southwestern technical institute

catalog

Southwestern Technical Institute operates under the North Carolina Department of Community Colleges. The Institute is accredited by the Southern Association of Colleges and Schools and North Carolina State Board of Education. The Institute is also approved and recognized by the North Carolina State Board of Registration for Professional Engineers and Land Surveyors, North Carolina Board of Cosmetic Arts, and Board of Nursing.

Southwestern Technical Institute operates in compliance with Title VI of the Civil Rights Act of 1964. No qualified person shall, on the grounds of race, color, national origin, sex or age, be excluded from participation in, be declined the benefits of, or be subjected to discrimination under any program or activity.

The Institute complies with Section 504 of the Rehabilitation Act of 1973 and makes every effort to insure that handicapped persons are recruited, admitted and have equal access to all services and facilities. The Compliance Officer at Southwestern Technical Institute is the Dean of Instruction.

Southwestern Technical Institute issues this catalog to furnish 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 State.

Southwestern Technical Institute is an equal employment opportunity institution.

SOUTHWESTERN TECHNICAL INSTITUTE

SYLVA, NORTH CAROLINA 28779

CATALOG 1978-1979

AN INSTITUTION
OF
THE NORTH CAROLINA DEPARTMENT
OF COMMUNITY COLLEGES

Southwestern Technical College Library
P. O. Box 67
Sylva, North Carolina 28779

SCHOOL CALENDAR 1979-80

FALL QUARTER
55 DAYS

Instructor In-Service . . . . . September 27, 28
October 1, 2
Registration . . . . . October 3
Classes Begin . . . . . October 4
Fall Quarter Ends . . . . . December 20
Instructor Work Day . . . . . December 21

Thanksgiving Holidays - November 22, 23

WINTER QUARTER
55 DAYS

Registration . . . . . January 2
Classes Begin . . . . . January 3
Winter Quarter Ends . . . . . March 19
Instructor Work Day . . . . . March 20

SPRING QUARTER
55 DAYS

Registration . . . . . March 31
Classes Begin . . . . . April 1
Spring Quarter Ends . . . . . June 18
Instructor Work Day . . . . . June 19
Spring Graduation . . . . . June 18

Easter - April 4, 7

SUMMER QUARTER
55 DAYS

Registration . . . . . July 7
Classes Begin . . . . . July 8
Summer Quarter Ends . . . . . September 23
Instructor Work Day . . . . . September 24
Summer Graduation . . . . . September 23

Labor Day - September 1

SCHOOL CALENDAR 1978-79

FALL QUARTER
55 DAYS

Instructor In-Service . . . . . September 27, 28, 29
New Student Registration . . . . . October 2
Registration . . . . . October 3
Classes Begin . . . . . October 4
Fall Quarter Ends . . . . . December 21
Instructor Work Day . . . . . December 22

Thanksgiving Holidays — November 23, 24

WINTER QUARTER
55 DAYS
Registration . . . . . January 2
Classes Begin . . . . . January 3
Winter Quarter Ends . . . . . March 20
Instructor Work Day . . . . . March 21

SPRING QUARTER
55 DAYS
Registration . . . . . March 26
Classes Begin . . . . . March 27
Spring Quarter Ends . . . . . June 13
Instructor Wo: Day . . . . . June 14
Spring Graduation . . . . . June 13

Easter — April 13, 16

SUMMER QUARTER
55 DAYS
Registration . . . . . July 5
Classes Begin . . . . . July 6
Summer Quarter Ends . . . . . September 21
Instructor Work Day . . . . . September 24
Summer Graduation . . . . . September 21

Labor Day — September 3

SCHOOL CALENDAR 1980-81

FALL QUARTER
55 DAYS

Instructor In-Service . . . . . September 29, 30
Registration . . . . . October 1
Classes Begin . . . . . October 2
Fall Quarter Ends . . . . . December 19
Instructor Work Day . . . . . December 22

Thanksgiving Holidays — November 27, 28

WINTER QUARTER
55 DAYS

Registration . . . . . January 2
Classes Begin . . . . . January 5
Winter Quarter Ends . . . . . March 20
Instructor Work Day . . . . . March 23

SPRING QUARTER
55 DAYS

Registration . . . . . March 30
Classes Begin . . . . . March 31
Spring Quarter Ends . . . . . June 17
Instructor Work Day . . . . . June 18
Spring Graduation . . . . . June 17

Easter — April 17, 20

SUMMER QUARTER
55 DAYS

Registration . . . . . July 6
Classes Begin . . . . . July 7
Summer Quarter Ends . . . . . September 22
Instructor Work Day . . . . . September 23
Summer Graduation . . . . . September 22

Labor Day — September 7

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THE INSTITUTE

ADMISSIONS
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SERVICES TO STUDENTS

THE INSTITUTE

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 until 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.

The Vocational Building, housing a variety of curricula, was constructed in 1965 and renovated into a two-story structure in 1976. In 1970 the Technical Building was constructed housing Commercial Specialties, Human Services, and General Education. A third facility, the Services Building, houses administrative offices, additional classrooms, gymnasium and cafeteria was completed in the summer of 1974. The latest development is the Rattlesnake Mountain property of Conley Creek.

Situated on a beautiful hill in the midst of a fifty acre tract of land with spectacular scenery in all directions, the Institute is located on Webster Road two miles south of Sylva, five miles from Western Carolina University, and twenty miles from the Cherokee Indian Reservation and Great Smoky Mountains National Park. Franklin is twenty miles to the west. Cashiers-Highlands is thirty miles south, and the Blue Ridge Parkway is twelve miles away.

PHILOSOPHY

The philosophy of Southwestern Technical Institute's open door policy has been stated by Dr. Dallas Herring former Chairman of the State Board of Education:

> 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 different from the traditional), the state needs and must develop to the fullest possible degree.
>
> This 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.

PURPOSE

The purpose of Southwestern Technical Institute is to provide convenient learning opportunities for people of the area by offering vocational, technical and developmental programs and general adult education courses to any individual beyond high school age. These courses and programs will better prepare individuals to join the labor market as new employees, qualify them for employment opportunities in new and existing industry, provide specific skills

training, and encourage personal improvement, self-satisfaction, and an understanding of the responsibilities and privileges of citizenship.

Specifically stated, the objectives are:

To provide educational opportunities for adults desiring to continue their education.

To provide inexpensive, nearby educational opportunities for high school graduates.

To provide vocational programs for individuals seeking employment in trades.

To provide two-year technical programs for individuals desiring employment in business and industry.

To provide programs of vocational education for employed adults needing training, re-training or wishing to gain personal benefit from the program.

To provide suitable courses for individuals desiring to enrich their lives and to continue personal growth.

To offer testing, guidance and educational counseling services to students and prospective students, as well as to any other person in the area who has need of such service.

ADMISSIONS INFORMATION

Admission Policy

Southwestern Technical Institute operates under the OPEN DOOR POLICY of the Department of Community Colleges, and students are accepted without regard to race, religion, sex, or national origin. Thus, any person who is at least eighteen years of age or is a high school graduate may be accepted to the institution.

Admission Requirements

Students must meet minimum requirements before being accepted to a specific curriculum. Deficiencies may be removed through courses available at Southwestern Technical Institute. The institute administers the General Education Development (GED or High School Equivalency) tests.

Admission to degree programs requires a high school diploma or the equivalent. Admission to diploma programs normally requires a high school diploma or the equivalent; however, an exception may be made for the applicant who demonstrates the ability and motivation to enter the curriculum.

Admission Procedures

Applicants for On-Campus curriculum Classes (Degree, Diploma, Certificate)

1.) Submit a completed admissions form to the Admissions Office.
2.) Have records (transcripts) of all previous education including GEDT, mailed directly to the Admissions Officer from the school where work was taken.

Notes: (1). Hand carried copies of transcripts will be accepted temporarily-official copies must be mailed directly to the institute from the school providing transcripts.
(2). Applicants that do not apply prior to or during the hours of registration as published by the Continuing Education Office must follow the admissions procedure as outlined in the school catalogue.

Note: Admission and Career counseling is available within the Student Services department. The following programs require additional admissions procedures:
PNE-applicants take placement exams at STI and submit the following:

(1) Official doctors physical condition report accompanied by:
  (a) Report of chest x-ray
  (b) Serology test report
(2) Official dentist's dental health report
(3) Official immunization record
(4) Instructor review of Health records

Law Enforcement — applicants submit the following:

(1) Physical exam form
(2) Submit a recommendation from any local, state, or federal law enforcement officer.

—Applicants for Off-Campus Curriculum classes (Degree, Diploma, Certificate)

(1) Obtain and complete admissions form — Forms available at Main Campus or Field Offices.
(2) Returns completed admissions form to Main Campus Admissions Office (8 AM-5 PM, Monday through Friday) or Field Office during the hours of registration as published by Continuing Education Office.
(3) Brings transcript of:
  (1). High school and/or High School Equivalency
  (2). All post-secondary training

—Applicants for on-off Campus Curriculum Class
Special Credit Students — Auditing Students. (Not a candidate for a degree-diploma or certificate).

(1) Obtains admissions form at registration/first class meeting.
(2) Completes front side of the admissions form.
(3) Presents admissions form with registration materials when paying tuition and fees.

—Foreign Students

(1) Submit a completed Admissions Form to the Admissions Office
(2) Give Name and address of their United States sponsor

—Applicants for Readmission. (Students who have officially withdrawn or who have been dropped or who have missed a full quarters work)

(1) Submit a completed Admissions Form to the Admissions Office.

Transfer Credit.

Applicants with deficiencies in reading or mathematics as determined by the counseling staff may be required to enroll in pre-technical or pre-vocational courses before entering a curriculum program.

TRANSFER OF EARNED CREDIT BETWEEN INSTITUTIONS

Accepted applicants who have attended other institutions of higher learning may transfer credit earned in comparable courses or programs of study if the student is transferring from a regionally accredited institution, or from another institution in the North Carolina Community College System. A student requesting credit for work completed in any other type of training program or institution may be given advanced standing on the basis of a challenge examination. Transfer credits will be evaluated by the Registrar.

Students requesting credit for training completed in Armed Services School should submit official records of service schools completed. Credit may be granted for training comparable to course work offered in the student's curriculum. The amount of credit granted is subject to approval by the instructor or department head and will not exceed the recommendations in the Guide to the Evaluation of Educational Experiences in the Armed Services published by the American Council on Education.

TRANSFER OF EARNED CREDIT BETWEEEN PROGRAM WITHIN THE INSTITUTE

Credits earned in any program may be credited toward a degree, diploma or certificate program upon evaluation by the Registrar.

REGISTRATION

Registration is held each quarter on the day as published in the school's academic calendar. Registration procedures are included in the Student Handbook.

A $5.00 late registration fee will be charged to returning students enrolled in full-time curriculum programs who register after registration day, except those in Open Lab Curriculums.

PRE-REGISTRATION

Pre-registration is held each quarter between the 10th class day prior to the end of the quarter and the 5th class day prior to the end of the quarter. Pre-registration procedures are included in the Student Handbook.

DROP/ADD

The drop/add period is the first 10 class days of each quarter. Schedule changes are permitted during this time without grade penalty.

LICENSING OF GRADUATES

Southwestern Technical Institute is an educational institution and assumes no responsibility for the licensing of its graduates. Students convicted of a felony or any other crime involving moral turpitude may not be recognized by the proper licensing agency.

FALSE INFORMATION

Applicants are expected to demonstrate honesty in the completion of all necessary forms. False information will be grounds for rejection or dismissal.

EXPENSES

TUITION PER QUARTER

Full-Time Student		$39.00
Part-Time Student (Per Quarter Credit Hour)		3.25
Extension Student (Per Class)		5.00
Activity Fee (Per Quarter)	12 Credit Hours	2.50
	9-11 Credit Hours	1.85
	6-8 Credit Hours	1.25
	0-5 Credit Hours	.50
Insurance (Per Year)		3.00
Late Registration Fee		$ 5.00

Graduation fees will be paid when the student registers for his last quarter of work prior to graduation.

ADDITIONAL FEES

In addition to the above fees, students enrolled in Cosmetology and Practical Nurse Education are required to pay an additional insurance fee and to purchase uniforms. Cosmetology students must purchase a cosmetology kit.

Because costs are so inexpensive, the institute does not provide for installment payments of fees and charges.

NON-RESIDENT FEES

Southwestern Technical Institute will charge out-of-state tuition in accordance with General Statutes 116-143.1, 1971, as amended by the 1977 General Assembly. Out of state tuition $198.00 per quarter or $16.50 per Credit Hour.

