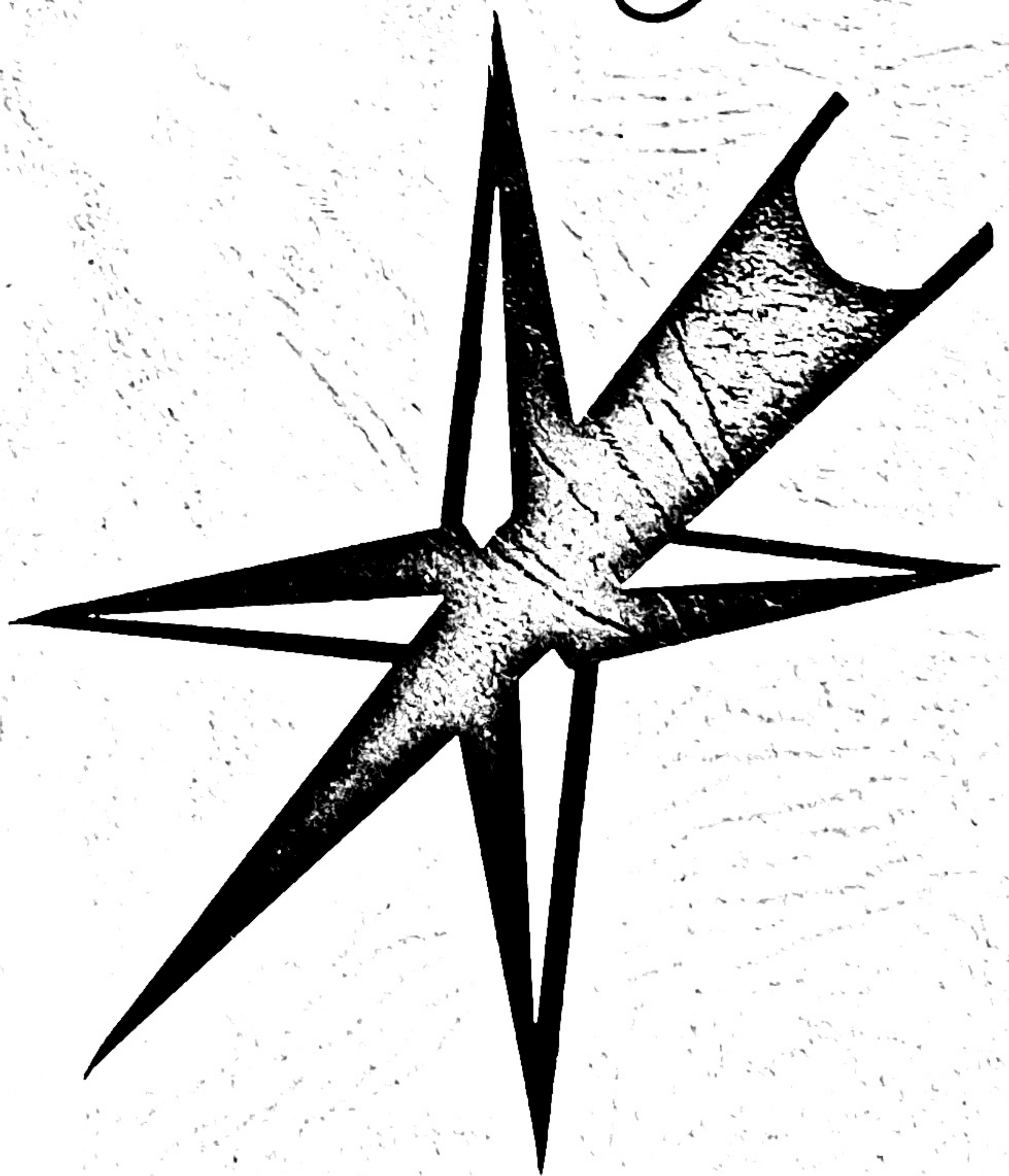


# SOUTHWESTERN TECHNICAL INSTITUTE

N  
PEN  
OOR

*N*



---

Catalog 1971-72

# **SOUTHWESTERN TECHNICAL INSTITUTE**

**SYLVA, NORTH CAROLINA 28779**

## **Catalog 1971-72**

**AN INSTITUTION**

**OF**

**THE NORTH CAROLINA DEPARTMENT OF COMMUNITY COLLEGES**







## **NOTE**

Southwestern Technical Institute issues this catalog for the purpose of furnishing prospective students and other interested persons with information about the institution and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the Institute or the State. Efforts will be made to keep changes to a minimum, but changes in policy by the State Board of Education, The Department of Community Colleges, or by local conditions may make some alterations in curriculums, fees, etc., necessary.

## **VISITORS**

Visitors, and especially prospective students, are always welcome at Southwestern Technical Institute, which is located on the Webster Road. Guide service for groups or individuals will be provided by the Director of Student Personnel on week days between 9:00 a.m. and 4:00 p.m. The school is open until 10:00 p.m., and individuals may visit at their convenience.



## FOREWORD

Southwestern Technical Institute is dedicated to the task of providing the educational training opportunities needed by any of the citizens within its service area. In addition, the institution pledges itself to help its students grow in the ability to contribute to society to their fullest potentialities.

Southwestern Technical Institute offers a variety of educational programs and training opportunities. These are available on campus and in the various communities within the service area. These programs are offered both during the day and in the evening. Each program is designed to meet specific needs of the young and old adults of Southwestern North Carolina.

E. E. Bryson

President

## TABLE OF CONTENTS

<b>SCHOOL CALENDAR</b>	<b>6</b>
<b>STATE BOARD OF EDUCATION, TRUSTEES</b>	<b>7</b>
<b>CURRICULUM ADVISORY COMMITTEES</b>	<b>8</b>
<b>ADMINISTRATIVE OFFICES</b>	<b>8</b>
<b>FACULTY</b>	<b>10</b>
<b>GENERAL INFORMATION</b>	<b>13</b>
Philosophy	15
Purpose	16
Objectives	17
Accreditation	17
History	18
Location	18
Library	18
Admission Requirements and Procedures	19
Student Services	21
Student Government	22
Student Financial Aid Program	22
Fees	25
Curricula, Degrees, Diplomas and Certificates	26
Grading System	27
Attendance Requirements	28
Graduation Requirements	28
<b>SCHOOL OF VOCATIONS</b>	<b>31</b>
Auto Body Repair	34
Automotive Mechanics	35
Child Care Worker	36
Cosmetology	37
Diesel Mechanics	38
Diesel Vehicle Maintenance	39
General Masonry	40
Industrial Electronics	41
Practical Nurse Education	42
Surveying	43
Light Construction	44
<b>SCHOOL OF TECHNOLOGIES</b>	<b>45</b>
Accounting	48
Business Administration	49
Commercial Art and Advertising Design	51
Executive Secretarial	52
General Office Technology	54
Legal Secretarial	55
Medical Secretarial	56
Recreation Technology	58
<b>ADULT EDUCATION AND COMMUNITY SERVICES</b>	<b>61</b>
General Information	63
Occupational Extension	64
General Adult Extension	65
Learning Laboratory	65
<b>COURSE DESCRIPTION</b>	<b>68</b>



# SCHOOL CALENDAR

1971-72

## FALL QUARTER

55 Days

Registration ..... Wednesday, September 8  
Classes Begin ..... Thursday, September 9  
Fall Quarter Ends ..... Wednesday, November 24  
Thanksgiving Holidays  
and Quarter Break ..... Thursday, November 25–  
Tuesday, November 30

## WINTER QUARTER

55 Days

Registration and Classes Begin ..... Wednesday, December 1  
Last Day Before Christmas Holidays ..... Friday, December 17  
Classes Resume ..... Monday, January 3  
Winter Quarter Ends ..... Tuesday, February 29

## SPRING QUARTER

55 Days

Registration and Classes Begin ..... Monday, March 13  
Last Day Before Easter Holidays ..... Thursday, March 30  
Classes Resume ..... Tuesday, April 4  
Spring Quarter Ends ..... Tuesday, May 30

## SUMMER QUARTER

55 Days

Registration and Classes begin ..... Wednesday, June 7  
Last Day Before Independence Day – Holiday .. Friday, June 30  
Classes Resume ..... Wednesday, July 5  
Summer Quarter Ends ..... Thursday, August 24  
GRADUATION ..... Thursday, August 24

# ADMINISTRATION

## STATE BOARD OF EDUCATION

Robert W. Scott \_\_\_\_\_ Governor  
H. P. Taylor \_\_\_\_\_ Lieutenant Governor  
Edwin Gill \_\_\_\_\_ State Treasurer  
Dr. A. Craig Phillips \_\_\_\_\_ State Supt. of Public Instruction,  
Secretary  
W. Dallas Herring \_\_\_\_\_ Rose Hill, Chairman  
J. A. Pritchett \_\_\_\_\_ Windsor, Vice-Chairman  
R. Barton Hayes \_\_\_\_\_ Hudson  
Charles E. Jordan \_\_\_\_\_ Durham  
Mrs. Eldineiss F. Lockey \_\_\_\_\_ Aberdeen  
William R. Lybrook \_\_\_\_\_ Winston-Salem  
John M. Reynolds \_\_\_\_\_ Asheville  
Harold L. Trigg \_\_\_\_\_ Greensboro  
W. S. Williams, Jr. \_\_\_\_\_ Middlesex

## STATE STAFF

I. E. Ready \_\_\_\_\_ Director, Department of Community Colleges  
A. J. Bevacqua \_\_\_\_\_ Director,  
Division of Occupational Education

## BOARD OF TRUSTEES

James B. Childress \_\_\_\_\_ Sylva  
W. B. Dillard \_\_\_\_\_ Sylva  
Paul Ellis, Chairman \_\_\_\_\_ Sylva  
Paul Holt, Jr. \_\_\_\_\_ Sylva  
Walter Jackson \_\_\_\_\_ Cherokee  
Oscar Ledford \_\_\_\_\_ Franklin  
Bruce MacMurray \_\_\_\_\_ Franklin  
Odell Shuler \_\_\_\_\_ Bryson City  
Charles S. Slagle \_\_\_\_\_ Franklin  
Carl Stanford \_\_\_\_\_ Sylva  
George J. Stewart \_\_\_\_\_ Cashiers  
John Wikle \_\_\_\_\_ Bryson City



## CURRICULUM ADVISORY COMMITTEES

### Automotive Mechanics

Sammy Cogdill  
John Cope

J. D. Reece  
Reid Womack

### Business

James Childress  
Bruce MacMurray

Dr. Eugene Vosecky  
Frances Winstead

### Cosmetology

Cathie Hooper  
Barbara Lewis  
Freda Queen

Eunice Skidmore  
Ruth Whitaker

### Commercial Art and Advertising Design

Carmen Allison  
James A. Gray  
Dorothy Parris

Jim Smith  
Charles Taylor

### Industrial Electronics

J. Y. Burnette  
J. E. Corbin  
M. L. Hook

Dr. Rodney Leftwich  
Howard A. Warren

### Masonry

W. B. Dillard

Dan Hooper

### Practical Nurse Education

Rev. Robert Clegg  
Dr. P. E. Dewees  
Helen A. Hooper  
Mrs. T. A. Fuller

Mrs. Charles Middleton  
Don C. Morgan  
Dr. Creighton Sossomon  
Mrs. Robert Thutt

## ADMINISTRATIVE OFFICES

### PRESIDENT

Edward E. Bryson ..... President  
B.S., M.A., Western Carolina University  
Betty Arbaugh ..... Secretary

### CURRICULUM INSTRUCTION

Joel M. Freeman ..... Occupational Education Director  
B.S., M.A., Western Carolina University  
W. Bruce Wike ..... Counselor/Acting Evening Director  
B.S., Western Carolina University  
Kathleen Coggins ..... Secretary



## EXTENSION

Grady W. Corbin ..... Extension Director  
B.S., Western Carolina University  
David A. McClure ..... Adult Education Director  
B.S., Western Carolina University,  
University of Tennessee  
Gladys Childers ..... Secretary-Bookkeeper  
Audrey Cox ..... Secretary

## LEARNING RESOURCE CENTER

Dorris Beck ..... Director  
B.S., Graduate Study, Western Carolina University  
Nelda Mills ..... Assistant Librarian  
B.S., Graduate Study, Western Carolina University  
Joyce Keener ..... Library Aide

## LEARNING LABORATORY

Rebecca R. Walker ..... Coordinator  
A.B., M.A., Western Carolina University

## SPECIAL PROGRAMS

Jake Hyatt ..... Operation Handi Director  
B.S. Western Carolina University,  
M.S.S.W., University of Tennessee  
Sibyl M. Reed ..... Developmental Studies Coordinator  
B.S., M.A., Western Carolina University

## STUDENT SERVICES

Richard O. Wilson ..... Student Services Director  
B.S., M.A., Western Carolina University  
Martha L. Robinson ..... Secretary  
Charles W. Graham, Jr. ..... Counselor  
B.S., M.A., Western Carolina University

## BUSINESS MANAGER

John Winifred Ashe ..... Business Manager  
B.S., M.A., Western Carolina University  
Peggy Gates ..... Statistician and Equipment Coordinator  
Evelyn J. Southard ..... Bookkeeper  
Joan Poindexter ..... Secretary-Cashier

## AREA CONSULTANTS

W. Barton Cope ..... Firemanship Coordinator  
Claude D. Davis ..... Law Enforcement Coordinator



## FACULTY

- Clarence Brown ..... Auto Mechanics  
General Motors Training Center; Massey Technical Institute;  
U. S. Army Maintenance School
- Madge L. Bryson ..... Cosmetology  
Asheville Beauty School; State College School of Beauty,  
Detroit, Mich.; Revlon, Clairol, Lo'real, N. Y. N. Y.; Mitchell's  
Hairstyling Academy, Raleigh, N. C.
- Pat T. Ferrell ..... Commercial Art  
B.A. Southeastern Louisiana College; Graduate Study, East  
Carolina University
- Phyllis Y. Hart ..... Business  
B.S., Western Carolina University; East Tennessee State  
University; East Carolina University; Graduate Study, Western  
Carolina University
- Lillian Hirt ..... Related Subjects  
A.B. Western Carolina
- John House ..... Commercial Art  
B.F.A., Auburn University
- Roy Kennedy ..... Plumbing  
Polk Co. Ed. Institute; Palm Beach County Vocational School;  
Plumbing Trade; Purdue University
- Mozelle Liner ..... Practical Nursing Education  
B.S.N. Emory University; N. C. Baptist Hospital
- Joy A. McCollum ..... Business  
B.A., Western Carolina University
- James E. Searcy ..... Related Subjects  
B.S. Western Carolina University; Graduate Study, Western  
Carolina University
- Sheridan Smith ..... Business  
B.A., Western Carolina University
- John Rex Woodson ..... Industrial Electronics  
Philco Training Schools; Western Carolina University;  
University of Tennessee; holds First Class-Telephone  
Operator's License

## PART-TIME CURRICULUM FACULTY

- Ray E. Bennett ..... Welding  
Naval Welding Schools
- Stanley Bennett ..... Aviation  
B.S., Erskine College; USAF Pilot Training
- Guy Buchanan ..... Masonry
- Kent Coward ..... Boundary Control  
Monteith, Coward, and Coward Attorneys
- Col. T. A. Fuller ..... Land Surveying  
B.S., Texas A.&M.
- Amy Higgins ..... Learning Laboratory  
B.A., Converse College
- Judith McConnell ..... Typing  
B.S., Western Carolina University



Charles Queen ..... Residential Wiring  
 Queen Electric Company  
 Margie Russell ..... Learning Laboratory  
 B.A., Western Carolina University  
 Joe Sellers ..... Typing  
 B.S., M.A., Western Carolina University  
 Jack Williams ..... Learning Laboratory  
 B.A., Lenoir Rhyne College, Graduate Study Western Carolina  
 University.

## EXTENSION INSTRUCTORS

Lois Alexander	Mary Lou Kehle
Newman Arneach	Phil McCollum
Sally Baker	Claude McConnell
Sam Beck	Allen McKinnon
P. R. Bennett	Lonnie Maney
Molly Blankenship	Bobby Marr
Glenn Blanton	Elsie Martin
Floyd Bowman	Jack Mashburn
Dr. El Boyadi	Sybil Massie
Elizabeth Boys	James Maxey
Bonnie Brady	Jim. Messer
Earl W. Brinkman	Frances Metcalf
Jim Brinkman	James Milks
Cordelia Cabe	Geneva Myers
Alvin Chiltoskey	Vera Myers
Mary Chiltoskey	Lorraine Ordway
Joyce Clayton	Dewey Owle
Jean Cooper	Harry Pangle
Kenneth Cope	Tom Parker
Genevieve Cross	Libb Patton
Mildred Davis	Jack H. Powell
Orene DeBoard	Dave Pruett
Melba Dillard	Ethel Puls
Maude Drake	Ethel Mae Ramsey
Kathryn Dunlap	Frank Ramsey
Harold Elliott	Jimmie Reed
Gloria Evans	Kate Reed
James Fleetwood	Sue L. Reese
David Fox	Louise Sandlin
Bob Fulton	Weaver Shope
Docia Garrett	Billy Shuffer
Lucy George	David Simpson
Harrison Gilliland	Linda Simpson
Earle Greer	Dee Smith
Sue Hall	Boyd Sossaman
Evelyn Hensley	Jean Sutton
Steadman Hines	LeRoy Sweeney
Helena Hoffman	Bill Tatham
Jim Holland	Betty Warstler
Ralph Hooper	Geneva Wilson
L. C. Howard	Carol Wood
Betty Jones	Edgar Wood
Lola Jones	Wilma Zoellner



## ADULT BASIC EDUCATION INSTRUCTORS

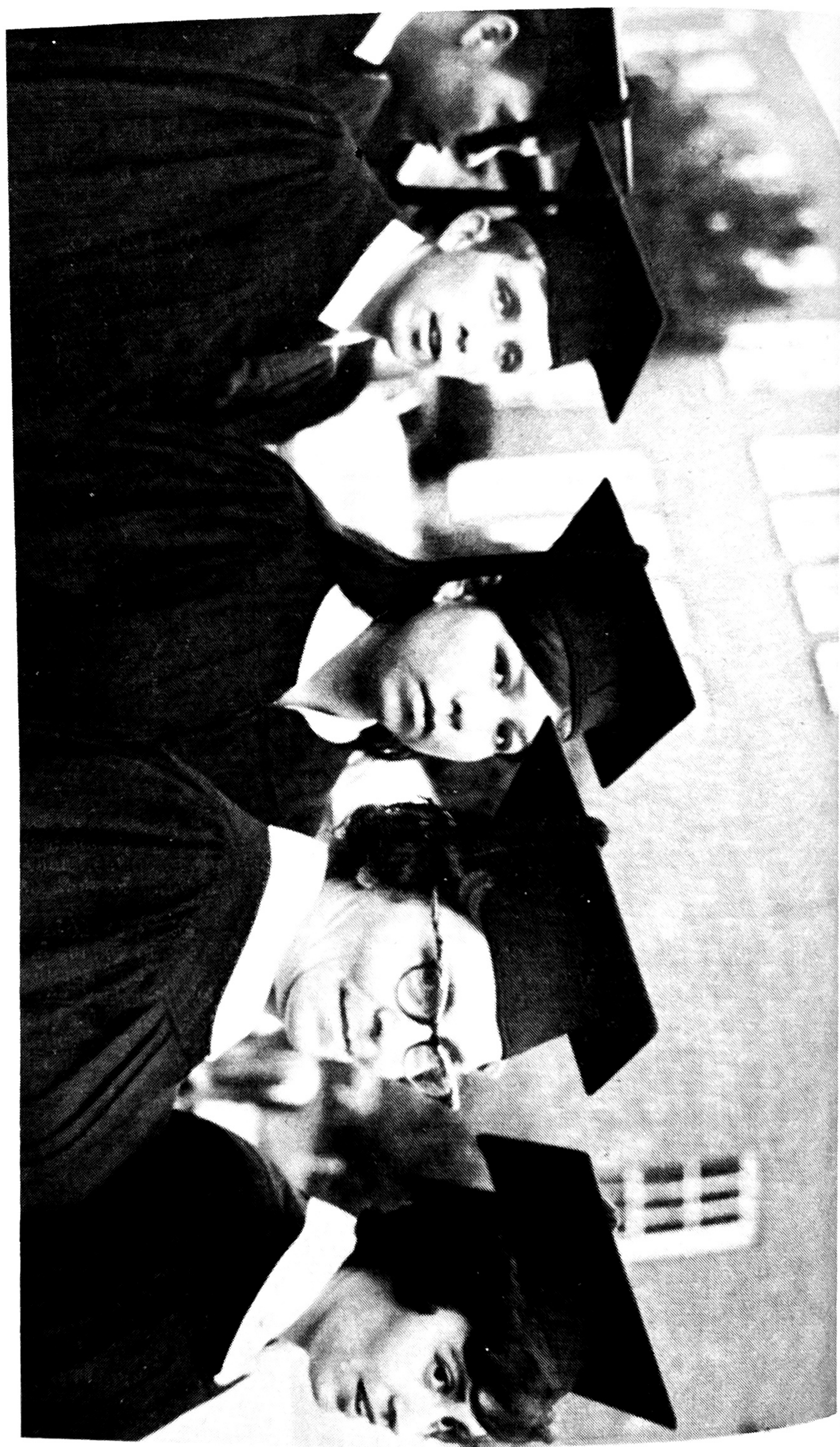
Larry Beck  
JoElla Bennett  
Louise Brendle  
Bertha Bryson  
JoAnne Bryson  
Croft Denny  
Esther Disbrow  
Merle Dryman  
Patsy Early  
Grace Earls  
Carmen Farley  
Docia Garrett

Veva Howard  
Elsie Knight  
Ruby Little  
Rebakah May  
Carolyn Moore  
Ed Sharpe  
Weaver Shope  
Gertrude Smith  
Jean Swan  
Corena West  
Everett White



# General Information







# GENERAL INFORMATION

## Philosophy

The philosophy of the open door institution has been stated by Dr. Dallas Herring, Chairman of the State Board of Education, as follows:

"The only valid philosophy for North Carolina is the philosophy of total education: a belief in the incomparable worth of all human beings, whose claims upon the State are equal before the law and equal before the bar of public opinion; whose talents (however great or however limited or however different from the traditional), the state needs and must develop to the fullest possible degree.

