprints as they are used in industry. Includes a study of prints supplied by industry, making plans of operations, introduction to drafting room procedures, and sketching as a means of passing on ideas, information, and processes.

Prerequisite: DFT 0104.

DFT 0106 Mechanical Drafting I Credit 4 (2-6)

Upon completion of this course the student should be able to: (1) use drafting equipment and instruments; (2) letter words and numbers in Gothic; (3) draw orthographic and pictorial freehand sketches; (4) lay out geometric constructions; (5) execute orthographic drawings by use of instruments; (6) dimension drawings and apply notes to drawings; (7) reproduce, file, and store drawings; and (8) execute simple "working" drawings.

-
- DFT 0107 Mechanical Drafting II Credit 4 (2-6)**
 Upon completion of this course the student should be able to: (1) apply orthographic projection principles to more complex drafting problems, including those with various kinds of holes; (2) read and draw the conventions of line.
- DFT 0201 Technical Drafting Credit 4 (2-6)**
 Applications and constructions of charts, graphs, and nomographs in engineering and technical data. Screw threads, springs, keys, rivets, piping, and welding symbols, methods of representing and specifying will be covered. Basic mechanisms of motion specifying, calculating, dimensioning, and delineating.
 Prerequisite: DFT 0103
- DFT 0204 Descriptive Geometry Credit 4 (2-6)**
 Graphic analysis of space problems involving points, lines, planes, connectors, and a combination of these. Practical design problems will be stressed with analytical verification where applicable. Visualization shall be stressed on every problem.
 Prerequisites: DFT 0103, MAT 0102
- DFT 0205 Design Drafting Credit 4 (2-6)**
 Basic design is introduced in the study of motion transfer mechanisms as they relate to power trains. Principles of design sketching, design drawing, layout drafting, detailing from layouts, production drawings and simplified drafting practices constitute areas of study. Types and methods of specifying materials and workmanship are an integral part of the course.
 Prerequisites: DFT 0204, PHY 0102, DFT 0201
- DFT 0207 Drafting Internship Credit 2 (0-20)**
 The drafting student is provided the opportunity to participate in a work/study experience in an industrial setting. For an eleven week period the student will concentrate on developing skills relating to the work environment, and interpersonal relationships. Also projects and activities relating to a variety of drafting responsibilities and job tasks will be experienced. * (2 hr. technical elective may be substituted with the approval of the Dean for Occupational Education.)
- DFT 0211 Mechanisms (Electromechanical) Credit 4 (3-2)**
 Mathematical and drafting room solutions of problems involving the principles of machine elements. Study of motions of linkages, velocities and accelerations of points within a link mechanism, layout methods for designing cams, belts, pulleys, gears, and gear trains.
 Prerequisites: MAT 0103, DFT 0102, PHY 0102
- DFT 0212 Jig and Fixture Design (CADD) Credit 4 (2-6)**
 Commercial standards, principles, practices and tools of jig and fixture design, individual project and design work to acquaint students with the types of jigs and fixtures and their design. Computer Assisted Drafting systems will be utilized in the instructional strategies and student lab work.
 Prerequisites: DFT 0102, MEC 0101
- DFT 0230 Structural Drafting Credit 4 (2-6)**
 A concentrated study and drawing of structural plans, details and shop drawings of the structural components of buildings to include steel, reinforced concrete, and timber structures. Appropriate symbols, conventions, dimensioning practices, and notes as used by the draftsman will be included. Emphasis will be placed on drafting of appropriate drawings for fabrication and erection of the structural components.
- DFT 1101 Schematics and Diagrams: Automotive Body Repair Credit 4 (3-1)**
 Interpretation and reading of schematics and diagrams. Development of ability to

COURSE DESCRIPTIONS

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 Mechanics 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 1104 Blueprint Reading Credit 1 (0-3)**
Interpretation and reading of blueprints. Information on the basic principles of the blueprint, lines, views, dimensioning procedures and notes.
- DFT 1105 Blueprint Reading: Mechanical Credit 2 (1-2)**
Further practice in interpretation of blueprints as they are used in industry, study of prints supplied by industry, making plans of operations, introduction to drafting room procedures, sketching as a means of passing on ideas, information and processes.
Prerequisite: DFT 1104.
- DFT 1106 Blueprint Reading: Mechanical Credit 2 (1-2)**
Advanced blueprint reading and sketching as related to detail and assembly drawings used in machine shops. The interpretation of drawings of complex parts and mechanisms for features of fabrication, construction and assembly.
Prerequisite: DFT 1105.
- DFT 1117 Blueprint Reading Credit 1 (0-3)**
A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications.
Prerequisite: DFT 1104
- DFT 1118 Pattern Developing and Sketching Credit 1 (0-3)**
Continued study of welding symbols; methods used in layout of sheet steel; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates.
- DFT 1210 Industrial Blueprint Reading Credit 4 (4-0)**
This course is to enable the Industrial Electronic Technician to locate various pieces of equipment within a plant by interpretation of blueprints and aids, those involved in the installation and maintenance of equipment. Scale measurements and symbols used in blueprints are taught to give the student a basic working knowledge of the wiring locations and control locations of various machines. The student will be able to make basic drawings and layouts showing the location symbols of industrial devices.
- DMK 0240 Merchandise Planning and 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 0249 Fashion Buying and 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 0260 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 0102 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 0104 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 0108 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 0201 Labor Economics** **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 0104.
- EDP 0100 Computer Operations I** **Credit 3 (2-2)**
Upon completion of this course the student should be able to: (1) define and use selected coding system for input data; (2) design input record layouts; (3) read and interpret computer output reports; (4) state and define principles of operations involving data entry, interpreting, sorting, collating, and forms handling; (5) list the characteristics and describe the hardware components of a computing system; (6) disk, and console typewriter; (7) describe the hardware characteristics of a computer system with and without teleprocessing; (8) describe principles of operating a document reader; (9) describe computer output microfilming and audio response equipment.
- EDP 0101 Computer Operations II** **Credit 4 (3-2)**
Upon completion of this course the student should be able to: (1) convert decimal, binary and hexadecimal numbers from one system to another; (2) define terms, explain concepts and state procedures for a system generation and IPL for two levels of control programs; (3) explain and demonstrate the concept of a serial and multitasking computer system and describe the operational environment of each; (4) trace the job flow in a multitasking computer system environment; (5) define basic terms associated with the operation of a serial and multitasking operational environment; (6) list purpose and types of JCL cards for OS; (7) use utility manuals to code JCL and execute selected utilities on computer system used by STC; (8) define and use job commands on computer system used by STC; (9) distinguish between operational environment for batch processing and on-line applications.
Prerequisite: EDP 0100

COURSE DESCRIPTIONS

- EDP 0102 Computer Usage in the Medical Profession Credit 4 (1-3)**
A study of the fundamental concepts in data processing. The student should get an understanding of various ways computers can be used in the medical profession. "Hands on" usage will include word processing and patient information storage and retrieval. This course is designed for nursing students.
- EDP 0103 Computer Awareness Credit 2 (1-2)**
A study of the fundamental concepts of information processing systems. The course will build an understanding of computers and their uses presented through a combination of classroom and hands-on experience.
- EDP 0104 Introduction to Data Processing Credit 5 (5-0)**
A study of the fundamental concepts and operation principles of data processing systems to develop a basic understanding of computers.
- EDP 0105 Computer Operation Techniques Credit 5 (4-2)**
Upon completion of this course the student should be able to: (1) write and define console commands with the abbreviations and subparameters; (2) define the different statuses of the CPU; (3) explain selected error and recovery procedure; (4) explain standard procedures for data security and backup; (5) define the principles and reasons for job scheduling; (6) read and understand basic operator manuals; (7) after an overview of the OS system — give the written principles of a control program; (8) describe the two types of channels and purpose of each; (9) correctly operate the terminal and/or computer currently in lab; (10) describe typical features of DOS or equivalent operating system; (11) code selected OCL statements and describe their purpose; (12) describe the operational environment for a mini-computer system; (13) discuss measures that can be taken for computer room security.
Prerequisites: EDP 0100, EDP 0101
- EDP 0106 Programming Techniques Credit 4 (4-0)**
On completion of the course, the student should be able to: (1) identify computer capabilities in data manipulation and reduction, (2) understand the functioning of supervisor programs within the computer, (3) differentiate between various techniques in data processing, (4) use selected techniques, matrices, tables, loops, subroutines, digit selections, etc., in the creation of efficient computer programs, (5) construct logic flow charts depicting computer programs.
Prerequisite: EDP 0104
- EDP 0108 Cobol I Credit 5 (4-2)**
The Common Business Oriented Language (COBOL) is presented in detail. A variety of business and commercial applications are programmed and tested by the student.
Prerequisites: EDP 0106, BUS 0102
- EDP 0110 PASCAL Credit 4 (3-2)**
This is a study of the PASCAL Programming Language for Business Applications. The student will write and test programs using microcomputers.
- EDP 0150 Introduction to IBM and Compatible Microcomputers Credit 1 (1-0)**
A mini course with emphasis on setting up and utilizing the IBM-PC in home and business. The student will receive instruction on the PC-DOS/MS-DOS operating system. The course is designed for users of IBM Personal Computers and Compatible microcomputers.
- EDP 0200 BASIC Language Credit 4 (3-2)**
This course will deal with an overview of the computer and its many uses. The student will learn to write, enter, debug programs written in the BASIC programming language. The minimum rules, techniques and applications of the language

will be taught. These rules with some changes can be applied to the many different types of computers that utilize the BASIC language.

- EDP 0201 **Advanced Basic Programming** **Credit 4 (3-2)****
This course is a continuation of EDP 200, Basic Programming. This course will contain information on (1) File Handling; (2) Menus; (3) Interactive Programming; and (4) Sorting.
Prerequisite: EDP 0200
- EDP 0204 **System Study** **Credit 3 (3-0)****
The course is designed specifically with the Business uses of computers in mind. Students will examine the need and uses of business data processing equipment and software systems. Emphasis is placed on the requirements for designing an application software system.
Prerequisite: EDP 0104
- EDP 0206 **Systems Design** **Credit 5 (5-0)****
The course is designed to give the student training in systems design and analysis. Emphasis in both classroom and laboratory assignments. Problem definition, file organization, effective retrieval of information are some of the topics considered.
Prerequisite: EDP 0104
- EDP 0207 **Application Programming** **Credit 5 (4-2)****
The student will work as member of a Programming Team to compute a Data Processing System. This will include the analysis, designing, programming, testing, and documenting of the system.
Prerequisite: EDP 0209 or other course approved by advisor.
- EDP 0208 **Cobol II** **Credit 5 (4-2)****
A continuation of EDP 0108. The student will learn more complex techniques and features of COBOL language by writing, flowcharting, debugging, and running programs.
Prerequisite: EDP 0108
- EDP 0209 **RPG II Programming** **Credit 5 (4-2)****
Report Program Generator (RPG) coding includes preparation of the spacing chart, file description, file extension, input calculation, and output specification sheets. Business programs are written and run on an IBM computer.
- EDP 0210 **Advanced RPG II Programming** **Credit 5 (4-2)****
A continuation of the study of RPG programming covering more complex features and advanced programming techniques.
Prerequisite: EDP 0209
- EDP 0211 **Control Languages (OCL/JCL)** **Credit 5 (4-2)****
Upon completion of this course the student should be able to: (1) use utility manuals to create control statements for certain utilities; (2) code DD statement for sequential files; (3) code statements to compile and execute COBOL programs; (4) create, store and execute load-modules; (5) list physical and storage characteristics of disk and tape; (6) calculate storage requirements for a file on disk or tape; (7) trace the job flow from input to output identifying software programs involved for a multiprogramming computer system for composition and execution of programs; (8) diagram the program and data flow in a multiprogramming computer including channels and interrupts; (9) define an operation system; and (10) code parameters of a Job and Execute card.
Prerequisite: EDP 0208