ESTABLISHING STATE RESIDENCY

To qualify for in-state tuition legal residents must have maintained domicile in North Carolina for at least the 12 months immediately prior to classification as residents for tuition purposes. In order to be eligible for such classification, individuals must establish that their presence in the State during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in a Manual To Assist The Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes. Each enrolled student is responsible for knowing the contents of that manual, which is the controlling administrative statement of policy on this subject. Copies of the manual are available on request at Student Services.

Students who believe that they have obtained eligibility for a change in classification must petition the residency classification committee for a decision. Changes in classification are effective with the beginning of the next quarter.

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 of the student's tuition may be refunded if the student officially withdraws within 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, that 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.

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 unpaid parking fines, 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.

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.

STUDENT FINANCIAL AID

The purpose of the Financial Aid Program at Southwestern Technical Institute is to provide financial asssistance to students who, without aid, would be unable to attend the Institute. Financial assistance is available to needy students in the form of loans, grants, work study and scholarships. These programs may be used in combination or singly to meet the expenses of students whose parents cannot totally finance their education.

Information concerning applications and forms for financial assistance may be obtained from high school guidance counselors or from the Southwestern Technical Institute Financial Aide office.

Financial Aide forms should be mailed directly to the address given on the form. Applicants should designate Southwestern Tech as school recipient.

COLLEGE WORK STUDY PROGRAM

A program of employment in which the student, particularly from a low income family, is compensated for the number of hours he works for the Institute or an off campus agency. Students who are employed in this program may work up to 15 hours per week while attending classes full time. During vacation periods, when the student is not in school, he may work up to 40 hours per week. On campus jobs can include work in offices, shops, libraries, and maintenance.

The Federal government currently provides 80 percent of student earnings. The Institute and participating organizations arrange for the other 20 percent.

VOCATIONAL WORK STUDY PROGRAM

A limited number of students may be employed on a part time basis by the Institute under the provisioins of the federal work study program. Applicants for work study must be under 21 years of age and show that earnings are needed to commence or continue training at the Institute on a full time basis.

BASIC EDUCATION

OPPORTUNITY GRANT PROGRAM

This is a federal program of student financial aid which provides for grants of $1800 less the expected family contribution for all eligible students to assist them in meeting educational costs. The concept of this program is one of

entitlement,"That every eligible student with demonstrated need is assured financial resources to continue his education beyond high school."

A student who wishes to receive a Basic Grant must complete an Application For Determination Of Basic Grant Eligibility. This form can be obtained in the Student Services Office, high school counselor's office, post offices, and libraries.

N. C. STUDENT INCENTIVE GRANT PROGRAM

Legal residents of North Carolina accepted for enrollment or enrolled full time, in good standing, may apply for Student Incentive Grants to help pay their educational expenses. Students must demonstrate "substantial financial need" as determined through the need analysis system of either the College Scholarship Service or American College Testing Program. The amount of each grant will be based on the individual student's demonstrated financial need in relation to resources and cost of education but may not exceed $1,500 per academic year. SPECIAL NOTE: All students applying for Incentive Grants must first apply for Basic Grants. Both Incentive Grant and Basic Grant applications are available from the student aid office at Southwestern Tech and high school counselor's offices.

SUPPLEMENTAL EDUCATIONAL

OPPORTUNITY GRANTS

This program provides 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 at the Institute. Grants, ranging from $200 to $1,000, are available to a limited number of students and must be matched with other aid funds. Supplemental Grants do not have to be repaid.

NATIONAL DIRECT STUDENT LOANS

The National Direct Student Loan Program provides long term, low interest loans to qualified students in need of financial assistance to pursue a course of study at the Institute. A student may borrow up to $1,000 for each year of study. The repayment period and interest, at the rate of 3 percent, begins nine months after a student ends his studies at the Institute.

The Federal Government provides 90 percent of each student loan. The Institute provides the other 10 percent.

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.

NORTH CAROLINA STATE BOARD OF EDUCATION
STUDENT LOAN FUND

Full-time students enrolled in a vocational or technical program in an institu-

tion under the North Carolina Department of Community Colleges may borrow a maximum of $300 per year.

JAMES FRANK COWAN MEMORIAL STUDENT LOAN FUND

This fund was established by friends and fellow STI staff members at the time of Mr. Cowan's death in October, 1974.

The purpose of the fund is to provide short duration loans in small amounts to full-time students.

ROTARY CLUB LOAN FUND

A limited amount of money is available to students enrolled in vocational programs in the form of emergency loans, sponsored by the Sylva Rotary Club.

FIRST UNION NATIONAL BANK

The Educational Checkloan is designed for those families who can afford higher education for their children but need to spread the cost over a number of years. A flexible program, it allows any qualified resident of North Carolina to borrow up to $10,000 for four years of higher education.

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.

NURSING SCHOLARSHIPS

The Health Careers Scholarship Program of the James G. K. McClure Educational and Development Fund is to aid financially deserving and academically promising residents of Western North Carolina to enter the Licensed Practical Nursing Program. Evidence of Christian character and the desire to be of service to one's fellow men are considered of basic importance in the selection of the recipients.

W. N. C. LUNG ASSOCIATION SCHOLARSHIP

The Western North Carolina Lung Association grants a scholarship to the Institute each year to be used by a student enrolled in the Practical Nursing Education Program.

GREENEBAUM SCHOLARSHIPS

The James G. K. McClure Educational and Development fund provides scholarships, given by the family and friends of the late Edward De Zulueta Greenebaum, for residents of Jackson County. Awards are based upon scholarship, financial need and recommendations.

ART SCHOLARSHIP

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

AD CLUB SCHOLARSHIP

The Western North Carolina Advertising Club sponsors a scholarship for a second-year student enrolled at the Institute in the Commercial Art and Advertising Design Program.

TOMMY LOVE MEMORIAL SCHOLARSHIP

This scholarship will pay tuition for one year at Southwestern Technical Institute for a deserving graduate of Sylva-Webster High School.

ALCOA FOUNDATION SCHOLARSHIPS

Alcoa foundation of Pittsburgh awards scholarships to eligible students in the counties of Macon, Jackson, Swain, Graham and Cherokee. These scholarships are administered through the STI Student Financial Aid Office.

HAROLD'S SUPERMARKED SCHOLARSHIP

This program provides a scholarship each year for employees of Harold Potts or their children. If there are no applicants in the above category,then the Scholarship is open to anyone from Jackson County who demonstrates a financial need.

MACON COUNTY RETIRED TEACHERS ASSOCIATION

NURSING SCHOLARSHIP

This scholarship will pay tuition for one year for a Macon County student entering the Licensed Practical Nurses Program at Southwestern Technical Institute.

SOUTHWESTERN TECHNICAL INSTITUTE FOUNDATION

STUDENT FINANCIAL AID

The Southwestern Technical Institute Foundation Student Aid Program is designed to complement the present aid program operated by the Institute. Applications may be obtained from the Student Services Office.

THE STUDENT SCHOLARSHIP AND GRANT PROGRAM will serve all students, especially those not qualified for federal aid.

STUDENT EMPLOYMENT is a program to aid both the student and Southwestern Technical Institute as students use their skills and knowledge in support of the Institute and its purpose.

The *STUDENT LOAN PROGRAM* will provide long-term, low interest loans to students who otherwise would be unable to attend Southwestern Technical Institute.

The *EMERGENCY LOAN FUND* is a short-term or "petty cash" loan fund to permit the Institute to satisfy the emergency needs of students. Emergency needs may include tuition, fees, books, rent or grocery money, etc. This fund will provide small amounts of money for a short period of time.

DARRIS GREENE MEMORIAL FUND provides loans to students entering the Commercial Art and Advertising Design Program at the Institute.

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.

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.

ACADEMIC INFORMATION

DEGREE PROGRAM

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 curriculum.

DIPLOMA PROGRAM

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 curriculum.

CERTIFICATE PROGRAM

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 the end of the term. Students enrolled in any curriculum will be graded by the following system:

A 93-100 Excellent
B 84-92 Above Average
C 75-83 Passing or Average
I Incomplete

R-Repeat Course
W-Withdrawal*
S-Credit by examination
Aud-Audit

*During first three weeks of quarter only.

INCOMPLETES

An "I", or Incomplete, indicates that a student has done work of a passing grade in a course but has not completed all required work. (Must have completed a min. of 70% of Requirements). It is the student's responsibility to have this deficiency removed within the following quarter. When in the judgment of the instructor a student is not making a reasonable effort to remove the Incomplete and has not done so within the required period, the grade will be automatically changed to an R.

ACADEMIC PROBATION — SUSPENSION

A student who receives two R's during one quarter or who has accumulated two R's will be placed on academic probation for the following quarter. A student who receives any additional R's during the probationary period will be

placed on academic suspension for the following quarter. When a student returns to S.T.I. at the end of the suspension period, he will be placed under previous probationary requirements. The student is obligated to register for any course in which an R has been made at the earliest date that the course is scheduled.

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
I—no quality points
R—no quality points
Audit—No quality points

Quality point ratios are determined by dividing the total number of quality points by the number of hours completed.

DEAN'S LIST

1. Only full-time students are considered. (A full-time student is defined as a student enrolled in a curriculum program, carrying a minimum of 12 quarter hours.)

2. The student is to have a minimum 3.50 quality point average to qualify for the quarter under consideration.

3. Incompletes and withdrawals will automatically eliminate a student from this list for that particular quarter. Students receiving credit for a course by examination or transfer are not affected.

GENERAL ATTENDANCE REQUIREMENTS

All students are expected to be present and regular in attendance for all scheduled classes and open labs. 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 absences must be made up.

SPECIAL REQUIREMENTS FOR STUDENTS RECEIVING VA BENEFITS IN COMPLIANCE WITH VA REGULATIONS

The last date of attendance is determined by the instructors and is submitted on the Veterans Adjustment and Drop Form to the VA Office after the veteran has missed five consecutive days.

SPECIAL PROCEDURES FOR STUDENTS RECEIVING VA BENEFITS IN COMPLIANCE WITH VA REGULATIONS CONCERNING SATISFACTORY PROGRESS

Satisfactory progress for veterans is determined by the following steps:

1. The Veterans' Services Clerk will obtain information from on-campus counselors, faculty members and veteran students to see if any veterans are having problems.

2. If a veteran is having difficulty, a counseling session will be arranged between the instructor, the veteran, the Veterans' Services Clerk, and on-campus counselors to determine a remedy for the problem.

3. If the veteran fails to reach or maintain satisfactory progress as determined by the grading system and the instructor(s), the instructor(s) will officially drop the veteran and will complete the Veterans' Adjustment and Drop Form.

4. The Veterans' Services Clerk will notify VA Regional Office on VA Form 1999b of the change in course load.

5. Grades and course loads will be reviewed at the beginning and the end of each quarter to insure proper reporting.

NOTE: It is the veteran student's responsibility to notify the Veterans Affairs Office of any changes in registration or in course load. Failure to do so may bring about overpayments and underpayments.

CHANGE OF SCHEDULE OR PROGRAM

(1) During the Drop/Add period, changes in class schedule may be made with the approval of the advisor, instructors involved, Veterans Counselor and the Registrar.

(2) After acceptance, a change of educational objective (program of training) must be approved by the Admissions Officer, Instructors and Registrar.

(3) All late registrations must be approved by Registrar.

WITHDRAWAL PROCEDURE

If a student wishes to withdraw for any reason he should:

(1) Discuss it with his advisor.
(2) Complete a withdrawal form with his advisor.
(3) Have the librarian and financial aids officer and veteran coordinator sign the withdrawal form.
(4) Take the completed withdrawal form and the student ID card to the Registrar.
(5) Present withdrawal form to the cashier.

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.

Violation of rules and regulations relating to drug abuse and use of alcoholic beverages may result in disciplinary measures or dismissal.

Possession of firearms or other weapons as defined in G.S. 14-284-1 while on campus is unlawful whether carried openly or concealed. Violations may result in dismissal and prosecution.

Students of the institute are subject to the operating policies and rules of the school, the local ordinances, the North Carolina General Statutes and the laws of the United States.

FACULTY ADVISOR

Each student will be assigned an advisor by the Department Chairman in his major field. The purpose of this program is to provide each student with personal assistance in orientation and with guidance as he progresses in his course of study.

CREDIT BY EXAMINATION

Advanced placement is offered to those students who because of their demonstrated abilities are qualified to accelerate their studies. To obtain advanced placement a student may take a proficiency examination in certain subjects when he believes he already has mastery of the course material. Permission for such an examination must be obtained from the appropriate Department Chairman with the Dean of Instruction concurring. The examination may be written, oral, performance, or all of these. Students failing such an examination may not request a second examination until evidence of further study in the subject concerned is presented. The decision of the examining instructor will be final.