That is why the doors to the institutions in North Carolina's system of community colleges must never be closed to anyone of suitable age who can learn what they teach. We must take the people where they are and carry them as far as they can go within the assigned function of the system.

If they cannot read, then we will simply teach them to read and make them proud of their achievement. If they did not finish high school, but have a mind to do it, then we will offer them a high school education at a time and in a place convenient to them and at a price within their reach.

If their talent is technical or vocational, then we will simply offer them instruction, whatever the field, however complex or however simple, that will provide them with the knowledge and the skill they can sell in the marketplace of our state, and thereby contribute to its scientific and industrial growth.

If their needs are in the great tradition of liberal education then we will simply provide them the instruction, extending through two years of standard college work, which will enable them to go to the University or senior college and on into life in numbers unheard of in North Carolina. If their needs are for cultural advancement, intellectual growth or civic understanding, then we will simply make available to them the wisdom of the ages and the enlightenment of our times and help them on to maturity."

---

PROCEEDINGS . . . An Orientation Conference . . . Community Colleges, Technical Institutes, Industrial Education Centers; June 7-8, 1964, Chapel Hill, N. C.



The State Board of Education adopted the following policy statement relative to the role of the open door institution:

"The Community College System has been established to fill an educational opportunity gap between the high schools and the four-year colleges and the university system. The filling of this gap requires open door admission of both high school graduates and of others who are eighteen years old or older but are not high school graduates. The provision of educational opportunity for this broad range of student ability and needs requires a broad range of curriculum offerings, including college level, high school level, and for some, elementary level studies.

The carrying out of this responsibility assigns a unique role to the institutions in the Community College System, which role is fundamentally different from the more selective role traditionally assigned to four-year colleges and universities. Because of this, for a community college to aspire to become a four-year college would not represent normal growth, but would destroy the community college role and replace it with an entirely different type of institution.

The State Board of Education is completely committed to maintaining the unique, comprehensive role of the institutions in the Community College System, and is opposed to any consideration of a community college as an embryonic four-year college."

---

<sup>2</sup>Loc. cit.

## PURPOSE

As defined in the General Statutes of North Carolina, a "technical institute" is an educational institution dedicated to the educational needs of the particular area which it serves. It has the responsibility of offering vocational programs, technical programs, and general adult courses to any young person or adult in the area.

The purpose of Southwestern Technical Institute is the keeping with the idea that the most meaningful knowledge is that which can be put to productive use.

Our aims reflect a firm philosophy that education should equip every individual, within his capacities, with the competence to attain his economic, social, intellectual, and spiritual goals. Physical and mental skills will be developed so that each student will be able to contribute significantly to society. In addition to skills and knowledge, the curriculum offers exploration into the humanities to help students toward understanding of their responsibilities of citizenship.



# Objectives

In keeping with these general purposes, the Board of Trustees, the faculty, and the administrative staff have adopted the following specific objectives:

1. To provide expanded educational opportunities for young people and adults who would not continue their education otherwise.
2. To provide relatively inexpensive, nearby educational opportunities for high school graduates, school dropouts, and adults.
3. To provide two-year technical programs, preparing individuals for employment as technicians.
4. To provide vocational programs, preparing individuals for employment in trades.
5. To provide programs of vocational education for employed adults who need training or re-training, or who can profit from the program otherwise.
6. To provide suitable courses for individuals who wish to further their education and enrich their lives.
7. To offer testing, guidance and counseling services to students, as well as to any person in the area who has need of such service.

## ACCREDITATION

Southwestern Technical Institute is an institution of the North Carolina Department of Community Colleges. It is currently accredited by the North Carolina State Board of Education. In addition, it has been fully approved by the Veteran's Administration as well as the North Carolina Department of Vocational Rehabilitation.

Personnel at the Institute are presently engaged in self-study aimed at early recognition and accreditation by the Southern Association of Schools and Colleges.



## **HISTORY**

Under the Community College Act passed in 1963 by the North Carolina General Assembly, a system of comprehensive community colleges, technical institutes, and industrial education centers was created to operate under the State Board of Education.

Southwestern Technical Institute was founded in 1964 as an area educational institution within the system of community colleges of North Carolina. Jackson, Swain, and Macon counties make up the primary service area of this institution.

From the time of its creation in 1964 to January 1, 1968, it was part of Asheville-Buncombe Technical Institute. On January 1, 1968, the school became an independent institution and was renamed Southwestern Technical Institute.

## **LOCATION**

Southwestern Technical Institute is located 2 miles south of Sylva off the Webster road near the 14th Division, State Highway Commission offices.

Situated on a beautiful hill in the midst of a 23 acre tract of land with spectacular scenery in all directions, the Institute is 5 miles from the Western Carolina University campus and only 20 miles from the Cherokee Indian Reservation and Great Smoky Mountains National Park. Franklin is 20 miles to the west. Cashiers-Highlands is 30 miles south, and the Blue Ridge Parkway is only 12 miles away.

## **THE LIBRARY**

The library has a growing collection of books and materials which are primarily scientific and technical. The reference collection contains encyclopedias, many specialized dictionaries, and handbooks. In addition to housing the book collection the library receives more than 175 magazines and periodicals and several newspapers.

The library also provides other materials such as pamphlets and clippings. Included in the library collection are bound volumes and microfilm of several periodicals.

Library services are directed by a professional librarian. The Library is open from 8:00 a.m. to 9:00 p.m., Monday through Thursday and from 8:00 a.m. to 5:00 p.m. on Friday. The library is open to persons in business, industry, and the community.

All students are encouraged to make maximum use of the library.



# **The Open Door Policy**

Any person who is 18 years old or older, whether he is a high school graduate or not, can find an educational opportunity fitted to his ability and his needs at Southwestern Technical Institute. In some instances 16 year olds may be enrolled.

## **Admission Requirements and Procedures**

### **General Procedures**

Specific admission requirements are dependent on the curriculum or course to be taken. The requirements for the associate degree programs are naturally higher than for other programs.

An applicant may not be accepted directly into a curriculum program unless minimum standards are met. Deficiencies of a basic subject nature may be overcome by specific scheduled time in the Learning Laboratory or by pre-curriculum classes which are offered.

### **Specific Procedures**

Each applicant must complete the following steps in order to enter a pre-employment technical or vocational program.

1. Complete and submit the standard application and health forms. These forms are available from high school counselors or from Southwestern Technical Institute, Student Services Office.
2. Complete a battery of tests administered by the Institute or complete the General Aptitude Test Battery administered by the North Carolina Employment Security Commission and have the scores forwarded to the school.
3. Submit a final transcript of high school and post-high school education to the Institute.
4. Arrange a personal interview with the Director of Student Services or the counselor (students entering A. A. S. degree programs must have an interview with the head of the department).
5. Provide evidence of acceptable physical and mental health, if deemed necessary. (A medical examination may be required at the discretion of the Administration).

Upon receipt of the above information, data is thoroughly reviewed. If success appears possible and probable, based upon (1) minimum aptitude test scores, (2) sufficient and compatible educational requirements, the applicant is admitted to a selected course of study.



## **Technical Programs**

Requirements for admission to a regular two-year technical program include the items listed under SPECIFIC PROCEDURES. In addition, preference is given the applicant who is a high school graduate (or who has obtained a North Carolina High School Equivalency Certificate).

## **Trade Programs**

Requirements for admission to vocational and trade programs include the qualifications listed under the SPECIFIC PROCEDURES.

Practical Nurse Education applicants must be high school graduates or must have passed the North Carolina High School Equivalency Test.

## **Transfer**

Southwestern Technical Institute will accept credits from all institutions within the Department of Community Colleges as well as from other accredited colleges, technical institutes, and vocational schools. Only course grades of C or better will be accepted and such courses must be comparable to the content of Southwestern Technical Institute courses.

## **Auditing**

By special permission, an applicant may be admitted to certain courses as an auditor. Such students receive no credit for the course(s). Auditors will be expected to attend classes and participate in the same manner as credit students. Fees for auditing students will be identical to those charged to regular students.

## **Notification Of Acceptance**

Qualified applicants for each program will be accepted as admissions procedures are completed on a first-come, first-served basis. Prospective students will be notified of their acceptance immediately after all required information is received.

## **Foreign Students**

The Institute is authorized under Federal law to enroll non-immigrant alien students. Students enrolling under this classification will be treated as nonresident with respect to tuition and fees. An immigrant alien is subject to the same considerations as a citizen.



# **Student Services**

Student Services are a distinct and vitally important aspect in the development, administration, operation, and future planning of Southwestern Technical Institute. Such services are provided primarily to serve the student effectively.

A definite program of service is offered to assist the student in selecting, entering, progressing within, and completing a program of study. In addition, the individual is provided numerous opportunities for personal development and social growth through a variety of planned activities.

## **Testing**

The Institute provides an extensive program of aptitude, achievement, and individual testing at the school.

## **Counseling**

Southwestern Technical Institute provides a professional, competent counseling program. The purpose of this program is to assist students in solving academic, vocational, personal, and socio-economic problems. It is felt that this service is most valuable when requested by the students. Therefore, students needing assistance should contact the Student Services Office.

## **Housing**

Southwestern Technical Institute was established to serve students within the commuting distance of the campus. Thus, Southwestern Technical Institute has no dormitory or housing facilities on campus. Although the Institute assumes no responsibility for housing, assistance will be provided for out-of-town students in locating suitable living accommodations if requested through the Student Services Office.

## **Orientation**

All students enrolling in the fall quarter participate in student orientation. This program is designed to acquaint students with Southwestern Technical Institute's policies, environment, courses, philosophy, staff and other students. Assemblies, open discussions, lectures, and student handbooks help prepare the student for beginning studies at Southwestern Technical Institute.

## **Placement**

Assistance in locating employment is available to all Southwestern Technical Institute students and graduates. Qualified students are referred to employers contacting the Institute, and the school provides facilities for employers desiring on-campus interviews.



## **Student Government**

Students at Southwestern Technical Institute have the opportunity to participate in Student Government through the Student Government Association.

Copies of the Student Government Constitution are available through the Student Personnel Office.

## **STUDENT FINANCIAL AID PROGRAM**

Student financial assistance in the form of low interest loans, grants, scholarships, and part-time employment is available to students who apply and qualify for the various aid programs.

Generally aid is provided on a "needs" basis to persons who qualify.

Inquiries about aid and requests for appropriate application forms should be directed to the Student Financial Aid Officer, Southwestern Technical Institute, P. O. Box 95, Sylva, N. C. 28779.

## **College Work-Study Program**

The purpose of the College Work-Study Program is to expand part-time employment opportunities for students, particularly those from low-income families who are in need of the earnings from part-time employment in order to pursue a course of study at an institution of higher education. Federal grants are made to institutions of higher education to enable them to create job opportunities for their eligible students. The institution may arrange for the employment of its eligible students in work for the institution and/or work in the public interest for a public or private non profit organization.

The Federal Government currently provides 80 per cent of student earnings. Participating colleges and universities arrange for the other 20 per cent. They are also responsible for selecting the students who receive jobs.

## **National Defense Student Loans**

The National Defense Education Act of 1958 affirms that "we must increase our efforts to identify and educate more of the talent of our Nation. This requires programs that will give assurance that no student of ability will be denied an opportunity for higher education because of financial need." In pursuance of that objective, Title II of the act provides for establishment at institutions of higher education of National Defense Student Loan Funds for the purpose of making long-term, low interest loans to qualified students in need of financial assistance to pursue a course of study on at least a half-time basis at such institutions. The program of study includes loan cancellation provisions designed to attract superior students to the teaching profession for service at all academic levels.

The Federal Government provides 90 per cent of each student loan. Participating colleges and universities provide the other 10 per cent. They are also responsible for determining which student will receive loans, and establishing the size of each loan.



## **COLLEGE FOUNDATION INCORPORATED LOAN FUND**

Legal residents of North Carolina who are enrolled or have been accepted for enrollment in an eligible college, university, technical or vocational school in a full-time undergraduate program are eligible to apply. Applicants must meet certain academic requirements as related to their course of study and must provide proof of financial need. Students in good standing may reapply each year that additional funds are needed.

Students may request loans up to \$1,500 per academic year, but they may not borrow more than \$6,000 during four years of undergraduate study. The interest rate is 1 per cent while in school, during the grace period, and extension periods. The interest rate is 6 per cent during the repayment period.

## **NORTH CAROLINA STATE BOARD OF EDUCATION STUDENT LOAN FUND**

Full-time students enrolled in a vocational or technical program in an institution under the North Carolina Department of Community Colleges.

A maximum of \$300 per year may be borrowed.

### **Educational Opportunity Grants**

The purpose of the program is to provide Educational Opportunity Grants to students of exceptional financial need, who, for the lack of financial means of their own or of their families, would be unable to enter or to remain in institutions of higher education participating in the program. The Educational Opportunity Grants Program was established by Title IV, Part A, of the Higher Education Act of 1965. (Public Law 89-329)

The Federal Government provides the funds for each EOG. Participating institutions are responsible for selecting the students to receive EOGs and establishing the amount they will need.

## **OTHER AID PROGRAMS**

### **Nursing Scholarships**

C. J. Harris Community Hospital Auxiliary and McClure Foundation award scholarships to eligible nursing students.

These awards are based upon scholarship, need, and recommendations.



## **Veterans Administration**

Eligible persons may receive education benefits under the G. I. Bill or the War Orphans Plan. Recently the law was passed that wives of disabled veterans may attend school on the G. I. Bill.

## **Moody Funeral Home**

A two-year business tuition scholarship is available through Moody Funeral Home of Sylva, North Carolina. Applicants must be graduates of high schools in Jackson County.

## **North Carolina Division of Rehabilitation**

The institute is approved for the training and education of personnel who qualify under the provisions of the North Carolina Division of Vocational Rehabilitation, Department of Public Instruction.

## **Art Scholarship**

Southwestern Technical Institute offers four scholarships each year to the four top contestants in the annual Commercial Art contest sponsored by the school.

## **Social Security Administration**

Eligible persons may receive educational benefits from the Social Security Administration if the head of the household is over 62 and retired or disabled.

## **Bureau of Indian Affairs**

Educational assistance is provided to the Cherokee Indians through the Bureau of Indian Affairs, Cherokee, North Carolina.

## **Suzanne M. Davis**

Low interest loans are available to Cherokee Indians through the Suzanne M. Davis Loan Fund administered through the Historical Association, Cherokee, North Carolina.

## **EMERGENCY LOAN FUND**

A limited amount of money is available to certain qualified students in the form of emergency loans.



# Fees

## TUITION PER QUARTER

Full-Time Student .....	\$32.00
Part-Time Student (Per quarter credit hour) .....	\$ 2.50

## GRADUATION

Vocational .....	\$12.00
Technical .....	\$14.00

ACTIVITY (per year) .....	\$ 3.00
---------------------------	---------

INSURANCE (per year) .....	\$ 2.25
----------------------------	---------

\*This fee is to be paid when the student registers for his last quarter of work prior to graduation.

In addition to the above fees, students in Cosmetology and Practical Nursing are required to pay an additional insurance fee and to purchase uniforms. Cosmetology students must purchase a cosmetology kit. Students in Automotive Mechanics will be required to purchase necessary tools.

Inasmuch as costs are so inexpensive, the Institution does not provide for the installment payment of fees and charges.

No registration or tuition fees are charged students enrolling in Adult Education, Extension, Firemanship or other special classes. Small charges in some instances, however, may be made for instructional materials and/or textbooks required in these classes.

### Non-Resident Fees

Any student whose legal residence is outside North Carolina, or, in the case of students who are boarding or living with relatives in the community, whose parents or guardians live outside the state, will pay tuition fees two and one-half times the resident rate.

Any student entering North Carolina for the specific purpose of enrolling in this institution shall be identified as a non-resident for the entire time that he is enrolled, even though he may purchase property, pay taxes, and vote in the regular public elections.

## Refunds

Tuition refund for students shall not be made unless the student is, in the judgment of the Institution, compelled to withdraw for unavoidable reasons. In such cases, two-thirds (2/3) of the student's tuition may be refunded if the student officially withdraws within ten (10) calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuitions of five dollars (\$5.00) or less, unless a course or curriculum fails to materialize.

In order to comply with federal regulations in institutions not regionally accredited, the State Board authorized modifications of the tuition refund policy so that veterans or war orphans receiving benefits under U. S. Code, Title 38, Chapters 33 and 35, can be refunded the pro rata portion of the tuition fee not used up at the time of withdrawal of such students.



# **POLICY STATEMENT**

## **TIME DUE, DEFERRED PAYMENT, AND OBLIGATION TOWARD TUITION AND FEES**

Tuition and fees are due and payable at the time of the student's registration. No student will be permitted to graduate or register for a new quarter if he has an unpaid balance due or an account from any previous quarter unless payment of such an outstanding balance has been guaranteed in writing by a financially responsible person or organization.

Any student experiencing special difficulties may make special arrangements with the business manager by following the above procedure.

In the event a student completes registration and withdraws before paying the appropriate fees and tuition, the institution will make three attempts during the current year by letter and personal contact to collect these funds. If the institution is unsuccessful, the account will be turned over to the North Carolina Attorney General's office for disposition.

## **Textbooks**

All curriculum students will be expected to purchase adopted textbooks in all courses. These textbooks will be sold at less than retail price to students. Every effort will be made to keep the quarterly price of all textbooks between \$15 and \$30.

Recommended textbooks are to be purchased at the beginning of the quarter in which they are to be used. Textbooks used in any one quarter must be purchased by the end of the second week of classes of that particular quarter.

## **Curricula Degrees, Diplomas and Certificates**

### **Degree Program Defined**

Southwestern Technical Institute will confer an Associate of Applied Science degree in the name of the State Board of Education in all technical curricula. A state comprehensive examination may be required before graduation in any technical curricula.

### **Diploma Program Defined**

Southwestern Technical Institute will grant diplomas in the name of the Southwestern Technical Institute Board of Trustees upon successful completion of any vocational level curricula four quarters in length (or the part-time equivalency). A state comprehensive examination may be required before graduation in any vocational level curricula.



## Certificate Program Defined

Certificates will be issued in the name of Southwestern Technical Institute to students who successfully complete curricula less than four full quarters in length.

## Grading System

Grades will be issued at midterm and at the end of the term. Students will be graded on the acquirement of technical skills, ability to work under supervision, initiative, and the ability to apply related information.

Students enrolled in any curriculum will be graded by the following system:

A	93-100	Excellent
B	86-92	Above Average
C	75-85	Passing or Average
I	Incomplete	
WP	Withdrawal Passing — Student doing passing work at the time of withdrawal.	
WI	Withdrawal Incomplete — Student doing failing work at the time of withdrawal.	

Any student who receives an incomplete may choose to negotiate a written contract with the instructor involved, or he may choose to let the incomplete stand and have a grade of withdrawal incomplete (WI) entered on his permanent record. Contracts negotiated between the student and the instructor will specify a definite completion date for the requirements in addition to the types of activities set forth by the instructor to help the student achieve the minimum objectives of the course. At the option of the instructor, the contracts may include: general education courses; individualized programs, including reading, term papers, projects; and other innovative ideas which help the student achieve the minimum objectives of the course. If the student does not complete the minimum objectives in the time negotiated in the contract, the student is dropped from the course.

A student, who receives an I in a course which is pre-requisite to another course, has the responsibility of obtaining the written permission of the instructor in which the I was received and the instructor of the course in which the student desires to enroll.

## Quality Points

At the end of each quarter quality points are assigned in accordance with the following formula: (The minimum quality point ratio for graduation is 2.00 or an average grade of C.)

A—4 quality points per credit hour



B—3 quality points per credit hour  
C—2 quality points per credit hour

Grades of I (Incomplete), WP (Withdrawal Passing),  
and WI (Withdrawal Incomplete) carry no quality points.

Quality point ratios are determined by dividing the total number of quality points earned by the number of (credit) hours attempted (per quarter) in all courses.

## **Honor Roll**

Students who acquire a quality point ratio of 3.00 or higher at the end of a quarter will be named to the Honor Roll.

## **Attendance Requirements**

All students are expected to be present and regular in attendance for all scheduled classes and school functions. Absences will be considered justified and excusable only in cases of emergencies, serious illness, or death in the immediate family.

Any work missed because of excused absences must be made up.



# **Student Conduct**

Students of Southwestern Technical Institute will be expected to conduct themselves at all times as mature adults. Students who do not respect the rights and privileges and personal property of other students and who fail to demonstrate a high regard for school facilities and property will be subject to dismissal.

## **STUDENT LOUNGES**

For the convenience of students and faculty, each building provides a refreshment and lounge area equipped with a variety of modern vending machines. Food and drinks may not be carried into a classroom, shop or laboratory.

## **CHANGE OF SCHEDULE**

Changes in class schedule after registration may be made only with the approval of the Department Head and the Student Services Director. The last day that courses may be dropped or added will be no later than the tenth class day after the beginning of each quarter.

## **Graduation Requirements**

Although Southwestern Technical Institute provides counseling services, the student will be held responsible for fulfilling all requirements for the degree or diploma for which he is registered. It is also the student's responsibility to apply officially to the Student Services Office for his degree or diploma at the beginning of the last quarter the student is enrolled. The \$12.00 or \$14.00 graduation fee must accompany the application.