COURSE DESCRIPTIONS

- EDP 0212 Data Base Design Credit 3 (3-0)**
The student will learn structures of Data Base Management Systems, Design of the Data Base itself, File Security, and the roles of the Data Base Administrator.
Prerequisite: EDP 0104
- EDP 0214 Assembly Language Programming Credit 5 (4-2)**
The student will learn to write Assembly Language Programs using techniques such as address modification, looping, editing, sorting, subroutines and macro instructions.
Prerequisite: EDP 0208 or EDP 0210
- EDP 0216 FORTRAN Programming Credit 4 (3-2)**
This course is designed to give the student hands-on training in FORTRAN Programming Language. Students will enter, compile, debug their own programs utilizing a variety of Business and Scientific Applications.
Prerequisite: EDP 0104 or EDP 0103
- EDP 0217 Microcomputer Application Credit 5 (4-2)**
This course will familiarize the student with microcomputer business applications. Operating systems, word processing, data-base processing, and electronic spreadsheets will be explored.
- EDP 0220 Internship Credit 2 (0-20)**
The student is placed in the data processing department of a business or qualified organization. The student works in this environment for 220 hours during the quarter. The Internship must be approved by the Data Processing Department at Stanly Tech and the Data Processing Department at the participating facility. The student will be required to maintain a journal of activities and meet with the supervisory instructor from Stanly Tech twice during the quarter.
- EDP 0400 Introduction to Personal Computers Credit 3 (2-2)**
Introduction to Personal Computers covers how to operate microcomputers. There will be discussions on how to use hardware and software, what types of computers are available to the public, how to flowchart, how to write simple programs in BASIC, and how to use graphics and basic concepts of computers.
- EDP 1103 Computer Awareness Credit 2 (1-2)**
A study of the fundamental concepts of information processing systems. The course will build an understanding of computers and their uses presented through a combination of classroom and hands-on experience.
- EDU 0150 Seminar Practicum Credit 2 (1-10)**
Seminar emphasis will be placed on preparing creative instructional materials; nurturing children's physical, social, emotional and intellectual growth. Seminar topics will also be drawn from the student's work experience during the week. A vital portion of this course will be devoted to work experience. Each student will be assigned to an educational setting in the community for the number of hours prescribed each quarter. The work experience can come from a myriad of possibilities including private day care, private nursery schools, public schools, state and federally funded day care, and Head Start. Feasibility, convenience and scheduling determine placement of the students. 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 0151 Seminar Practicum Credit 2 (1-10)**
Seminar emphasis will be placed on preparing creative instructional materials; nurturing children's physical, social, emotional and intellectual growth. Seminar topics will also be drawn from the student's work experience during the week. A

vital portion of this course will be devoted to work experience. Each student will be assigned to an educational setting in the community for the number of hours prescribed each quarter. The work experience can come from a myriad of possibilities including private day care, private nursery schools, public schools, state and federally funded day care, and Head Start. Feasibility, convenience and scheduling determine placement of the students. 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 0152

Seminar Practicum

Credit 2 (1-10)

Seminar emphasis will be placed on preparing creative instructional materials; nurturing children's physical, social, emotional and intellectual growth. Seminar topics will also be drawn from the student's work experience during the week. A vital portion of this course will be devoted to work experience. Each student will be assigned to an educational setting in the community for the number of hours prescribed each quarter. The work experience can come from a myriad of possibilities including private day care, private nursery schools, public schools, state and federally funded day care, and Head Start. Feasibility, convenience and scheduling determine placement of the students. 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.



COURSE DESCRIPTIONS

- EDU 0153 Pre-School Education Credit 3 (3-0)**
Study of principles and practices of early childhood education. The types of facilities and media which promote optimal development of each child. Guidelines for identifying, planning, organizing, and implementing appropriate programs for various levels of development are derived through group discussions and individual projects.
- EDU 0154 Curriculum Planning and Design Credit 3 (3-0)**
Planning and designing of an appropriate program of activities for an early childhood curriculum that will meet the child's social, emotional, motor and cognitive needs.
- EDU 0155 Curriculum Planning and Design Application Credit 4 (3-2)**
This course of study will apply skills learned in EDU 0154 to evaluate lesson plans to determine if they are developmentally appropriate, identify methods of assessing the progress of children, prepare procedures for assessment of curriculum deficiencies which can be used to determine staff development needs and identify curriculum implementation resources specific to local communities.
Prerequisite: EDU 0154
- EDU 0202 Seminar Practicum Credit 2 (1-10)**
Seminar emphasis will be placed on observing and recording the behavior of children; promoting good relations with parents and methods of finding a job. Seminar topics will also be drawn from the student's work experience during the week. Work experience is a vital part of the Early Childhood program. Each student will be assigned to an educational setting in the community for the number of hours prescribed each quarter. The work experience can come from a myriad of possibilities including private day care, private nursery schools, public schools, state and federally funded day care, and Head Start. Feasibility, convenience and scheduling determine placement of the students. 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 0203 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 0204 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 0206 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 0211 Administration for Operators of Facilities
for Young Children Credit 3 (3-0)**
To acquaint potential educators of children with operational planning, physical facilities, financial management, staff development, and legal issues in day care centers.
- EDU 0212 Current Issues in Day Care Credit 3 (3-0)**
An up-to-date look at trends and issues affecting education for young children today. Designed to make the student aware of the changes these trends and issues might have on childhood education in the near future.

-
- EDU 0220 Methods of Teaching Credit 2 (2-0)**
A course to improve instruction through the study of techniques, methods and materials. Specifically designed to encourage continuing education and in-service education. Emphasis is placed on the flexibility of developing a program to meet continuing needs in a work oriented background.
- EDU 0229 Methods, Materials and Techniques Credit 3 (3-0)**
for Instructional Aides
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 0231 Methods, Materials and Techniques of Credit 3 (2-2)**
Audio-Visual Production
A course designed to provide training in audio-visual production including the making of transparencies, elementary photography, lettering, dry-mounting and laminating.
- EDU 0232 Physical Activities for Young 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 0234 Creative Activities for Young Children Credit 3 (3-0)**
Individual and group exploration of activities and media for promoting optimal overall development of children with emphasis on arts and crafts.
- EDU 0251 Seminar Practicum Credit 2 (1-10)**
Seminar emphasis will be placed on preparing creative instructional materials; nurturing children's physical, social, emotional and intellectual growth. Seminar topics will also be drawn from the student's work experience during the week. A vital portion of this course will be devoted to work experience. Each student will be assigned to an educational setting in the community for the number of hours prescribed each quarter. The work experience can come from a myriad of possibilities including private day care, private nursery schools, public schools, state and federally funded day care, and Head Start. Feasibility, convenience, and scheduling determine placement of the students. 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 0252 Seminar Practicum Credit 2 (1-10)**
Seminar emphasis will be placed on observing and recording the behavior of children; promoting good relations with parents and methods of finding a job. Seminar topics will also be drawn from the student's work experience during the week. Work experience is a vital part of the Early Childhood program. Each student will be assigned to an educational setting in the community for the number of hours prescribed each quarter. The work experience can come from a myriad of possibilities including private day care, private nursery schools, public schools, state and federally funded day care, and Head Start. Feasibility, convenience and scheduling determine placement of the students. 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 0260 Communication Skills/Social Studies Credit 3 (3-0)**
Methods for Young Children
Study of the methods and materials applied to communicate skills with special

COURSE DESCRIPTIONS

emphasis on reading readiness, reading, and social studies as components of the total language arts and social studies programs in preschool through third grade.

- EDU 0261 Behavioral Management Credit 3 (3-0)**
Behavioral management is a practical course designed to help the student understand the theory of human behavior and misbehavior and how to deal effectively with behavior problems in the early childhood years.
- ELC 0111 Electrical Fundamentals I Credit 6 (4-6)**
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 0115 Alternating and Direct Current Credit 4 (2-4)**
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. OHM's Law and Kirchhoff's Law will be studied with an understanding of its relationship and application of electricity to modern industrial machinery.
- ELC 0116 Alternating and Direct Current Machine Controls Credit 4 (2-4)**
A course providing the basic concepts of AC and DC machines and simple control circuits. Includes basic meter and test equipment reading and care.
Prerequisite: ELC 0115
- ELC 0119 Industrial Electronic Control Credit 4 (2-4)**
A study of basic industrial electronic systems such as motor controls, alarm systems, heating systems and controls, basic solid state devices, and controls as related to industries.
Prerequisites: ELC 0115, ELC 0116
- ELC 0120 Electrical Fundamentals II Credit 6 (4-6)**
Additional electrical concepts and circuit analysis procedures as applied to more complex two-terminal and simple two-part networks are introduced. Laboratory work will include additional measurement techniques with emphasis on verification of theoretical concepts.
Prerequisite: ELC 0111
- ELC 0121 Electrical Troubleshooting Credit 3 (2-2)**
A training course in making electrical adjustments and related maintenance operation. Includes use of test equipment and circuit logic for fast and efficient location and repair of electrical circuits.
Prerequisites: ELC 0115, ELC 0116, ELC 0119.
- ELC 1112 Direct and 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 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 1112A Direct and 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 and Alternating Current Credit 4 (2-6)**
An advanced study of A/C circuits with their relationships to the analysis of inductive resistance and capacitive circuits used in the understanding of alternating current.
Prerequisite: ELC 1112A
- ELC 1113 Direct and Alternating Currents Machines and Controls Credit 9 (6-9)**
Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple system controls. An introduction to the type control used in small appliances such as thermostats, times, and sequencing switches.
Prerequisites: ELC 1112, MAT 1115
- ELC 1113A Alternating Current and Direct Current: Machines and Controls Credit 4 (6-9)**
Provides fundamental concepts in single and polyphase alternating 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, and sequencing switches.
Prerequisites: ELC 1112, MAT 1115
- ELC 1113B Alternating Current and Direct Current: Machines and 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.
Prerequisite: ELC 1113A
- ELM 0211 Electromechanical Devices Credit 5 (3-4)**
A study of the fundamental devices used in electromechanical technology. Devices such as electrical motors, generators, transformers, relays, and transducers will be investigated. Concepts of work, energy, power, time constants, and efficiency as related to electromechanical devices will be stressed. Study of the instrumentation required to perform the investigation of electromechanical devices will form an integral part of the course.
Prerequisites: ELC 0114, PHY 0101
- ELM 0212 Control System Technology I Credit 5 (3-4)**
A study of control system technology. Basic concepts and terminology are investigated. Methods used to evaluate open-loop, closed-loop, regulator, follow-up, process, servomechanism, sequential, numerical, analog and digital control systems are introduced. Methods of describing control system components are investigated for electrical, liquid, gas, thermal and mechanical systems. Characteristics of processes, measuring means, and controllers are covered.
Prerequisite: ELN 0211.
- ELM 0213 Control System Technology II Credit 5 (3-4)**
Control system transducers, final control elements, and performance are covered. Transducer topics include position, displacement, velocity, acceleration, force, temperature, flow rate, pressure, and liquid level measurement. Control element topics include control valves, armature controlled DC motors, two-phase

COURSE DESCRIPTIONS

AC motors, and amplifiers. Topics include frequency response analysis and testing, Bode diagrams, closed loop response, stability, and controller adjustment.
Prerequisite: ELN 0212

- ELN 0130 Semiconductor Devices Credit 7 (4-6)**
Presents qualitative electronics concepts beginning with atomic structure of semiconductors and doping agents and proceeding to the solid state diode and bipolar junction transistor. Common emitter, base, and collector circuits are studied before proceeding to JFET and MOSFET circuitry. Experience is provided in basic troubleshooting techniques in laboratory exercises. Instruments are introduced as needed for simple testing and measurements.
- ELN 0140 Electronic Instrumentation Credit 2 (1-2)**
A study of block diagram construction of instruments normally found in the laboratory. Instruments covered shall include the volt meter, current meter, ohm meter, audio and RF generators, and the oscilloscope.
- ELN 0141 Control Devices Credit 7 (5-4)**
A quantitative study beginning with active control devices such as the SCR, triac, diac, etc. The student will design and construct various types of control devices and verify their operation in the laboratory. Linear integrated circuitry will be introduced, along with MOS technology. The student is also introduced to oscillator theory.
- ELN 0210 Digital Fundamentals I Credit 5 (3-4)**
A beginning course in digital integrated circuit intended to provide a basic understanding of digital signal sources, gating, counting and display. Coverage also includes truth tables, coding/decoding, multiplexing and sequential circuits.
- ELN 0211 Microprocessors I Credit 6 (3-6)**
An introductory course in microprocessors. A microprocessor trainer based on 8 bit 6502 provides experience in numbering systems, programming the microprocessors, hardware familiarization, assembly language, I/O techniques, logical and arithmetic operations.
- ELN 0212 Communication Systems Credit 3 (2-2)**
A course investigating numerous communication related electronic systems. Related topics such as AM, FM, tuned circuit, RF amplifiers and oscillators.
- ELN 0220 Digital Fundamentals II Credit 5 (3-4)**
An intermediate course in digital integrated circuits concerned with registers and counters, arithmetic elements, and semiconductor memories (RAMs and ROMs). Related circuits such as monostable multivibrators and LED displays provide additional coverage. The last of the course introduces the concept of busing through tri-state and open collector circuitry.
Prerequisite: ELN 0210.
- ELN 0221 Microprocessors II Credit 6 (3-6)**
An intermediate course in microprocessors concerned with branching and program loops, stacks, interrupts, use of monitor, keyboard and display interfacing and finally an introduction to microprocessors' troubleshooting.
Prerequisites: ELN 0211, ELN 0210
- ELN 0222 Linear I.C. and Pulse Shaping Credit 5 (4-2)**
A study of linear integrated circuit devices with special emphasis on applications. Topics include operational amplifiers, comparators, voltage regulators, 555 timers, bistable, astable, and monostable multivibrators.