A veteran student may apply for credit toward graduation for training received under any of the armed forces college training programs. Credit may also be granted for specialized and technical training done under the auspices of the armed forces and courses taken through USAFI.

Course Credit in Residence

A minimum of two quarters of work must be completed in residence at Southwestern Technical Institute.

SUPERVISED WORK EXPERIENCE

In keeping with its policy of offering new and enriching educational experiences to students, Southwestern Technical Institute has introduced work experience in some of its curricula and will extend it to others later. Within this program, students are employed for a specific period of off-campus work as a requirement of their course. This employment will be related as closely as possible to the student's course of study. Work experience combines classroom teaching with practical experience on the job.

1. The Veterans' Services Clerk will obtain information from on-campus counselors, faculty members and veteran students to see if any veterans are having problems.

2. If a veteran is having difficulty, a counseling session will be arranged between the instructor, the veteran, the Veterans' Services Clerk, and on-campus counselors to determine a remedy for the problem.

3. If the veteran fails to reach or maintain satisfactory progress as determined by the grading system and the instructor(s), the instructor(s) will officially drop the veteran and will complete the Veterans' Adjustment and Drop Form.

4. The Veterans' Services Clerk will notify VA Regional Office on VA Form 1999b of the change in course load.

5. Grades and course loads will be reviewed at the beginning and the end of each quarter to insure proper reporting.

NOTE: It is the veteran student's responsibility to notify the Veterans Affairs Office of any changes in registration or in course load. Failure to do so may bring about overpayments and underpayments.

CHANGE OF SCHEDULE OR PROGRAM

(1) During the Drop/Add period, changes in class schedule may be made with the approval of the advisor, instructors involved, Veterans Counselor and the Registrar.

(2) After acceptance, a change of educational objective (program of training) must be approved by the Admissions Officer, Instructors and Registrar.

(3) All late registrations must be approved by Registrar.

WITHDRAWAL PROCEDURE

If a student wishes to withdraw for any reason he should:

(1) Discuss it with his advisor.
(2) Complete a withdrawal form with his advisor.
(3) Have the librarian and financial aids officer and veteran coordinator sign the withdrawal form.
(4) Take the completed withdrawal form and the student ID card to the Registrar.
(5) Present withdrawal form to the cashier.

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.

Violation of rules and regulations relating to drug abuse and use of alcoholic beverages may result in disciplinary measures or dismissal.

Possession of firearms or other weapons as defined in G.S. 14-284-1 while on campus is unlawful whether carried openly or concealed. Violations may result in dismissal and prosecution.

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NIGHT CURRICULUM PROGRAMS

The intent of Southwestern Technical Institute is to make courses available to all who want them during both day and night. Therefore, curriculum level courses are available during the evening hours. One may enroll for classes during both the day and night. For additional information, contact the Evening Program Director.

GRADUATION

Between the first and the tenth class day of the quarter in which a student expects to complete requirements for graduation, the student must make application for graduation.

Candidate responsibility is as follows:

(1) Obtain Applications for Graduation at the Registrar's Office.
(2) Complete candidates section of the application.
(3) Pay graduation fees — Cashiers Office
(4) Take Application to advisor.

Note: Off-campus students obtain Application for Graduation from advisor and pay fees to advisor.

Candidates for graduation are required to participate in graduation exervises if they wish to receive their degree or diploma.

SERVICES TO STUDENTS

Student Services is 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

A program of testing is provided through Student Services. Emphasis is given to placement testing for the purpose of determining verbal and computational skills of entering students. Other types of testing are available for career planning purposes. Achievement tests are provided through this Developmental Studies Program.

COUNSELING

Counseling services are provided by trained personnel and are available to all students entering or enrolled in the institution. Students may come to the counselor's office at any time when a problem arises which could affect his or her progress in school. Faculty members are asked to encourage students to use this service. Students needing assistance should contact Student Services.

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. However, the Student Services Department maintains a listing of available apartments, rooms, or trailers for rent in addition to dormitory rooms at near-by Western Carolina University. Although it assumes no responsibility for housing, the Institute will assist out-of-town students in locating suitable living accommodations if it is requested through the Student Services Office.

ORIENTATION

At the beginning of each quarter, an Orientation program is held for new students to acquaint them with basic ideas, procedures, academic areas, administrative personnel and services of the Institute. The primary purpose for scheduling this program is to inform new students of important information about the Institute in an effort to assist them in making an easy transition to new surroundings.

CAREER PLANNING AND JOB PLACEMENT CENTER

Southwestern Technical Institute's obligation to its students does not end when

their programs of study are completed. Successful job placement is the goal of the student and while the Institute cannot assure each graduate of getting the job he or she wants, every effort is made in obtaining job interviews and providing information on job openings. The placement service is an integral part of a comprehensive student personnel program. It is one of the final activities within the jurisdiction of the institute. The Career Planning and Job Placement Center also plays a role in aiding the student in reaching a career decision based on a full appreciation of his potential. This can be accomplished by working in conjunction with counselors and other faculty and staff members.

VETERANS AFFAIRS

The Veterans Affairs Office,located on the ground floor of the Technical Building, assists veterans and dependents of veterans in obtaining their educational benefits, in selecting a program of training, and in helping the veteran in general while attending Southwestern Tech.

Any veteran with 181 or more consecutive days of active duty after January 31, 1955, or who was discharged or released under conditions other than dishonorable can qualify for benefits. Length of entitlement is 1½ months for each month of active duty up to a maximum of 45 months.

The Veterans Affairs Office also coordinates the awarding of North Carolina Veterans' Scholarships which may be given to qualified veterans or their dependents.

HEALTH SERVICES

The Institute does not have a Health Clinic to provide hospitalization or emergency services. Injuries and/or serious illness should be referred to the Student Personnel Office.

In the event of a acccident or sickness, the following procedures should be followed:

1. Notify the Student Services Office.
2. The person should not be moved, but made comfortable until help arrives.

All curriculum students enrolling in the Institute are required to fill out a student medical data form. This information is used for the purpose of referral in the event of an emergency. For more detailed information refer to the student handbook.

LOST AND FOUND

The Student Services Office will post information on articles that have been lost and turned in. Any lost articles should be reported to the Student Services Office.

STUDENT IDENTIFICATION CARD

Student identification cards are distributed during one's initial registration with the Institute. These cards will be available in the Student Services Office after registration.

CHANGE OF ADDRESS

A student should report any change of address immediately to the Student Services Office.

CONFIDENTIALITY OF STUDENT RECORDS

All student records are held in confidence by the institute. Placement credentials, transcripts, and other information will be made available only upon written, signed request of the student. If the student is under age 18, the parent or legal guardian must sign the request form. Transcript request forms are available in the Registrar's Office.

TRANSCRIPTS OF STUDENT RECORDS

All student records are held in confidence by the Institute. Placement credentials, transcripts, and other information will be made available only upon written, signed request of the student. If the student is under age 18, the parent or legal guardian must sign the request form. Transcript release forms are available in the Registrar's Office.

PARKING AND TRAFFIC REGULATIONS

Campus parking and vehicular traffic is governed in accordance with the Southwestern Technical Institute Traffic Code:

SOUTHWESTERN TECHNICAL INSTITUTE
TRAFFIC CODE

(As Amended May 5, 1977)

ARTICLE # 1 The set of regulations governing traffic and parking on the STI cam pus shall be known officially as Southwestern Technical Institute's Traffic Code.

ARTICLE # 2 Chapter 20 of the General Statutes of the State of North Carolina, along with any other rules and regulations as aproved by the Board of Trustees, shall be used to govern campus traffic.

ARTICLE # 3 A complete copy of Chapter 20 of the General Statutes of the State of North Carolina shall be available in the library for students, staff and faculty reference.

ARTICLE # 4 At student orientation, students shall be advised of the STI Traffic Code and of the availability of a reference copy of Chapter 20 of the General Statutes of the State of North Carolina in the library.

ARTICLE # 5 At the beginning of each fall quarter, starting with Fall Quarter, 1972, all cars to be operated on campus must be registered and display a bumper sticker. Students enrolling at times other than the fall quarter will also be required to register their cars. Failure to comply with the car registration procedure constitutes an offense equal to a first parking violation.

ARTICLE # 6 The following system of citations and fines shall be effective as of Fall Quarter, school year 1972:

a. Fines: 1st offense—Warning citation
2nd offense—$5.00
3rd and additional offenses—Appear before the Student Court with the possibility of losing campus parking privileges.

b. After the first week of school in each quarter, the Traffic and Safety committee shall be responsible for issuing citations for improper parking.

c. Failure to comply with these regulations within a period of seven (7) calendar days after the citation date shall constitute a separate offense. Violators may be subject to an additional $5.00 fine and/or suspension of campus parking privileges at the discretion of the Student Court.

ARTICLE # 7 Students, faculty, and staff not satisfied with a citation may appeal the same to the Student Court, Student Services, STI's President, and the Board of Trustees. Persons appealing a citation shall not be held liable for Article #6-c until all appeals have failed.

ARTICLE #8 Fines shall be made payable to the Business Office and receipted by the Cashier. All money receipted for parking violations will be used to replenish the bumper sticker supply.

ARTICLE # 9 A complete copy of this Traffic Code shall be included in all Student Handbooks printed after August 11, 1971.

ARTICLE # 10 Each student registering each school year will be given a copy of the STI Parking Regulations as approved by the Trustees.

ARTICLE # 11 Persons failing to abide by the penalities of these articles will be summoned by the Student Court.

ARTICLE # 12 The institution may prohibit a student from registering for the next quarter if the student owes campus parking fines from a previous quarter.

ARTICLE # 13 The institution may withhold grades and deny graduation for failure to pay parking fines.

STUDENT ORGANIZATIONS AND ACTIVITIES

Southwestern Tech encourages student participation in student organization and activities. Although student activities are viewed as secondary to the central purpose of academic preparation, they are nevertheless an important phase of student growth and development. A faculty sponsor is required for each student group and organization.

The groups currently functioning on the campus are:

STUDENT GOVERNMENT

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

The Student Government Association is designed to promote the general welfare of the school in a democratic fashion and to facilitate communication between the student body, the faculty, and the administration. The student council provides a means through which students can promote interest in student activities both on and off campus.

Copies of the Student Government Constitution are available in Student Services.

OUTING CLUB

The Outing Club provides a wide variety of activities of interest to all students. Present activities include: canoeing, hiking, snow and water skiing, hang gliding, and swimming. Activities will be added according to student interest and as facilities and equipment become available. Membership to the Outing Club is open to all students with a minimum membership fee.

INTERCOLLEGIATE ATHLETICS

The intercollegiate activities of Southwestern Technical Institute feature a men and womens basketball team, golf and softball teams.

VETERANS CLUB

Members must be veterans of at least six months active duty in the armed forces of the United States. Its purpose is to provide information for incoming veterans concerning VA benefits and to focus their efforts and opinions for the benefit of the school.

STUDENT YEARBOOK

The Open Door is published yearly by the yearbook staff and co-sponsored by the Student Government Association. Any person wishing to work on the student yearbook should contact the president of the Student Government Association.

SMOKY MOUNTAIN AMATEUR RADIO CLUB

The Amateur Radio Club, chartered in 1976, was an outgrowth of the Electronics Engineering program and is directly involved in amateur radio classes at Southwestern Technical Institute. Students in amateur radio classes become members automatically upon receipt of their amateur radio license. The club station is located in the electronics department. Membership is open to the community for licensed ham radio operators. The station call granted by the F.C.C. is WB4NLZ.

NATIVE AMERICAN CLUB

The Native American Club is an organization designed to be responsive to the needs and interests of those members of the Eastern Band of the Cherokee Indians who are currently enrolled as students at Southwestern Technical Institute. The Native American Club is dedicated to the support of Native American Students at STI and seeks to help Native Americans in academic, cultural, and public service endeavors at the Institute. While the Native American Club is composed of Native American Students, the club also supports and sponsors general institutional activities. Last year the Native American Club sponsored the student newspaper and a One-on-One Basketball Tournament.

LIBRARY

Southwestern Technical Institute provides various types of media for students, faculty, and staff of the Institute. The Library has a continuously growing collection of approximately 19,000 volumes which are primarily scientific and technical, relating directly to the curriculum offerings. The reference collection contains encyclopedias and many specialized dictionaries and handbooks. Also a varied collection of fiction and books of general interest are provided for recreational reading and personal growth. The open shelf concept is used to provide for easy access to materials. The Library receives more than 200 magazines and several newspapers.