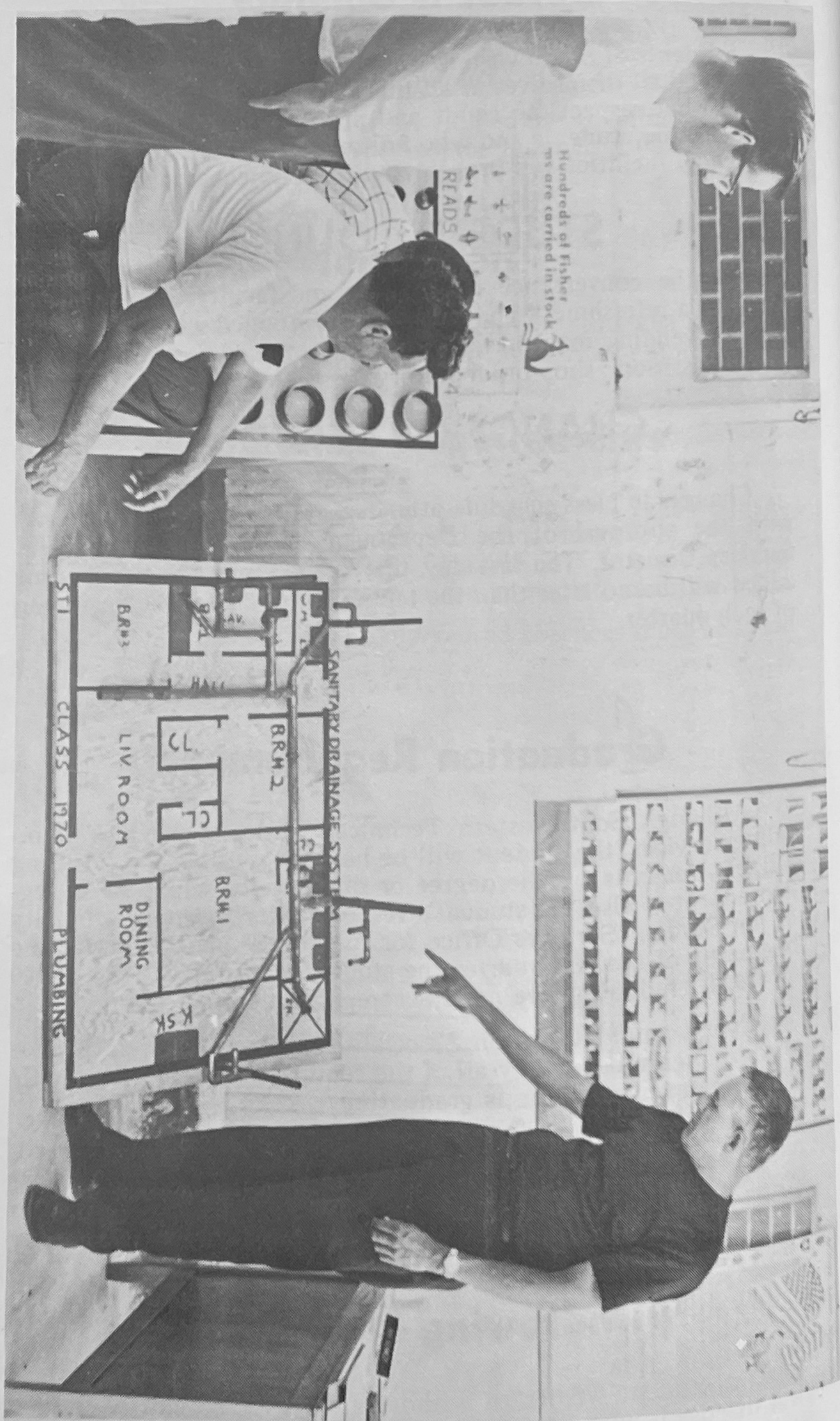
Every candidate for an Associate Degree in Applied Science or a diploma must satisfy all of the requirements for the specific program from which he is graduating.

Candidates for graduation are required to participate in graduation exercises in order to receive their degree or diploma. Exceptions to this requirement may be made if justifiable reasons are presented in writing to the Student Services Office.

## **Withdrawing From School**

If a student wishes to withdraw for any reason, he should first discuss it with his advisor; second, report his decision to the Student Services Office; third, obtain a clearance form that will be signed by each subject instructor, including the librarian and the business office.

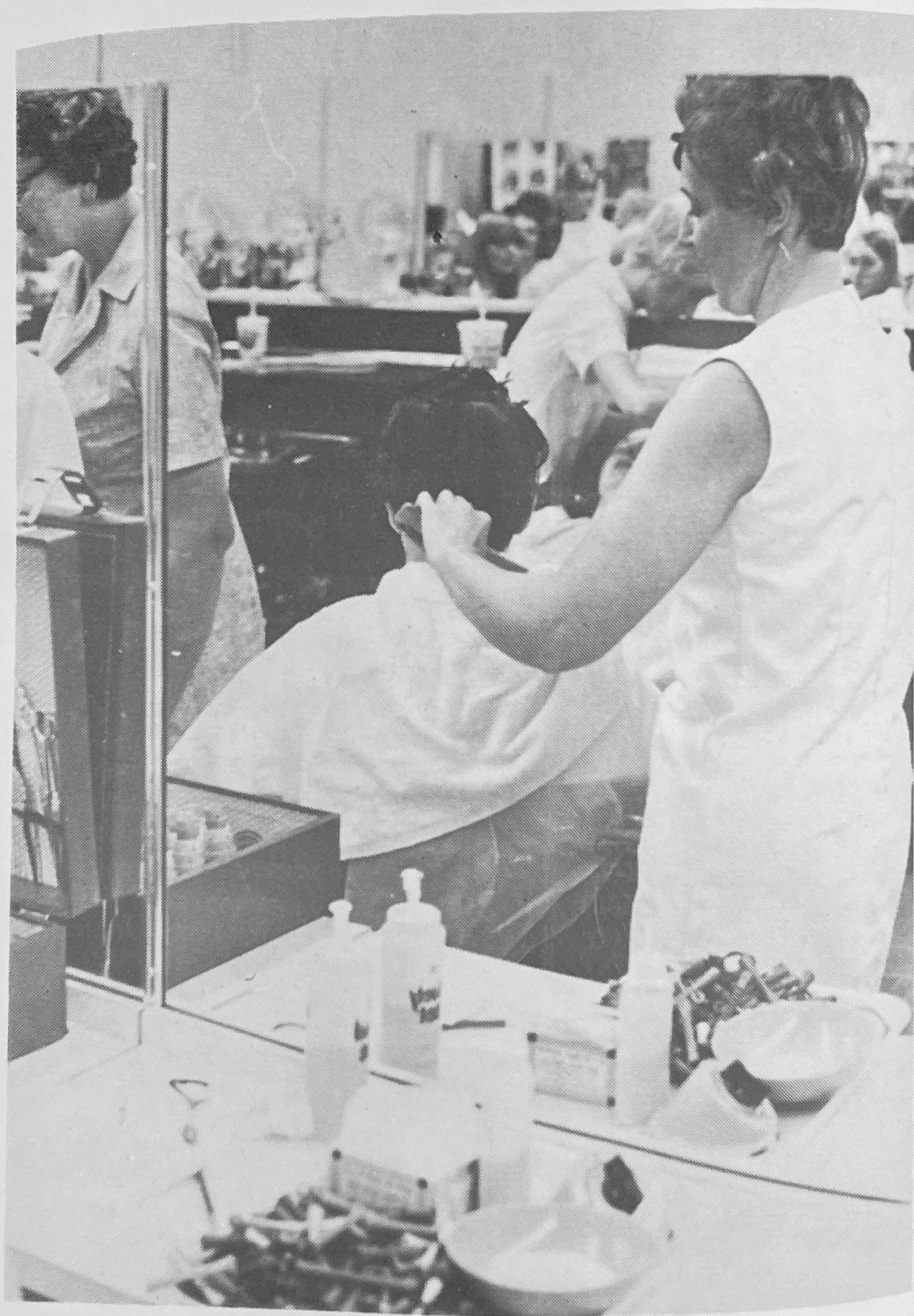






# School Of Vocations







# SCHOOL OF VOCATIONS

The following areas of study are included in the School of Vocations:

Auto Body Repair

Automotive Mechanics

Child Care Worker

Cosmetology

Diesel Mechanics

Diesel Vehicle Maintenance

General Masonry

Industrial Electronics

Light Construction

Practical Nurse Education

Surveying

The School of Vocations offers a variety of curricula. The areas of study reflect the employment opportunities in the western part of North Carolina. Most of these curricula require one full year for completion. If a student elects to enroll in the School of Vocations through extension because of his work load, the time required for completion will be doubled. The evening schedule may require up to sixteen hours per week in a particular area of study. The full-time schedule will require thirty hours per week.

The student enrolled in the School of Vocations will spend most of his time in the shop working under actual industrial conditions. The rest of the time will be in the classroom and laboratory in related subjects. The School of Vocations will require each student to demonstrate ability to do work in his particular trade. Emphasis will be placed on becoming proficient in the use of machines, instruments, and other equipment related to a particular area of work.

Certain courses will be required of every student irrespective of his curriculum. A thorough understanding of the American system of economics as it relates to the free enterprise system and corporate structure will be required of every student.

The contact hours shown in curricula are minimal. Institutions may enroll students for additional hours, upon request and with the approval of the institution, in order to enrich and broaden their educational experiences. Students will be expected to follow strictly their respective schedules.



# AUTO BODY REPAIR

The field of automotive body repair and painting needs more well-trained people to meet the growing demand in this area of employment. In this program, much of the student's time in the shop is devoted to learning skills and practicing these skills on car bodies and the component parts. Every attempt is made to make these practical experiences as close as possible to actual on the job situations. The practical experience and related training provide an ideal way to prepare the students for entry into an occupation that offers many job opportunities.

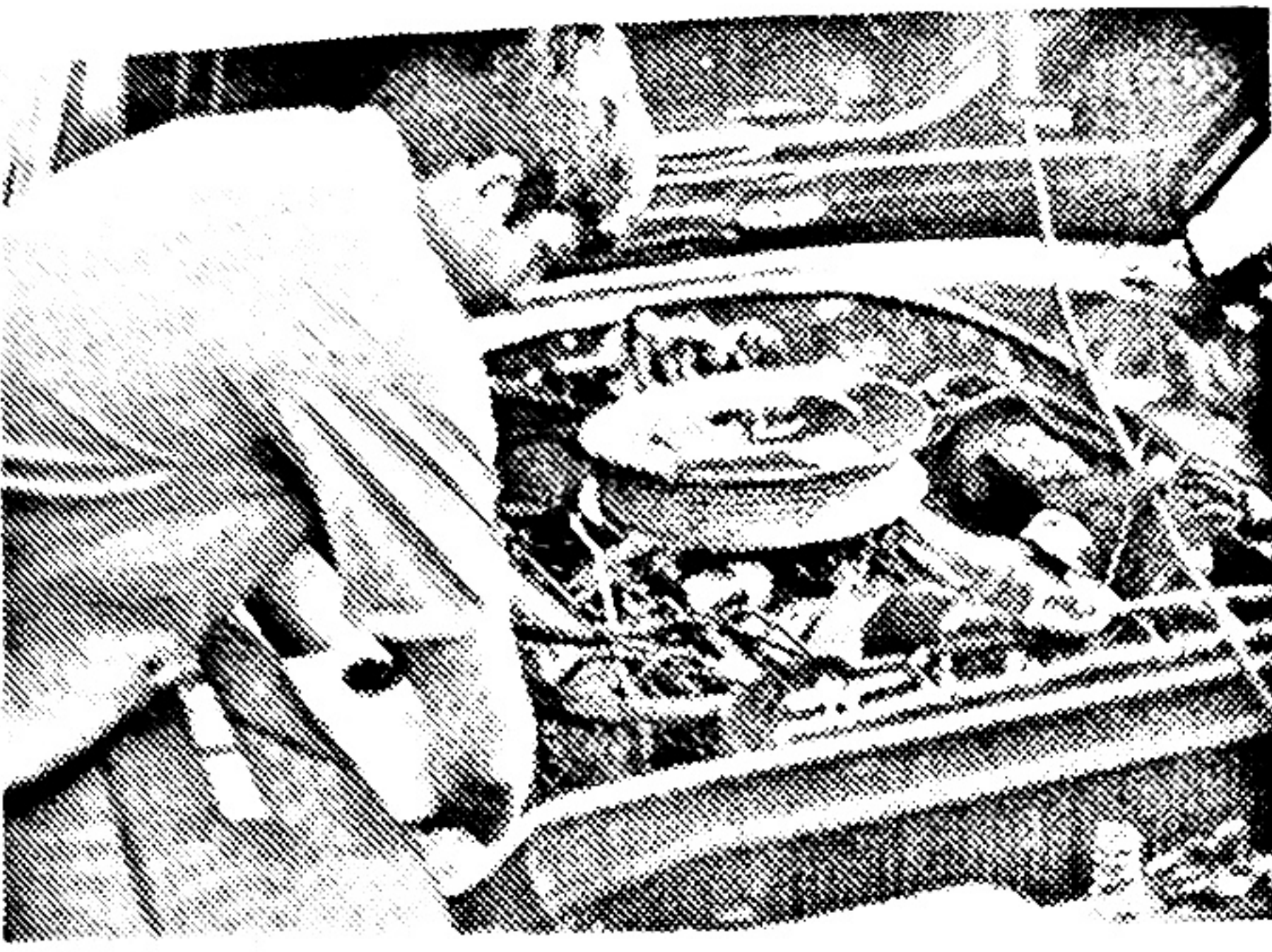
## OCCUPATIONAL OPPORTUNITIES

Graduates of the Auto Body Repair Curriculum are qualified for jobs in which they remove dents in automobile bodies and fenders; replace fenders; straighten frames, doors, hoods, and deck lids; and align wheels. In their work these craftsmen operate welding equipment. They also make tests on and repair engine cooling systems. Auto body repairmen shrink stretched metal and prepare it for painting. They are called on to paint fenders and/or panels as well as to paint a complete vehicle. In addition to these duties, auto body repairmen remove, cut, fit, and install glass. They are required to remove and install interior trim; cut, sew, and install headings and seat covers; repair and replace upholstery and fabric tops on vehicles; and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. These repairmen also prepare orders for repairs and parts as well as estimates and statements for adjusters. After gaining experience, many of these craftsmen open their own businesses or become body shop foremen, supervisors, or managers.

First Quarter		Class	Lab	Credit
AUT 1111	Auto Body Repair	3	12	7
MAT 1101	Fundamentals of Mathematics	5	0	5
PHY 1101	Applied Science	3	2	4
ENG 1101	Reading Improvement	2	0	2
WLD 1101	Basic Gas Welding	0	3	1
		<hr/> 13	<hr/> 17	<hr/> 19
Second Quarter				
AUT 1112	Auto Body Repair	3	12	7
WLD 1105	Auto Body Welding	0	3	1
DFT 1101	Schematics and Diagrams: Power Mechanics	0	3	1
PHY 1102	Applied Science	3	2	4
ENG 1102	Communication Skills	3	0	3
		<hr/> 9	<hr/> 20	<hr/> 16
Third Quarter				
AUT 1113	Metal Finishing and Paintings	3	12	7
PSY 1101	Human Relations	3	0	3
AUT 1115	Trim, Glass and Radiator Repair	2	9	5
		<hr/> 8	<hr/> 21	<hr/> 15
Fourth Quarter				
AUT 1114	Body Shop Application	3	21	10
BUS 1103	Small Business Operations	3	0	3
ECO 1000	Applied Economics	3	0	3
		<hr/> 9	<hr/> 21	<hr/> 16
TOTAL QUARTER HOURS				<hr/> 66



# AUTOMOTIVE MECHANICS



This is a one-year program providing thorough training in the theoretical as well as manual skills in servicing, testing and diagnosing. All phases of the electrical system, the power plant, braking system, and the power train will be studied.

The courses are arranged in a sequence that gives the student the required technological and special skills as they are needed to coordinate with his laboratory experiences.

Emphasis is placed on the mechanical parts and operation of the various automobile units. Trouble shooting and servicing of the live project is also stressed.

## OCCUPATIONAL OPPORTUNITIES

Auto Mechanic, Truck and Bus Mechanic, Shop Foreman, Maintenance Supervisor, Dealer, Service Manager, Sales Technician, Factory Representative, and Experimental Lab Worker are among those occupational opportunities awaiting graduates of the Automotive Mechanics Curriculum.

First Quarter		Class	Lab	Credit
PME 1101	Internal Combustion Engines	3	12	7
MAT 1101	Fundamentals of Mathematics	3	0	3
ENG 1101	Reading Improvement	2	0	2
PHY 1101	Applied Science	3	2	4
ECO 1000	Applied Economics	3	0	3
		<hr/>	<hr/>	<hr/>
		14	14	19
Second Quarter				
PME 1102A	Engine Electrical & Fuel Systems	5	12	9
PHY 1102	Applied Science	3	2	4
ENG 1102	Communication Skills	3	0	3
DFT 1101	Schematics & Diagrams: Power Mechanics	0	3	1
		<hr/>	<hr/>	<hr/>
		11	17	17
Third Quarter				
AUT 1123	Automotive Chassis & Suspension Systems	3	9	6
AUT 1101	Small Engine Repair	0	3	1
PSY 1101	Human Relations	3	0	3
WLD 1101	Basic Gas Welding	0	3	1
PHY 1103	Applied Science	3	2	4
		<hr/>	<hr/>	<hr/>
		9	17	15
Fourth Quarter				
AUT 1124	Automotive Power Train Systems	3	9	6
BUS 1103	Small Business Operations	3	0	3
AUT 1125	Automotive Servicing	3	9	6
		<hr/>	<hr/>	<hr/>
		9	18	15
TOTAL QUARTER HOURS				<hr/>
				66





# CHILD CARE WORKER

The child care worker assists professional personnel in implementing a planned program of activities. This requires understanding of a wide variety of activities: how to prepare materials, how to assist children to participate and how to care for materials at the completion of an activity. The worker must be able to perform these functions and carry out routine procedures while continuously observing the children and relating to each according to his needs.

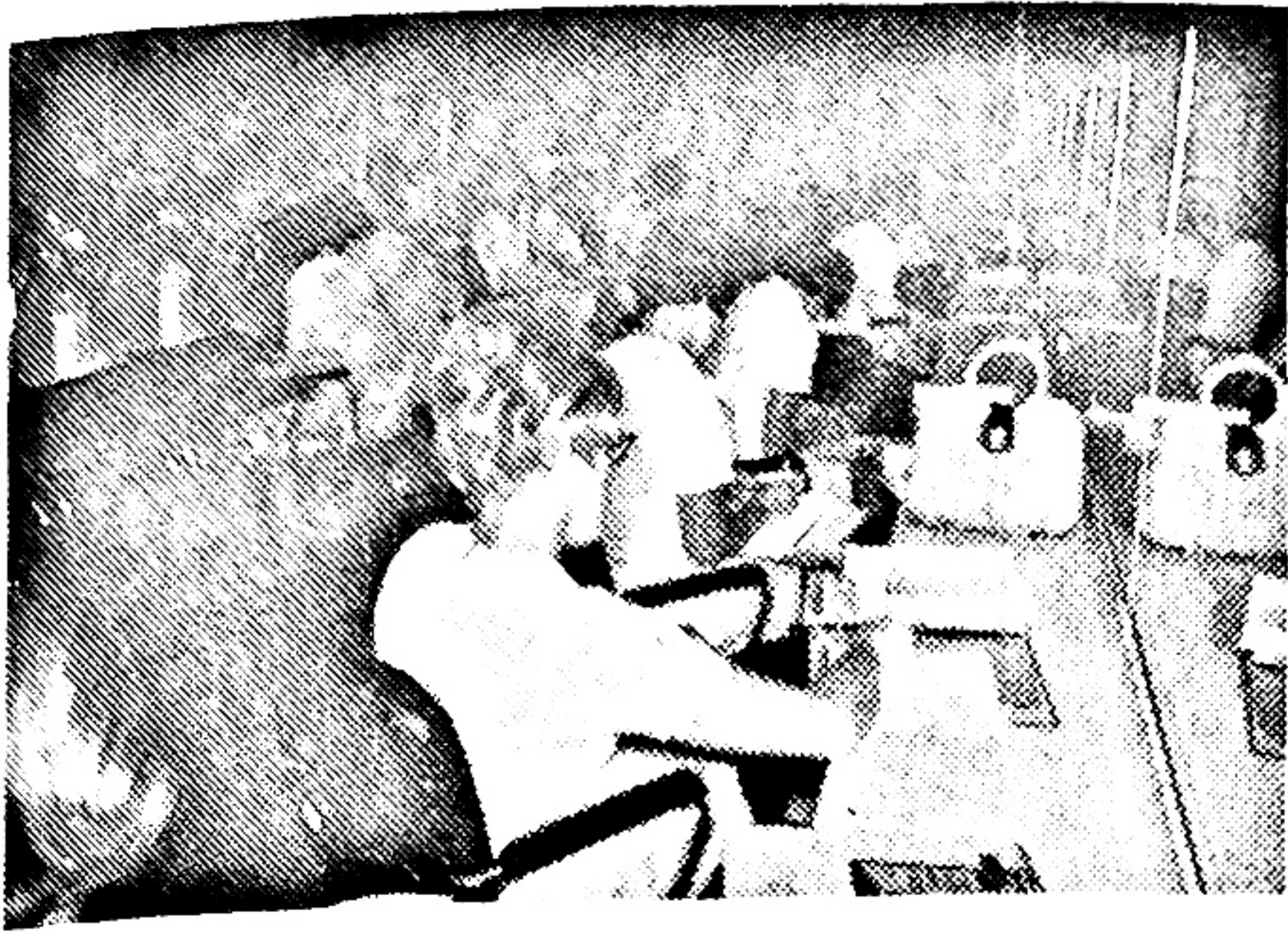
Graduates of this basic course may find employment in day care centers, nursery schools, kindergartens, child development centers, hospitals, institutions, camps, and recreation centers. With appropriate in-service training, graduates could be prepared to assist professional personnel in centers for children with developmental handicaps — the emotionally disturbed, the retarded, or the physically disabled.

First Quarter		Class	Lab	Credit
EDU 1001	The Nature and Scope of Day Care for Young Children	5	0	5
EDU 1002	Health & Safety of Young Children	5	0	5
EDU 1003	Creative Activities for Young Children	5	3	6
EDU 1004	Field Experience in Child Care Facilities		6	2
ECO 1000	Applied Economics	3	0	3
		<hr/> 18	<hr/> 9	<hr/> 21
Second Quarter				
EDU 1005	Working with the Young Child	3	9	6
EDU 1006	Communicating Effectively with the Young Child	3	0	3
EDU 1007	Music in the Early Childhood Program	2	3	3
EDU 1008	Science in the Early Childhood Program	2	3	3
EDU 1009	Art in the Early Childhood Program	2	3	3
		<hr/> 12	<hr/> 18	<hr/> 18
Third Quarter				
EDU 1010	Working with the Young Child with Problems	3	9	6
EDU 1011	Conceptual and Language Development	3	0	3
EDU 1012	Literature in the Early Childhood Program	3	0	3
EDU 1013	Parent Education**	3	0	3
EDU 1014	Administration & Supervision in A Preschool Facility**	3	0	3
EDU 1015	Group Care of Infants**	3	0	3
		<hr/> 15	<hr/> 9	<hr/> 18
				<hr/> 57

TOTAL QUARTER HOURS

\*\*Student to select two.