-
- ELN 0231 Microprocessors Troubleshooting Credit 6 (4-4)**
Provides an introduction to the use of different instruments and techniques in troubleshooting of microprocessors. The course also provides experience in Digital logic probe, static control testing, oscilloscope multiplexing, and signature analyzer.
Prerequisites: ELN 0221, ELN 0220
- ELN 0232 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 tests and evaluate a working model of the selected project.
Prerequisites: ELN 0212, ELN 0220, ELN 0221, ELN 0222
- ELN 0233 Special Topics Credit 4 (4-0)**
A specialized course related to the EET program in which topics are selected according to the interests of the student and instructor, depending on the technology of the market and industry.
- ELN 0244 Video Monitors Credit 3 (2-2)**
Especially designed for the BMET, this course introduces the study of brightness control and DC reinsertion circuits, video amplifiers, video detector stages, automatic gain control, video IF amplifier stages, and RF tuner units. Sweep circuits and high voltage circuits will also be analyzed. Lab exercises will include signed tracing and troubleshooting of these circuits.
- ELN 1102 Electrical Fundamentals Credit 4 (2-6)**
A study of the basic theory and operation characteristics of the saturable reactor; vacuum tubes; PN devices used in basic rectification and regulating circuits; the transistor used in basic amplifier switching modulation and oscillation circuits; and integrated circuits used in basic differential and operational amplifiers. Elemental circuits are constructed and analyzed, using basic test equipment in laboratory experiments.
Prerequisite: ELC 1113
- ELN 1104 Digital Controls and Circuits Credit 8 (4-12)**
An intermediate course in digital intergrates circuits and their use. An in-depth investigation of flip-flops, registers, sequential and combination logic circuits and digital troubleshoot techniques will be presented.
- 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 II 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 1121 Digital Fundamentals Credit 8 (5-9)**
A continuation of ELN 1102. The study of number systems, codes, logic gates, flip-flop counters, basic arithmetic, logic, data storage devices, memories, D.A. converters, and A.D. converters. Elemental circuits are constructed and analyzed, using basic test equipment, and LE readouts.

COURSE DESCRIPTIONS

- ELN 1123 Digital Control Systems Credit 5 (12-4)**
This course is designed to develop a skill in using circuit application and data sheets, the use of test equipment in analyzing electrical-electronic circuits, troubleshooting relay-analog and digital controls. The testing and replacement of devices, working with interface problems and an understanding of voltage transients, thermal impedance and the coordination of protective elements. Field trips to local industries using these systems will compliment lab and class work.
- ELN 1124 Introduction to Microprocessors Credit 4 (3-3)**
A study of microprocessors-architecture/organization. Working with data sheets in developing simplified instruction sets in assembly and machine language. The interfacing of the microprocessor with I/O parts. Develop a knowledge of static and dynamic testing using volt meters, logic probes, and the oscilloscope. Program microprocessors based equipment and analysis. The address, data, and central bus's using an oscilloscope, logic and signature analysis.
- ENG 0101 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 0101D Grammar Credit 3 (3-0)**
A developmental grammar course designed for renewal of the basics. It includes such components as capitalization, spelling, subject-verb agreement, and pronoun-antecedent agreement. All instruction is self paced and non-competitive.
- ENG 0102 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 work usage and punctuation is also covered.
Prerequisite: ENG 0101
- ENG 0103 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 required of each student at the end of the term. This report must have to do with something in the student's curriculum.
Prerequisites: ENG 0101, ENG 0102
- ENG 0157 Parliamentary Procedures Credit 3 (3-0)**
A mini-course which covers principles to develop effective meeting skills and understanding of the rules and procedures of parliamentary procedures, the four classes of motions and their order of precedence, placing and voting on motions before the meeting, parliamentary procedure terminology, and the power of the chair.
- ENG 0204 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 and oral presentation. Particular attention is given to conducting meetings, conferences, and interviews.
Prerequisite: ENG 0101

-
- ENG 0206 Business Communication Credit 3 (3-0)**
Develops skills in business letter writing by detailing approaches to various types of letters. Included are units on proofreading, conducting business meetings, business vocabulary, memo drafting, and review of oral presentations procedures.
Prerequisites: ENG 0101, ENG 0102
- ENG 0210 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 0250 Reference Manual Credit 3 (3-0)**
A thorough coverage of McGraw-Hill Publishers THE GREGG REFERENCE MANUAL, the style authority adopted by the college. The manual contains spelling, vocabulary, grammar review, letter make-up, use of numbers, homonyms, abbreviations, etc.
- ENG 0260 Journalism Credit 3 (3-0)**
A workshop course designed to expose students to the techniques of writing news and feature stories, methods of preparing layouts, and copy editing.
- 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.
- FAS 0101 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 0102 Elements and 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 0103 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 0104 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 0108 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.

COURSE DESCRIPTIONS

- FAS 0208** **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 0209** **Modeling** **Credit 3 (2-2)**
This course is designed to cover the basics involved in pursuing a modeling career. Subjects included are exercise, nutrition, hair and skin care, and poise. The student who does not plan a professional modeling career also benefits by gaining poise and self-confidence.
- FAS 0210** **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 0211** **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 procedures that are employed to implement fashion shows, special events and publicity, culminating with the presentation of a fashion show.
- FAS 0215** **Fashion Merchandising Field Study** **Credit 3 (3-0)**
FAS 0215 is a field study trip to New York City 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 0101** **Personal Health and 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.
- HEA 0102** **Physical Fitness Programs** **Credit 2 (1-3)**
Business and industry recognize that physical fitness can lead to increased productivity, employee longevity and improved morale. Course emphasis will be upon Personal Fitness programs and activities. Students will receive instruction and actively participate in personal physical fitness activities including nutrition, stress and attitude management. This course will be directed at specific target groups so as to meet their particular needs. Fitness programs in exercise, tennis, and golf are included. Participants will actively engage in fitness programs as directed by the instructor.
HEA 0102 will be offered with the following options:
HEA 0102 Physical Fitness Programs (Exercise)
HEA 0102 Physical Fitness Programs (Tennis)
HEA 0102 Physical Fitness Programs (Golf)
HEA 0102 Physical Fitness Programs (Running)
- HED 0120** **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 American Heart Association card.
- HUM 0110** **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 0102** **Industrial Safety** **Credit 3 (3-0)**
Management and supervisory responsibility for fire and accident prevention, acci-

dent 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 0151 Textile Technology Credit 3 (3-0)**
Textile Technology is designed to introduce a student to the materials and processes used in the textile industry. The course starts with consideration of the popular fibers used and progresses through the several stages in the manufacture of various types of yarn, the making of fabrics by weaving, knitting and other means, finishing, dyeing and printing of fabrics, and concludes with comparisons of characteristics among natural, regenerated and synthetic materials. Participants will gain a knowledge of and appreciation for the ingenuity and procedures practiced in our important textile industry as well as knowledge of its diversity of products.
- ISC 0201 Statistical Quality Control Credit 3 (3-0)**
"Quality, Productivity and Competitive Position." Course consists of 16 videotape lectures by Dr. W. Edwards Deming, leading authority on statistical quality control from Massachusetts Institute of Technology. Course argues for a new philosophy of management to achieve quality, productivity, and competitive position. Each videotape lesson is under the guidance of a tutor. The tutorial video instruction method accomplishes two crucial aspects of learning: learning from observation and learning from fellow students through participation and discussion.
- ISC 0202 Quality Control Credit 6 (6-0)**
Organization, techniques, and procedures for efficient quality control: functions, responsibilities, structure, costs reports, records, personnel and vendor-customer relationships in quality control.
Prerequisite: MEC 0204
- ISC 0203 Quality Control in Industrial Maintenance Credit 3 (3-0)**
The organization, techniques, and procedures of quality control as needed by today's industrial maintenance technicians. Including a study into the functions, responsibilities, and structure of quality control.
- ISC 0205 Maintenance Management Credit 3 (3-0)**
Administration, decision making, setup and inspection of various programs such as preventive maintenance, repair parts, inventory control, and organization and functions of maintenance will be introduced in this course. Various aspects of management, engineering resources analysis and maintenance facilities will be covered.
- ISC 0206 Process Planning Credit 4 (2-6)**
Upon completion of this course the student should be able to: (1) perform a dimensional and tolerance analysis of a product print, using tolerance charts; (2) select and plan the process of manufacture and its sequence; and (3) select the machine tool, standard and special equipment, and tooling for the most economical manufacturing process.
- ISC 0209 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 0204

COURSE DESCRIPTIONS

- ISC 0212** **Time and Motion Study** **Credit 4 (2-6)**
Upon completion of this course the student should be able to: (1) apply the general problem solving process to work methods design; (2) construct activity charts and human and machine charts; (3) apply the principles of motion economy as related to the use of human body, the work place, and to the design of tools and equipment; 4) conduct a time study, determine the rating factor and allowances, and develop a time standard; 5) use the MTM method to determine time standards; and 6) conduct work sampling.
- ISC 1101** **Industrial Safety** **Credit 3 (3-0)**
A study of industrial safety practices as they pertain to employees in the metal-working trades. Specific subject matter covered includes first-aid practices; general and specific safety rules that apply to machinery in machine shop and welding shops; accident reporting and records; employer and employee responsibility; mechanical safe guards; personal protective equipment; material handling; fire prevention; and the Occupational Health and Safety Act.
- MAT 0100** **Fundamentals of Algebra** **Credit 6 (6-0)**
This course is designed as a concentrated presentation of the essentials of elementary Algebra. Topics covered include solving first-degree equations in one variable, factoring, graphing linear equations, solving linear systems, and solving quadratic equations as well as other basic algebraic operations.
- MAT 0101** **Technical Mathematics I** **Credit 5 (5-0)**
This course is the first in a three-quarter sequence for students in technical areas. Included is a comprehensive coverage of basic algebraic principles and processes as well as an introduction to functions. Applications to practical problems is emphasized.
Prerequisite: Algebra I or Math 0100
- MAT 0102** **Technical Mathematics II** **Credit 5 (5-0)**
A continuation of MAT 0101. Advanced algebraic topics as well as trigonometric functions, radians, oblique triangles, and vectors are studied in depth.
Prerequisite: MAT 0101
- MAT 0103** **Technical Mathematics III** **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 0102
- MAT 0104** **Mathematics (Decimal-Metric Conversion)** **Credit 3 (3-0)**
A course involving practice problems in conversion of fractions to decimal and decimal to fractions, metric conversions to English systems, and proper use of conversion tables. Basic forms of algebraic solutions for the unknown are practiced.
- MAT 0105** **Math for Allied Health Professionals** **Credit 3 (3-0)**
Accuracy in mathematical calculations is crucial to work in the health professions. Therefore, practical problems dealing with fractions, decimals, Roman numerals, ratio and proportion, equations, and formulas will be covered as well as a study of the three systems of measurement used in the health-related fields (metric, apothecaries, and household).
- MAT 0110** **Business Mathematics** **Credit 6 (6-0)**
This course stresses the fundamental operations and their application to business