The Library also provides other materials such as phamphlets and newspaper clippings. Included in the collection are bound volumes of magazines and microfilm of approximately 127 periodical titles. The Library also provides microfiche of several document titles.

Many types of audiovisual materials and equipment are available through the Library. The audiovisual media include films, filmstrips, tapes, slides, transparencies, film loops, and video tapes. The materials may be used in the Library at the study carrells or taken to a classroom.

The Library staff of trained personnel is always willing to assist users in locating and using the various types of media.

All library books must be returned by the end of each quarter and accounts cleared before students will be allowed to register, graduate, or receive a transcript.

The Library is open 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 serves not only faculty, staff, and students of Southwestern Technical Institute, but also residents of the community including people in business and industry.

MEDIA SERVICES DEPARTMENT

The main purpose of the Media Services Program at Southwestern Technical Institute is to support the instructional programs that are offered by the school.

Some of the services that are offered through the Media Department are:

Audio taping
Video taping
Minor AV equipment repair
Splicing of tapes and films
Black and white and color photography
Slide/tape show production
Poster and brochure design and production

The Media Services Department serves all of the various departments within the school as well as providing services for the community organizations and residents of the three-county service area.

Normal operating hours are from 8:00 A.M. to 5:00 P.M. weekdays.

PUBLIC INFORMATION OFFICE

The purpose of the Public Information Office is to inform the public about newsworthy events occurring at STI. The names of students who make the Dean's List, students named to Who's Who, etc., are released to local newspapers and radio stations.The Public Information Office is located in Room 116A of the Technical Building, telephone extension 34.

COMMERCIAL SPECIALTIES

BUSINESS

Accounting

Business Administration

Secretarial Science

COMMERCIAL ART AND ADVERTISING DESIGN

ACCOUNTING

The Accounting Curriculum is designed to fill a growing need for well trained people in the areas of accounting and finance. The serious accounting student should achieve a degree of skill in accounting that will allow him to meet the requirements of such jobs as junior accountant, cost accountant, auditor, or other entry level positions

Curriculum by Quarters

			Class	Lab	Hours Credit
First Quarter					
ENG	100	English I	5	0	5
MAT	110	Business Math	5	0	5
BUS	101	Introduction to Business	5	0	5
BUS	110	Office Machines	1	2	2
BUS	102	Typing I	2	3	3
			18	5	20
Second Quarter					
ENG	101	English Ii	5	0	5
BUS	120	Accounting I	4	3	5
BUS	248	Business Economics I	5	0	5
EDP	104	Introduction to Data Processing	3	2	4
			17	5	19
Third Quarter					
ENG	102	English III	5	0	5
BUS	121	Accounting II	4	3	5
BUS	235	Business Management	5	0	5
BUS	249	Business Economics II	5	0	5
			19	3	20
Fourth Quarter					
ENG	204	English IV	3	0	3
BUS	122	Accounting III	4	3	5
BUS	239	Marketing	5	0	5
BUS	152	Consumer Awareness	3	0	3
			15	3	16
Fifth Quarter					
ENG	103	English VI	3	0	3
BUS	115	Business Law I	5	0	5
BUS	222	Intermediate Accounting I	3	2	4
BUS	229	Income Taxes I	3	2	4
BUS	109	Seminar on Human Relations	3	0	3
			17	4	19

Sixth Quarter					
BUS	223	Intermediate Accounting Ii	3	2	4
BUS	237	Small Business Management	3	0	3
BUS	231	Income Taxes II	3	2	4
BUS	225	Cost Accounting	3	2	4
			12	6	15
Seventh Quarter					
BUS	127	Financial Management	3	2	4
BUS	224	Intermediate Accounting III	3	2	4
BUS	271	Office Management	3	2	4
BUS	279	Profit Planning & Budgetary Control	3	2	4
BUS	277	Credit & Collection	3	2	4
			15	10	20

BUSINESS ADMINISTRATION

The needs of business and industry have grown extensively in positions of supervision and middle management. These positions will be filled by people with specialized education beyond the high school level. The Business Administration Curriculum is designed to prepare the student for employment in one of many occupations and assume the responsibilities that go with supervisory and middle management positions in business and industry.

The graduate of the Business Administration Curriculum may enter a variety of career opportunities: first-line supervisor, induatrial engineering assistant, production planner, quality control technician, safety manager, budget clerk, and a variety of positions in retailing — ranging from beginning sales clerk to manager.

Curriculum by Quarters

			Class	Lab	Hours Credit
First					
ENG	100	English I	5	0	5
MAT	110	Business Math	5	0	5
BUS	101	Introduction to Business	5	0	5
BUS	110	Office Machines	1	2	2
BUS	102	Typing I	2	3	3
			18	5	20
Second Quarter					
ENG	101	English II	5	0	5
BUS	120	Accounting I	4	3	5
BUS	248	Business Economics I	5	0	5
EDP	104	Introduction to Data Processing	3	2	4
			17	5	19
Third Quarter					
ENG	102	English III	5	0	5
BUS	271	Office Management	3	2	4
BUS	277	Credit & Collection	3	2	4
BUS	244	Retail Management	5	0	5
			16	4	18
BUS	121	Accounting II (Elective)	4	3	5
Fourth Quarter					
ENG	204	English IV	3	0	3
BUS	272	Principles of Supervision	5	0	5
BUS	273	Personnel Management	5	0	5
BUS	239	Marketing	5	0	5
			18	0	18
BUS	122	Accounting III (Elective)	4	3	5

Fifth Quarter					
BUS	131	Business Communications	3	2	4
BUS	115	Business Law I	5	0	5
BUS	229	Income Taxes I	3	2	4
BUS	109	Seminar on Human Relations	3	0	3
BUS	269	Safety Engineering	3	2	4
			17	6	20
Sixth Quarter					
BUS	261	Manufacturing Cycles	5	0	5
BUS	266	Value Analysis	3	2	4
BUS	265	Work Measurement	3	2	4
BUS	267	Production Control	3	2	4
			14	6	17
BUS	242	Public Relations & Advertising (Elective)	3	2	4
Seventh Quarter					
BUS	263	Quality Control	3	2	4
BUS	268	Plant Layout	3	2	4
BUS	233	Current Trends in Bus. Management	3	2	4
BUS	279	Profit Planning & Budget Control	3	2	4
			12	8	16
BUS	127	Financial Management (Elective)	3	2	4

EVENING BUSINESS ADMINISTRATION

			Class	Lab	Hours Credit
First Quarter (Fall)					
ENG	100	English I	5	0	5
MAT	110	Business Math	5	0	5
BUS	102	Typing I	2	3	3
			12	3	13
Second Quarter (Winter)					
ENG	101	English II	5	0	5
BUS	110	Office Machines	1	2	2
BUS	101	Introduction to Business	5	0	5
			11	2	12
Third Quarter (Spring)					
ENG	102	English III	5	0	5
BUS	120	Accounting I	4	3	5
BUS	109	Seminar on Human Relations	3	0	3
			12	3	13
Fourth Quarter (Summer)					
BUS	248	Business Economics I	5	0	5
EDP	104	Introduction to Data Processing	3	2	4
BUS	271	Office Management	3	2	4
			11	4	13
BUS	121	Accounting II (Elective)	4	3	5
Fifth Quarter (Fall)					
ENG	204	English IV	3	0	3
BUS	273	Personnel Management	5	0	5
BUS	229	Income Taxes I	3	2	4
			11	2	12
BUS	122	Accounting III (Elective)	4	3	5
Sixth Quarter (Winter)					
BUS	224	Retail Management	5	0	5
BUS	277	Credit & Collection	3	2	4
BUS	131	Business Comunications	3	2	4
			11	4	13
Seventh Quarter (Spring)					
BUS	272	Principles of Supervision	5	0	5
BUS	279	Profit Planning & Budget Control	3	2	4
BUS	266	Value Analysis	3	2	4
			11	4	13

Eighth Quarter (Summer)					
BUS	115	Business Law I	5	0	5
BUS	268	Plant Layout	3	2	4
BUS	267	Production Control	3	2	4
			11	4	13
BUS	242	Public Relations & Advertising	3	2	4
		Elective			
Ninth Quarter (Fall)					
BUS	269	Safety Engineering	3	2	4
BUS	233	Current Trends in Business Management	3	2	4
BUS	239	Marketing	5	0	5
			11	4	13
Tenth Quarter (Winter)					
BUS	261	Manufacturing Cycles	5	0	5
BUS	265	Work Mesurement	3	2	4
BUS	263	Quality Control	3	2	4
			11	4	13
BUS	127	Financial Management (Elective)	3	2	4

SECRETARIAL SCIENCE

This curriculum outlines a training program that will provide training in the accepted procedures required by business, industry, and other professional areas. Special training in secretarial subjects are supplemented by related courses in math, accounting, and personality development. During the fourth quarter, students are placed on actual jobs which provide valuable experience.

Students may take courses in shorthand or have the option of courses which give them a broader business background. This option gives students a choice of concentrated study preparing them for employment as stenographers and secretaries or for a variety of secretarial positions where shorthand skills are not required.

Curriculum by Quarters

			Class	Lab	Hours Credit
First Quarter					
	ENG 100	English I	5	0	5
	MAT 110	Business Math	5	0	5
	BUS 101	Introduction to Business	5	0	5
	BUS 102	Typing I	2	3	3
	BUS 106	Shorthand I	3	2	4
	BUS 109	Seminar on Human Relations	3	0	3
Second Quarter					
	ENG 101	English II	5	0	5
	BUS 103	Typing II	2	3	3
	BUS 107	Shorthand II	3	2	4
	BUS 248	Business Economics I	5	0	5
	EDP 104	Introduction to Data Processing	3	2	4
	BUS 242	Public Relations & Auditing	3	2	4
Third Quarter					
	ENG 102	English III	5	0	5
	BUS 131	Business Communications	3	2	4
	BUS 104	Typing III	2	3	3
	BUS 108	Shorthand III	3	2	4
OR	BUS 277	Credit & Collection	3	2	4
	BUS 110	Office Machines	1	2	2
	BUS 209	Machine Transcription	2	0	2
Fourth Quarter					
	BUS 111	Supervised Work Experience	3	30	6
	BUS 216	Orientation and Evaluation	6	0	6
Fifth Quarter					
	BUS 205	Advanced typing	2	3	3
	BUS 206	Dictation and Transcription I	3	2	4
	ENG 204	English IV	3	0	3
	BUS 201	Word Processing communications & Applications	3	0	3
	BUS 229	Income Taxes I	3	2	4

Sixth Quarter				
BUS 207	Dictation and Transcription II	3	2	4
BUS 237	Small Business Machines	3	0	3
BUS 152	Consumer Awareness	3	0	3
BUS 120	Accounting I	4	3	5
BUS 202	Word Processing Systems	3	0	3
ENG 103	English VI	3	0	3
Seventh Quarter				
BUS 214	Secretarial Procedures	3	2	4
BUS 208	Dictation and Transcription III	3	2	4
OR BUS 235	Business Management	5	0	5
BUS 271	Office Management	3	2	4
BUS 121	Accounting II	4	3	5
BUS 251	Personality Development	3	0	3

COMMERCIAL ART
ADVERTISING DESIGN

This curriculum prepares a graduate with a well-rounded background for technical and creative achievement. 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.

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.