# COSMETOLOGY

This curriculum is approved by the North Carolina State Board of Cosmetic Art Examiners.

The student must complete a minimum of 1200 contact hours of instruction. After successfully completing this requirement, a student must apply to the State Board of Cosmetic Art Examiners for examination. Successful candidates will receive their North Carolina license in Cosmetology. The licensed Cosmetologist is in great demand throughout the United States. Many newly licensed Cosmetologists join the staffs of beauty salons while others open their own shops or form partnerships.

First Quarter	Class	Lab	Contact Hours	Credit
COS 1001 Cosmetology I			330	20
Second Quarter				
COS 1002 Cosmetology II			363	21
Third Quarter				
COS 1003 Cosmetology III			330	21
Fourth Quarter				
COS 1004 Cosmetology IV			330	21

TOTAL QUARTER HOURS .....83

Contact Hours: 1353





# DIESEL MECHANICS

This curriculum is available to persons who have completed four full quarters of automotive mechanics and to persons who are presently employed as mechanics.

The curriculum is designed to help students acquire knowledge and skills in troubleshooting and repair of field equipment. This includes work on the internal combustion engines, and components of the machines, such as gear trains, hydraulic systems and friction systems. Some knowledge of the operation of heavy equipment will be presented.

## OCCUPATIONAL OPPORTUNITIES

Graduates of this program may find employment with contractors that use heavy earth moving and other motorized construction equipment. Mechanics are used in areas of service, installation, and preventive maintenance. The state highway garages offer opportunities for diesel mechanics since one-third of all highway expenditures is for the purchase, operation, and repair of motorized equipment.

## DIESEL MECHANICS (TWO QUARTERS)

A course of study to follow four quarters of auto mechanics

### First Quarter

	Class	Lab	Credit
PME 1102D Diesel Engine Electrical & Fuel Systems	5	12	9
PME 1103 Diesel Engine Servicing	3	10	6
	<hr/> 8	<hr/> 22	<hr/> 15
	30 hours per week		

### Second Quarter

PME 1123 Hydraulic & Cable Controls	2	6	4
PME 1144 Power Trains	3	9	6
PME 1145 Chassis & Suspension Systems	3	9	6
	<hr/> 8	<hr/> 24	<hr/> 16
	32 hours per week		



# DIESEL VEHICLE MAINTENANCE

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect; diagnose; repair or adjust diesel powered equipment. Manual skills are developed in practical shop work. Thorough understanding of the operating principles involved in the modern internal combustion engine, chassis and suspensions, and power trains come in class assignments, discussion, and shop practice.

Complexity in diesel powered vehicles increases each year because of scientific discovery and new engineering. The use of diesel engines to power farm and construction equipment, electric generators, trucks, buses, trains, automobiles, and ships has been increasing. Many diesel vehicle mechanics specialize in maintenance and repair of equipment; others specialize in rebuilding engines that have operated for many hours. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as engines and vehicles are changed year by year.

Diesel vehicle mechanics maintain and repair engines, chassis and suspensions, and power trains used to power farm equipment, construction equipment, buses, and trucks. They use handtools, precision measuring and testing instruments, and power tools in overhauling and maintaining diesel powered equipment.

## First Quarter

	Class	Lab.	Credit
PME 1101 Internal Combustion Engines	3	12	7
MAT 1101 Fundamentals of Mathematics	5	0	7
ENG 1101 Reading Improvement	2	0	2
PHY 1101 Applied Science	3	2	4
ECO 1000 Applied Economics	3	0	3
	16	14	21

## Second Quarter

PME 1102D Diesel Engine Electrical and Fuel Systems	5	12	9
ENG 1102 Communication Skills	3	0	3
DFT 1101 Schematics and Diagrams: Power Mechanics	0	3	1
PHY 1102 Applied Science	3	2	4
	11	17	17

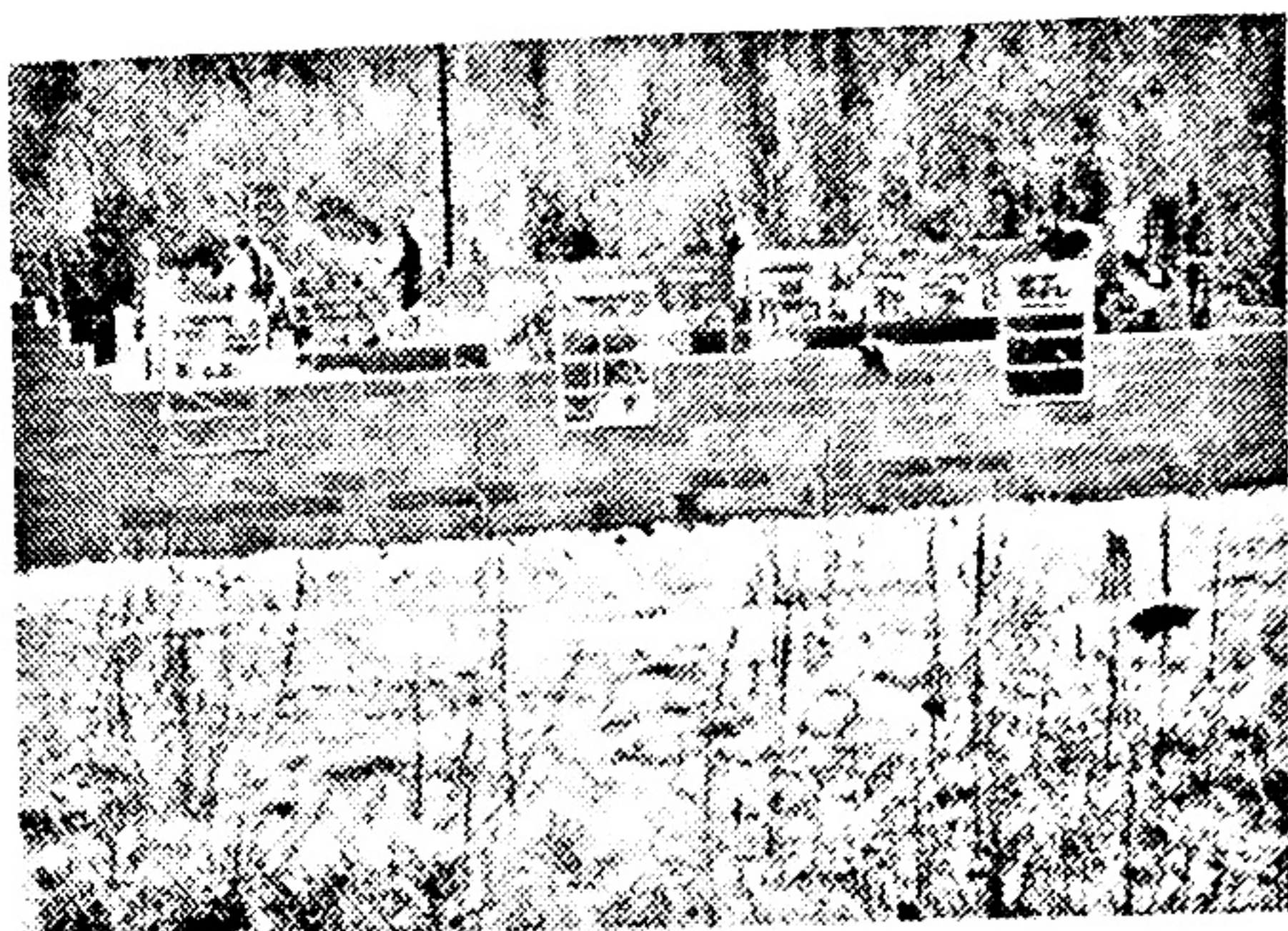
## THIRD QUARTER

PME 1103 Diesel Engine Servicing	3	9	6
PME 1121 Braking Systems	3	6	5
AHR 1101 Automotive Air Conditioning	2	3	3
PSY 1101 Human Relations	3	0	3
	11	18	17

## FOURTH QUARTER

PME 1144 Power Trains	3	9	6
PME 1145 Chassis and Suspension Systems	3	9	6
WLD 1102 Basic Arc Welding	0	3	1
BUS 1103 Small Business Operations	3	0	3
	9	21	16





# GENERAL MASONRY

Opportunities for employment in various types of masonry construction are numerous. Demand for bricklayers, blocklayers, and tile setters is on the increase as the building industry expands. The work may be somewhat seasonal, but wages are usually good.

The masonry course is designed to give students training in various aspects of the trowel trades and includes instruction in brick and block work.

Related study in mathematics, blueprint reading, and estimating are included in the curriculum in order that the individual may develop greater total competence and be better prepared for advancement. On final completion of the six months program, a certificate will be awarded to the graduate by Southwestern Technical Institute.

## MASONRY

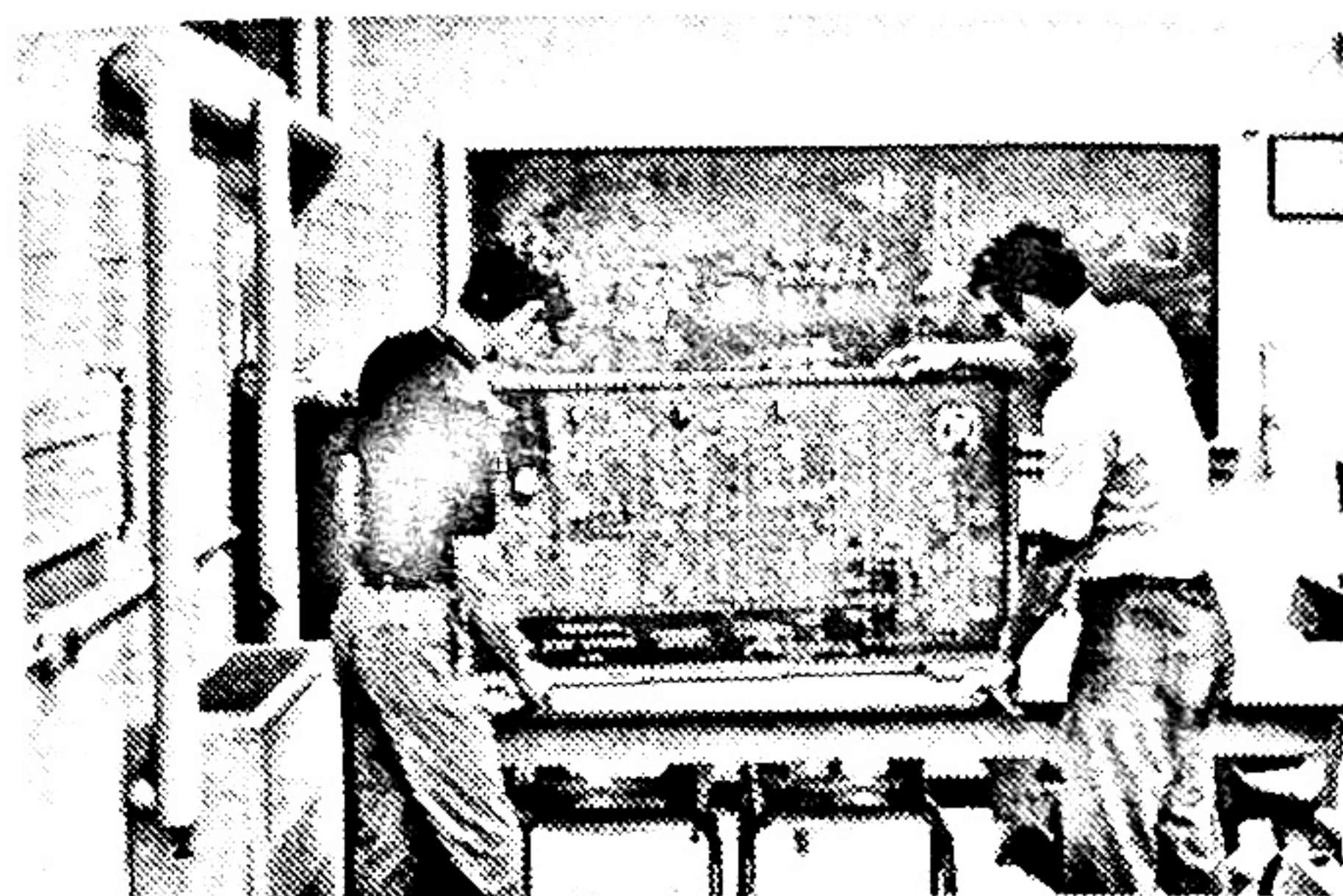
### First Quarter

		Class	Lab	Credit
MAS 1000	Masonry Shop	2	20	9
MAS 1001	Related Mathematics & Blueprint Reading	5	0	5
ECO 1000	Applied Economics	3	0	3
		<hr/> 10	<hr/> 20	<hr/> 17

### Second Quarter

MAS 2000	Masonry Shop	2	23	10
MAS 1002	Advanced Blueprint Reading and Mathematics related to estimating	5	0	5
		<hr/> 7	<hr/> 23	<hr/> 15





# INDUSTRIAL ELECTRONICS

This curriculum is designed to fill the ever-increasing demand for competent electronic technicians and operators to maintain and operate domestic and commercial electronic equipment, from small receiving equipment to broadcasting and communications transmitters as well as industrial control systems.

Study begins with basic atomic structure, electron theory and mathematics, and progresses through all necessary interrelated subject areas concurrently. Instruction in the electronics courses will be by an instructor who holds a Federal Communications Commission First-Class Radiotelephone Operator's License.

Fundamentals, as well as practical applications, are stressed throughout the course, and upon completion the student should easily pass the F.C.C. First-Class Radiotelephone license examinations.

## OCCUPATIONAL OPPORTUNITIES

Graduates may be employed in any of these capacities: Electronics Maintenance Technician, TV Serviceman, Radio Serviceman, Factory Inspector, and Radio Operator

First Quarter		Class	Lab	Credit
MAT 1115	Electrical Math and Slide Rule	8	0	8
ELC 1112	D.C. and A.C.	5	15	10
ENG 1101	Reading Improvement	2	0	2
		<hr/>	<hr/>	<hr/>
		15	15	20
Second Quarter				
MAT 1116	Electrical Math	5	0	5
ELN 1122	Vacuum Tubes and Circuits	5	9	8
T-ELN 101	Electronic Instruments and Measurements	1	6	3
ENG 1102	Communication Skills	3	0	3
ELN 1000	F.C.C. Rules and Regulations	2	0	2
		<hr/>	<hr/>	<hr/>
		16	15	21
Third Quarter				
ELN 1123	Amplifier Systems	2	6	4
ELN 1126	Transistor Theory and Circuits	4	12	8
PSY 1101	Human Relations	3	0	3
ECO 1000	Applied Economics	3	0	3
		<hr/>	<hr/>	<hr/>
		12	18	18
Fourth Quarter				
T-ELN 105	Control Devices	5	4	7
ELN 1128	TV Receiver Circuits and Servicing	3	9	6
ELN 1130	Two-Way Mobile Maintenance	3	6	6
		<hr/>	<hr/>	<hr/>
		11	19	19
				<hr/>
				78
TOTAL QUARTER HOURS				





# PRACTICAL NURSE EDUCATION

## INTRODUCTION

The accelerated growth of population in North Carolina and rapid advancement in medical technology demand an increased number of well-trained personnel for health services. Realizing this need, the State Department of Community Colleges, in conjunction with local hospitals, administers programs of practical nurse education in local school systems, community colleges, technical institutes, and in industrial education centers throughout the state.

## STATE DIPLOMA AWARDED

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

Students are selected on the basis of demonstrated aptitude for nursing as determined by pre-entrance tests, interviews with faculty members, high school record, character references, and reports of medical and dental examination.

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

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

## OCCUPATIONAL OPPORTUNITIES

The LPN is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctors' and dentists' offices and, in some localities, public health facilities. In all situations the LPN functions under supervision of a registered nurse and/or licensed physician. This supervision may be minimal in situations where the patient's condition is stable and not complex; or it may consist of continuous direction in situations requiring the knowledge and skills of the registered nurse or physician. In the latter situation, the LPN may function in an assisting role in order to avoid assuming responsibility beyond that for which the one-year program can prepare the individual.

Job requirements for the Licensed Practical Nurse include suitable personal characteristics, ability to adapt knowledge and understandings of nursing principles to a variety of situations, technical skills for performance of bedside nursing, appreciation for differences of people and for the worth of every individual, a desire to serve and help others, and readiness to conform to the requirements of nursing ethics and hospital policies.



First Quarter	Class	Lab. Clinic	Cntct. Hrs. per Qtr.
NUR 1001 Practical Nursing I	25	2	360
Second Quarter			
NUR 1002 Practical Nursing II	12	24	396
Third Quarter			
NUR 1003 Practical Nursing III	12	24	396
ECO 1000 Applied Economics	3	0	399
Fourth Quarter			
NUR 1004 Practical Nursing IV	12	24	396
<b>TOTAL</b>			<u>1551</u>



## SURVEYING

### (Night Program)

This curriculum is designed to give the students knowledge of the fundamentals of surveying. The course covers the legal principles of boundary controls as well as practical surveying.

Plane, land, topographical, route, building and road construction surveying are covered in the course. Mapping, drafting, blueprint reading and applied mathematics are included.

### OCCUPATIONAL OPPORTUNITIES

With the tremendous growth of road construction, real estate business and industry, employment is no problem. Opportunities are found with state and federal agencies, private contractors, engineering firms, industries and private land surveyors.

This class meets two nights per week—four hours per night—plus four hours on Saturday for field work.

First Quarter—88 Hours	Class	Lab	Field	Credit
DFT 1121	2	2	0	3
MAT 1120	4	0	0	4
				<u>7</u>
Second Quarter—110 Hours				
T-MAT 101	4	0	0	4
T-CIV 101	1	3	4	3½
				<u>7½</u>
Third Quarter—110 Hours				
T-MAT 102	4	0	0	4
T-CIV 102	1	3	4	3½
				<u>7½</u>
Fourth Quarter—88 Hours				
T-CIV 103	1	3	4	3½
T-CIV 100	2	0	0	2
ECO 1000 Applied Economics	2	0	0	2
				<u>7½</u>
<b>TOTAL QUARTER HOURS</b>				<u>29½</u>



# LIGHT CONSTRUCTION

The Light Construction program of study is designed for flexibility. A student may take the entire 7 quarters of the program, or select the quarters which best meet his needs. The order of course offerings is determined by demand.

		Class	Lab	Credit
<b>Masonry</b>				
MAS 1000	Masonry Shop	2	20	9
MAS 1001	Related Mathematics & Blueprint Reading	5	0	5
ECO 1000	Applied Economics	3	0	3
		10	20	17
<b>Plumbing</b>				
PLU 1110	Plumbing Pipework	2	6	4
PLU 1111	Domestic Water Systems	2	5	4
PLU 1112	Installation of Plumbing Fixtures	2	6	4
MAT 1101	Fundamentals of Mathematics: Plumbing Trades	5	0	5
DFT 1115	Blueprint Reading: Plumbing Trades	0	2	1
		11	19	18
<b>Electrical Wiring</b>				
ELC 1112	Direct & Alternating Current	5	5	7
MAT 1115	Electrical Mathematics	5	0	5
ENG 1101	Interpretation of Electrical Code	2	0	2
DFT 1113	Blueprint Reading: Electrical	0	3	1
ELC 1124	Residential Wiring	2	8	4
ELC 1125	Commercial and Industrial Wiring	1	4	2
		15	20	21
<b>Carpentry</b>				
CAR 1101	Carpentry	3	15	8
CAR 1113	Carpentry: Estimating	3	3	4
CAR 1103	Carpentry: Framing	3	8	5
		9	26	17
<b>Cabinetmaking</b>				
CAR 1102	Carpentry: Millwork & Cabinetmaking	3	15	8
CAR 1104	Carpentry: Finishing	3	14	7
		6	29	15
<b>Heating</b>				
PLU 1119	Heat Generating Systems	3	7	5
PLU 1121	Steam Systems	2	3	3
WLD 1102	Basic Arc Welding and Soldering Techniques	0	3	1
PLU 1125	Pipe and Duct Systems	3	4	4
PLU 1123	Hot Water and Panel Heating	3	2	4
		11	19	17
<b>Air Conditioning</b>				
DFT 1116	Blueprint Reading: Air Conditioning	0	3	1
AHR 1121	Principles of Refrigeration	3	9	6
HR 1123	Principles of Air Conditioning	3	9	6
HR 1124	Air Conditioning & Refrigeration Servicing	3	2	4
		9	23	17



# School Of Technologies







# SCHOOL OF TECHNOLOGIES

The following areas of study are included in the School of Technologies:

Accounting

Business Administration

✓ Commercial Art and Advertising Design

Executive Secretarial

General Office Technology

Legal Secretarial

Medical Secretarial

✓ Recreation Technology

The area of study in the School of Technologies is two years in duration and will require from twenty to thirty hours per week of course work. If a student elects to enroll in the School of Technologies through extension because of his work load, the time required for completion will be doubled. The extension or evening school division will offer fifteen hours per week in an area of study.

In addition to regular classroom work, each student will be required to spend additional time on outside work assignments.

The School of Technologies will require each student to become fully aware of the latest methods employed in the business world.





# ACCOUNTING

The specific objectives of the Accounting Curriculum are to develop the following competencies:

1. Understanding of the principles of organization and management in business operations.
2. Understanding of the fundamentals of accounting and analysis of financial statements.
3. Understanding and skill in effective communications for business.