-
- MEC 0213 Production Planning Credit 3 (3-0)**
Day-to-day direction, forecasting, product planning and control, scheduling, dispatching, routing, and inventory control. Actual layouts are utilized for planning and control.
- MEC 0214 Shop Practice Credit 3 (1-4)**
A shop practice course designed to acquaint the student with basic fundamentals of installation, maintenance, and repair of machine tools. Machine maintenance and accuracy are emphasized. Slip and press fits are produced to include bearing assembly.
- MEC 0215 Compound Angles Credit 3 (2-3)**
Upon completion of this course, a study of special geometric solids encountered in the planning and production of jigs and fixtures, the student should be able to: (1) recognize and solve problems pertaining to the five basic types of solids; (2) convert orthographic drawings to pictorials; and (3) recognize and solve problems related to compound angular drilling and boring.
- MEC 0216 Physical Metallurgy II Credit 5 (4-3)**
Upon completion of this course, the student should be able to: (1) use and explain the iron carbide phase diagram; (2) perform various heat treatments on plain carbon steel; (3) discuss surface hardening treatments; (4) explain the nature and use of alloy steels, cast irons, and nonferrous materials; (5) discuss the effect of wear and corrosion; (6) identify unmarked samples; and (7) conduct basic failure analysis.
- MEC 0222 Rigging and Material Handling Credit 3 (2-2)**
Transporting, conveying, transferring, self-loading and bulk-handling equipment will be introduced. Use of wire rope, slings, chains, scaffolds, and ladders will be investigated. Proper storage of materials will also be covered.
- MEC 0235 Hydraulics & Pneumatics Credit 4 (3-2)**
An examination of the basic theories of hydraulic and pneumatic systems with a look at combinations of systems in various circuits. Includes basic designs and functions of circuits and motors, controls, electrohydraulic servomechanisms, plumbing, filtration, accumulators, and reservoirs.
- MEC 0298 Tool and Die Design Credit 4 (2-6)**
Upon completion of this course, a study of the knowledge and skills needed for the design of tools, fixtures and dies, the student should be able to: (1) design simple-point and multiple-point cutting tools; (2) design and draw jigs and fixtures; (3) design piercing and planning dies; (4) design pending and forming dies; and (5) complete a design project.
- MEC 0299 General Maintenance and Repair Credit 3 (2-2)**
The purpose of this course is to broaden the experiences of the student in the areas of mechanics. Problems involving various types of equipment will be given to demonstrate the check-list method of maintenance and preventative maintenance. The use of precision-measuring tools and checking for accuracy, squareness and correct center line distances is stressed for pre-stat inspection. This course is a wide-based study in everyday manufacturing problems and solutions.
- MEC 1101 Machine Shop Theory and Practice I Credit 7 (3-12)**
An introduction to the metalworking trade as it relates to machining operations. The student will be oriented to the machine shop, safety, basic hand tools, and shop measuring instruments. Operations on engine lathes, drilling machines, metal cutting saws, milling machines, and bench grinders will also be covered.

COURSE DESCRIPTIONS

- MEC 1101A Machine Shop Theory and Practice IA Credit 3 (1-6)**
An introduction to the metalworking trade as it relates to machining operations. The student will be oriented to the machine shop, safety, basic hand tools, and shop measuring instruments.
- MEC 1101B Machine Shop Theory and Practice IB Credit 4 (2-6)**
Operations on engine lathes, drilling machines, metal cutting saws, milling machine, and bench grinders will be covered.
Prerequisite: MEC 1101A
- MEC 1102 Machine Shop Theory and Practice II Credit 7 (3-12)**
An introduction to the assembly of parts, fits, hand broaches, screw and tap extractors, set-up equipment, inspection tools, gauges, buffing and polishing, and surface grinders. Continued instruction in the use of precision measuring tools, selection of speeds and feeds, reciprocating and continuous band cut-off saws, contour band saws, lathes, power drills, and milling machines.
Prerequisite: MEC 1101
- MEC 1102A Machine Shop Theory and Practice IIA Credit 3 (1-6)**
An introduction to the assembly of parts, fits, hand broaches, screw and tap extractors, set-up equipment, inspection tools, gauges, buffing and polishing, and surface grinders.
Prerequisite: MEC 1101
- MEC 1102B Machine Shop Theory and Practice IIB Credit 4 (2-6)**
Continued instruction in the use of precision measuring tools, selection of speeds and feeds, reciprocating and continuous band cut-off saws, contour band saws, lathes, power drills, and milling machines.
Prerequisites: MEC 1101, MEC 1102A
- MEC 1103 Machine Shop Theory and Practice III Credit 7 (3-12)**
Additional instruction and practice in the use of precision-measuring tools, milling machines, and surface grinders. Practice in setting up and operating machine tools including the selection and use of work-holding devices, feeds and speeds, special heads and tables, cutting tools, and coolants. Instruction and practice in the use of power-feed drills and abrasive saws.
Prerequisites: MEC 1101, MEC 1102
- MEC 1103A Machine Shop Theory and Practice IIIA Credit 3 (1-6)**
Additional instruction and practice in the use of precision-measuring tools, milling machines, and surface grinders. Instruction and practice in the use of power-feed drills and abrasive saws.
Prerequisites: MEC 1101, MEC 1102
- MEC 1103B Machine Shop Theory and Practice IIIB Credit 4 (2-6)**
Practice in setting up and operating machine tools including the selection and use of work-holding devices, feeds and speeds, special heads and tables, cutting tools, and coolants.
Prerequisites: MEC 1101, MEC 1102, MEC 1103A
- MEC 1104 Machine Shop Theory and Practice IV Credit 7 (3-12)**
The student will work to required tolerances setting up and operating machine tools. An introduction to turret lathes, advanced milling machine operations, special machining operations, and special machines. Also covered will be grinding specific surfaces using hand, surface and cylindrical grinders, and lapping and honing parts to specified tolerances.
Prerequisites: MEC 1101, MEC 1102, MEC 1103

-
- MEC 1104A Machine Shop Theory and Practice IVA** **Credit 3 (1-6)**
The student will work to required tolerances setting up and operating machine tools. An introduction to turret lathes, advanced milling machine operations, special machining operations, and special machines.
Prerequisites: MEC 1101, MEC 1102, MEC 1103
- MEC 1104B Machine Shop Theory and Practice IVB** **Credit 4 (2-6)**
Covered will be grinding specific surfaces using hand, surface and cylindrical grinders, and lapping and honing parts to specified tolerances.
Prerequisites: MEC 1101, MEC 1102, MEC 1103, MEC 1104A
- MEC 1105 Computer Numerical Control Machining I** **Credit 3 (2-2)**
This course is an introduction to CNC programming using the "machinist" language. Program writing, editing, and execution are stressed. Machine operations such as drilling and some milling cycles are used as a basis for application. Mirror Image and circular milling are examples of applications covered for both drilling and milling operations.
Prerequisite: MEC 1101
- MEC 1106 Computer Numerical Control Machining II** **Credit 3 (2-2)**
A continuation of MEC 1105 with advance work in milling and drilling operations. Helical interpolation, polar coordinate programming, canned cycles, rectangular and circular pocket milling are some of the specific items covered. Demonstrated student skills in these and other areas will serve as a basis for satisfactory completion of the course.
Prerequisite: MEC 1105
- MEC 1112 Machine Shop Processes** **Credit 2 (0-6)**
To acquaint the student with procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade.
- MEC 1117 Machine Repair** **Credit 3 (2-3)**
This course is designed to acquaint the student with the movable parts of machine tools, the basic methods of joining these parts together, adjustments necessary to obtain satisfactory service, removal and reinstallation of worn parts, uses of lubricants as applied to machine tools, safety precautions as directed by OSHA.
- MEC 1122 Practical Metallurgy** **Credit 4 (3-2)**
This course is designed to familiarize the student with ferrous and nonferrous metals. Production and application practices are covered along with the SAE-AISI designation systems. Heat treatment of metals, with emphasis on low and high carbon steels, part design for heat treating purposes, and the use of testing equipment are included. Power metallurgy is also introduced.
- MED 0101 Medical Terminology** **Credit 2 (0-4)**
This course is designed to introduce the students to the medical language by word parts, analyzing and defining of terms and to word building. It is designed for self pacing to help build responsibility and self reliance for the student.
- MED 0102 Advanced Medical Terminology** **Credit 2 (0-4)**
This course reviews principles of medical word building. The book incorporates many didactic features that allow a student to work through the book at his or her own pace with instructor's guidance. In this course surgical diagnostic terms and oncology are in addition to the materials of MED 0101.
Prerequisite: MED 0101

COURSE DESCRIPTIONS

- MUS 0210 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 musical developmental level of young children.
- NUR 0101 Nursing Fundamentals** **Credit 9 (6-4-3)**
An introduction to nursing, the health care system, the concept of wellness-illness continuum and the nursing process. The nursing process is used to assess the 14 basic human needs of man. Emphasis is placed on the therapeutic communication. Theory, scientific principles, and procedures for basic nursing skills are taught, demonstrated, and practiced in class and the nursing laboratory, and clinical area.
Co-requisite: BIO 0101, PHY 0151, NUT 0101
- NUR 0102 Nursing Adults and Children I** **Credit 10 (6-0-12)**
An introduction to medical-surgical nursing theory and clinical practice utilizing the nursing process and nursing diagnosis concepts. Client assessment, identification of common problems, making the nursing diagnosis, and planning and evaluating client care will be discussed for children and adult clients with infectious disease, surgical needs, cancer, terminal illness, and diseases of musculoskeletal and gastro-intestinal systems. Diet therapy and pharmacotherapeutics are included in the client-care plan. Orem's Self-Care Model and Roy's Adaptation Model will be used as a basis for planning nursing care.
Prerequisites: BIO 0101, PSY 0151, NUT 0101, NUR 0101
Corequisites: BIO 0102, PSY 0107, MAT 0111
- NUR 0103 Nursing Adults and Children II** **Credit 10 (6-0-12)**
Continuation of medical-surgical nursing theory and clinical practice utilizing the nursing process and nursing diagnosis concepts. Client assessment, identification of common problems, making the nursing diagnosis and planning client care will be discussed for adults and children with diseases of cardiovascular, urinary, reproductive, respiratory, and endocrine systems. Diet therapy and pharmacotherapeutics are included in the care plan. Content related to nursing care of the pediatric and geriatric client will be included. Physical assessment skills will be discussed with each system and integration of skills will be highlighted. (Orem's Self-Care Model and Roy's Adaptation Model will be used as a basis for planning nursing care.)
Prerequisites: NUR 0102
- NUR 0105 Pharmacology** **Credit 3 (3-0)**
An introductory course in pharmacotherapeutics. Medication sources, preparations, actions, standards, and names are presented. Emphasis is placed on correct preparation, safe administration, and client's response to medications. Actions and other pharmacologic properties of medications in each classification are presented. Assessment of the client before and after medication administration is stressed. Practice in preparation and steps in administration of oral and parenteral medicine are planned for in the laboratory and the clinical areas.
Prerequisite: MAT 0111
- NUR 0150 Venipuncture and IV Therapy** **Credit 2 (2-0)**
Course is designed to provide classroom instruction and laboratory experience. The student participates as a license (or applicant for licensure) member of the health care team in a plan to meet the physical, mental, and emotional needs of the patient receiving intravenous therapy.
- NUR 0151 Family Health and Home Nursing** **Credit 1 (1-0)**
A mini course teaching how to verbalize knowledge of health and illness; how to

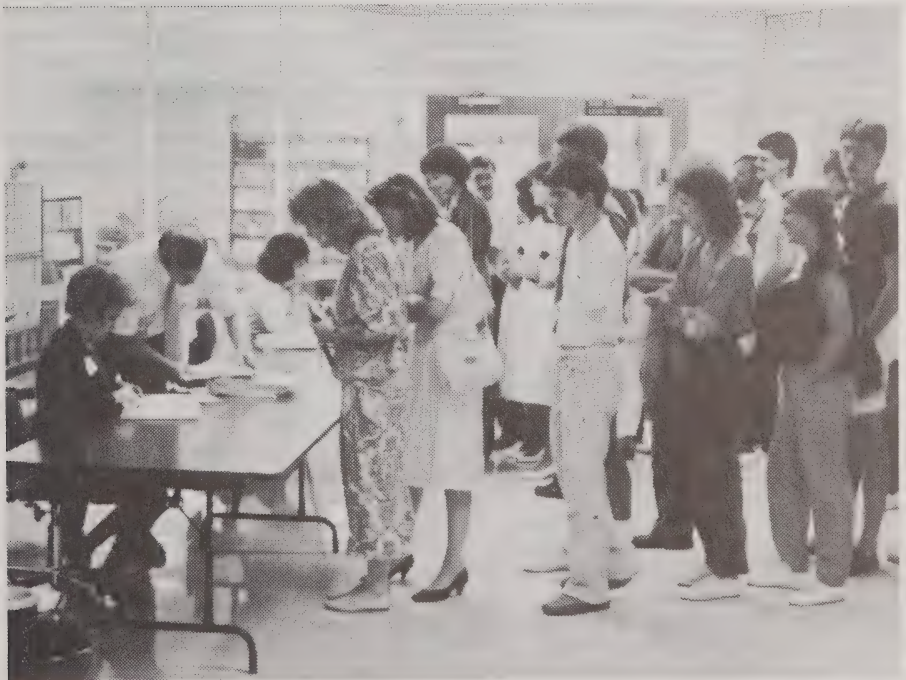
relate nutrition, hygiene, safety, and exercise to wellness; how to identify threats of life and health; describe the changing roles of adulthood; demonstrate emotional and physical care of the terminal person; list community resources related to the patient requiring home care; demonstrate certain basic first-aid procedures; and demonstrate basic nursing procedures.