Curriculum by Quarters

			Class	Lab	Hours Credit
First					
ENG	100	English I	5	0	5
CAT	100	Orientation	1	0	1
DFT	101	Technical Drafting I	0	6	2
CAT	101	Advertising Principles	3	0	3
CAT	102	Art and Design	2	6	4
CAT	121	Commercial Art & Advertising Design I	4	6	6
			15	18	21
Second Quarter					
ENG	101	English II	5	0	5
DFT	102	Technical Drafting	0	6	2
CAT	105	Life Study I	2	2	3
CAT	122	Commercial Art & Advertising Design II	4	6	6
			11	14	16
Third Quarter					
ENG	102	English III	5	0	5
CAT	106	Life Study II	0	6	2
CAT	116	Photography	2	6	4
CAT	123	Commercial Art & Advertising Design III	6	6	8
			13	18	19

Fourth Quarter					
CAT	227	Fashion Illustration	4	6	6
CAT	117	Photography II	2	6	4
CAT	205	Advertising Copywriting & Fitting	4	0	4
CAT	201	Art History	5	0	5
CAT	212	Industrial Art & Design	2	3	3
			17	15	22
Fifth Quarter					
ENG	204	English IV	3	0	3
CAT	110	General Illustration	2	6	4
BUS	102	Typewriting I	2	3	3
CAT	224	Commercial Art & Advertising Design IV	4	6	6
CAT	206	Project Seminar	2	3	3
			13	18	19
Sixth Quarter					
CAT or BUS	152	Consumer Awareness	3	0	3
CAT	225	Commercial Art & Advertising Design V	6	6	8
CAT	217	Silk-Screen Techniques	2	6	4
CAT	231	Project Seminar	2	3	3
			13	15	18
Seventh Quarter					
CAT or BUS	268	Plant Layout	3	2	4
CAT	226	Commercial Art & Advertising Design VI	6	6	8
CAT	235	Advertising & Art Directions	5	0	5
CAT	232	Project Seminar	1	6	3
			15	14	20

GENERAL EDUCATION

DEVELOPMENTAL STUDIES ASSOCIATE DEGREE PROGRAM FOR VOCATIONAL INSTRUCTORS RELATED INSTRUCTION IN THE HUMANITIES SOCIAL AND NATURAL SCIENCES

DEVELOPMENTAL STUDIES

Purpose

The Developmental Program is a series of courses designed for students who, at their present educational level, cannot enter regular curriculum courses. This program gives every person the opportunity of re-entering school and meeting requirements of the world of work and of further education. The courses are structured to meet individual needs, and placement of a student in a course of studies depends upon the person's level of achievement when he registers for the course. Emphasis is placed on reading, math, and English. The student may select other electives which he may need to meet his particular objective. The program also assists students who have a physical handicap or who have a personal situation that would put them at a disadvangage in getting the vocational training they want.

Objectives

1. To help students make such academic progress that he can make an acceptable score on the GED so that he can qualify for a curriculum program.
2. To encourage students to develop study skills, test taking proficiencies and to give them a general idea of what will be expected in the world of work.
3. To enable students to assess potentials so that they can make wise vocational choices.
4. To provide individual instruction and tutoring for students in the program who have specific problems not common to the whole class and such reinforcement for students who have already completed the program.
5. To provide enrichment courses in communication, mathematics, and reading for high school graduates who are planning to enter a university.

Progams of Study

PRE-TECHNICAL T-099—PRE-VOCATIONAL V-099

A program of studies based on the needs of particular students in areas of deficiencies. Structured to bring up these specific areas so that a student may succeed in a technical or vocational curricula. Students may enter this program who have not received a high school diploma.

Admission

The Developmental Studies Program is open from 8:00 A.M. until 3:00 P.M. Monday through Friday and from 6:30 P.M. until 9:30 P.M. Monday through Thursday. A student may register for as many hours as his time allows. Veterans may receive benefits for full time or part-time work. A veteran who has not finished high school may receive benefits up to twelve months.

Any applicant wishing to enroll in Developmental Studies should follow the application procedures.

DEVELOPMENTAL SUBJECTS

The following subjects are designed for the student studying in the developmental lab: (The hours shown are the maximim that a student may register for, and may be changed according to need.)

			Class	Lab	Hours Credit
English					
ENG	090	Developmental English I	0	12	6
ENG	091	Developmental English II	0	12	6
ENG	092	Developmental English III	0	12	6
Mathematics					
MAT	080	Developmental Math I	0	12	6
MAT	081	Developmental Math II	0	12	6
MAT	082	Developmental Math III	0	12	6
MAT	083	Developmental Math IV	0	12	6
Reading					
DVS	091	Reading Skills I	0	12	6
DVS	092	Reading Skills II	0	12	6
DVS	093	Reading Skills III	0	12	6
DVS	094	Reading in Literature	0	6	3
DVS	095	Reading in Science	0	6	3
DVS	096	Reading in Social Studies	0	6	3

ASSOCIATE DEGREE PROGRAM FOR VOCATIONAL INSTRUCTORS

Purpose

The program is designed for persons who have developed a skill, trade or technical specialty and desire to teach or pursue a degree. Successful graduates of the program may find employment in the public high schools, community colleges and technical institutes. It is also designed for those already teaching in such programs who have not had the opportunity to acquire professional educational training.

This program is unique in its design and offers the opportunity to earn an Associate in Applied Science Degree allowing credit for previous training experience, and formal study in the student's area of expertise, supplemented by course work to broaden the student personally and develop professional skills in the techniques of teaching.

Program

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

1. A. Twenty-four quarter hours' credit for full-time trade school, twelve months in one special skilled are certified by diploma or letter by trade school officials, maximum twenty-four quarter credit hours.

   and/or

   B. One quarter hour credit per sixty hours of full-time trade instruction for programs of less than one year duration. Certified by diploma or letter by trade school officials, maximum eight credit hours.

2. One quarter hour credit per forty hours of special course instruction -company sponsored school. Certified by diploma, certificate or letter by company school. Maximum five hours.

3. Five quarter hours' credit for each full year of employment in a teaching situation. Teaching must be the primary responsibility of emploment. Maximum ten hours.

4. Two quarter hours' credit for each full year employment in the specialty occupation qualified to teach. Maximum ten hours.

The maximum number of hours awarded for specialty skills toward an Associate in Applied Science Degree is 48 quarter hours.

A minimum of 56 quarter hours' credit must be earned through course work at Southwestern Technical Institute or another recognized college or technical institute program. In order to earn an Associate in Applied Science Degree at Southwestern Technical Institute, the general education requirements must be met either through transfer credit, challenge examination, or formal course work.

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

Following are minimum requirements for an associate in Applied Science Degree for this curriculum. Anyone who needs additional hours may choose electives from any technical curriculum with the approval of the advisor.

Southwestern Technical College Library
P. O. Box 67 51
Sylva, North Carolina 28779

Three areas of development and the hours required for each are:

		Min. Quarter Hours Required
A. Specialty Skills		48
B. Personal Skills (Science, Humanities)		28
English	15	
Social Sciences	6	
Math	5	
Science	2	
C. Professional Skills (Vocational, Educational)		28
	TOTAL	104

COURSE REQUIREMENTS

English (The English requirements may be met by completion of 15 hours from the following courses.)

ENG	100	English I	5	0	5
ENG	101	English II	5	0	5
ENG	102	English III	5	0	5
ENG	204	English IV	3	0	3
ENG	103	English VI	3	0	3

Social Sciences (The Social Sciences requirements may be met by completion of a minimum of 6 hours from courses listed under PSY, HIS, SOC, SSC, ECO or POL in the Course Description Section.)

Mathematics (Mathematics requirements may be met by completion of 5 hours from the following courses.)

MAT	101	Technical Math	5	0	5
MAT	104	Statistics	0	5	5
MAT	110	Business Math	5	0	5

Science (Science requirements may be met by completion of a minimum of 2 hours from courses listed under PHY, BIO, CHM or SCI in the course description section.)

Vocational Education (Vocational Education requirements may be met by completion of 28 hours from the following courses.)

EDU	110	Methods of Teaching Industrial Subjects	3	0	3
EDU	111	Use of Media in Instruction I	3	0	3
EDU	112	Shop Organization and Planning I	2	2	3
EDU	113	Shop Organization and Planning II	2	0	3
EDU	114	Safety in the School Shop and Laboratory	3	0	3
EDU	115	Introduction to Industrial Education	3	0	3
EDU	116	History and Philosophy of Industrial Ed.	3	0	3
EDU	117	Program and Course Development	3	0	3
EDU	118	Principles of Cooperative Education	3	0	3
EDU	119	Occupational Guidance	3	0	3
EDU	121	Drafting for Vocational Instructor I	3	0	3
EDU	123	Environmental Concepts in Education	3	0	3
EDU	124	Teaching the Handicapped Student in Occupational Education	3	0	3
EDU	125	Drafting for Vocational Instructor II	3	0	3
EDU	140	Use of Media in Instruction II	3	0	3
EDU	235	Group Communication Dynamics	3	0	3

HUMAN SERVICES

COSMETOLOGY
EARLY CHILDHOOD
SPECIALIST
ENVIRONMENTAL SCIENCE
TECHNOLOGY
FOOD SERVICE
MANAGEMENT
LAW ENFORCEMENT
PARALEGAL TECHNOLOGY
PRACTICAL NURSE
EDUCATION
RECREATION TECHNOLOGY

COSMETOLOGY

Purpose

This curriculum is approved by the North Carolina State Board of Cosmetic Art Examiners. After successfully completing the requirements of this course, a student must apply to the State Board of Cosmetic Art Examiners for examination. Successful candidates will receive their North Carolina license in Cosmetology.

Job Description

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.

Curriculum by Quarters

			Class	Lab	Hours Credit
First Quarter					
COS	1001	Scientific Study I	4	6	6
COS	1011	Mannequin Practice	1	24	9
			5	30	15
Second Quarter					
COS	1002	Scientific Study II	5	0	5
COS	1022	Clinical Applications I	0	32	11
			5	32	16
Third Quarter					
COS	1003	Scientific Study III	5	0	5
COS	1033	Clinical Applications Ii	0	32	11
			5	32	16
Fourth Quarter					
COS	1055	Clinical Applications IV	0	29	9

TOTAL CONTACT HOURS 1518

EARLY CHILDHOOD SPECIALIST

The Early Childhood Specialist program is designed to provide the prospective teacher assistant, in both the early childhood and the middle childhood years, an opportunity to learn to understand and to meet the needs of young children in the four areas of growth and development. The curriculum non only attempts to provide a general cultural background for the student but also the necessary skills to work successfully with teachers and children in the various situations.

Emphasis is placed on the importance of reading in the early years and how the student can best fulfill her role either as a reading-assistant to the Special reading teacher or to the teacher working with the very young children.

The Early Childhood Specialist program is a two year curriculum leading to the Associate of Applied Science degree.

Curriculum by Quarters

			Class	Lab	Hours Credit
First Quarter					
ENG	100	English I	5	0	5
EDU	133	The Family: A Cross Cultural Survey	3	0	3
EDU	101	Child Growth and Development	3	0	3
SCI	101	General Science	3	2	4
EDU	222	Media Resources & Library Skills	3	2	4
			17	4	19
Second Quarter					
ENG	101	English II	5	0	5
EDU	131	Human Growth and Development	5	0	5
EDU	102	Programming for Young Children	3	6	5
MAT	100	Basic Mathematics	5	0	5
			18	6	20
Third Quarter					
ENG	102	English III	5	0	5
EDU	106	Arts & Crafts for Young children	1	2	2
EDU	103	Working with Young Children	3	6	5
EDU	135	The Family in the Community	3	0	3
HEA	101	First Aid	2	0	2
			14	8	17
Fourth Quarter					
ENG	204	English IV	3	0	3
EDU	201	Activities for Young Children	3	10	8
EDU	210	The Child and Community Services	3	0	3
EDU	104	Introducing Reading	5	0	5
HIS	211	United States History I	3	0	3
			17	10	22

Fifth Quarter					
EDU	211	Children's Literature	3	0	3
EDU	203	The Exceptional Child	3	0	3
EDU	204	Parent Education	3	0	3
HIS	212	United States History II	3	0	3
NUT	102	Nutrition and Health for Young Children	3	2	4
EDU	105	Music for the Early Years	2	0	2
			17	2	18
Sixth Quarter					
EDU	207	Special Problems in Early Childhood	2	0	2
EDU	202	Seminar Practicum	5	20	15
			7	20	17
Electives					
EDU	208	Physical Activities for Young Children	3	0	3
EDU	220	Role of the Teacher Assistant	3	2	4
EDU	100	The Reading Assistant	3	2	4
EDU	107	Math for Young Children	1	2	2
			10	6	13

ENVIRONMENTAL SCIENCE TECHNOLOGY

This curriculum provides basic science training for students to become qualified laboratory and field technicians, with an emphasis on the field of environmental science. Although the program is broad in scope, a special emphasis is placed on water and waste water analysis and air sampling and analysis.

Job Description

The technician's training will qualify him for a wide range of duties such as inspections, surveys, investigations, and evaluations. Specific tasks would include water and air sampling and analysis, assisting professionals in performing environmental research, and collecting and evaluating environmental impact data. Employment opportunities exist with industry and many branches of our local state, and federal government.