## OCCUPATIONAL OPPORTUNITIES

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

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

### First Quarter

		Class	Lab	Credit
T-ENG	101 Grammar	3	2	4
T-MAT	110 Business Mathematics	5	0	5
T-BUS	101 Introduction to Business	5	0	5
T-ECO	102 Economics	3	2	4
T-BUS	102 Typewriting (or elective)	2	3	3

18 7 21

### Second Quarter

T-ENG	102 Composition	3	2	4
T-BUS	120 Accounting	4	3	5
T-ECO	104 Economics	3	2	4
T-BUS	115 Business Law	3	2	4
T-BUS	232 Sales Development	3	2	4

16 11 21

### Third Quarter

T-ENG	103 Report Writing	3	2	4
T-BUS	123 Business Finance	3	2	4
T-BUS	110 Office Machines	2	3	3
T-BUS	121 Accounting	5	2	6
T-BUS	116 Business Law	3	2	4

16 11 21



**Fourth Quarter**

T-ENG 204	Oral Communication	3	2	4
T-EDP 104	Intro. to Data Pro. Systems	3	2	4
T-BUS 222	Accounting	4	3	5
T-BUS 124	Business Finance	3	2	4
T-SSC 201	Social Science	3	2	4
		16	11	21

**Fifth Quarter**

T-ENG 206	Business Communication	3	2	4
T-SSC 202	Social Science	3	2	4
T-BUS 223	Accounting	4	3	5
T-BUS 225	Cost Accounting	3	2	4
T-BUS 235	Business Management	3	2	4
		16	11	21

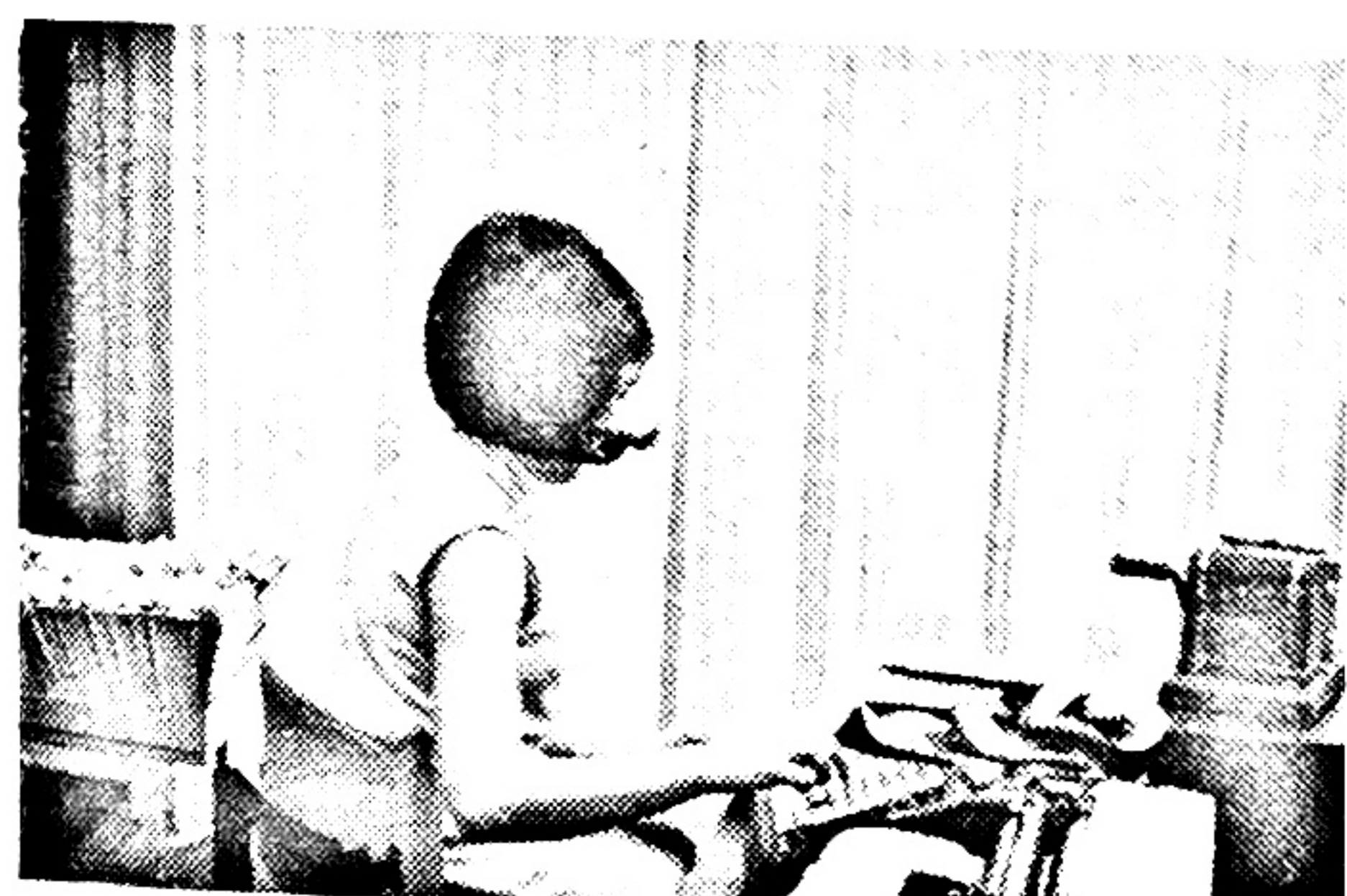
**Sixth Quarter**

T-BUS 229	Taxes*	6	4	4
T-BUS 269	Auditing*	6	4	4
T-BUS 215E	Office Applications**		30	10

\*First 5-weeks    \*\*Last 6-weeks

18

123



## BUSINESS ADMINISTRATION

The specific objectives of the Business Administration Curriculum are to develop the following competencies:

1. Understanding the principles of organization and management in business operation.
2. Understanding and skill in effective communication for business.
3. Knowledge of human relations as it applies to the successful operations in the rapidly expanding economy.

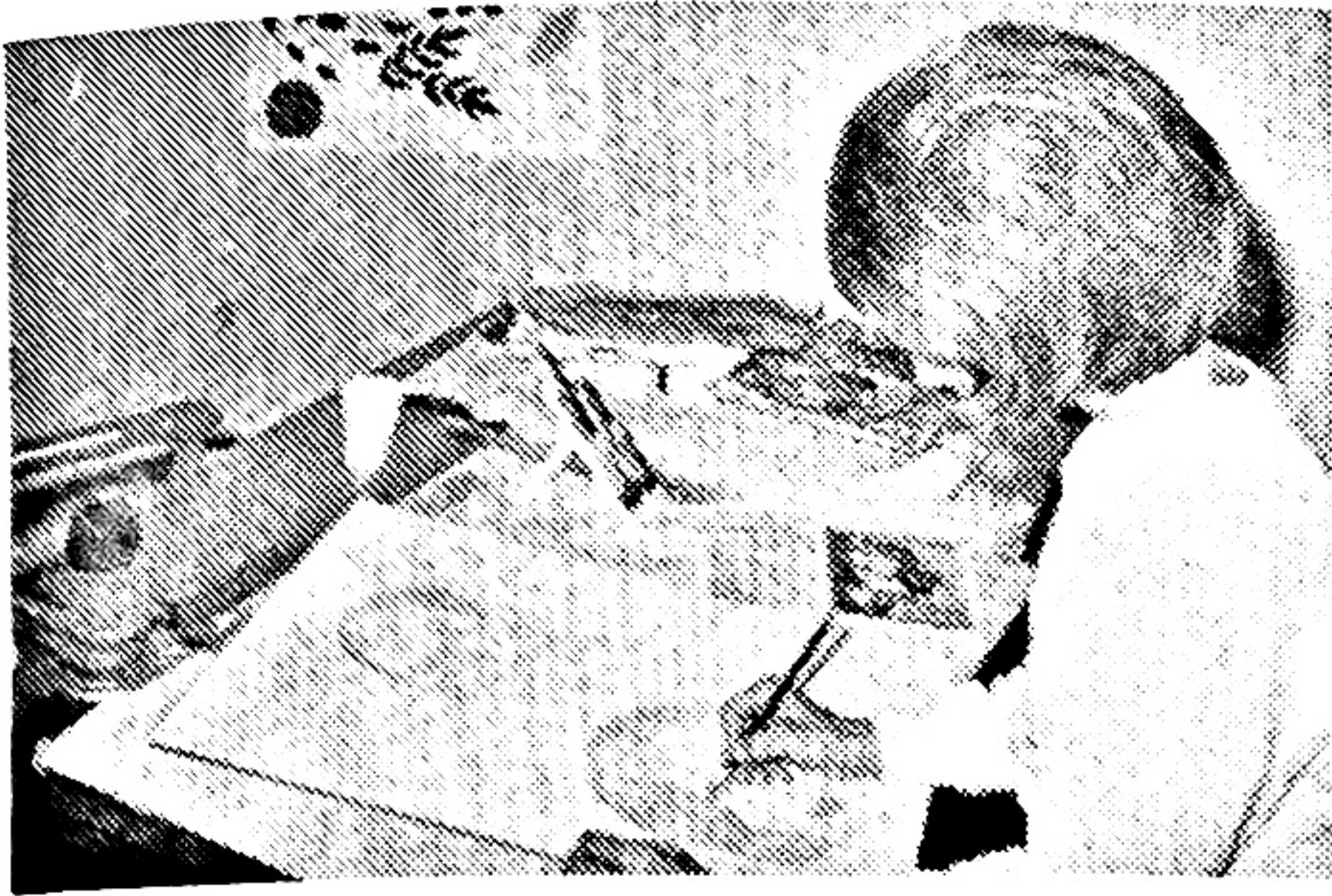
### OCCUPATIONAL OPPORTUNITIES

The graduate of the Business Administration Curriculum may enter any of a variety of career opportunities from beginning sales person or office clerk to manager trainee. The duties and responsibilities of this graduate vary in different firms. They might include: making up and filing reports, tabulating and posting data in various books, sending out bills, checking calculations, adjusting complaints, operating various office machines, and assisting manager in supervising. Positions are available in businesses such as advertising; banking; credit; finance; retailing; wholesaling; hotel, tourist, and travel industry; insurance; transportation; and communications.



First Quarter			Class	Lab	Credit
T-ENG 101	Grammar		3	2	4
T-MAT 110	Business Mathematics		5	0	5
T-BUS 101	Introduction to Business		5	0	5
T-ECO 102	Economics		3	2	4
T-BUS 102	Typewriting (or elective)		2	3	3
			18	7	21
Second Quarter					
T-ENG 102	Composition		3	2	4
T-BUS 120	Accounting		4	3	5
T-ECO 104	Economics		3	2	4
T-BUS 115	Business Law		3	2	4
T-BUS 232	Sales Development		3	2	4
			16	11	21
Third Quarter					
T-ENG 103	Report Writing		3	2	4
T-BUS 123	Business Finance		3	2	4
T-BUS 110	Office Machines		2	3	3
T-BUS 121	Accounting		5	2	6
T-BUS 116	Business Law		3	2	4
			16	11	21
Fourth Quarter					
T-ENG 204	Oral Communication		3	2	4
T-SSC 201	Social Science		3	2	4
T-BUS 124	Business Finance		3	2	4
T-BUS 239	Marketing		5	0	5
T-EDP 104	Intro. to Data Pro. Systems		3	2	4
			17	8	21
Fifth Quarter					
T-ENG 206	Business Communication		3	2	4
T-SSC 202	Social Science		3	2	4
T-BUS 236	Business Management		3	2	4
T-BUS 243	Advertising		3	2	4
	Elective		3	2	4
			15	10	20
Sixth Quarter					
T-BUS 229	Taxes *		6	4	4
T-BUS 272	Principles of Supervision *		6	4	4
T-BUS 271	Office Management *		6	0	3
	Elective			30	10
T-BUS 215E	Office Applications**				
					21
TOTAL QUARTER HOURS					125
*First 5-weeks    **Last 6-weeks					





# COMMERCIAL ART AND ADVERTISING DESIGN

This curriculum will prepare a graduate with a sound, well-rounded background for technical and creative achievement throughout his professional life. Design and illustration for commerce is continually advancing its standards; therefore, the background offered the student must be well-developed to prepare him for performance on a contemporary professional level. Graduates of this program will have an adequate background in illustration, layout and lettering, design, and production.

Equipped with professional competence and the potential for continuing growth and improvement, graduates are qualified for employment in most fields of commercial art.

## OCCUPATIONAL OPPORTUNITIES

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

First Quarter		Class	Lab	Credit
T-ENG 101	Grammar	3	2	4
T-DFT 101	Technical Drafting	0	5	2
T-CAT 101	Advertising Principles	3	0	3
T-CAT 105	Life Study	2	3	3
T-CAT 121	Commercial Art & Advertising Design	3	9	6
		11	19	18

Second Quarter				
T-ENG 102	Composition	3	2	4
T-DFT 102	Technical Drafting	0	5	2
T-MAT 110	Business Mathematics	5	0	5
T-CAT 106	Life Study	0	6	2
T-CAT 122	Commercial Art & Advertising Design	3	9	6
		11	22	19

Third Quarter				
T-ENG 103	Report Writing	3	2	4
T-CAT 110	General Illustration	2	6	4
T-CAT 116	Photography	2	6	4
T-CAT 123	Commercial Art and Advertising Design—General Layout	3	9	6
		10	23	18



**Fourth Quarter**

T-ENG 204	Oral Communications	3	2	4
T-CAT 205	Advertising Copywriting	3	2	4
T-CAT 212	Industrial Art & Design	1	3	2
T-CAT 224	Commercial Art & Advertising Design	3	9	6
T-CAT 206	Project Seminar	0	7	3
		10	23	19

**Fifth Quarter**

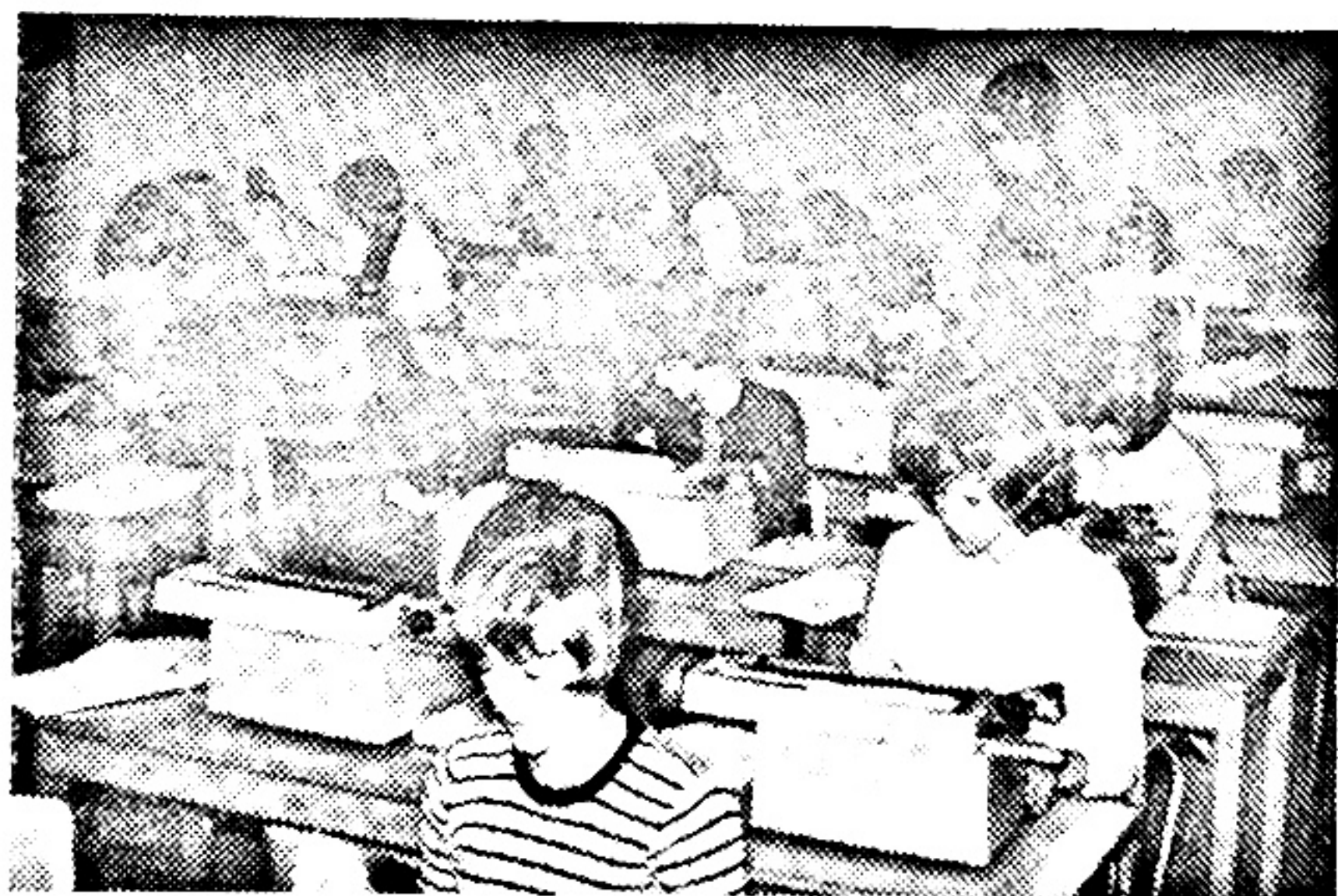
T-ECO 100	Applied Economics	3	2	4
T-CAT 225	Commercial Art & Advertising Design	4	12	8
T-CAT 217	Photography	2	6	4
T-CAT 231	Painting with Polymers	2	4	4
		11	24	20

**Sixth Quarter**

	Social Science Elective	3	2	4
T-CAT 235	Advertising & Editorial Art Direction	5	0	5
T-CAT 226	Commercial Art & Advertising Design	4	12	8
T-CAT 232	Project Seminar	1	7	3
		13	21	20

**TOTAL QUARTER HOURS**

**114**



## EXECUTIVE SECRETARIAL

The demand for better qualified secretaries is increasing rapidly. The purpose of this curriculum is to provide training in the accepted procedures required by the business world and to enable persons to become proficient soon after accepting employment in the business office.

### OCCUPATIONAL OPPORTUNITIES

The graduate of the Executive Secretarial Curriculum should have a knowledge of the business terminology, skill in dictation and accurate transcription of the business letters and reports. The graduate may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, and reports. The secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and being an assistant to an executive. She may enter a secretarial position in a variety of offices in business such as insurance companies, banks, marketing institutions, and financial firms.

**First Quarter**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
T-ENG 101	Grammar	3	2	4
T-BUS 102	Typewriting (or elective)	2	3	3
T-MAT 110	Business Mathematics	5	0	5
T-BUS 101	Introduction to Business	5	0	5
T-BUS 106	Shorthand (or elective)	3	2	4
		18	7	21



**Second Quarter**

T-ENG 102	Composition	3	2	4
T-BUS 103	Typewriting	2	3	3
T-BUS 107	Shorthand	3	2	4
T-BUS 120	Accounting	4	3	5
T-BUS 115	Business Law	3	2	4
		15	12	20

**Third Quarter**

T-ENG 103	Report Writing			
T-BUS 104	Typewriting	3	2	4
T-BUS 108	Shorthand	2	3	3
T-BUS 110	Office Machines	3	2	4
T-BUS 112	Filing	2	3	3
T-BUS 112	Filing	3	2	4
T-BUS 183	Terminology and Vocabulary			
L & M	(Legal and Medical)	2	3	3
		15	15	21

**Fourth Quarter**

T-ENG 204	Oral Communication	3	2	4
T-BUS 206	Dictation and Transcription			
E, L, M	(Executive, Legal & Medical)	3	2	4
T-BUS 205	Advanced Typewriting	2	3	3
T-BUS 211	Office Machines	2	3	3
T-BUS 211	Office Machines	3	2	4
T-EDP 104	Intro. to Data Pro. Systems			
		13	12	18

**Fifth Quarter**

T-BUS 207	Dictation and Transcription			
E, L, M	(Executive, Legal & Medical)	3	2	4
T-BUS 214	Secretarial Procedures	3	2	4
T-SSC 201	Social Science	3	2	4
T-ENG 206	Business Communication	3	2	3
T-ENG 206	Business Communication	3	2	3
T-ECO 100	Applied Economics			
T-BUS 207E	Dictation and Transcription	0	5	1
(Executive)				
		15	15	19

**Sixth Quarter**

T-SSC 202	Social Science*	6	4	4
T-BUS 208	Dictation and Transcription *			
E, L, M	(Executive, Legal & Medical)	6	4	4
T-BUS 271	Office Management*	6	0	3
T-BUS 215E	Office Applications**	0	30	10
				21

**TOTAL QUARTER HOURS**

120

\*First 5-weeks    \*\*Last 6-weeks



# GENERAL OFFICE TECHNOLOGY

## GENERAL OFFICE TECHNOLOGY

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

## OCCUPATIONAL OPPORTUNITIES

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

			Class	Lab	Credit
<b>First Quarter</b>					
T-ENG	101	Grammar	3	2	4
T-BUS	102	Typewriting (or elective)	2	3	3
T-MAT	110	Business Mathematics	5	0	5
T-BUS	101	Introduction to Business	5	0	5
T-ECO	102	Economics	3	2	4
			18	7	21
<b>Second Quarter</b>					
T-ENG	102	Composition	3	2	4
T-BUS	103	Typewriting (or elective)	2	3	3
T-BUS	110	Office Machines	2	3	3
T-BUS	115	Business Law	3	2	4
T-BUS	120	Accounting	4	3	5
			18	12	19
<b>Third Quarter</b>					
T-ENG	103	Report Writing	3	2	4
T-BUS	104	Typewriting	2	3	3
T-BUS	112	Filing	3	2	4
T-BUS	116	Business Law	3	2	4
T-BUS	121	Accounting	5	2	6
			16	11	21
<b>Fourth Quarter</b>					
T-ENG	204	Oral Communications	3	2	4
T-BUS	205	Advanced Typewriting	2	3	3
T-BUS	211	Office Machines	2	3	3
T-BUS	232	Sales Development	3	2	4
T-BUS	212	Machine Transcription —			
		Business	1	2	2
		Elective	3	2	4
			14	14	20
<b>Fifth Quarter</b>					
T-ENG	206	Business Communication	3	2	4
T-BUS	213	Office Procedures	3	2	4
T-EDP	104	Introduction to Data			
		Processing Systems	3	2	4
		Social Science Elective	3	2	4
		Elective	3	3	4
			15	11	20
<b>Sixth Quarter</b>					
T-BUS	271	Office Management*			
			6	0	3
T-BUS	229	Taxes*			
			6	4	4
T-BUS	210E	Typing Office Practice*			
			4	6	3
T-BUS	215E	Office Applications**			
			0	30	10
					20
					121

TOTAL QUARTER HOURS





# LEGAL SECRETARIAL

There is a great demand for well-qualified legal secretaries. The purpose of the Legal Secretarial Curriculum is to provide specialized training in the accepted procedures required by the legal profession, and to enable persons to become proficient soon after accepting employment in the legal office.