- NUR 0201 Nursing Process and Client Assessment Credit 3 (2-2-0)**
Nursing Process and Client Assessment includes theory and practice in using the nursing process and client assessment skills. Laboratory experiences include demonstration and practice of techniques useful in assessing the skin, head, neck, chest, cardiovascular system, breasts, genitourinary system, abdomen, musculoskeletal system, neurosensory system, and general health status. Required for graduate and licensed practical nurses before entry into the fourth quarter of the Associate Degree Nursing Program (T-059).
- NUR 0202 Maternal and Newborn Nursing Credit 11 (6-0-15)**
Introduces the basic and more complex concepts in obstetrical nursing. Nursing process and nursing diagnosis are used to assess the family, identify common problems, and plan family care during the antepartal, intrapartal, postpartal, and newborn periods. Common and more complex problems of pregnancy and the newborn are also studied. Clinical experiences include using the nursing process to assess, diagnose, plan, implement, and evaluate nursing care for the intrapartal, postpartal, and newborn clients in normal and more complex situations.
Prerequisites: BIO 0101, NUR 0103, NUR 0105, BIO 0102
- NUR 0203 Mental Health Nursing Credit 13 (8-0-15)**
Mental Health Nursing provides for assessing the dynamics of behavior and identifying interpersonal needs. Emphasis is placed on communications and interpersonal interviews as a means of attaining these goals. Mental health nursing and psychiatric concepts, basic psychiatric care and problematic behavior and nursing actions are included. Selected class and clinical learning experiences involve the therapeutic use of self with the patient in identifying human needs and problems using goal-directed approaches and evaluating results as a continuous process in coping behaviors. Selection of learning experiences in class and clinical is influenced by an assessment of students' needs in relation to the course objectives. Students are encouraged to view themselves and the patients as individuals with individual needs and mechanisms of adjustment.
Prerequisites: PSY 0151, PSY 0107, NUR 0103
- NUR 0204 Nursing Adults and Children III Credit 11 (6-0-15)**
Advanced medical-surgical nursing theory and clinical practice in caring for adults and children with special care needs related to cardiovascular, respiratory, neurological, chemical-thermal trauma, multiple trauma, renal and sensory stressors. Diet therapy and pharmaco-therapeutics are integrated into the curriculum and change theory is introduced. Primary and secondary assessment skills are stressed while Roy's adaptation model and Orem's self-care model provide the structure for the nursing process.
- NUR 0205 Nursing of Adults and Children IV Credit 11 (6-0-15)**
Introduction to medical-surgical nursing intensive care theory and clinical practice utilizing the nursing process and nursing diagnosis concepts. Client assessment, identification of common problems, making nursing diagnosis and planning care for clients with complex health problems related to the cardiovascular, respiratory, urinary and gastrointestinal systems. Leadership concepts in the management of client care delivered by other nursing team members are emphasized.
Prerequisites: NUR 0201, BIO 0104, NUR 0105

COURSE DESCRIPTIONS

- NUR 0206 Nursing Seminar Credit 2 (2-0)**
This seminar is designed to provide opportunities for discussion of issues and trends in nursing education, nursing practice, and the legal aspects. Responsibilities of the nurse to self, to the health team and community are stressed as well as the role of the registered nurse in selected practice services.
- NUR 0300 Leadership Skills for Nurses Credit 3 (3-0)**
Nurses can be leaders in whatever professional roles they assume. Nurses who choose managerial roles can create for themselves and their staffs stimulating, challenging, and rewarding careers. Through this course the nurse will acquire knowledge in theories of leadership and management, organizational analysis, communication skills, power and change, planning managing people, financial management, evaluation, and computer information.
- NUR 0302 Physical Assessment for Nurses Credit 3 (3-0)**
Introduces the skills of history taking, review of systems, and assessment techniques (inspection, palpation, percussion, auscultation) as well as demonstration and practice of skills used in a systematic head-to-toe physical examination. Variations for communicating with and examining children of different developmental levels will also be discussed.
- NUR 1106 Practical Nursing Seminar Credit 3 (3-0)**
Practical nursing Seminar provides an introduction to the legal aspects of nursing practice. The more common legal problems and ways to avoid legal entanglements are discussed. Ethical and legal responsibility in controversial nursing situations are presented and discussed. Professional organizations are presented with emphasis placed on those applicable for the licensed practical nurse. Roles of the Licensed Practical Nurse and job opportunities are explored in depth.
Co-requisites: NUR 1108, NUR 1109
- NUR 1108 Maternal and Newborn Nursing Credit 6 (3-0-9)**
Using the nursing process and nursing diagnosis, the basic concepts in maternal and child nursing are introduced. Client assessment, identification of common problems, making the nursing diagnosis, and planning client care will be discussed for clients in the antepartum, intrapartum, postpartum, newborn, and childhood periods. Common problems of pregnancy and the newborn will be introduced. Using the systems approach, common illnesses in the stages of childhood and their impact on the child and family will be discussed.
Prerequisites: NUR 0103, NUR 0105
- NUR 1109 Nursing Adults and Children III Credit 3 (3-0-0)**
A continuation of medical-surgical nursing theory and clinical practice utilizing the nursing process and nursing diagnosis concepts. The role of the licensed practical nurse in client assessment, identification of common problems, making the nursing diagnosis, and planning client care will be discussed for patients with infectious, respiratory, neurosensory, and endocrine systems diseases and drug overdosages and toxic substance reactions.
Prerequisites: NUR 0103, NUR 0105
- NUT 0101 Nutrition and Diet Therapy Credit 3 (3-0)**
Introduces the learning concepts of change and balance as the fundamental framework for the study of nutrition. Deals with composition of food, the digestion, absorption, and metabolism of the seven basic nutrients, and the basic four food groups. The results of deficiencies, the factors that influence food habits, and nutritional requirements in all age groups are discussed. Therapeutic diets are introduced.

-
- NUT 0102 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.
- OTA 0101 Occupational Therapy I (Fundamentals of the Profession) Credit 3 (2-3)**
Students are introduced to occupational therapy, the concept of the treatment team and the roles of other professionals on the team. Emphasis is placed on the COTA, The American Occupational Therapy Association, and local professional groups. Students begin the study of professional literature and the areas of practice of Occupational Therapy.
- OTA 0104 Occupational Therapy Media I Credit 5 (3-4)**
The purpose of this course is to teach crafts that require tools for their completion. Emphasis will be placed on the proper use, maintenance, and safety factors of tools and materials. Students will do activity analysis and group teaching throughout the course.
Prerequisite: OTA 0103
- OTA 0106 Occupational Therapy II (Physical Disabilities) Credit 4 (3-2)**
Course materials will present students with diagnoses of general medical neurological and orthopedic conditions commonly found in occupational therapy settings. Etiology, pathology, course of treatment, prognosis and prevention will be discussed as they apply to the assistant level therapist. Lab sessions will afford students an opportunity to develop skills and simulate various disabling conditions. Problem solving to enable normal activity will be a part of didactic and lab sessions.
Prerequisites: BIO 0101, BIO 0102, OTA 0101, OTA 0108, OTA 0112



COURSE DESCRIPTIONS

- OTA 0108 Kinesiology for OTA Students Credit 4 (3-2)**
A study of movement of the human body as it relates to activity, disability and occupational therapy treatment. In laboratory sessions, students will become familiar with various methods of testing joint range of motion, muscle strength and coordination.
Prerequisites: BIO 0101, OTA 0101
- OTA 0110 Practice of the Profession Credit 3 (2-3)**
Students observe and participate in various practice areas of the profession. Emphasis is placed on the role of occupational therapy personnel in these areas in conjunction with other professionals. Students begin study of activity analysis, observation of behavior, interviewing techniques and documentation.
Prerequisite: OTA 0101
- OTA 0112 Disease Process Credit 3 (3-0)**
Selected disease processes will be presented from childhood through geriatrics. Emphasis is placed on etiology, prognosis and management. Students will utilize observation and activity analysis techniques when discussing management.
Prerequisites: MED 0101, BIO 0101, BIO 0102, OTA 0101, OTA 0110
- OTA 0201 The Aging Process Credit 3 (3-0)**
Course will focus upon the second half of the life span with emphasis on Gerontology. Concepts of the aging process, retirement, physical, emotional and social adjustments will be presented.
Prerequisites: OTA 0112, OTA 0106, PSY 0107
- OTA 0202 Geriatric Programming Credit 4 (3-2)**
Students study techniques of geriatric therapy programs. Emphasis is on maintaining independence, activities of daily living, work simplification, perceptual deficits, life review, diversion, etc. Community programs are examined.
Prerequisites: BIO 0101, OTA 0108, OTA 0106, OTA 0112, OTA 0201, OTA 0206
- OTA 0204 Occupational Therapy Media II (Woodworking) Credit 3 (2-3)**
Course material and laboratory sessions will orient, familiarize and develop personal and therapeutic skills in one of occupational therapy's major crafts. Woodworking will be discussed, analyzed and practiced in terms of its inherent therapeutic characteristics and value in promoting independent development of problem solving skills and media safety.
Prerequisites: OTA 0103, OTA 0104
- OTA 0205 Occupational Therapy Media III (Ceramics and Weaving) Credit 3 (2-2)**
Course work will include basic techniques of ceramics including: hand-building, mold pouring and process, wheel-thrown pottery and glazing techniques. Basic weaving techniques will include material selection, loom construction, warping process, pattern making and following. Both segments of the course will emphasize safety procedures and rules regarding a variety of patient populations and clinical settings as well as adaptive therapy techniques.
Prerequisites: OTA 0103, OTA 0104, OTA 0204
- OTA 0206 Occupational Therapy – Splinting and Therapeutic Adaptation Credit 5 (4-2)**
Students will learn basic splinting techniques for a variety of physical disabilities and therapeutic adaptations for problems ranging from sensory-motor developmental delays to activities of daily living functional deficits. Laboratory sessions will direct and enable students to create adaptive devices using knowledge gained in previous media courses. Therapeutic testing equipment will also be presented.
Prerequisites: OTA 0103, OTA 0106, OTA 0108