Curriculum by Quarters

			Class	Lab	Hours Credit
First Quarter					
ENG	100	English I	5	0	5
MAT	101	Technical Math	5	0	5
BIO	101	General Biology	3	4	5
ENB	310	Ecology	3	2	4
			16	6	19
Second Quarter					
ENG	101	English II	5	0	5
CHM	101	Chemistry I	3	4	5
MAT	102	Technical Math II	5	0	5
ENV	120	Land Resource Management	3	4	5
			16	8	20
Third Quarter					
ENG	102	English III	5	0	5
CHM	102	Chemistry II	3	4	5
MAT	104	Statistics	5	0	5
*ENV	208	Fisheries Management OR	*3	2	4
*ENV	216	Environmental Health	*3	2	4
			16	6	19
Fourth Quarter					
ENV	111	Supervised Work Experience	3	30	6
ENV	202	Data Studies	6	0	6
			9	30	12

Fifth Quarter

ENG	204	English IV	3	0	3
PHY	101	Physics I	3	2	4
ENV	220	Water Sampling, Analysis, Control	3	4	5
ENV	130	Microbiology	3	4	5
			-	—	—
			12	10	17

Sixth Quarter

ENV	213	Air Sampling, Analysis, Control	3	4	5
ENV	229	Meterology	3	4	5
ENV	223	Instrument Maintenance	1	4	3
GEO	105	Population Geography	3	0	3
			—	—	—
			10	12	16

Seventh Quarter

ENV	230	Environmental Quality, Laws, and Enforcement	3	0	3
ENV	231	Environmental Project	1	12	5
*ENV	208	Fisheries Management OR	*3	2	4
*ENV	216	Environmental Health	*3	2	4
			—	—	—
			7	14	12

*Fisheries Management and Environmental Health will be offered alternately every year.

FOOD SERVICE MANAGEMENT

This curriculum is designed to train students in the art of commercial food preparation, with particular emphasis being placed on restaurant operations. Extensive training is offered in food production as well as supervision and management.

Curriculum by Quarters

			Class	Lab	Hours Credit
First Quarter					
ENG	100	English I	5	0	5
FSO	101	Orientation to Food Services	1	0	1
FSO	102	Food Preparation I	2	9	5
FSO	103	Equipment—Use and Care	3	0	3
FSO	104	Sanitation and Safety	3	0	3
			14	9	17
Second Quarter					
ENG	101	English II	5	0	5
MAT	100	Basic Math	5	0	5
FSO	112	Food Preparation II	2	9	5
FSO	107	Baking I	2	6	4
			14	15	19
Third Quarter					
ENG	102	English III	5	0	5
FSO	204	Food Purchasing and Cost Control	3	0	3
FSO	122	Food Preparation III	0	12	4
FSO	117	Baking II	2	6	4
FSO	114	Menu Planning	3	0	3
			13	18	19
Fourth Quarter					
FSO	110	Supervised Work Experience	3	30	6
FSO	118	Orientation and Evaluation	6	0	6
			9	30	12
Fifth Quarter					
ENG	204	English IV	3	0	3
FSO	202	Food Preparation IV	2	9	5
MAT	110	Business Math	5	0	5
BUS	110	Office Machines	0	2	1
BUS	109	Seminar on Human Relations	3	0	3
			13	11	17

Sixth Quarter					
BUS	242	Public Relations & Advertising	3	2	4
FSO	212	Food Preparation V	0	9	4
BUS	237	Small Business Management	3	0	3
FSO	201	Equipment-Layout and Design	3	0	3
FSO	109	Production Management	3	0	3
			14	9	18
Seventh Quarter					
FSO	141	Food Service Management	3	0	3
FSO	207	Food Merchandising	2	6	4
FSO	214	Specialty Cooking	2	4	3
FSO	139	Convenience Foods	2	0	2
BUS	244	Retail Management	5	0	5
			12	12	16

LAW ENFORCEMENT

The Law Enforcement curriculum is designed to prepare the student for entry into the field of police work and other allied occupations. Police science vocations have evolved from simple jobs requiring minimal qualifications to highly complex activities requiring great capacity for highly specialized knowledge and techniques.

Applicants to this curriculum must have a physical examination and must submit a recommendation from a law enforcement agency. A satisfactory grade must be made on a GATB exam to be administered by Employment Security. Admission to PSC 101 as a special credit student requires the student to be 20 years of age, and sponsored by a Law Enforcement Agency.

Successful completion of PSC 101 is a prerequisite to all other Law Enforcement courses. Students satisfactorily completing PSC 101 can be certified to the Minimum Standards and Training Council as having met the prescribed training for law enforcement officers.

In an effort to provide the maximum flexibility in education and training, the following course outline is suggested. Minimum graduation requirement is 108 quarter hours.

Electives will be selected by the student, advisor, and curriculum head in conjunction with the students' area of interest.

Career Opportunities

Due to the wide scope of courses offered in this curriculum, the career opportunities are numerous.

Law Enforcement agencies on the federal, state, and local levels are in need of trained professionals. Business and Industry are employing trained personnel to provide their security. In the Correction System, trained individuals are needed in different areas, such as probation officers, consultants, parole board members, counselors, as well as guards.

In the last decade, all these Criminal Justice areas have increased their demand for trained and dedicated man and women.

Curriculum by Quarters

			Class	Lab	Hours Credit
First Quarter					
PSC	101	Introduction to Law Enforcement	0	25	12
ENG	100	English I	5	0	5
			5	25	17
Second Quarter					
ENG	101	English II	5	0	5
MAT	100	Basic Math	5	0	5
Elective			0	0	4
LEX	106	Constitutional Law	5	0	5
			15	0	19

Third Quarter					
ENG	102	English III	5	0	5
Elective			0	0	4
PSC	110	Crime & Delinquency	5	0	5
Elective			0	0	5
			10	0	19
Fourth Quarter					
PSY	102	General Psychology	3	0	3
PSC	209	Criminal Justice Field Training	0	32	8
Elective			0	0	3
			3	32	14
Fifth Quarter					
ENG	204	English IV	3	0	3
PHY	101	Physics I	3	2	4
SOC	102	Principles of Sociology	5	0	5
LEX	208	Criminal Law	5	0	5
			16	2	17
Sixth Quarter					
ENG	103	English VI	3	0	3
LEX	107	Criminal Evidence	3	0	3
PSC	224	Narcotics and Dangerous Drugs	3	0	3
PSC	206	Police Community Relations	5	0	5
POL	103	National, State & Local Government	3	0	3
Elective			0	0	3
			17	0	20
Seventh Quarter					
Elective			0	0	5
PSC	228	Courtroom Techniques	3	4	5
Elective			0	0	5
Elective			0	0	5
			3	4	20

ELECTIVES

PSC	100	Basic Law Enforcement	0	20	7
PSC	221	Police Operations & Techniques	5	0	5
PSC	102	Science of Fingerprinting	3	4	5
LEX	105	Criminal Investigation	3	4	5
LEX	209	Investigative Photography	2	6	4
LEX	205	Traffic Accident Investigation	3	4	5
PSC	111	Police Administration & Organization	5	0	5
PSC	212	Criminalistics	3	4	5
PSC	223	Defensive Tactics and Firearms	2	3	3
PSC	210	CPR and First Aid	0	3	1
PSC	130	Parole and Probation	5	0	5
PSC	131	Introduction to Jail Operations	3	0	3
PSC	132	Introduction to Jail Management	3	0	3
PSC	133	Juvenile Delinquency	5	0	5
BUS	102	Typing I	2	3	3
SSC	201	Social Science	5	0	5
EDU	130	The Dynamics of Human Behavior	3	2	4
GEO	108	Cultural Geography	3	0	3
SOC	207	Rural Society	3	0	3
SSC	202	Social Science II	3	2	4

PARALEGAL TECHNOLOGY

The legal profession requires specialists and general practitioners. A legal specialist may be a lawyer specializing in one facet of law or a paralegal assisting a lawyer or group of lawyers.

This curriculum is designed to train individuals to work by the side of a lawyer, to relieve the lawyer of routine matters and assist him in the conduct of more complicated and difficult tasks.

The graduate of the paralegal Curriculum will be able to directly assist the lawyer in most facets of law but must always work under the supervision of the lawyer.

Curriculum by Quarters

			Hours Class	Lab	Credit
First Quarter					
ENG	100	English I	5	0	5
LEX	100	Paralegal Orientation	5	0	5
MAT	110	Business Math	5	0	5
BUS	115	Business Law I	5	0	5
			20	0	20
Second Quarter					
BUS	120	Accounting I	4	3	5
BUS	116	Business Law II	5	0	5
ENG	101	English II	5	0	5
LEX	106	Constitutional Law	5	0	5
			19	3	20
Third Quarter					
LEX	110	Civil Procedure	5	0	5
ENG	102	English III	5	0	5
LEX	103	Legal Research I	3	3	4
LEX	105	Criminal Investigation	3	4	5
			16	7	19
Fourth Quarter					
LEX	212	Real Property	3	3	4
LEX	220	Legal Research II	1	4	3
LEX	232	Estate Administration	3	0	3
LEX	211	Title Abstracting	2	3	3
			9	10	13

			Class	Lab	Hours Credit
Fifth Quarter					
LEX	111	Torts	3	0	3
ENG	204	English IV	3	0	3
LEX	208	Criminal Law	5	0	5
BUS	229	Income Tax I	3	2	4
LEX	209	Investigative Photography	2	6	4
			16	8	19
Sixth Quarter					
ENG	103	English VI	3	0	3
LEX	202	N.C. Legal Systems	5	0	5
BUS	231	Income Tax II	3	2	4
LEX	215	The Law Office	3	3	4
LEX	107	Criminal Evidence & Procedure	3	0	3
			17	5	19
Seventh Quarter					
LEX	225	Litigation Preparation	2	2	3
LEX	226	Medical Terminology	3	0	3
LEX	227	Paralegal Profession	3	3	4
LEX	210	Mechanics of Property Transaction	3	0	3
LEX	112	Supervised Work Experience	1	20	3
			12	25	16

PRACTICAL NURSE EDUCATION

The Practical Nursing Program gives 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 records, character references, and reports of medical and dental examination.

Evaluation of student performance consists of tests on all phases of course content, evaluation of clinical performance, and evaluation of adjustments 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 write 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 some states on the basis of a satisfactory examination score without repeating the examination.

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 functions in an assisting role in order to avoid assuming responsibility beyond that for which the one-year program prepares the individual.

Curriculum by Quarters

Course Title			Hrs.	Per	Week	Hours
First Quarter			C	L	P	Credit
NUR	1020	Fundamentals of Practical Nursing	6	6	0	8
NUR	1021	Nutrition and Diet Therapy	3	0	0	3
NUR	1022	Anatomy and Physiology	3	0	0	3
ENG	1103	English (Study Skills)	3	0	0	3
MAT	1101	Fundamentals of Math	5	0	0	5
			20	6	0	22
Second Quarter						
NUR	1025	Medical-Surgical I	6	0	0	6
NUR	1026	Maternity Nursing	4	0	0	4
NUR	1027	Nursing of Children	3	0	0	3
NUR	1028	Clinical Experience I	0	0	16	5
NUR	1024	Introduction to Drug Administration	3	0	0	3
			16	0	16	21

Third Quarter			Hrs.	Per	Week	Hours Credit
NUR	1029	Medical-Surgical Nursing Ii	6	0	0	6
NUR	1030	Drug Therapy	4	0	0	4
NUR	1031	Clinical Experience II	0	0	24	8
ENG	1104	ENGLISH (Communication Skills)	3	0	0	3
			13	0	24	21

Fourth Quarter						
NUR	1032	Medical-Surgical Nursing III	7	0	0	7
NUR	1034	Personal and Vocational Relationships	2	0	0	2
NUR	1035	Clinical Experience III	0	0	24	8
PSY	1101	Human Relations	3	0	0	3
			12	0	24	20

NOTE: The North Carolina Board of Nursing may deny license to individuals "convicted of a felony or any other crime involving moral turpitude."

RECREATION TECHNOLOGY

Recreation Technology prepares students for staff skills and administrative responsibility in a wide variety of public and private recreational and group work facilities. Specific attention will be given to training in the areas of municipal recreation and outdoor recreation. Opportunity for specialization will be provided through the selection of electives, field work and special in-class projects.

Job opportunities are at resorts; summer camps; scouting; YWCA's and YMCA's; city and county recreation centers; municipal, state and federal parks and playgrounds; industrial and hospital recreation programs — especially for professionally trained recreation leaders.