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

## OCCUPATIONAL OPPORTUNITIES

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

<b>First Quarter</b>			
	<b>Class</b>	<b>Lab</b>	<b>Credit</b>
T-ENG 101 Grammar	3	2	4
T-BUS 102 Typewriting (or elective)	2	3	3
T-MAT 110 Business Mathematics	5	0	5
T-BUS 101 Introduction to Business	5	0	5
T-BUS 106 Shorthand (or elective)	3	2	4
	18	7	21
<b>Second Quarter</b>			
T-ENG 102 Composition	3	2	4
T-BUS 103 Typewriting	2	3	3
T-BUS 107 Shorthand	3	2	4
T-BUS 120 Accounting	4	3	5
T-BUS 115 Business Law	3	2	4
	15	12	20
<b>Third Quarter</b>			
T-ENG 103 Report Writing	3	2	4
T-BUS 104 Typewriting	2	3	3
T-BUS 108 Shorthand	3	2	4
T-BUS 110 Office Machines	2	3	3
T-BUS 112 Filing	3	2	4
T-BUS 183 Terminology & Vocabulary			
L & M (Legal & Medical)	2	3	3
	15	15	21
<b>Fourth Quarter</b>			
T-ENG 204 Oral Communication	3	2	4
T-BUS 206 Dictation and Transcription			
E, L, M (Executive, Legal & Medical)	3	2	4
T-BUS 205 Advanced Typewriting	2	3	3
T-BUS 211 Office Machines	2	3	3
T-EDP 104 Intro. to Data Pro. Systems	3	2	4
	13	12	18



**Fifth Quarter**

T-ENG 206	Business Communication	3	2	4
T-BUS 207	Dictation and Transcription			
E, L, M	(Executive, Legal & Medical)	3	2	4
T-BUS 214	Secretarial Procedures	3	2	4
T-SSC 201	Social Science	3	2	4
T-BUS 207L	Dictation and Transcription (Legal)	0	5	1
T-ECO 100	Applied Economics	3	2	4
		15	15	21

**Sixth Quarter**

T-SSC 202	Social Science *	6	4	4
T-BUS 208	Dictation and Transcription *			
E, L, M	(Executive, Legal & Medical)	6	6	4
T-BUS 271	Office Management*	6	0	3
			30	10
T-BUS 215E	Office Application**			21

TOTAL QUARTER HOURS

122

\*First 5-weeks

\*\*Last 6-weeks



## MEDICAL SECRETARIAL

There is a growing demand for better qualified medical secretaries. The purpose of this curriculum is to provide specialized training in the accepted procedures required by the medical profession and to enable persons to become proficient soon after accepting employment in the medical and health occupations.

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

### OCCUPATIONAL OPPORTUNITIES

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

**First Quarter**

		Class	Lab	Credit
T-ENG 101	Grammar	3	2	4
T-BUS 102	Typewriting (or elective)	2	3	3
T-MAT 110	Business Mathematics	5	0	5
T-BUS 101	Introduction to Business	5	0	5
T-BUS 106	Shorthand (or elective)	3	2	4
		<hr/> 18	7	21



**Second Quarter**

T-ENG 102	Composition	3	2	4
T-BUS 103	Typewriting	2	3	3
T-BUS 107	Shorthand	3	2	4
T-BUS 120	Accounting	4	3	5
T-BUS 115	Business Law	3	2	4

15 12 20

**Third Quarter**

T-ENG 103	Report Writing	3	2	4
T-BUS 104	Typewriting	2	3	3
T-BUS 108	Shorthand	3	2	4
T-BUS 110	Office Machines	2	3	3
T-BUS 112	Filing	3	2	4
T-BUS 183	Terminology and Vocabulary			
L & M	(Legal & Medical)	2	3	3

15 15 21

**Fourth Quarter**

T-ENG 204	Oral Communication	3	2	4
T-BUS 206	Dictation & Transcription			
E, L, M	(Executive, Legal & Medical)	3	2	4
T-BUS 205	Advanced Typewriting	2	3	3
T-BUS 211	Office Machines	2	3	3
T-EDP 104	Intro. to Data Pro. Systems	3	2	4
T-BUS 284M	Terminology & Vocabulary			
	(Medical)	2	3	3

15 15 21

**Fifth Quarter**

T-ENG 206	Business Communication	3	2	4
T-BUS 207	Dictation & Transcription			
E, L, M	(Executive, Legal & Medical)	3	2	4
T-BUS 214	Secretarial Procedures	3	2	4
T-SSC 201	Social Science	3	2	4
T-ECO 100	Applied Economics	3	2	4
T-BUS 207M	Dictation & Transcription			
	(Medical)	0	5	1

15 15 21

**Sixth Quarter**

T-SSC 202	Social Science *	6	4	4
T-BUS 208	Dictation & Transcription *			
E, L, M	(Executive, Legal & Medical)	6	4	4
T-BUS 271	Office Management *	6	0	3
T-BUS 215E	Office Applications**		30	10

21

**TOTAL QUARTER HOURS**

125

\*First 5-weeks

\*\*Last 6-weeks

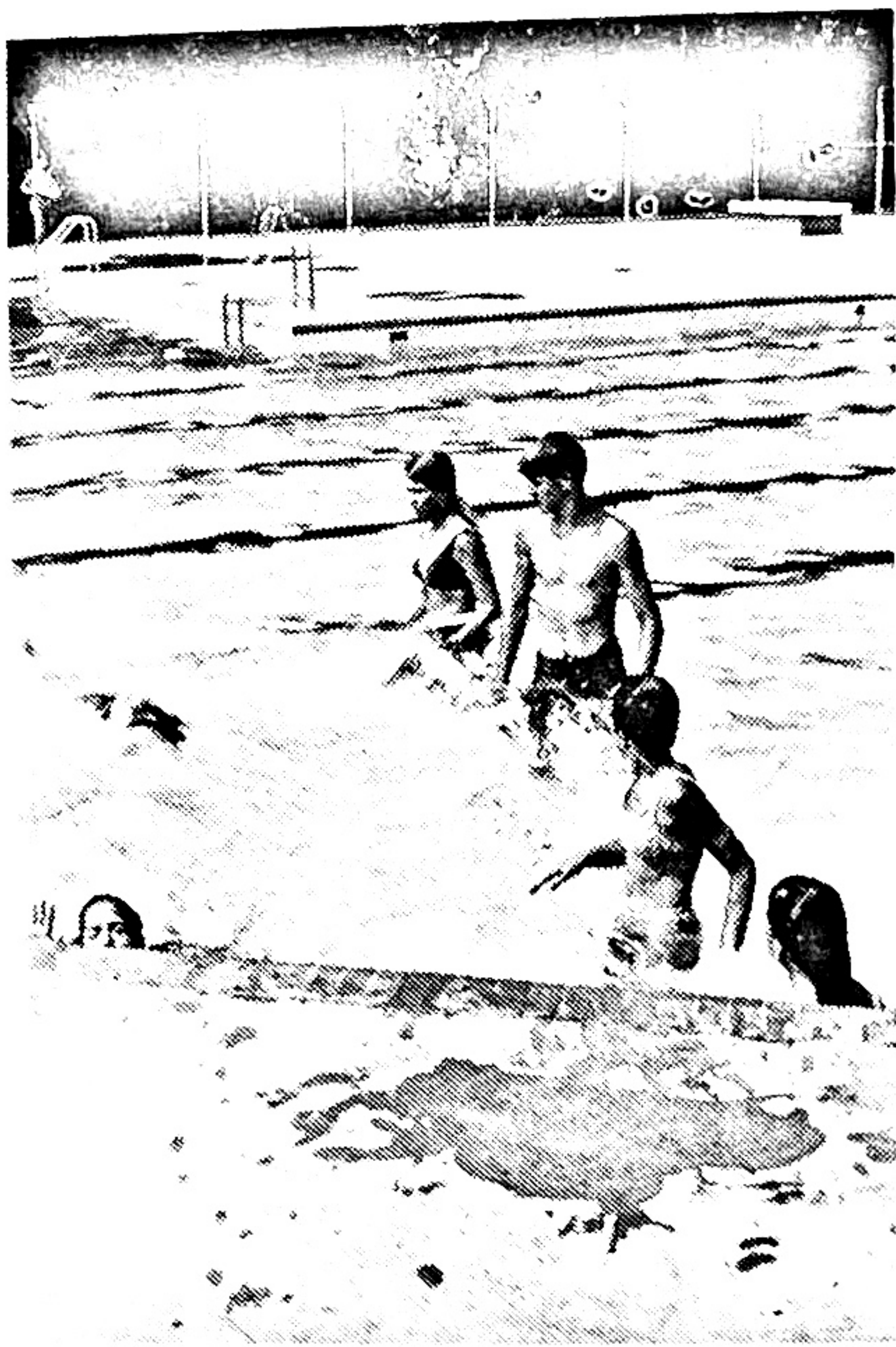


# RECREATION TECHNOLOGY

Southwestern Technical Institute's new program in Recreation Technology is designed to qualify personnel to plan and direct recreational activities for all age groups on a face-to-face basis.

The two-year program will be segmented to meet the needs of those who work with the following categories: Pre-school; school-age; adults; senior citizens; public and private recreational programs, and visitors at commercial resorts.

Specific attention will be given to training in these areas: the administration of recreational programs; leadership; arts and crafts; indoor and outdoor individual group activities; planning and development of recreational sites and facilities.

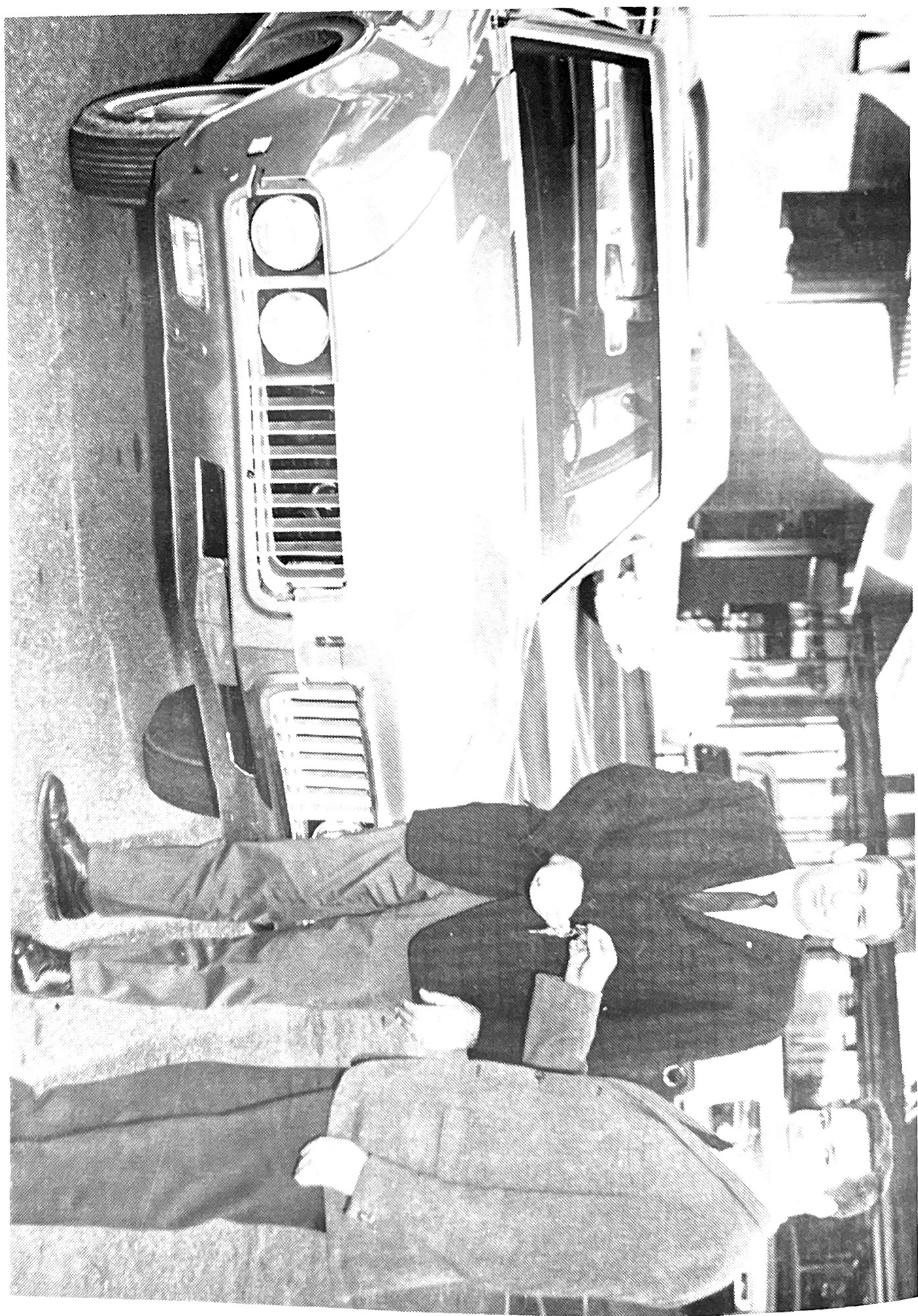


First Quarter		Class	Lab	Credit
T-REC 111	Introduction to Rec. Services	5	0	5
T-REC 110	Natural Sciences I	12	5	4
T-DFT 110	Cartography	2	3	3
T-DFT 111	Site Design	11	6	4
T-BUS 124	Business Finance, Grants, Bonds, Loans, Donations	5	0	5
		16	14	21
Second Quarter				
T-ENG 110	Communication Skills I (Written)	3	2	4
T-MAT 110	Business Mathematics (or Business Elective)	5	0	5
T-REC 122	Health, Safety and First Aid	2	3	3
T-REC 121	Program Planning and Organization	2	3	3
T-REC 123	Field Work I	0	10	3
		12	12	18
Third Quarter				
T-ENG 204R	Communication Skills II (Oral and Public Speaking)	3	2	4
T-BUS 120	Accounting (or Business Elective)	2	3	3
T-REC 131	Conservation Education I	5	0	5
T-REC 130	Cultural Arts (Music, Art and Drama)	2	3	3
T-REC 132	Field Work II	0	10	3
		12	18	18
Fourth Quarter				
T-REC 140	Water Related Recreation	2	8	5
T-REC 141	Conservation Education II	5	0	5
T-REC 142	Outdoor Recreation	2	3	3
T-REC 143	Field Work III	0	10	3
		9	21	16



Fifth Quarter			Class	Lab	Credit
T-PSY	102	General Psychology	5	0	5
T-SOC	102	Principles of Sociology	2	3	3
T-PSY	211	Group Leadership	2	3	3
T-REC	201	Environmental Studies	2	3	3
T-REC	202	Natural Sciences II	2	3	3
		Elective		3	3
			5		
			30		17+
Sixth Quarter					
T-REC	220	Winter Sports	2	3	3
T-REC	221	Hobbies and Handicrafts	2	8	5
T-PSY	206	Applied to Physiology	5	0	5
T-BIO	104	Introduction to Physiology	5	0	5
		Elective			
			5		
			30		18+
Seventh Quarter					
T-REC	230	Natural Sciences III	5	5	7
T-REC	231	Social Recreation	2	3	3
T-REC	232	Individual Life-Time Recreation Activities	2	2	3
T-REC	233	Organization of Activities	3	2	4
		Elective			
			5		
			30		17+
Eighth Quarter					
T-REC	240	Practicum	0	30-40	15
					15

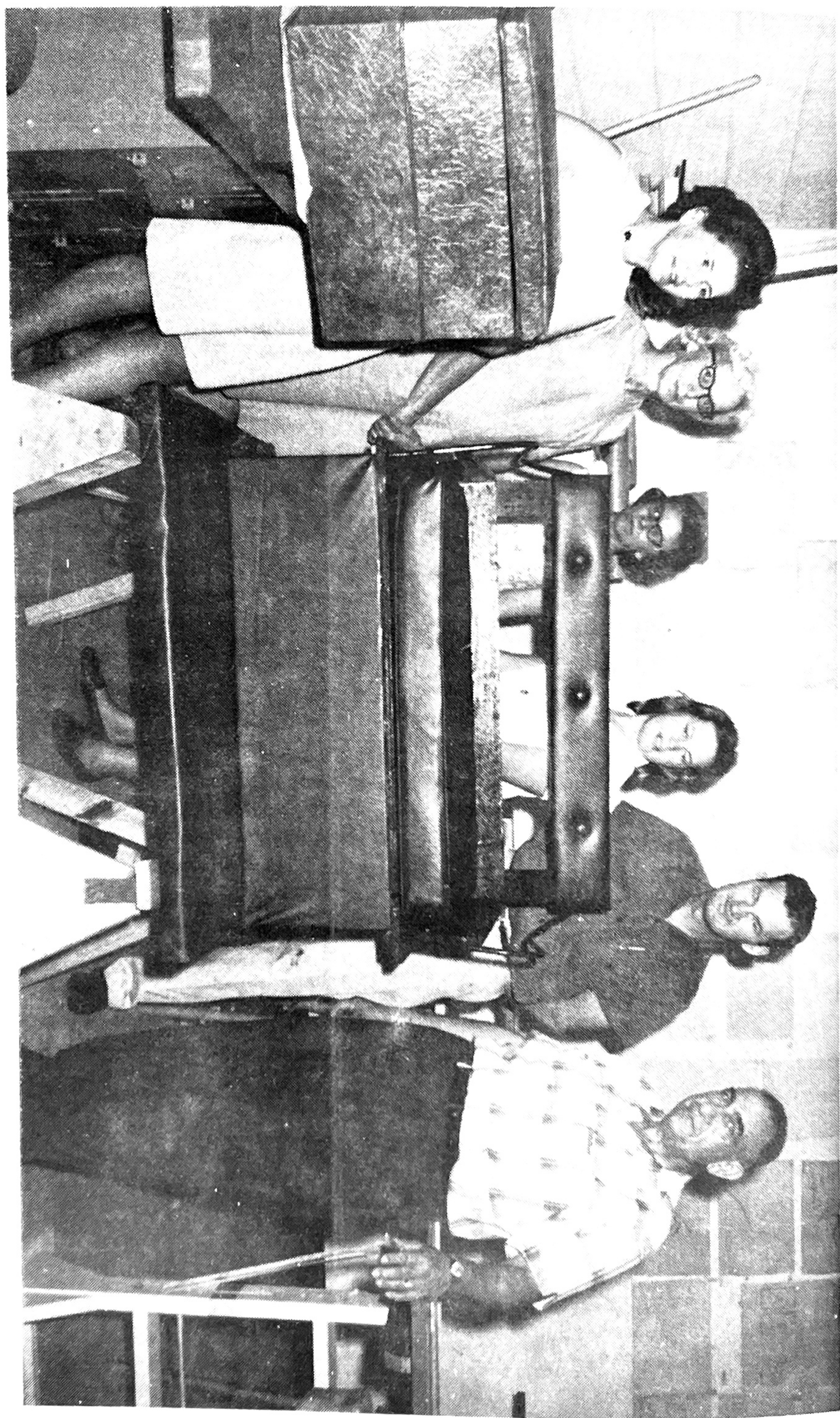






# Adult Education And Community Services







# ADULT EDUCATION

## GENERAL INFORMATION

Education is a process that continues throughout an individual's life. It is the Institute's aim to offer individuals the opportunity to develop their fullest potential in whatever areas of vocation and cultural activity they desire. In this way, the Institute helps people to meet the demands of a rapidly changing technological economy and a complex democratic society which requires the making of intelligent choices if we are to preserve what is valuable and important and change what needs changing in the culture of our society.

The Institute, through its Extension Office, offers to any adult, regardless of his educational background, an opportunity to continue learning in a wide variety of fields. Classes can be organized, either on or off campus, to teach practically any subject that is vocationally or culturally upgrading, whenever and wherever there is a need expressed by a sufficient number of interested people in any community in the primary service area of Jackson, Macon and Swain counties.

Such extension courses can be classed in two broad categories; Occupational Extension and General Adult Extension.

### Admission

The admission procedure is the same for both Occupational Extension and General Adult Extension. Any adult eighteen years of age or older may enroll in an extension class. In special cases, out-of-school youths may also be permitted to enroll at age sixteen.

### Registration

Persons interested in taking an extension class in either an area described below or some other subject of interest to them, should contact the Extension Office, and an effort will be made to organize a class. Registration for classes is held either at the Southwestern Tech campus or at designated places in the service area where a class is expected to be offered. Following registration, classes will begin as soon as an instructor is secured, if one has not already been found to meet the needs of the students enrolled. Every effort will be made to avoid conflicts and to arrange courses for the convenience of students. Students who complete registration will be notified when classes will begin.

### Costs

No tuition charges are made for enrollment in extension classes. In many cases, instructional materials are provided free; however, in some classes, especially in the area of arts and crafts, students may be expected to pay for the materials they use and keep.

### Duration of Classes

The length of an extension class is determined by the needs of the students and the content of the course. Most courses last from 18 to 144 hours and generally meet one or two times a week for sessions of 2 to 3 hours. The majority of classes are held in the evening, although daytime classes can be arranged upon demand.

### Requirements for Certificates:

Certificates are awarded on the basis of the following:

1. Official enrollment
2. Class participation, discussions, and projects
3. Regular attendance (Certificates cannot be awarded to those whose attendance is less than eighty per cent of the clock hours assigned to each course).



## OCCUPATIONAL EXTENSION

An occupational extension course is one which is a part-time course and does not count toward a diploma or degree, but for which a certificate of completion may be given. Classes are designed to meet the general or specific training or retraining needs of groups or private individuals or employees in businesses, industry, governmental agencies, and other public institutions. Most occupational extension offerings are flexible in that the length and content can be tailored to meet specific groups needs. Classes are initiated as such needs are indicated by surveys, interviews, personal requests, and enrollment in existing or proposed programs. A partial listing of classes offered in the last year includes:

### Supervisory Development Training Program

In an effort to meet the needs of North Carolina industry, a Supervisory Development Training program has been developed by the Department of Community Colleges.