-
- OTA 0208 Pediatrics for OTA Students Credit 3 (3-0)**
 Course will review normal and abnormal development with emphasis on occupational therapy intervention. Evaluation techniques will be presented. Occupational therapy treatment planning and techniques will be emphasized.
 Prerequisites: PSY 0107, OTA 0106, OTA 0112
- OTA 0210 Pediatric Programming Credit 4 (3-2)**
 Students learn fundamentals of pediatric programming. Areas of study include environmental limitations, attitudes toward children with problems, programs for well children, children with spina bifida, deaf-blind, congenital problems are studied. Therapeutic techniques, perceptual-motor facilitation and inhibition techniques are some of the approaches focused upon.
 Prerequisites: OTA 0106, OTA 0108, OTA 0112, OTA 0208, PSY 0107
- OTA 0212 Occupational Therapy III (Psychiatric) Credit 3 (3-0)**
 Students learn the role of occupational therapy in psychiatry. Class materials include the most common diagnostic categories with emphasis on therapeutic approach including behavioral observation, activity analysis, group function, frames of reference and treatment techniques.
 Prerequisites: PSY 0205
- OTA 0214 Occupational Therapy in the Community Credit 3 (2-3)**
 The study and application of occupational therapy programs in various community settings (school systems, nursing homes, sheltered workshops, day care programs). Course will include class lectures and in-community experience (Level IB) and will be interfaced with OTA 0215 Facility Management.
 Prerequisites: OTA 0101, OTA 0106, OTA 0108, OTA 0110, OTA 0112, OTA 0201, OTA 0202, OTA 0206, OTA 0208, OTA 0210, OTA 0212
- OTA 0215 Facility Management Credit 3 (3-0)**
 Course is designed to teach the principles and application of maintenance and management of equipment and supplies as well as the skills essential to administrative functioning. Areas to be focused upon include cost analysis, budget, ordering materials and supplies, medicare-medicaid, scheduling patients, charging, uniform cost reporting, justification of equipment vs. supplies.
 Prerequisites: OTA 0101, OTA 0110
- OTA 0217 Occupational Therapy Activity Programming Credit 3 (3-0)**
 Students will actively design programs for various populations. Materials and experience from previous OTA courses will be utilized. Course will focus on the practical application of therapeutic techniques and emphasize observation, documentation, activity analysis and effective communications.
 Prerequisites: OTA 0101, OTA 0106, OTA 0108, OTA 0110, OTA 0112, OTA 0201, OTA 0202, OTA 0206, OTA 0208, OTA 0210, OTA 0212
- OTA 0220 Occupational Therapy – Physical Disabilities Credit 8 (0-24)**
Field Placement I
 Under the supervision of a registered occupational therapist, the OTA student will be required to provide occupational therapy services to a clinical setting for a six-week period. Emphasis will be upon the application of academically acquired knowledge as well as acquisition of additional experience and skills. The student will have the opportunity to develop methods and techniques that will lead to the performance level expected of an entry level OTA.
 Prerequisites: Successful completion of all required course work.
- OTA 0222 Occupational Therapy – Psychiatric Affiliation Credit 8 (0-24)**
Field Placement II
 A clinical experience similar to that of OTA 0220 consisting of a six-week session in a psychiatric clinical setting under the supervision of a registered OTA.
 Prerequisites: Successful completion of all required course work.

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 1103A Automotive Electrical Systems 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 Automotive Electrical Systems Credit 4 (2-6)**
This course will continue into the electrical systems on the material that was studied in the Electrical Systems. Emphasis is shifted from theory of operation of the various systems to diagnostic lab work and electric 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 0102 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 0250 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 0105 Human Growth and Development: Prenatal and Infant Credit 3 (3-0)**
A detailed study of the developmental sequence of the prenatal and infant periods with emphasis on influences and conditions necessary for optimal development.
- PSY 0106 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 0107 Growth and Development – Life Span Credit 3 (3-0)**
This developmental course provides the student an opportunity to study human growth and development from conception through death. The course emphasizes the genetic, biological, environmental, and socio-cultural influences on development. Students will learn the different characteristic changes, when they

COURSE DESCRIPTIONS

occur, and what causes them to occur during the various stages of growth and development.

Prerequisite: PSY 0151

- PSY 0110 Interpersonal Skills Credit 3 (3-0)**
A study of the basic principles of human behavior and interpersonal relations and their application to the formation of self management skills, group participation, and appropriate relationships within the working environment.
Prerequisite: PSY 0151
- PSY 0151 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 0201 Human Growth and Development: Middle Childhood and 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 0205 Abnormal Psychology Credit 3 (3-0)**
An introduction to the dynamics of abnormal psychological behavior including neurosis, psychosis, character disorders, and psychosomatic reactions. The concept of Behavior Modification as a treatment modality will be stressed.
Prerequisite: PSY 0151
- PSY 0206 Applied Psychology Credit 3 (3-0)**
A study of the principles of psychology in the understanding of interpersonal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems.
- PSY 0207 Personal Stress Management Credit 3 (3-0)**
Stress will be defined and analyzed in relation to effects upon behavior, how stress can lead to distress and the destructive physiological effects of stress adaptation diseases. Attention will be directed toward individual differences of how and why stressors affect people in different ways. Special forms or techniques to relieve stress such as meditation, desensitization, and running will be discussed and analyzed to assist an individual in developing a personal coping strategy.
- PSY 0210 Industrial Psychology Credit 3 (3-0)**
A study of the psychological principles that control employee actions and attitudes are explored in relationship to the current technological transitions occurring due to development in automated manufacturing.
- PSY 0260 Adjustment and the Process of Death Credit 3 (3-0)**
The process of death will be analyzed with the objective of providing individuals with knowledge and information so as to assist in adjustment. This course will assist family and friends of those critically ill to better cope with their feelings, emotions and grief. This course will assist such individuals and groups to better understand the process of death, assist them to better provide support and understanding, and to personally adjust to the possibilities and reality of death.
- 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.

-
- PSY 1110 Industrial Psychology Credit 3 (3-0)**
Psychological principles and techniques are applied to the activities and problems of employees in business and industry due to the rapid and emerging transitions that are occurring in technological processes and equipment.
- RED 0100D Improving Reading Skills Credit 3 (3-0)**
A developmental reading course designed to improve reading vocabulary and comprehension. It includes specific skills in comprehension, structured vocabulary improvement, pronunciation skills and the study of roots and affixes. The course is informal and includes discussions of current reading.
- RED 0101 Introduction to Reading Credit 2 (2-0)**
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.
- RED 0102 Methods, Materials and 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 0101
- RED 1101D Improving Reading Skills Credit 3 (3-0)**
A developmental reading course designed for independent work in word identification, comprehension, and vocabulary skills.
- RTH 0100 Entry Level Examination Review Credit 2 (2-0)**
This course is designed to provide the student a comprehensive review of the content areas necessary for successful completion of the NBRC Entry Level Examination.
- RTH 0201 Respiratory Therapy Procedures I Credit 6 (4-4)**
This course is designed as an introduction to respiratory care. Topics include professional associations, the hospital structure, basic patient assessment, aseptic principles and the administration of medical gases, aerosol and humidity therapy. An introduction to charting is presented.
- RTH 0202 Respiratory Therapy Procedures II Credit 4 (2-4)**
This course deals with the techniques for maintaining proper bronchial hygiene including: chest physical therapy, postural drainage, incentive spirometry and breathing exercises. The techniques and procedures used in pulmonary function studies is also included. Basic cardiac life support will be taught according to the standards of the American Heart Association.
Prerequisites: BIO 0101, ENG 0101, RTH 0201, MAT 0105
- RTH 0204 Respiratory Therapy Seminar Credit 2 (2-0)**
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 Respiratory Care.
- RTH 0205 Respiratory Therapy Procedures III Credit 6 (4-4)**
An introduction to the theories and techniques of continuous ventilation. Topics include the maintenance of artificial airways including suctioning, indications, and physiological considerations involved in the care of ventilator patients. Ap-

COURSE DESCRIPTIONS

appropriate equipment selection, techniques and physiologic effects of mode selection, PEEP, expiratory resistance, inspiratory hold and high frequency ventilation will be emphasized.

Prerequisites: RTH 0202, BIO 0103, RTH 0250, RTH 0302

RTH 0250 Pharmacology Credit 2 (2-0)

This course provides a comprehensive introduction to the medications administered by respiratory care practitioners. Emphasis is placed on the techniques to be observed that will assure safe administration of these agents. A concise overview of drugs relating to respiratory care is also provided.

Prerequisites: BIO 0101, RTH 0201, MAT 0105

RTH 0251 Cardiopulmonary Pathophysiology Credit 3 (3-0)

Pathological processes which affect the body are discussed with special emphasis on those which affect the respiratory and cardiovascular systems.

Prerequisites: RTH 0202, RTH 0250, BIO 0103, RTH 0302

RTH 0252 Pediatrics Credit 2 (2-0)

An introduction to pediatric and neonatal anatomy, physiology and disease processes. Ventilator care and management will be stressed along with different modes of therapy used in pediatrics.

Prerequisites: RTH 0202, RTH 0250, BIO 0103, RTH 0302

RTH 0260 Respiratory Therapy Procedures IV Credit 3 (2-2)

This course is an in-depth study of the mechanisms and hazards of mechanical ventilation. Modifications of therapy according to physiological parameters and disease states are stressed.

Prerequisites: RTH 0205, RTH 0304

RTH 0261 Cardiopulmonary Pathophysiology II Credit 5 (4-2)

This course will provide an in-depth study of the physiology of the cardio-respiratory system with emphasis on hemodynamic principles. Nutrition, fluid balance, renal physiology and concepts of advanced cardiac life support are presented. Special diagnostic testing and procedures are also discussed.

Prerequisites: RTH 0251, RTH 0250, BIO 0103

RTH 0271 Pediatrics II Credit 3 (2-2)

An in-depth study of neonatal and pediatric physiology, mechanical ventilation, disease processes, evaluation and care of the pediatric patient is presented.

Prerequisites: RTH 0252, RTH 0304

RTH 0272 Advanced Pulmonary Functions Credit 2 (1-2)

Mechanics and interpretation of pulmonary function will include body plethysmography, planimetry and bedside screening. Diffusion study techniques, isoflows and $V_{max} 50$ are discussed. Topics also included are blood gas quality control and equipment for testing.

Prerequisite: RTH 0202

RTH 0280 Cardiopulmonary Rehabilitation Credit 2 (1-2)

An in-depth study of the assessment of the chronically ill patient and home environment including nutrition, physical therapy and exercise testing. Patient teaching will be stressed in areas of psychological support, exercise protocol and disinfection of equipment in the home environment. This course is designed to enable the practitioner to structure a discharge plan geared to the individual client.

Prerequisite: Program Director approval

RTH 0281 Organization and Administration Credit 2 (2-0)

A study in planning, organizing, directing, and controlling a respiratory care/car-

diopulmonary department. Record keeping, charting, and personnel management will be covered.

RTH 0302 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 0201

RTH 0303 Clinical Practice II Credit 8 (0-0-24)

This course will provide the students an opportunity to apply the techniques of IPPB, chest physiotherapy, pulmonary function studies, and chest x-ray and arterial blood gas analysis in a clinical situation with proper supervision.

Prerequisites: RTH 0202, RTH 0252, BIO 0103, RTH 0302

RTH 0304 Clinical Practice III Credit 12 (0-0-36)

This course provides the student an opportunity for an intensive application of respiratory therapy to specific areas of the hospital such as neonatal intensive care, medical surgical intensive care, respiratory intensive care, cardiac and cardiovascular intensive cares. Physician rounds will also be included.

Prerequisites: RTH 0251, RTH 0252, RTH 0303, RTH 0205

RTH 0305 Clinical Practice IV Credit 5 (0-0-16)

Under supervision, the student will apply and practice the techniques of mechanical ventilation and emergency respiratory support measures as required in various hospital settings and demonstrate clinical competence. Emphasis will be in intensive care, physician rounds, special procedures and differential diagnostic procedures. Skills of respiratory physical assessment and diagnostic interpretation will be emphasized.

Prerequisites: RTH 0260, RTH 0261

RTH 0306 Clinical Practice V Credit 5 (0-0-16)

This clinical experience is designed to cover the total aspects of respiratory care for the acute and chronically ill adult or neonate. Skills in respiratory physical assessment and diagnostics are redefined. Management skills are surveyed.

Prerequisite: RTH 0306

SCI 0101 General Science Credit 3 (2-2)

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.

SOC 0102 Principles of Sociology Credit 3 (3-0)

Includes the principles of sociology and culture, collective behavior, community life, social institutions and social change; study of man's behavior in relation to other men, the general laws affecting the organization of such relationships and the effects of social life on human personality and behavior.