Curriculum by Quarters

			Class	Lab	Credit Hours
First Quarter					
ENG	100	English I	5	0	5
MAT	110	Business Math	5	0	5
BIO	101	General Biology	3	4	5
REC	108	Introduction to Recreation	3	2	4
			16	6	19
Second Quarter					
ENG	101	English II	5	0	5
EWX	111	Arts & Crafts	4	2	5
REC	134	First Aid & Safety	1	2	2
REC	249	Leadership Techniques	3	0	3
REC	260	Maintenance & Operations	4	2	5
			17	6	20
Third Quarter					
ENG	102	English III	5	0	5
REC	122	Camp Counseling	3	2	4
REC	130	Legalities & Finance in Recreation	3	2	4
REC	137	The Forest Environment	2	4	4
REC	150	Botanical Studies	3	2	4
			16	10	21
Fourth Quarter					
REC	240	Supervised Work Experience	2	30	6
REC	248	Orientation & Evaluation	6	0	6
			8	30	12

Fifth Quarter					
ENG	204	English IV	3	0	3
ENV	210	Ecology	3	2	4
REC	200	Swimming Pool Management	2	4	4
REC	265	Campground Management	3	2	4
REC	270	Nature Studies & Programming	2	4	4
			13	12	19
Sixth Quarter					
REC	256	Conservation of Renewable Resources	3	2	4
REC	259	Recreation Administration	3	2	4
BUS	120	Accounting I	4	3	5
BUS	242	Public Relations & Advertising	3	2	4
			13	9	17
Seventh Quarter					
REC	277	State & Federal Lands Management	3	2	4
REC	279	Seminar	3	2	4
REC	280	Outdoor Recreation Planning	2	4	4
REC	273	Recreational Grounds Management	2	4	4
			10	12	16
Electives					
REC	100-105	Recreational Activities I, II, III, IV, V, VI	0	10	3
REC	118,	138, 158, 168, 178 Field Work I-VI Consent of Advisor	0	4	1
REC	142	Senior Life-Saving	0	2	1
REC	144	Whitewater Canoeing	0	2	1
REC	151	Backpacking	0	2	1
REC	153	Wilderness Survival	0	2	1
REC	242	Intermediate Hiking	0	2	1
REC	243	Mountaineering	0	2	1
REC	244	Snow Skiing	0	2	1

INDUSTRIAL-
VOCATIONAL
EDUCATION

AUTOMOTIVE MECHANICS
BROADCASTING
ENGINEERING
TECHNOLOGY
CARPENTRY
ELECTRONIC ENGINEERING
TECHNOLOGY
LIGHT CONSTRUCTION
MASONRY
PLUMBING AND
PIPEFITTING
SURVEYING

AUTOMOTIVE MECHANICS

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair, or adjust automotive vehicles.

The courses are arranged in a sequence that gives the student the required technological and special skills as they are needed to coordinate with laboratory experiences. A high school diploma is required. Admission to the fifth and sixth quarter must be approved by the instructor. Emphasis is placed on the mechanical parts and operation of the various automobile units. Trouble shooting and servicing is also stressed.

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.

Curriculum by Quarters

			Class	Lab	Hours Credit
First Quarter					
MAT	1101	Fundamentals of Mathematics	5	0	5
PHY	1101	Applied Science I	3	2	4
PME	1101	Internal Combustion Engines	3	17	8
			11	19	17
Second Quarter					
BUS	1103	Small Business Management	3	0	3
PHY	1102	Applied Science II	3	2	4
ENG	1106	Fundamentals of English	5	0	5
PME	1102	Engine Electrical & Fuel Systems	5	15	10
			13	17	19
Third Quarter					
AUT	1121	Braking Systems	1	2	2
AUT	1123	Automotive Chassis and Suspension Systems	3	12	7
AUT	1101	Small Engines	1	2	2
WLD	1101	Beginning Welding	0	3	1
DFT	1101	Schematics and Diagrams: Power Mechanics	2	1	2
			10	20	17
Fourth Quarter					
PSY	1101	Human Relations	3	0	3
AUT	1124	Automotive Power Train Systems	2	9	6
AUT	1125	Automotive Servicing	2	6	5
AHR	1101	Air Conditioning Systems	2	6	5
			9	21	19

Fifth Quarter					
AUT	1201	Practical Shop I	0	27	9
AUT	1205	Automotive Seminar I	3	0	3
			3	27	12
Sixth Quarter					
AUT	1202	Practical Shop II	0	27	9
AUT	1206	Automotive Seminar II	3	0	3
			3	27	12

BROADCASTING TECHNOLOGY

The broadcasting curriculum is designed to prepare students for vocations in the field of broadcasting engineering and technology. The student broadens his knowledge in all areas of broadcasting, and receives technical preparation for federal communications commission radio telephone license.

Curriculum by Quarter

			Class	Lab	Hours Credit
First Quarter					
ENG	100	English I	5	0	5
MAT	115	Electrical Math I	5	0	5
ELC	102	D.C. Fundamentals	5	7	8
DFT	107	Schematic Drawing I	1	2	2
			16	9	20
Second Quarter					
ENG	101	English II	5	0	5
MAT	116	Electrical Math II	5	0	5
ELC	104	A.C. Fundamentals	5	7	8
DFT	108	Schematic Drawing II	1	2	2
			16	9	20
Third Quarter					
ENG	102	English III	5	0	5
MAT	117	Electrical Math III	5	0	5
ELN	101	Electronics I	5	7	8
PHY	101	Physics I	3	2	4
			18	9	22
Fourth Quarter					
ENG	204	English IV	3	0	3
ELN	125	Radio Telephone License Prep.	5	0	5
RTV	101	Introduction to Broadcasting	2	4	4
RTV	200	Broadcast Production	3	4	5
BUS	102	Typwriting I	2	3	3
			15	11	20
Fifth Quarter					
RTV	201	Sales and Advertising	2	6	5
RTV	206	Programming and Promotion	3	2	4
ENG	103	Report Writing	3	0	3
CAT	110	General Illustration	2	6	4
			10	14	16

Sixth Quarter					
BUS	242	Public Relations & Advertising	3	2	4
RTV	210	Field Operations	3	6	6
ELN	210	T.V. Systems Analysis	3	2	4
RTV	211	Studio Operations	3	6	6
			12	16	20
Seventh Quarter					
RTV	217	Technical Production	3	6	6
RTV	218	Electronic Editing	2	3	4
RTV	219	Advanced Practicum	3	6	6
RTV	220	Preproduction Planning	3	2	4
			11	17	20
Electives					
RTV	102	Newswriting	3	2	4
RTV	112	Creative Writing	3	0	3

CARPENTRY

The carpentry curriculum trains individuals to enter the trade with a background in both shop skills and related information. He must have a knowledge of mathematics, blueprint reading, methods of construction and a thorough knowledge of building materials.

Most carpenters are employed by contractors in the building construction fields. When specializing in a particular phase of carpentry, the job is designated according to the specialty such as layout carpenter, framing carpenter, concrete form carpenter, scaffolding carpenter, accoustical and insulating carpenter, and finish carpenter.

Curriculum by Quarters

			Class	Lab	Hours Credit
First Quarter					
ENG	1111	Reading Comprehension	2	0	2
MAT	1112	Mathematics: Building Trades	5	0	5
DFT	1110	Blueprint Reading: Building Trades	3	0	3
CAR	1101	Basic Carpentry	5	15	10
			15	15	20
Second Quarter					
ENG	1112	Communication Skills	3	0	3
DFT	1126	Drafting: Building Trades	0	3	1
CAR	1103	Carpentry: Framing	0	15	14
			12	18	18
Third Quarter					
MAT	1109	Estimating	3	0	3
CAR	1104	Carpentry: Finishing	9	18	15
			12	18	18
Fourth Quarter					
BUS	1103	Small Business Management	3	0	3
CAR	1106	Millwork and Cabinet Making	9	18	15
			12	18	18

SOLAR APPLICATIONS IN CONSTRUCTION

(Enrollment in the solar program is by permission of the instructor.)

Curriculum by Quarters

			Class	Lab	Hours Credit
Fifth Quarter					
CAR	1120	Introduction to Solar Concepts	3	3	4
CAR	1121	Solar Collectors	3	10	6
CAR	1122	Solar Energy Heating Systems	3	3	4
			9	16	14
Sixth Quarter					
CAR	1124	Advanced Solar Concepts	3	0	3
CAR	1125	Solar Domestic Hot Water	3	10	6
CAR	1126	Active Solar Space Heating	3	6	5
			9	16	14
Seventh Quarter					
CAR	1128	Space Heat Demand	3	3	4
CAR	1129	Passive Solar Space Heating	3	3	4
CAR	1130	Controls, Instrumentation, and Maintenance	3	10	6
			9	16	14
Eighth Quarter					
CAR	1132	Economics of Solar Energy Systems	3	3	4
CAR	1133	Solar Cooling	3	4	4
CAR	1134	Solar-Electric Systems	5	4	6
CAR	1135	Seminar	3	0	3
			14	11	17

ELECTRONICS ENGINEERING TECHNOLOGY

Todays electronic technician must possess a solid foundation in the scientific theory of electronics as well as a high aptitude in applied and field skills, He is the individual most often required to build, install, maintain, and operate the equipment and systems that are produced by scientists and engineers.

The graduate has a technical proficiency which prepares him in manufacturing, laboratory research, data gathering, and field engineering. these opportunities exist world-wide and the demand is growing daily, thus assuring the electronic technician a wide choice of types of work as well as geographic locations.

Curriculum By Quarters

			Class	Lab	Hours Credit
First Quarter					
ENG	100	English I	5	0	5
MAT	115	Electrical Math I	5	0	5
ELC	102	D.C. Fundamentals	5	7	8
DFT	107	Schematic Drawing I	1	2	2
			16	9	20
Second Quarter					
ENG	101	English II	5	0	5
MAT	116	Electrical Math II	5	0	5
ELC	104	A.C. Fundamentals	5	7	8
DFT	108	Schematic Drawing II	1	2	2
			16	9	20
Third Quarter					
ENG	102	English III	5	0	5
MAT	117	Electrical Math III	5	0	5
ELN	101	Electronics I	5	7	8
PHY	101	Physics I	3	2	4
			18	9	22
Fourth Quarter					
ELN	106	Entertainment Systems	3	10	8
MAT	118	Electrical Math IV	5	0	5
ELN	125	FCC Radio Telephone License Preparation I	5	0	5
PSY	102	General Psychology	3	0	3
			16	10	21

			Class	Lab	Hours Credit
Fifth Quarter					
ENG	204	English IC	3	0	3
ELN	201	Electronics II	5	10	10
ELN	220	Antenna Design	3	0	3
PHY	102	Physics II	3	2	4
			14	12	20
Sixth Quarter					
ELN	204	Electronics III	5	10	10
ELN	210	T.V. Systems Analysis	3	2	4
*phy	103	Physics III	3	2	4
ELN	109	Digital Concepts	2	0	2
			13	14	20
Seventh Quarter					
ELN	207	Electronics IV	5	10	10
ELN	216	Industrial Electronics	3	0	3
ELN	225	Advanced Troubleshooting Procedures	3	2	4
ELN	107	Digital EngineeringTechniques: Microprocessors and Minicomputers	3	2	4
			14	14	21
Electives					
ELN	222	Special Project Building	0	5	2
ELN	203	Pulse Circuits	3	0	3
ELN	126	FCC Radio, Telephone License Preparation II	5	0	5
ELN	120	Radio Amateur License Preparation I	4	2	5
ELN	121	Radio Amateur License Preparation II	4	2	5
ELN	122	Radio Amateur License Preparation III	4	2	5
ELN	123	Radio Amateur License Preparation IV	3	3	4
ELN	124	Citizens Band Radio	0	6	3
ELN	108	Mechanical Circuit Layout	2	2	3
ELC	120	Introductory D.C.	1	2	2
ELC	121	Introductory A.C.	1	2	2
ELC	122	Basic Electronics	1	2	2
ELN	214	Electronic Instrumentation	0	3	1

LIGHT CONSTRUCTION

Particular emphasis is placed on the construction of residential and small commercial buildings. Training is offered in the basic trades of electrical wiring, welding, masonry, carpentry, plumbing and heating.

Employment may be obtained with contractors who employ carpenters, cabinetmakers, masons, plumbers, and electricians. Graduates may be employed as apprentices in some areas with advanced credit. Workers in these trades are in demand not only for installation but also for building maintenance mechanics in small industries, apartments and hotels, public buildings and hospitals.

Light Construction is divided into two sections: (1) Light Construction - Structural and (2) Light Construction - Mechanical. Structrual consists of Carpentry and Masonry with the choice of Welding or Electrical. Mechanical consists of Heating and Air Conditioning, & Plumbing with the choice of Welding or Electrical.