The Supervisory Development Training Program is designed to train persons interested in becoming supervisors and to provide instruction for supervisors at various levels of management as preparation for advancement.

Course No.	Course Title	Classroom Hours
SDT 1	Principles of Supervision	44-46
SDT 2	Job Relations Training	10
SDT 3	Science of Human Relations	18-20
SDT 4	Art of Motivating People	22
SDT 5	Economics in Business and Industry	22
SDT 6	Effective Communications	22
SDT 7	Effective Writing	22
SDT 8	Effective Speaking	15
SDT 9	Speed Reading	20
SDT 10	Work Measurement	22
SDT 11	Job Methods	10
SDT 12	Conference Leadership Training	10
SDT 13	Instructor Training	15
SDT 14	Creative Thinking	22
SDT 15	Industrial Safety and Accident Prevention	22
SDT 16	Industrial First Aid	10
SDT 17	The Supervisor in N. C.	10
SDT 18	Job Analysis Training	12
SDT 19	Management Primer	44
SDT 20	Cost Accounting for Supervisors	14
SDT 21	Supervision in Hospitals	40

### Fire Service Training

A variety of courses are offered in cooperation with individual fire departments in the service area. Specific units of study are designed to increase the fire fighter's technical knowledge and improve his skills in fire-ground operation and may be offered in any order, according to the needs of each fire department. It is suggested, however, that a final summary course in firefighting procedures conclude any protracted program in which all of the units are studied. For a more detailed explanation of offerings, contact the Extension Office.

### Basic Peace Officers Training

A training program similar to that offered to fire departments is available to peace officers in the area. The program of study was developed by the Institute of Government at Chapel Hill. A partial listing of courses available includes:

- Elements of Offenses
- Law of Arrest and Search and Seizure
- Motor Vehicle Law
- Court Structure and Procedure
- Liquor Law
- Law Enforcement Procedures
- General Criminal Investigation

Any interested person should contact the extension office for more specific information.

### New and Expanding Industrial Training

Cooperative programs of study are organized by Southwestern Technical Institute with industries in the area, whereby, courses are designed to meet specific training needs of the individual industry and are taught on location at no cost to the industry or the trainees.



## GENERAL ADULT EXTENSION

The Institute offers a wide range of programs which are designed to provide individuals with an opportunity to attain skills and knowledge for personal use and general education. Some courses are of an academic nature while others are rational or cultural. The main goal of the general extension program is to help adults obtain a fuller life through development of their creative talents and more fruitful use of leisure time and through expanding their opportunities for greater economic well-being by improving their academic skills so that they may qualify for job promotions or more advanced vocational training. Programs offered are as follows:

### Community Service Extension Courses

Southwestern Technical Institute offers a wide variety of courses, depending upon group interests as expressed by surveys, and personal requests, which contribute to the cultural enrichment and improvement of daily living, or vocational interest of participants. Examples of these classes which were offered in the past year are:

- Consumer Education
- Creative Arts, including arts and crafts
- Personal and Home Safety
- House Working
- Income Tax
- Real Estate
- Driver Education

### Adult Basic Education

The Adult Basic Education program provides basic education to adults age 16 or over whose educational accomplishment is below the eighth grade level. Originally authorized under the Economic Opportunity Act of 1964, the program is now administered by the U. S. Office of Education. In North Carolina, the Department of Community Colleges has been designated as the agency in charge of the program.

Adult Basic Education classes are organized at several locations throughout the Southwestern Tech service area to provide free instruction on various levels from beginning reading, writing, and arithmetic, to more advanced study of English grammar and usage, mathematics, social studies, and science.

The materials used and the teaching provided are designed to meet adult interests. For example, family budgeting and preparation of income tax forms may provide practice in mathematics or social studies discussions may center around the adult's role as a citizen.

Although legally limited to grades 0-8, the program lays the groundwork for many individuals to proceed to taking the high school equivalency examinations described below. Students enrolled in the classes benefit from group discussions, teacher explanations, workbook exercises, and periodic evaluations to determine progress.

## LEARNING LABORATORY

The Learning Laboratory offers an educational opportunity to all persons 18 years of age or older. This age limit may be changed to meet special needs. The Learning Laboratory offers study in a variety of materials, which range from first grade level to college level. This enables the Learning Lab to offer help to a wider range of people, regardless of their educational level.

The Learning Laboratory has been designed to serve the following groups:

1. Adults who would like to earn a high school equivalence certificate. The Learning Lab is an ideal situation for persons to study and prepare to take the G.E.D. tests.
2. Prospective students for Southwestern Technical Institute who need to brush-up on certain subjects before entering. Full or part time study programs are available.
3. Prospective college students who would like to increase their educational abilities before entering school.



4. Regular curriculum students at Southwestern Technical Institute who need or desire supplementary work to improve their performance in their regular course work.
5. Adults having a special interest in a particular subject, such as a foreign language, blueprint reading, calculus, or chess.

Supervision and help are provided for the students by the Learning Lab Coordinator who interviews students, helps them determine their goals, and sets up a program of study to help them achieve their goals. The coordinator also helps the students to see their own progress as they move toward their goal.

Southwestern Technical Institute maintains three Learning Laboratories. One lab is located on the main campus; one is located at Bryson City in Mobile Unit No. 2 at the Swain County High School; and the other lab is located at Franklin in Room 216 of the Franklin High School.

The schedules for the three labs are as follows:

**Southwestern Technical Institute**  
8:00-4:30 Mon.-Fri.  
6:30-9:30 Mon.-Thurs.

**Bryson City**  
3:30-5:30 Mon.-Thurs.  
6:30-9:30 Mon.-Thurs.

**Franklin**  
4:00-8:30 Mon.-Thurs.

A student can enroll in the Learning Lab at any time without waiting for a new quarter to begin. The Labs are open twelve months of the year. All studies in the Learning Laboratories are free of charge.

### **General Education Development Tests**

In July, 1969, Southwestern Technical Institute became an official General Educational Development Testing Center. These tests cover five broad areas:

1. English Expression
2. Literature
3. Mathematics
4. Social Studies
5. Natural Science

Persons receiving a total passing score of 225 points with no single test score below 35 are awarded a High School Equivalency Certificate by the North Carolina Department of Public Instruction. This certificate is generally accepted on the same basis as a high school diploma for employment, job promotion, and higher education.

**Preparation:** A person wishing to take the GED tests should come to the institute for an initial interview and preliminary counseling. If it appears that the individual is not yet fully ready to take the tests, he can select one of two ways to complete his preparation: The Adult Basic Education program, or the Learning Lab; either of which will help him acquire the skills necessary for success on the tests.

**Application requirements:** In order to take the GED tests, a person must:

1. Be at least 18 years of age
2. Be a resident of North Carolina
3. File an application which is available at the institute or from his county superintendent of schools
4. Have a valid vocational, educational, or other purpose in applying
5. Pay a fee of \$3.00 at the time of application

In the event that any single test score or the total score is unsatisfactory, a retest may be taken after six (6) months of further study. There is a charge of \$1.00 for each section of the tests taken on a retest.

At the time of application, a testing date will be set up. Every effort will be made to arrange a time which will be at the convenience of the applicant so that he will not have to take time off from work or other responsibilities.



# Course Descriptions



# COURSE DESCRIPTIONS

Course descriptions are arranged alphabetically by the three-letter abbreviation used to identify the course and then by course number. The letter T preceding the three-letter abbreviation is not considered in filing and should be disregarded when looking for a course description.

## AHR 1101—AUTOMOTIVE AIR CONDITIONING

General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system.

Prerequisite: PHY 1102.

## AUT 1101—SMALL ENGINE REPAIR

The purpose of this course is to teach the why and how of gasoline engine operations. A careful study of the theory and operating principles, plus actual practice in servicing and repairing engines will enable anyone to minimize engine troubles and to correct those troubles that do exist. The course will in general deal with small engines. Multicylinder engines will be included.

## AUT 1111—AUTO BODY REPAIR

Basic principles of automobile construction, design, and manufacturing. A thorough study of angles, crown, and forming of steel into the complex contour of the present day vehicles. The student applies the basic principles of straightening, aligning, and painting of damaged areas.

## AUT 1112—AUTO BODY REPAIR

A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges and beads, and straightening typical auto body damage. The student begins acquiring skills such as shaping angles, crowns, and contour of the metal of the body and fenders. Metal working and painting.

Prerequisites: AUT 1111, WLD 1101, PHY 1101, MAT 1101.

## AUT 1113—METAL FINISHING AND PAINTING

Development of the skill to shrink stretched metal, soldering and lead-ing, and preparation of the metal for painting. Straightening of doors, hoods, and deck lids; fitting and aligning. Painting fenders and panels, spot repairs, and complete vehicle painting; the use and application of power tools.

Prerequisites: AUT 1112, WLD 1105.

## AUT 1114—BODY SHOP APPLICATIONS

General introduction and instruction in the automotive frame and front end suspension systems, the methods of operation and control, and the safety of the vehicle. Unit job application covers straightening of frames and front wheel alignment. The student applies all phases of training. Repair order writing, parts purchasing, estimates of damage, and developing the final settlement with the adjuster.

Prerequisites: AUT 1115, PHY 1102, DFT 1101.

## AUT 1115—TRIM, GLASS AND RADIATOR REPAIR

Methods of removing and installing interior trim; cutting, sewing and installing headlinings, seat covers, and door trim panels; painting of trim parts and accessories. Glass removal, cutting, fitting, and installation. The student gains a thorough knowledge of the engine cooling system and re-pairs and replaces damaged cooling system components. Tests are made to insure normal engine cooling operation.

Prerequisites: AUT 1112, WLD 1105.

## AUT 1123—AUTOMOTIVE CHASSIS AND SUSPENSION SYSTEMS

Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end and alignment.

Prerequisite: PME 1102.

## AUT 1124—AUTOMOTIVE POWER TRAIN SYSTEMS

Principles and functions of automotive power train systems, clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair.

Prerequisites: PHY 1102, AUT 1123.

## AUT 1125—AUTOMOTIVE TESTING AND SERVICE

Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Extensive use of testing equipment will be made on the actual



problem situations. A close simulation to the actual automotive shop will be maintained and every effort will be made to give the student a full range of testing and servicing experience.

Prerequisites: AUT 1121, 1122, 1123, 1124.

#### **T-BUS 101—INTRODUCTION TO BUSINESS**

A survey of the business world with particular attention devoted to the structure of the various types of business organizations, methods of financing, internal organization, and management.

#### **T-BUS 102—TYPEWRITING**

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.

#### **T-BUS 103—TYPEWRITING**

Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms. Prerequisite: T-BUS 102 or the equivalent. Speed requirement, 30 words per minute for five minutes.

#### **T-BUS 104—TYPEWRITING**

Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms. Prerequisite: T-BUS 103 or the equivalent. Speed requirement, 40 words per minute for five minutes.

#### **T-BUS 106—SHORTHAND**

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

#### **T-BUS 107—SHORTHAND**

Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: T-BUS 106 or equivalent.

#### **T-BUS 108—SHORTHAND**

Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: T-BUS 107.

#### **T-BUS 110—OFFICE MACHINES**

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

#### **T-BUS 112—FILING**

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

#### **T-BUS 115—BUSINESS LAW**

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

#### **T-BUS 116—BUSINESS LAW**

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

Prerequisite: T-BUS 115.

#### **T-BUS 120—ACCOUNTING**

Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: T-MAT 110.

#### **T-BUS 121—ACCOUNTING**

Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems. Prerequisite: T-BUS 120.

#### **T-BUS 123—BUSINESS FINANCE**

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

#### **T-BUS 124—BUSINESS FINANCE, GRANTS, BONDS, LOANS AND DONATIONS**

Financing federal, state, and local government and the ensuing effects upon the



economy. Factors affecting supply of funds, monetary and credit policies. Other topics to be studied will be methods used in securing grants, loans, and donations as well as bonds.

## **T-BUS 183 L & M—TERMINOLOGY AND VOCABULARY**

To develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices. Prerequisite: T-BUS 107.

## **T-BUS 205—ADVANCED TYPEWRITING**

Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts, and legal documents. Prerequisite: T-BUS 104. Speed requirements, 50 words per minute.

## **T-BUS 206 E, L, M—DICTATION AND TRANSCRIPTION**

Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 100 words per minute required for five full minutes. Prerequisite: T-BUS 108.

## **T-BUS 207E—DICTATION AND TRANSCRIPTION**

Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 110 words per minute. Prerequisite: T-BUS 206.

## **T-BUS 207L—DICTATION AND TRANSCRIPTION**

Covering materials appropriate to the course of study, the student develops the accuracy, speed and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 110 words per minute required for five minutes on new material. Prerequisite: T-BUS 206.

## **T-BUS 207M—DICTATION AND TRANSCRIPTION**

Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 110 words per minute required for five minutes on new material. Prerequisite: T-BUS 206M.

## **T-BUS 208E—DICTATION AND TRANSCRIPTION**

Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 120 words per minute. Prerequisite: T-BUS 207E.

## **T-BUS 208L—DICTATION AND TRANSCRIPTION**

Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 120 words per minute required for five minutes on new material. Prerequisite: T-BUS 207.

## **T-BUS 208M—DICTATION AND TRANSCRIPTION**

Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 120 words per minute required for five minutes on new material. Prerequisite: T-BUS 207.

## **T-BUS 210E—TYPING OFFICE PRACTICE**

A course designed to familiarize the student with the forms and routines found in a typical business. Emphasis is placed upon correct procedures and adaptability to varying office methods. Prerequisite: T-BUS 205.

## **T-BUS 211—OFFICE MACHINES**

Instructions in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictation and transcribing machines. Prerequisite: T-BUS 110.

## **T-BUS 212—MACHINE TRANSCRIPTION—BUSINESS**

A study and practice course in the use of transcribing machines in business dictation. Proficiency in word usage, correct grammar, and letter styles will be emphasized. Prerequisite: T-BUS 103.

## **T-BUS 213—OFFICE PROCEDURES**

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



## **T-BUS 214—SECRETARIAL PROCEDURES**

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

## **T-BUS 215 E-OFFICE APPLICATIONS**

Actual on-the-job work experience in which the student receives first-hand knowledge in the world of work. This program consists of: first, three days of orientation; second, five weeks of actual work; and third, two days of summary and evaluation.

## **T-BUS 222—ACCOUNTING**

Thorough treatment of the field of general accounting, providing the necessary foundation for specialized studies that follow. The course includes among other aspects, the balance sheet, income and surplus statements, fundamental processes of recording, cash and temporary investments, and analysis of working capital. Prerequisite: T-BUS 121.

## **T-BUS 223—ACCOUNTING**

Additional study of intermediate accounting with emphasis on investments, plant and equipment, intangible assets and deferred charges, long-term liabilities, paid-in capital, retained earnings, and special analytical processes. Prerequisite: T-BUS 222.

## **T-BUS 225—COST ACCOUNTING**

Nature and purposes of cost accounting; accounting for direct labor materials and factory burden; job cost and standard cost principles and procedures; selling and distribution cost; budgets, and executive use of cost figures. Prerequisite: T-BUS 121.

## **T-BUS 229—TAXES**

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

Prerequisite: T-BUS 121.

## **T-BUS 232—SALES DEVELOPMENT**

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

## **T-BUS 235—BUSINESS MANAGEMENT**

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

## **T-BUS 239—MARKETING**

A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in such marketing process.

## **T-BUS 243—ADVERTISING**

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

## **T-BUS 269—AUDITING**

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

Prerequisite: T-BUS 223.

## **T-BUS 271—OFFICE MANAGEMENT**

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

## **T-BUS 272—PRINCIPLES OF SUPERVISION**

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

## **T-BUS 284M—TERMINOLOGY AND VOCABULARY**

Greater emphasis on an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices. Prerequisite: T-BUS 183M.



## **BUS 1103—SMALL BUSINESS OPERATIONS**

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.

## **T-CAT 101—ADVERTISING PRINCIPLES**

A comprehensive survey of the history and development of advertising including a discussion of its economic and social values. An introduction to advertising media and current publications in the field.

## **T-CAT 105—LIFE STUDY**

Basic drawing in charcoal from the live model with emphasis on proportions, bone structure, muscles and main body masses.

## **T-CAT 106—LIFE STUDY**

A continuation and application of basic life study. Action and motion of figure, study of character, expression and the draped figure. Introducing various drawing techniques such as pen & ink, wash, pastels and paint. Prerequisite: T-CAT 105.

## **T-CAT 110—GENERAL ILLUSTRATION**

Study of creative methods and rendering techniques used in the illustration field. Editorial illustration, advertising spots, cartooning, fashion and retail product. Black and white and color problems will be assigned, using various media and materials. Emphasis on good drawing and research.

## **T-CAT 116—PHOTOGRAPHY**

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.

## **T-CAT 121—COMMERCIAL ART & ADVERTISING DESIGN**

Basis design fundamentals. Emphasis is on form, line, dimension and composition. The relation of nature and fine art to commercial art and design. Basic lettering form and style. Rough and finished lettering techniques.

## **T-CAT 122—COMMERCIAL ART & ADVERTISING DESIGN**

Basic color fundamentals and principals. The color wheel. Introduction of color into basic design problems. Typography: background, faces, uses, terms and specifying. Typographic design, indication and layout for type-setter. Prerequisite: T-CAT 121.

## **T-CAT 123—COMMERCIAL ART & ADVERTISING DESIGN— General Layout**

Professional approach to advertising and editorial layout. The indicating of finished art concepts, visuals and ideas. Pencil roughs, colored sketches and comprehensive layouts. Prerequisites: T-CAT 122, T-DFT 102.

## **T-CAT 205—ADVERTISING COPYWRITING**

A study of the techniques used in creating effective advertising copy for various types of media; purposes and duties of the copywriter and legal problems encountered in copywriting. Theory and practice will be given in writing copy for the various media including retail and fashion copy, mail order, direct mail, business, publications, radio and television. Prerequisite: T-ENG 103.

## **T-CAT 212—INDUSTRIAL ART & DESIGN**

A study of art and design for industry and business. Forms, charts and graphs, letterhead, trademarks and company publications. Use of the airbrush, photo retouching and airbrush art. Handling of annual reports. Prerequisite: T-CAT 123.

## **T-CAT 217—PHOTOGRAPHY**

Advanced photographic techniques and materials. Participation in studio and laboratory procedures illustrating the various applications and creating possibilities of photography in advertising. Prerequisite: T-CAT 116.

## **T-CAT 224—COMMERCIAL ART & ADVERTISING DESIGN**

A thorough background in production methods for various media. Study of printing and engraving processes. Color separation process. Assignments in art mechanicals, reproduction methods and printing paper qualities and selection. Trips to printing, engraving and paper plants. Prerequisite: T-CAT 123.

## **T-CAT 225—COMMERCIAL ART & ADVERTISING DESIGN**

First phase of a course providing simulated professional working conditions. The student will utilize all previous instruction "job" assignments.



Work will start the students individual portfolio of professional samples. There will be class critique and discussion of assignments and solutions.

#### **T-CAT 232—PROJECT SEMINAR**

Individual attention is given each student in the areas of learning which need strengthening. Project development is stressed.

#### **T-CAT 206—PROJECT SEMINAR**

Each student selects and pursues project work in the field of his choice. Maximum individual attention is available.

#### **T-CAT 231—PAINTING WITH POLYMERS**

An introduction to the medium; a study of the techniques used in painting and illustration with the relatively new acrylic polymer emulsions. Students may select projects or complete assigned projects.

#### **T-CAT 226—COMMERCIAL ART & ADVERTISING DESIGN**

Second phase of course providing simulated professional working conditions. Advanced "job" problems. Emphasis on self expression and originality. The student will complete his professional portfolio.

Prerequisite: T-CAT 225.

#### **T-CAT 235—ADVERTISING & EDITORIAL ART DIRECTION**

A study of the art director's profession. The creating and coordinating of effective advertising campaigns and editorial designs for both national and local markets. The practical considerations, procedures and job opportunities, restrictions. Media selection, frequency of insertion, direct mail and response. The value of market research. Emphasis on dealing with professionals in related fields.

#### **T-CIV 100—BOUNDARY CONTROL**

The course covers the legal principles of boundary control to acquaint the student with the correct interpretations of deed description.

#### **T-CIV 101—SURVEYING I**

Care and use of instruments; theory and practice of plane surveying including taping, differential and profile leveling, transit, stadia, and transit-tape surveys.

#### **T-CIV 102—SURVEYING II**

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

#### **T-CIV 103—SURVEYING III**

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

#### **COS 1001—COSMETOLOGY I**

The simplified theories, procedures and techniques of fingerwaving, hairstyling, haircoloring, bleaching, permanent waving, haircutting, manicuring, wig and hairpiece styling and care. The course includes a study of bacteriology, methods of sterilization of equipment and personality development.

#### **COS 1002—COSMETOLOGY II**

This course includes advanced theories and practices studied in Cosmetology I as well as operational management, first aid, and facials.

#### **COS 1003—COSMETOLOGY III**

Cosmetology I and II advanced into the third level to include small business management and cosmetic chemistry.

#### **COS IV—COSMETOLOGY IV**

Cosmetology I, II, and III advanced into the fourth level to include thermal waving and curling. The study of human relations is also included on this level.

#### **T-DFT 101—TECHNICAL DRAFTING**

The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique and perspective are introduced.

#### **T-DFT 102—TECHNICAL DRAFTING**

The application of orthographic projection principles to the more complex drafting problems, primary and secondary auxiliary views, simple and successive revolutions, and sections and conventions will be studied. Most important is the introduction of the graphical analysis of space problems. Problems of practical design elements involving points, lines, planes, and a combination of these elements shall be studied. Dimensioning practices for "details" and "working drawings" approved by the American Standards Association will also be included. Introduction is given to intersections and developments of various types of geometrical objects.

Prerequisite: T-DFT 101.



## **T-DFT 110—CARTOGRAPHY**

Introduction to elementary chart and map-making. Emphasis will be placed on application of cartographic principles to aid in recreational area designs.