SOC 0103 Principles of Dynamic Leadership Credit 3 (0-3)

Leadership philosophies, principles, and techniques will be analyzed in relation to the requirement of the contemporary leader of the '80's. Students will review personality traits as well as the complex relationship of intersecting variables and come to realize that leadership is a process rather than a single act or event. Major variables for study are: (1) Characteristics of the leader; (2) Characteristics of the followers; (3) Characteristics of the organization; and (4) The social, economic and political milieu. Leadership theories of McGreggor and Drucker will be

COURSE DESCRIPTIONS

analyzed as well as the 15th century principles of Machiavelli, the dedication and charisma of India's Ghandi, the mania of Hitler and the indoctrination and persistence of China's Mao. From this study the student will come to recognize his or her leadership style, be exposed to successful leadership techniques and principles to be employed in their work situation, and understand the complex interaction of leadership variables.

- SOC 0128 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 0204 Social Psychology for the Health Services Credit 3 (3-0)**
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.
- SOC 0211 Marriage and Family Credit 3 (3-0)**
A practical consideration and discussion of the factors leading to successful marital adjustment; attention is given to the period from early dating to marriage, the coming of children, and the problems of child rearing. The course also deals with sex adjustment, in-law relationships, religion, and money management.
- SSC 0150 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.
- SSC 0303 Organizations and the Parliamentary Process Credit 3 (3-0)**
This course is a review of organizations to which people may join and a study of the rules of parliamentary procedures which allow such groups to make decisions in an orderly manner. This part of the course emphasizes the duties of the presiding person and the rights of the individual members. Civic, religious, political, professional, sports, military, and academic organizations are discussed. *WORLD ALMANAC* and *ROBERT'S RULES OF ORDER* are the required texts.
- TEX 0100 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 0120 Welding, Oxyacetylene Credit 2 (1-2)**
An introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, and assembly of units. Covers welding procedures such as practice in puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead positions, brazing, and hard and soft soldering. Safety procedures in the use of tools and equipment are stressed through the program of instruction. The student performs mechanical testing and inspection to determine quality of the welds.
- WLD 0121 Arc Welding Credit 3 (1-4)**
A study of the operation of AC transformers and DC motor generator arc weld-

ing sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect weaknesses in welding. Safety procedures in the use of tools and equipment are emphasized throughout the course.

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 1103 Welding Credit 1 (0-3)

The various processes used for joining materials by welding are discussed. Lecture demonstrations and practice cover the oxyacetylene and arc welding processes, filler metals used, gases, currents, and weldability of metals. Instruction is given in the set-up and safe operation of oxyacetylene welding apparatus. Students prepare joints by both hand and machine cutting with the oxyacetylene torch.

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. Students run beads, do butt and fillet welding. Performs tests to detect strength and weaknesses of welded joints. There are two types of welding used — gas-shield arc welding and oxyacetylene welding. Safety procedures are extremely emphasized throughout the course.

Prerequisite: WLD 1101

WLD 1112 Mechanical Testing and Inspection Credit 2 (1-3)

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

Prerequisites: WLD 1141, WLD 1142

WLD 1122 Commercial and Industrial Practices Credit 6 (3-9)

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

Prerequisites: WLD 1141 and WLD 1142

WLD 1123 Inert Gas Welding Credit 2 (1-3)

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

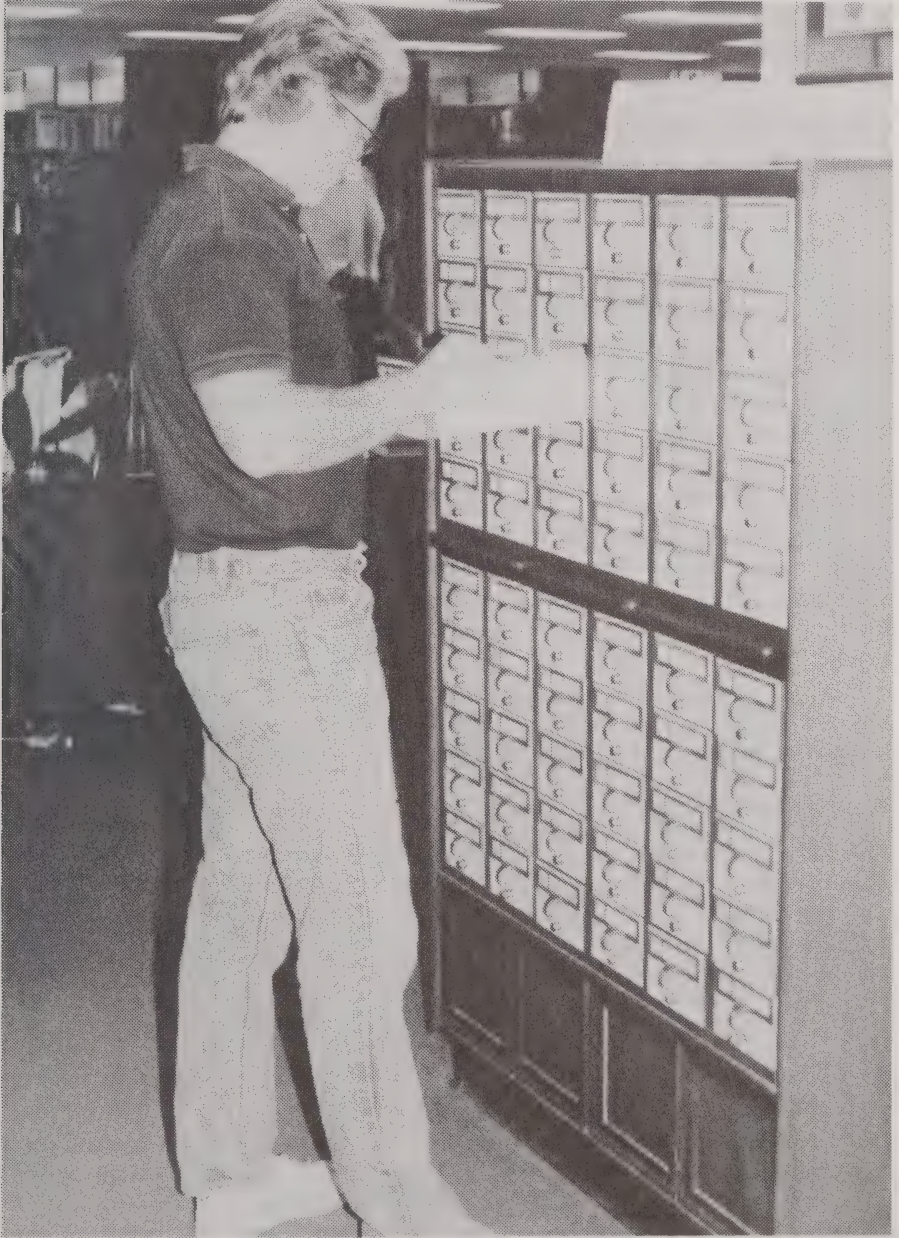
Prerequisites: WLD 1141, WLD 1142

COURSE DESCRIPTIONS

- WLD 1124 Pipe Welding** **Credit 7 (3-12)**
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.
- WLD 1125 Certification Practices** **Credit 5 (3-6)**
This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds.
Prerequisites: WLD 1123, WLD 1124, WLD 1141, WLD 1142
- WLD 1141 Beginning Welding I** **Credit 10 (5-15)**
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 1142 Intermediate Welding** **Credit 10 (5-15)**
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.



Continuing Education, Learning Resources Department



People

LEARNING RESOURCES CENTER

LEARNING RESOURCES DEPARTMENT

As a center for student learning and innovative teaching, the Learning Resources Department at Stanly Technical College includes the Library, Media Services, Adult Development Center, Adult Basic Education, Developmental Studies, Human Resources Development, and Visiting Artist, each serving specific and unique functions.

Library

The library consists mainly of books and periodicals and provides services to the student body, faculty, and community in comfortable and pleasant surroundings. Books are housed in open stacks arranged by the Library of Congress Classification System. Professional staff is available to assist in locating materials and providing information.

Books, with the exception of reserve and reference books, are checked out for 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 materials.

Media Services

The Learning Resources Center provides media services for faculty, staff, and students. This includes the circulation of audiovisual materials and equipment such as slide, filmstrip, and movie projectors. Facilities are also available for video tape recording and viewing, photography, tape publication, and the production of instructional materials.

Requests and reservations for any media services may be made by visiting or telephoning the media specialist in the LRC at 982-0121. An orientation to the utilization of equipment can also be arranged.

Developmental Studies

Developmental Studies affords students a chance to learn or review the basic skills of grammar, reading, and math in a comfortable, non-threatening atmosphere. Instruction is personal, self-paced, and non-competitive. Students needing preparatory work prior to enrolling in a diploma or degree program can benefit from Developmental Studies.

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/Stany County Boards of Education with Stanly Technical College 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 school record is reviewed, and an individually prescribed curriculum

is assigned. 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 College and the Albemarle City or Stanly County Schools.

There is no registration fee. Adults may enroll at anytime by contacting the Adult Development Center.



CONTINUING EDUCATION

GED (high school equivalency)

The GED is an alternative to the traditional credit system of public education. The GED is a five-part exam testing the students' competencies, as compared to national norms. No one under 18 may take the exam without a release form from the last high school attended. There is a testing fee of \$5. A pre-test to diagnose a student's strengths and weaknesses is available without charge.

GED prep classes are offered on campus and in the community. The classes cover all five subject areas on the GED and are provided at no cost to the student. Anyone desiring to test for the GED is requested to enroll in a GED preparation class.

ADULT BASIC EDUCATION

Stanly Technical College provides training in math, reading, and writing 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.

Human Resources Development (HRD)

The HRD program provides structured pre-vocational training, counseling, and assistance into permanent employment or further educational training for chronically unemployed or underemployed adults. Program design calls for a re-orientation to the world of work through recognition of personal assets and limitations, understanding the effect of one's behavior on others, familiarization with problem solving processes, and development of basic academic and communications skills which are necessary to securing and keeping employment.

Adults may enroll at regularly scheduled class times throughout the school year. Classes are provided free of charge to all students.

Visiting Artist

The purpose of the Visiting Artist program is to deepen the appreciation and cultivation of the arts within the communities served by the college. Visiting artists are available for performances, lecture-demonstrations, and programs for civic clubs, public schools, community organizations, and church groups. There is no charge for this service.

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 College 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) improve personal and family life;
- (4) learn new arts and skills for greater enjoyment of leisure time.

The continuing education program of Stanly Technical College 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

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 small 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 college. Students 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 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 at Stanly Tech's new 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 cer-

CONTINUING EDUCATION

tificate 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 for illustration purposes only.
Others are offered as the need arises.)

Electrical, Mechanical and Building Trade Courses
Business Education and Related
Industrial Services
Law Enforcement
Fire Service Training
Hospitality and Food Service Education
Health and Safety Education
Liberal and Language Arts Education
Family Life and Consumer Education
Creative Arts and Homemaking

COMMUNITY SERVICE PROGRAMS

Stanly Technical College 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.

SMALL BUSINESS CENTER

Stanly Tech's Small Business Center was established under a state grant in October 1984. It currently operates with a Director and Assistant. It serves the small businesses of Stanly County and is part of a growing network of centers in the North Carolina Community College system. These facilities are charted to help beginning and established entrepreneurs become and remain profitable. The Small Business Center works closely with the Small Business Administration (SBA), Active Corps of Executives (ACE), Service Corps of Retired Executives (SCORE), the Chamber of Commerce and other business/trade organizations.

The Center helps the local business community by providing: assistance referrals, one-to-one counseling, education, training, and contacts with commercial, civic and government agencies.

STATE ADMINISTRATION

John A. Forlines, Jr. Chairman, State Board of Community Colleges
 Robert W. Scott President, Department of Community Colleges



BOARD OF TRUSTEES

Elbert L. Whitley, Jr., Chairman	Annie Ruth Kelley
C. B. Crook, Jr., Vice Chairman	W. Chester Lowder
Paul Bowers	G. T. Rabe, Jr.
Richard Lane Brown, III	Ed Underwood
Walter Davis	Douglas Waddell
Jack Ingram	Dr. H. T. Webb, Jr.

**STC Foundation
 BOARD OF DIRECTORS**

Officers

Chairman	Richard Lane Brown, III, Attorney Brown, Brown, Brown & Stokes
Vice Chairman	Edward J. Snyder, Jr., President E. J. Snyder & Company
Secretary	Dr. Charles H. Byrd, President STC
Treasurer	Donnie Lowder, Vice President of Fiscal Affairs, STC

PEOPLE

FOUNDATION BOARD MEMBERS

Mary Lou Andrew
Paul Bowers
Pat Bramlett
Joe Carter
Richard Clayton
C. B. Crook, Jr.
George Culp
Walter Davis
Roger Dick
Mike Eudy
Dr. Davis Fort
Charlie Frye
Dwayne Gauding
Robert Hoerter
J. C. Holbrook

Jack Ingram
Pete Johnson
Annie Ruth Kelley
Jewell Lee
W. Chester Lowder
Elwood Mabry
Ritchie Mauney
Leon Parker
G. T. Rabe, Jr.
Doug Stokes
Ed Underwood
Claudia Wall
Douglas Waddell
Dr. H. T. "Toby" Webb
Elbert L. Whitley, Jr.

FACULTY AND STAFF

- Sherry Allen** **Director for Auxiliary Services and Purchasing**
A.A.S. Stanly Technical College
B.S. Gardner-Webb College
- Bernard Almond** **Director of Physical Plant**
A.A.S. Anson Technical College
- Brenda Barbee** **Prime Computer Systems Administrator**
A.A.S. Stanly Technical College
- Louise Barbee** **Cashier**
- McChord Barbee** **Instructor — Auto Body**
- Stephen C. Barker** **Program Head — Drafting and Design**
B.S. Appalachian State University
- Sarah Barnett** **Receptionist and Secretary**
- Diana Barrier** **Adult Basic Education Curriculum Coordinator**
A.B. Catawba College
- Ron Barrier** **Instructor, Electronics and Program Head for Biomedical Equipment Technology**
A.A.S. Rowan Technical College
- Elma Jean Beatty** **Program Head — UTEC**
B.A. Newberry College
- Eugene S. Berg** **Chairman — Engineering Department/Industrial Maintenance**
B.S., M.S. Stout State University

PEOPLE

- Kathy Fisher** **Administrative Assistant to the Dean
for Occupational Education**
B.S. Meredith College
- Jim Forte** **Maintenance Staff**
- Linda Funderud** **Marketing Coordinator**
- Reed Furr** **Program Developer**
A.B., M.A. UNC-Chapel Hill
- Vickie Geddings** **Secretary-UTEC**
- Ruth Goodwin** **Instructor – English**
B.S., M.A. East Carolina University
- Bill Gouge** **Visiting Artist**
B.A. Queens College
- Jean Grantham** **Reading/ Developmental Studies**
B.A. Atlantic Christian College
M.A. Appalachian State University
- Dixon Hall** **Program Developer – UTEC**
B.S., M.A. East Carolina University
- Crystal Harkey** **Secretary – Resource Development**
B.A. UNC-Charlotte
- Daniel Hazlett** **Instructor – English and
PBL Advisor**
B.S. Concord College
M.A. Marshall University
Advanced Study, North Carolina State
- Lisa Hedrick** **Clinical Coordinator/Instructor
Respiratory Therapy**
A.A.S. Central Piedmont Community College
- Oren Hill** **Instructor – Science**
B.S. Wake Forest University
M.S. Appalachian State University
Advanced Studies at Appalachian State University
Medical College of S.C. and East Carolina School of Medicine
- Gene Hinson** **Chairman, Business Occupation
Instructor – Business Administration**
B.S. Pfeiffer College
M.A. Appalachian State University
- Ronnie Hinson** **Director of Admissions and Placement**
B.S. The Citadel
- Joan Hoover** **Instructor/Clinical Coordinator
Nursing Department**
B.S.N. American International College
M.S. University of Connecticut
- Miriam Huneycutt** **Instructor – Business Administration**
B.A., M.A., UNC-Charlotte

-
- Mitch Huneycutt** **Maintenance Staff**
- Oron Huneycutt** **Program Head — Auto Mechanics**
Diploma, A.A.S. Central Piedmont Community College
- Linda Isner** **Assistant Dean — UTEC**
A.A.S. Wingate College
B.S. Appalachian State University
M.S. Radford University
- Mitzie Johnson** **Instructor — Nursing Department**
RN — State of North Carolina
B.S.N. UNC-Chapel Hill
- Anne Jones-Sutton** **Course Coordinator/Instructor**
B.S.N. UNC-Chapel Hill **Nursing Department**
M.S. Medical College of Virginia-Virginia Commonwealth University
PNP Certificate
- Donna Kimrey** **Computer Operator**
A.A.S. Stanly Technical College
- Ann Kiser** **Assistant to the President for
Special Projects**
- Nancy E. Krusen** **Associate Program Head-
Occupational Therapy Assistant**
B.S. Colorado State University
M.A. Texas Woman's College
- Noel S. Levan** **Program Head/Occupational Therapy
Assistant**
B.S. Temple University
M.A. Texas Women's University
- Edna Lipe-Harkey** **Program Head — Fashion Merchandising
and Marketing Technology PBL Advisor**
B.S. UNC-Greensboro
- Alice Litteer** **Director for Accounting Affairs
and Special Funds**
- Donnie Lowder** **Vice President for Fiscal Services**
A.A. Central Piedmont Community College
B.A. Shaw University
M.A. Appalachian State University
College Business Management — University of Kentucky
- Charles Lunsford** **Program Head — Auto Body**
A.A.S. Stanly Technical College
- Anita Maske** **Records Technician**
- Charles Wesley Misenheimer** **Electronics Lab Technician**
Senior — UNC-Charlotte
- Charlotte Morris** **Director of Planning and Resource
Development**
B.A., M.Ed. and Administration
Supervision 6-year degree, UNC-Charlotte

PEOPLE

- Barbara Moylan** **Administrative Assistant to the
Dean for Continuing Education**
- Juanita Noblitt-Hicks** **Program Head – Early Childhood
Associate and Cosmetology
Advisor – Social Sciences**
A.A.S. Wilkes Community College
B.S. Appalachian State University
M.Ed. UNC-Charlotte
- Darrell Page** **Dean for Occupational Education**
B.S. Virginia Polytechnical Institute
M.Ed. N.C. State University
Ed.S. Appalachian State University
- Kathy Page** **Chairperson, General Education
Instructor – Mathematics**
B.A. UNC-Chapel Hill
M.A. UNC-Charlotte
- Doris Parks** **Secretary – Public Affairs and Marketing**
- Deborah Ploeger** **Program Head/Respiratory Therapy**
B.S. Medical College of Georgia
- Sayed Raissi** **Program Head/Electronics Engineering**
B.S. A and T University
- Pat Reid** **Secretary – Small Business Center**
- Patsy Rogers** **JTPA Program Developer**
B.A. Shaw University
- Russell Sharples** **Program Developer**
B.A. Pfeiffer College
M.A. UNC-Greensboro
- Barbara Simpson** **Secretary – UTEC**
- Barbara Slater** **Prime Computer System Operator**
Accounting Diploma, Gates Business College
- Linda Smiley** **Coordinator for Financial Aid and
Veterans Affairs**
A.A.S. Stanly Technical College
- Delores Smith** **Secretary to Dean for Learning
Resources**
A.A.S. Stanly Technical College
- Kay Smith** **Chairperson – Allied Health**
Diploma Cabarrus School of Nursing
RN State of North Carolina
B.A.N. Pfeiffer College
Advanced Nursing Courses UNC-Chapel Hill
M.Ed. UNC-Charlotte
Ed.D. N.C. State University

-
- Barry Stokes** **Assessment Counselor**
 B.A. UNC-Greensboro
 MHDL UNC-Charlotte
- Major Stutts** **Duplicating Technician**
 A.A.S. Stanly Technical College
- Lonnie Swanner** **Dean for Continuing Education**
 A.S. Greenville Technical Institute
 B.S. University of S.C.
- Dianne Talbert** **Registrar**
 Graduate Evans Business College
 A.A.S. Stanly Technical College
 B.S. Gardner-Webb College
- Eddie Thomas** **Program Head – Data Processing**
 B.S. Western Carolina University
- Teresa Trexler** **Computer Operator**
- Chris Tucker** **Marketing Coordinator**
 B.A. UNC-Chapel Hill
- Barbara Unik** **Secretary to the Vice President
 for Student Development**
 A.A.S. Stanly Technical College
- Elinor Vaughn** **Librarian**
 B.A. Wake Forest University
 M.L.S., Ed.D. UNC-Greensboro
- Ginger Wagoner** **Data Entry Clerk**
 A.A.S. Stanly Technical College
- Robert J. Washer** **Vice President for Student
 Development**
 A.A. Campbell University
 B.S., M.A.Ed. East Carolina University
- Daisy Washington** **JTPA Counselor and GED Test
 Administrator**
 B.A. Pfeiffer College
- Debra Whitley** **Accounting Clerk/Assistant Computer
 Operator**
 B.S. Wingate College
- John Whitley** **Marketing Coordinator**
 B.S. Mars Hill College
- Barbara Wiggins** **Admissions and Placement Secretary**
 Diploma Stanly Technical College
- Dot Winecoff** **Instructor – Nursing Department**
 RN State of North Carolina
 B.A.N. Pfeiffer College

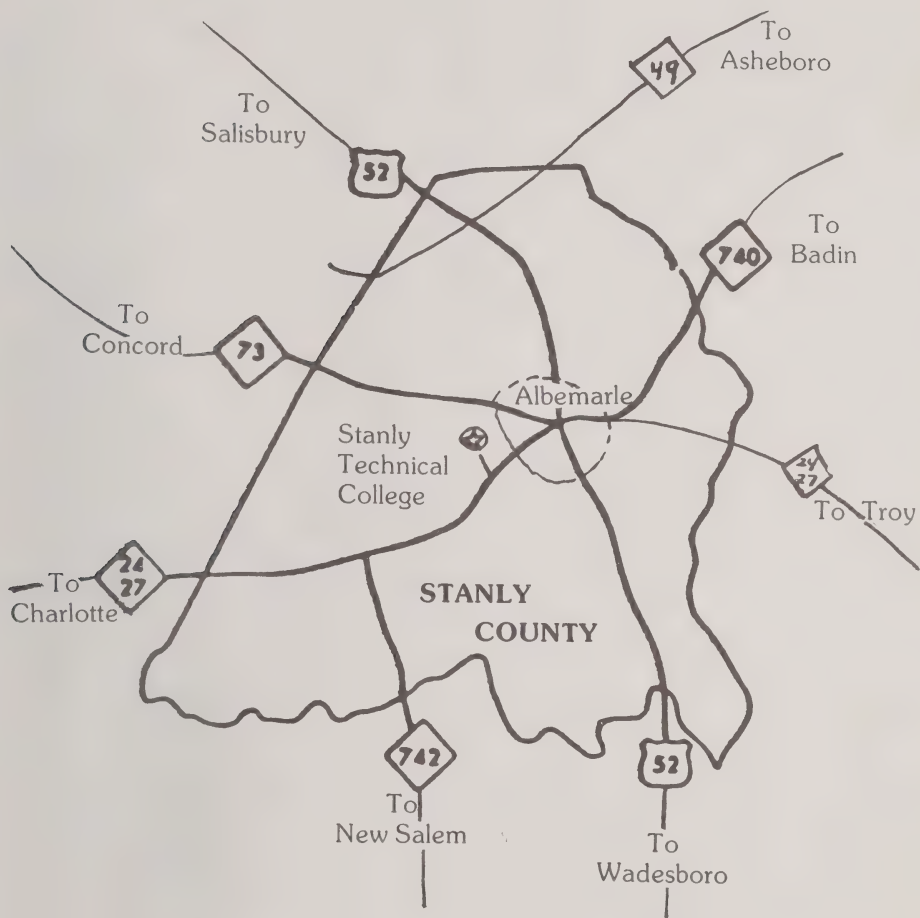
PEOPLE

Jim Yandle **Assistant to the President for
Public Affairs and Marketing**
A.B. Pfeiffer College

Virginia Yandle **Library Assistant**

Karen Yerby **Counselor**
B.S. Atlantic Christian College
M.A.Ed. East Carolina University





Stanly Technical College is located on Highway 24/27 two miles west of downtown Albemarle.