## **T-DFT 111—SITE DESIGN**

A study of the basic principles involved in designing recreational sites with consideration given to maximum utilization of all available resources. Topics such as topography, accessibility, vegetation, and area beautification will be included.

## **DFT 1101—SCHEMATICS AND DIAGRAMS: POWER MECHANICS**

Interpretation and reading of schematics and diagrams. Development of ability to read and interpret blueprints, charts instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.

## **DFT 1121—DRAFTING**

An introduction to drafting and the study of drafting practices. Instruction is given in the selection, use and care of instruments, single stroke lettering, applied geometry, freehand sketching consisting of orthographic and pictorial drawings. Orthographic projection, reading and instrument drawing of principal views, single auxiliary views (primary), and double (oblique) auxiliary views will be emphasized. Dimensioning and note practices will be studied with reference to the **American Standards Association** practices. Methods of reproducing drawings will be included at the appropriate time.

## **T-ECO 100—APPLIED ECONOMICS**

A practical course in applied economics as it relates to man and his efforts to make a living. These economic endeavors will include forms of money, kinds of wages, uses of purchasing power, basic types of insurance, the importance of the effects of the business cycle, and the relationship of value to price based on the laws of supply and demand.

The role of government in the economy, a look at such problems as governmental services, governmental controls over such agencies as banking and credit institutions, and the justification of government spending will be undertaken.

Free enterprise and its place among world economic systems will also be examined.

## **T-ECO 102—ECONOMICS**

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.

## **T-ECO 104—ECONOMICS**

Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.

Prerequisite: T-ECO 102.

## **ECO 1000—APPLIED ECONOMICS**

Designed to help the student understand present-day economic problems. Topics include: production, consumption, exchange and distribution, money and credit, business fluctuations, labor and management relations, and challenges to our system of free enterprise.

## **T-EDP 104—INTRODUCTION TO DATA PROCESSING SYSTEMS**

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

## **EDU 1001—THE NATURE & SCOPE OF DAY CARE FOR YOUNG CHILDREN**

Designed to promote understanding of the role and responsibilities of day care workers. Classroom activities include study of personal adjustment, the developmental sequence in infancy and childhood, and needs of young children for optimal intellectual, emotional, and social development. The importance of the adult-child relationship is emphasized throughout the course.

## **EDU 1002—HEALTH AND SAFETY OF YOUNG CHILDREN**

Designed to promote understanding of factors which influence physical and emotional health during infancy and childhood. Classroom activities focus on practices and procedures for promoting good health among children in group care. The influence of child care workers on health and safety and on the teaching of health habits is emphasized throughout the course. Prerequisite: EDU 1001.



### **EDU 1003—CREATIVE ACTIVITIES FOR YOUNG CHILDREN**

Designed to promote appreciation for the importance of a varied program of activities for young children and to develop understanding of types of activities which should be provided in a group care facility. Classroom activities include discussion of media and techniques, experimentation with various media, and participation in planning activity programs for different age groups. Prerequisite: EDU 1002.

### **EDU 1004—FIELD EXPERIENCE IN CHILD CARE FACILITIES**

Designed to provide opportunities for students to apply classroom learnings to observation of young children and to participate in their care under the supervision of the teacher. Experience in various types of child care facilities will be related to classroom learnings through assignments, group discussions, and conferences. This course is intended to indicate the experiences needed to reinforce learnings of EDU 1001, EDU 1002, and EDU 1003. Satisfactory performance in EDU 1004 is required for completion of the basic pre-employment course for child care workers. Prerequisite: EDU 1003.

### **EDU 1005—WORKING WITH THE YOUNG CHILD**

An introduction to the relationships of developmental stages to behavior patterns, with emphasis on those methods of interacting with children which promote healthy progress from one developmental stage to the next. Discussions and assignments are designed to develop insight into the student's own attitudes and biases, as a basis for self-understanding and increased capacity for relating to children and adults effectively. Prerequisite: EDU 1001.

### **EDU 1006—COMMUNICATING EFFECTIVELY WITH THE YOUNG CHILD**

Study of language developments in relation to adult models and the child's early experiences. Remedial approaches to improving the student's oral communication, in order to serve as an effective model. Case studies provide opportunities to analyze problems of adult-child communication and to derive guidelines for establishing effective communication patterns with young children. Prerequisite: EDU 1001.

### **EDUC 1007—MUSIC IN THE EARLY CHILDHOOD PROGRAM**

Study of music which is appropriate for young children and ways of integrating music into the total program of activities. Students learn to utilize a wide variety of materials for rhythm, instrumental performance, and dramatic play. Laboratory sessions provide opportunities for learning songs and developing extensive files; field experience provides opportunities to participate in and evaluate music activities for various age groups. Prerequisite: EDU 1003.

### **EDU 1008—SCIENCE IN THE EARLY CHILDHOOD PROGRAM**

Study of those scientific facts, concepts, and phenomena that are of interest to young children. Laboratory experiences provide opportunities to carry out simple experiments in which young children could participate. Each student will plan a science program which could be used as an integral component of the overall program for young children in group care. Prerequisite: EDU 1003.

### **EDU 1009—ART IN THE EARLY CHILDHOOD PROGRAM**

Study of art media in relation to the creative process in young children, of the educational component that each medium reinforces, and of the ways a variety of low-cost art activities can be incorporated into a program for young children. Laboratory sessions provide first-hand experience with all of the media, opportunities to explore the uses of each, and practice in the care and storage of materials. Each student will plan a meaningful sequence of art activities which could be incorporated into a program for young children. Prerequisite: EDU 1003.

### **EDU 1010—WORKING WITH THE YOUNG CHILD WITH PROBLEMS**

Further study of behavior in relation to developmental stages, with emphasis on behavior which is symptomatic of emotional or physical handicaps. Case studies and field observations are utilized for analysis of problems commonly encountered in group situations. Effective interaction and other types of remedial help are explored. Behavior of the child care worker is analyzed as a possible factor in contributing to or alleviating maladjustment, with focus on the importance of constructively utilizing an analytic approach to self-development and to improved interpersonal skills. Prerequisite: EDU 1005.

### **EDU 1011—CONCEPTUAL AND LANGUAGE DEVELOPMENT**



Study of means for helping children develop in their ability to communicate and to formulate concepts about their environment. Emphasis is on utilization of all facets of the program to reinforce concept development and to increase vocabulary through stimulation of oral communication. Reading assignments and recordings of children's speech provide opportunities to study speech development, to establish realistic expectations and to identify children with needs for special attention to language development. Prerequisite: EDU 1006.

#### **EDU 1012—LITERATURE IN THE EARLY CHILDHOOD PROGRAM**

Study of literature for young children, with emphasis on criteria for evaluating the literary value of children's books. Extensive reading and development of a topical file provide resources for selection of appropriate materials to use in field practice, to develop skill in oral reading and in story telling. Prerequisite: EDU 1006.

#### **EDU 1013—PARENT EDUCATION**

Designed to develop understanding of the rewards and difficulties of parents. Role playing provides opportunities to practice ways of working with parents through home visits, individual conferences, informal conversations and group meetings. The relationship of the child care facility to other community agencies is explored, including ways each can best serve children and their families. Emphasis is given to the responsibility of child care workers to know about community resources, to be sensitive to needs of parents, and to help parents become aware of and utilize services of the community. Prerequisite: EDU 1001.

#### **EDU 1014—ADMINISTRATION AND SUPERVISION IN A PRESCHOOL FACILITY**

Designed to assist students to develop a philosophy of preschool education which can serve as a guide in establishing policies and procedures for the operation of a center for group care of young children. Emphasis is given to principles of supervision and techniques for promoting acceptance of a philosophy by the total staff. Prerequisite: EDU 1001.

#### **EDU 1015—GROUP CARE OF INFANTS**

Study of development from birth to age three and of the problems specific to group care of children under 3. Each student will develop a plan of care for a group of 5 children; the plan must reflect concern for the child's total development and show procedures for dealing with the practical problems of providing safe care for infants and toddlers.

Prerequisites: EDU 1001 and EDU 1002.

#### **ELC 1112—DIRECT AND ALTERNATING CURRENT**

A study of the electrical structure of matter and the electron theory, the relationship between voltage, current and resistance in series, parallel and series-parallel circuits. Time will be devoted to the analysis of direct current circuits by Ohm's law and Kirchoff's law; time will be allotted for the study of sources of direct potentials. Fundamental concepts of alternating current flow; a study of reactance, impedance, phase angle, power and resonance. Time will be allotted for alternating current circuit analysis.

#### **T-ELN 101—ELECTRONIC INSTRUMENTS AND MEASUREMENTS**

A study of basic electronic instruments, their theory of operation, function, tolerances, and calibration. Both service and laboratory instruments will be studied. Laboratory experience will provide application of each type instrument studied.

#### **T-ELN 105—CONTROL DEVICES**

A study in depth of the electrical characteristics of vacuum tubes and transistors. Basic parameters and applications of each type device to the three configurations of a three terminal two port system will be included.

#### **ELN 1000—FCC RULES AND REGULATIONS**

A study of Federal Communication Rules and Regulations, as well as Federal laws pertaining to operation of wireless communication equipment.

#### **ELN 1122—VACUUM TUBES AND CIRCUITS**

An introduction to vacuum tubes and their development; the theory, characteristics and operation of vacuum tubes, semi-conductor diodes, rectifier circuits, filter circuits, triodes and simple voltage amplifier circuits.

#### **ELN 1123—AMPLIFIER SYSTEMS**

An introduction of commonly used servicing techniques as applied to monophonic and stereophonic high fidelity amplifiers and auxiliary equipment. The operation and servicing of intercommunication amplifiers and switching circuits will also be taught.

#### **ELN 1126—TRANSISTOR THEORY AND CIRCUITS**

Transistor theory, operation, characteristics and their application to



audio and radio frequency amplifier and oscillator circuits.

#### **ELN 1128—TELEVISION RECEIVER CIRCUITS**

A study of principles of television receivers, alignment of radio and intermediate frequency amplifiers, adjustment of horizontal and vertical sweep circuits will be taught.

#### **ELN 1130—TWO-WAY MOBILE MAINTENANCE**

A course to acquaint the student with the theory and maintenance of fixed station and mobile station transmitters and receivers. Except for radio laws, sufficient information will be given to qualify the student to take the FCC second class radio-telephone license examination.

#### **T-ENG 101—GRAMMAR**

Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.

#### **T-ENG 102—COMPOSITION**

Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition. Prerequisite: T-ENG 101.

#### **T-ENG 103—REPORT WRITING**

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

Prerequisite: T-ENG 102.

#### **T-ENG 110—COMMUNICATION SKILLS I (WRITTEN)**

Includes instruction in the foundations of communication skills in the written form. The proper use of skills to enable the student to write satisfactory letters and write suitable press releases for both newspaper and radio.

#### **T-ENG 204—ORAL COMMUNICATION**

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews. Prerequisite: T-ENG 101.

#### **T-ENG R COMMUNICATION SKILLS II (ORAL AND PUBLIC SPEAKING)**

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention is given to conducting meetings, conferences, and interviews and how to make a good appearance before the news media and public gatherings.

#### **T-ENG 206—BUSINESS COMMUNICATION**

Develops skills in techniques in writing business communications. Emphasis is placed on writing action-getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry. Prerequisite: T-ENG 102.

#### **ENG 1101—READING IMPROVEMENT**

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**

Development of the student's ability to communicate effectively with other individuals through the medium of good language usage in speaking and writing, to think more clearly, and to reason more forcefully in work problems pertaining to his job. Prerequisite ENG 1101.

#### **MAS 1000—MASONRY**

History of brick and block laying, fundamental skills, laying to line, use and care of tools and equipment. Mortar mixing techniques and general masonry procedures.

#### **MAS 1001—MASONRY**

Mathematics and blueprint reading directly related to masonry. Estimating quantities and calculating dimensions from plans.



### **MAS 1002—MASONRY**

Advanced blueprint reading and mathematics related to estimating.

### **MAS 2000—MASONRY**

Development of fundamental skills, bond layout, projects with various types of masonry units, fireplaces, ornamental work, recent developments in the masonry field.

### **T-MAT 101—TECHNICAL MATHEMATICS**

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

### **T-MAT 102—TECHNICAL MATHEMATICS**

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

Prerequisite: T-MAT 101.

### **T-MAT 110—BUSINESS MATHEMATICS**

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

### **MAT 1101—FUNDAMENTALS OF MATHEMATICS**

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth.

### **MAT 1115—ELECTRICAL MATHEMATICS AND SLIDE RULE**

An introductory algebra course with trigonometry and vectors needed in alternating current; algebraic operations of addition, subtraction, multiplication and division; use of letters and signs, grouping, factoring; exponents, ratios and proportions; algebraic and graphic solutions of first-degree equations; introduction to trigonometric functions, their graphs and applications to right triangles. Addition, subtraction and resolution of vector quantities.

### **MAT 1116—ELECTRICAL MATHEMATICS**

A working knowledge of the powers of 10, Ohm's Law for series and parallel circuits, quadratic equations, Kirchoff's Laws, trigonometric functions, plane vectors, alternating currents, vector algebra and logarithms.

Prerequisite: MAT 1115.

### **MAT 1120—FUNDAMENTALS OF MATHEMATICS**

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometry; measurement of surfaces and volumes. Introduction to algebra. Practice in depth.

### **NUR 1001—PRACTICAL NURSING I**

Designed to assist students in acquiring the knowledge, understandings, appreciations, and attitudes basic to effective nursing of patients of all ages and backgrounds. Emphasis is on nursing needs arising both from the individuality of the patient and from inability for self-care as a result of a health deviation. Patient-centered studies include analysis of patient needs, both through classroom study of hypothetical patient situations and through planned experiences in the clinical environment. Beginning skills in nursing methods are developed through planned laboratory practice and supervised patient care.

### **NUR 1002—PRACTICAL NURSING II**

Designed to introduce the student to deviations from normal, to nursing methods and therapeutic procedures, and to the clinical specialties. Continued patient-centered study, with introduction of the illness condition as an additional source of nursing needs. Increased emphasis on clinical activities and selected patient care.

### **NUR 1003—PRACTICAL NURSING III**

Designed to acquaint the student with common illness conditions, related nursing needs and therapeutic methods, and role of the practical nurse in care of patients with specific conditions. Learning situations are selected to illustrate commonalities with a wide variety of similar conditions and to promote student awareness of similarities and differences. Clinical practice emphasizes student experience in care of subacutely ill patients with a wide



variety of illnesses, correlated with classroom studies insofar as possible.

#### **NUR 1004—PRACTICAL NURSING IV**

Designed to introduce the student to care of patients with complex nursing needs and to the assisting role of the practical nurse in situations requiring judgments based on depth of knowledge. Clinical practice includes supervised care of labor patients and seriously ill adults and children.

#### **PHY 1101—APPLIED SCIENCE**

An introduction to physical principles and their application in industry. Topics in this course include measurements: properties of solids, liquids, and gases; basic electrical principles.

#### **PHY 1102—APPLIED SCIENCE**

The second in a series of courses of applied physical principles. Topics introduced in this course are heat and thermometry and principles of force, motion, work, energy, and power. Prerequisite: PHY 1101.

#### **PHY 1103—APPLIED SCIENCE**

The third in a series of courses of applied physical principles. Topics include basic principles of electricity, types of electricity, and its production, transmission, and transformation. The electron theory, electrical measurements, magnetism, electromagnetism, and the magnetic effects of electricity are also studied. Prerequisite: PHY 1102.

#### **PME 1101—INTERNAL COMBUSTION ENGINE**

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.

#### **PME 1102A—ENGINE ELECTRICAL AND FUEL SYSTEMS**

A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system. Prerequisite: PME 1101.

#### **PME 1102D—DIESEL ENGINE ELECTRICAL AND FUEL SYSTEMS**

Diesel fuel systems, principles of carburetion and fuel injection systems. Various types of carburetors and fuel injectors are studied and adjusted. A study of the fundamentals of electricity and magnetism as applied to engines. Includes elements of circuitry, batteries and charging circuits, cranking motors and ignition. Diagnosis of trouble, disassembly, inspection, repair and reassembly of components and engines.

#### **PME 1103—DIESEL ENGINE SERVICING**

A study and practice in the servicing and repair of diesel engines and components. A study of fuels and special handling precautions, diesel fuel systems, injectors, pumps and controls. An advanced study of diesel engine principles, design, construction, reboring and installing of cylinder sleeves, and the operation of auxiliary engine controls.

#### **PME 1121—BRAKING SYSTEMS**

Braking principles are studied in relation to the coefficients of friction and heat, and the expansion of materials. The operating principles of hydraulic, pneumatic, combination, and vacuum brake systems are emphasized. Laboratory instruction is offered in the installation of brake lining shoes, shoe reconditioning, drum turning, assembling and adjusting of brake systems and servicing of auxiliary units. Prerequisite: None

#### **PME 1123—HYDRAULIC AND CABLE CONTROLS**

Review of fundamental hydraulic laws and practical application in rebuilding hydraulic systems, relining and adjusting brakes. Heavy duty brakes, vacuum assist and air brakes are emphasized. Theory and practice concerned with size and strength of cable and controls used in the various earthmoving equipment including proper usage of greases and lubricants.

#### **PME 1144—POWER TRAINS**

A study is made of types of gears, gear reduction ratios, gear combinations, bearings, types of clutches, drive lines, universals, and hydraulics as applied to power transmissions. Laboratory instruction is offered in the repair and servicing of clutches, fluid couplings and torque converters, standard power overdrive, multiple and automatic transmissions, drive lines and universal joints, and single speed and multi-speed final drive assemblies.



## **PME 1145—CHASSIS AND SUSPENSION SYSTEMS**

The principles involved in frame design, types of suspension, load weight distribution, types of steering, wheel alignment, and wheel balance are studied. The laboratory offers instruction in disassembly, inspection, reassembly, and adjustment of the components of frame and suspension systems.

## **T-PSY 102—GENERAL PSYCHOLOGY**

A study of the various fields of psychology; the developmental process; motivation; emotion, frustration and adjustment; mental health; attention and perception; problems of group living. Attention is given to applications of these topics to problems of study, self-understanding and adjustment to the demands of society.

## **PSY 1101—HUMAN RELATIONS**

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.

## **T-REC 110—NATURAL SCIENCES (RESOURCE UTILIZATION)**

A study of the natural resources such as land, water, and air and their recreational benefits to man. Students should be able to utilize resources at hand and take every advantage of them.

## **T-REC 111—INTRODUCTION TO RECREATION SERVICES**

Introduces the basic fundamentals of nature, scope, and significance of organized recreation services. It includes study of factors involved in the operation of basic recreation units, major program areas, organizational patterns, and the interrelationship of special agencies and institutions which serve the recreation need of society.

## **T-REC 122—HEALTH, SAFETY, AND FIRST AID**

This course is designed to promote understanding of factors which influence physical and emotional health. Classroom activities focus on practices and procedures and accident prevention will be stressed.

## **T-REC 121—PROGRAM PLANNING AND ORGANIZATION**

A study of essential elements and basic principles involved in the organization, supervision, promotion, and evaluation of various types of recreation programs. Emphasis is on organized programs and service.

## **T-REC 123—FIELD WORK I**

A course designed to give the recreation student practical experience under supervision. The first experience should have the student working as junior leader with an agency leader. Exposure to leadership responsibilities of planning, conducting, and evaluating an activity or program should result.

## **T-REC 131—CONSERVATION EDUCATION I**

An overview of the broad aspects of conservation practices emphasizing the various proper uses of such resources as water, forests, air and wildlife.

## **T-REC 130—CULTURAL ARTS (MUSIC, ART AND DRAMA)**

Presents music as an integral part of a well-planned recreation program. Singing instruments, rhythm, and music appreciation are included with emphasis on developing appreciation, utilization, and promotion of music rather than on mastery of performance skills. Appreciation, utilization, and promotion of art and dramatics will also be stressed.

## **T-REC 132—FIELD WORK II**

The second supervised course designed to give the recreation student practical experience in developing recreation leadership skills. This experience should have the student working as a direct leader with the responsibility for planning, conducting, and evaluating an activity or program.

## **T-REC 140—WATER RELATED RECREATION**

Includes the basic skills in teaching water-related recreation and appreciation of water's many values to man.

## **T-REC 141—CONSERVATION EDUCATION II**

Understanding our resources problems, such as that of managing people as well as the mastery of technical subjects, will be included in this continued study of conservation. The importance of conservation to employment will be stressed.

## **T-REC 142—OUTDOOR RECREATION**

Includes study of the history, development, and trends of outdoor recreation, and organized camping. Emphasis is on laboratory work, field trips, and the development of outdoor skills.

## **T-REC 143—FIELD WORK III**

The third course designed to give the recreation student practical experience under supervision. This experience should involve the student working as an indirect leader by assisting a group of individuals in the planning, conducting, and evaluating the groups or individuals desired experience.



### **T-SSC 201—SOCIAL SCIENCE**

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

### **T-SSC 202—SOCIAL SCIENCE**

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

Prerequisite: T-SSC 201.

### **T-SOC 102—PRINCIPLES OF SOCIOLOGY**

An introductory course in the principles of sociology. An attempt to provide an understanding of culture, collective, behavior, community life, social institutions and change. Presents the scientific study of man's behavior in relation to other men.

### **WLD 1101—BASIC GAS WELDING**

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.

### **WLS 1102—BASIC ARC WELDING**

Welding demonstrations by the instructor and practice by students in the use of the arc welding process to fabricate steel. Welded joints are discussed and welded in various positions. Care and maintenance of the arc welder are applied in this course. Prerequisite: None.

### **WLD 1105—AUTO BODY WELDING**

Welding practices on material applicable to the installation of body panels and repairs to doors, fenders, hoods and deck lids. Student runs beads, does butt and fillet welding. Performs tests to detect strength and weaknesses of welded joints. Safety procedures are emphasized throughout the course. Prerequisite: WLD 1101.

### **WLD 1112—WELDING**

Demonstration by the instructor and practice by the student in the welding shop. Safe and correct methods of assembly and operating the welding outfit will be emphasized. Practice will be given for surface welding, bronze welding, silver brazing, and flame cutting methods applicable to mechanical repair work.