LIGHT CONSTRUCTION: STRUCTURAL

CARPENTRY

			Class	Lab	Hours Credit
First Quarter					
DFT	1110	Blueprint Reading: Building Trades	3	0	3
ENG	1111	Reading Comprehension	2	0	2
CAR	1000	Carpentry I (intro)	4	6	6
			9	6	11
Second Quarter					
MAT	1109	Estimating: Building Trades	3	0	3
DFT	1123	Drafting: Building Trades	0	2	1
CAR	1001	Carpentry II (Framing)	4	6	6
			7	8	10
Third Quarter					
CAR	1002	Carpentry III (Finishing)	6	9	9
			6	9	9
Fourth Quarter					
CAR	1107	Cabinet Making	6	9	9
			6	9	9
Electives					
MAT	1130	Mathematics: Building Trades I	3	0	3
MAT	1131	Mathematics: Building Trades II	3	0	3

LIGHT CONSTRUCTION: STRUCTURAL MASONRY

			Class	Lab	Hours Credit
First Quarter					
DFT	1110	Blueprint Reading: Building Trades	3	0	3
ENG	1111	Reading Comprehension	2	0	2
MAS	1014	Block Masonry	4	6	6
			9	6	11
Second Quarter					
MAT	1109	Estimating: Building Trades	3	0	3
DFT	1123	Drafting: Building Trades	0	2	1
MAS	1015	Brick Masonry	4	6	6
			7	8	10
Third Quarter					
MAS	1008	Advanced Masonry Shop	6	9	9
			6	9	9
Fourth Quarter					
MAS	1004	Fireplace Construction	6	9	9
			6	9	9
Optional Fifth Quarter					
MAS	1003	Rock Construction	6	9	9
			6	9	9
Electives					
MAT	1130	Mathematics: Building Trades	3	0	3
MAT	1131	Mathematics: Building Trades	3	0	3

LIGHT CONSTRUCTION: MECHANICAL HEATING AND AIR CONDITIONING

			Class	Lab	Hours Credit
First Quarter					
DFT	1110	Blueprint Reading: Building Trades	3	0	3
ENG	1111	Reading Comprehension	2	0	2
PLU	1014	Warm Air Systems	4	6	6
			9	6	11
Second Quarter					
MAT	1109	Estimating: Building Trades	3	0	3
DFT	1123	Drafting: Building Trades	0	2	1
AHR	1120	Air Conditioning Systems	4	6	6
			7	8	10

Third Quarter					
PLU	1018	Heating and Cooling Load Calculations	5	0	5
PLU	1019	Distribution Design and Duct Fabrication	4	6	6
			9	6	11
Fourth Quarter					
PLU	1102	Installation and Maintainence of Total Comfort Systems	6	9	9
			6	9	9
Electives					
MAT	1130	Mathematics: Building Trades I	3	0	3
MAT	1131	Mathematics: Building Trades	3	0	3

LIGHT CONSTRUCTION: MECHANICAL PLUMBING

			Class	Lab	Hours Credit
First Quarter					
DFT	1110	Blueprint Reading: Building Trades	3	0	3
ENG	1111	Reading comprehension	2	0	2
PLU	1006	Plumbing Pipework	4	6	6
			9	6	11
Second Quarter					
MAT	1109	Estimating: Building Trades	3	0	3
DFT	1123	Drafting: Building Trades	0	2	1
PLU	1007	Domestic Water Systems	4	6	6
			7	8	10
Third Quarter					
PLU	1117	Drainage and Venting Systems	6	9	9
			6	9	9
Electives:					
MAT	1130	Mathematics: Building Trades I	3	0	3
MAT	1131	Mathematics: Building Trades II	3	0	3

LIGHT CONSTRUCTION OPTION WELDING

			Class	Lab	Hours Hours
First Quarter					
DFT	1121	Blueprint Reading for Welders	3	0	3
WLD	1103	Basic Oxyacetylene Welding	3	9	6
			6	9	9
Second Quarter					
WLD	1104	Basic Arc Welding	6	9	9
			6	9	9

Third Quarter					
WLD	1114	Advanced Arc and Specialty Welding	6	9	9
			6	9	9

LIGHT CONSTRUCTION OPTION
ELECTRICAL WIRING

			Class	Lab	Hours Credit
First Quarter					
MAT	1115	Electrical Math	5	0	5
ELC	1108	Residential Wiring	2	5	4
ELC	1005	Code Seminar I	3	0	3
			10	5	12
Second Quarter					
ELC	1110	Basic Electricity	3	2	4
ELC	1109	Commercial Wiring	2	5	4
ELC	1006	Code Seminar II	3	0	3
			8	7	11
Third Quarter					
DFT	1113	Electrical Drawing	2	3	3
ELC	1114	Industrial Wiring	2	5	4
ELC	1007	Code Seminar III	3	0	3
			7	8	10

MASONRY

The curriculum in Masonry trains individuals to enter the trade with the knowledge and basic skills that will enable him or her to perform effectively. The graduate must have a knowledge of basic mathematics, blueprint reading, and masonry technology. He or she must know the methods used in laying out a masonry job, with specific reference to rigid insulation, refractories, and masonry units specified for residential, commercial, and industrial construction.

Most masons are employed by contractors in the building construction field.

Curriculum by Quarters

			Class	Lab	Hours Credit
First Quarter					
ENG	1111	Reading Comprehension	2	0	2
MAT	1112	Mathematics: Building Trades	5	0	5
DFT	1110	Blueprint Reading: Building Trades	3	0	3
MAS	1000	Masonry Shop I	5	15	10
			15	15	20
Second Quarter					
ENG	1112	Communication Skills	3	0	3
DFT	1126	Drafting: Building Trades	0	3	1
MAS	1001	Masonry Shop II	9	15	14
			12	18	18
Third Quarter					
MAT	1109	Estimating: Building Trades	3	0	3
MAS	1020	Related Trowel Trades	9	18	15
			12	18	18
Fourth Quarter					
BUS	1103	Small Business Management	3	0	3
MAS	1005	Rock Construction	9	18	15
			12	18	18

PLUMBING AND PIPEFITTING

The curriculum in plumbing and pipefitting provide the student the knowledge and basic skills to perform effectively. Courses in plumbing practices and pipefitting are included to provide practical experience as well as theoretical information. Other courses in communication skills, physics, human relations and business operations are provided to assist the individual in occupational growth.

A substantial proportion of plumbers are self-employed or work for plumbing contractors doing repair, alteration, or modernizing work. Some plumbers install and maintain pipe systems for government agencies and public utilities, and some work on the construction of ships and aircraft. Pipefitters, in particular, are employed as maintenance personnel in the petroleum, chemical, and food-processing industries.

PLUMBING

Curriculum by Quarters

			Class	Lab	Hours Credit
First Quarter					
ENG	1111	Reading Comprehension	2	0	2
MAT	1112	Mathematics: Building Trades	5	0	5
DFT	1110	Blueprint Reading: Building Trades	3	0	3
PLU	1110	Plumbing Pipework	5	15	10
			15	15	20
Second Quarter					
ENG	1112	Communication Skills	3	0	3
DFT	1126	Drafting: Building Trades	0	3	1
PLU	1111	Domestic Cold & Hot Water Systems	9	15	14
			12	18	18
Third Quarter					
MAT	1109	Estimating: Building Trades	3	0	3
PLU	1112	Installation of Plumbing Fixtures	4	6	6
PLU	1115	Drainage Systems	5	12	9
			12	18	18
Fourth Quarter					
BUS	1103	Small Business Management	3	0	3
ELC	1110	Basic Electricity	4	1	4
PLU	1116	Commercial Systems	4	18	10
			11	19	17

PIPEFITTING AND WELDING

			Class	Lab	Hours Credit
First Quarter					
ENG	1111	Reading Comprehension	2	0	2
MAT	1112	Mathematics: Building Trades	5	0	5
DFT	1110	Blueprint Reading: Building Trades	3	0	3
WLD	1102	Oxyacetylene Welding & Cutting	5	15	10
			15	15	20
Second Quarter					
ENG	1112	Communciation Skills	3	0	3
DFT	1126	Drafting: Building Trades	0	3	1
WLD	1108	Basic Arc Welding	9	15	14
			12	18	18
Third Quarter					
MAT	1109	Estimating: Building Trades	3	0	3
WLD	1110	Burning & Fitting Pipe Joints I	3	9	6
WLD	1112	Advanced Arc & Insert Gas Welding	6	9	9
			12	18	18
Fourth Quarter					
BUS	1103	Small Business Management	3	0	3
WLD	1106	Advanced Arc & Pipe Welding	8	19	14
			11	19	17

SURVEYING

This curricuium is designed to give the students knowledge of the fundamentals of surveying. The course covers the leagl 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.

This curriculum is recognized by the North Carolina State Board of Registration for Professional Engineers and Land Surveyors. Successful completion of the program is accepted as one year's credit toward the statutory experience requirement for registration as a Land Surveyor.

With the tremendous growth of road construction, real estate business and industry, employment, opportunities are found with state and federal agencies, private contractors, engineering firms, industries and private land surveyors. Classes meet in the evening—field work on Saturday.

Curriculum By Quarters

			Class	Lab	Field	Hours Credit
First Quarter						
CIV	101	Surveying I	1	2	6	4
MAT	100	Basic Mathematics	5	0	0	5
			6	2	6	9
Second Quarter						
DFT	105	Surveying Drafting	4	4	0	6
MAT	101	Technical Mathematics I	5	0	0	5
			9	4	0	11
Third Quarter						
CIV	102	Surveying II	1	2	6	4
MAT	102	Technical Mathematics	5	0	0	5
			6	2	6	9
Fourth Quarter						
CIV	103	Surveying III	1	2	6	4
CIV	100	Boundary Control	5	0	0	5
			6	2	6	9

COURSE DESCRIPTIONS

AIR CONDITIONING AND REFRIGERATION (AHR)

AHR 1101—AIR CONDITIONING SYSTEMS (Automotive) (2-6-5)
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.

AHR 1120—AIR CONDITIONING SYSTEMS (Light Construction) (4-6-6)
General introduction to the principles of Air Conditioning; 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.

AUTOMOTIVE (AUT)

AUT 1101—SMALL ENGINES (1-2-2)
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 deal with small engines. Multicylinder engines will be included.

AUT 1121—BRAKING SYSTEMS (1-2-2)
Braking principles are studies in relation to the coefficiencies 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.

AUT 1123—AUTOMOTIVE CHASSIS AND SUSPENSION SYSTEMS (3-12-7)
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, front end and alignment. Prerequisite:

AUT 1124—AUTOMOTIVE POWER TRAIN SYSTEMS (2-9-6)
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.

AUT 1125—AUTOMOTIVE SERVICING (2-6-5)
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 automobile shop will be maintained and every close effort will be made to give the student a full range of testing and servicing experience.

AUT 1201—PRACTICAL SHOP I (0-27-9)
A program that exposes the student to the unpredictable total car problems that occur on a day-to-day basis in a working shop. It is designed to provide the student with the opportunity to pull together and develop their skills in a working situation.

AUT 1202—PRACTICAL SHOP II (0-27-9)
A continuation of AUT 1201

AUT 1205—AUTOMOTIVE SEMINAR I (3-0-3)
Students meet with instructor to discuss problems and explore the deeper theoretical and practical concepts involved in advanced servicing.

AUT 1206—AUTOMOTIVE SEMINAR II (3-0-3)
A continuation of AUT 1205.

BUSINESS (BUS)

BUS 101—INTRODUCTION TO BUSINESS (5-0-5)
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.

BUS 102—TYPEWRITING I (2-3-3)
Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. Speed and accuracy requirements: 30 words per minute for five minutes; maximum of five errors.

BUS 103—TYPEWRITING II (2-3-3)
Introduction 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. Speed and accuracy requirements: 40 words per minute for five minutes; maximum of five errors. Prerequisite: BUS 102 or equivalent.

BUS 104—TYPEWRITING III (2-3-3)
Emphasis on problems and speed building. Greater attention to development of production typing skills. Development of the student's ability to function as an expert typist, producing mailable copies, is stressed. Introduction to methods of duplication is also included. Speed and accuracy requirements: 50 words per minute for five minutes; maximum of five errors. Prerequisite: BUS 103

BUS 106—SHORTHAND I (3-2-4)
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, phrases, and word beginnings and endings. Dictation rate of 40 words per minute required.

BUS 107—SHORTHAND II (3-2-4)
Continued theory study with greater emphasis on dictation and elementary transcription. Dictation rate of 60 words per minute required. Prerequisite: BUS 106 or equivalent.

BUS 108—SHORTHAND III (3-2-4)
Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription. Dictation rate of 80 words per minute required. Prerequisite: BUS 107.

BUS 109—SEMINAR ON HUMAN RELATIONS (3-0-3)
Discussions concerning the interactions of people in all types of situations. Emphasis on interactions of people in subordinate positions as well as management positions.

BUS 110—OFFICE MACHINES (1-2-2)
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 machine, ten-key printing calculator, full-keyboarded adding machine, and electronic calculator.

BUS 111—SUPERVISED WORK EXPERIENCE (3-30-6)
During the fourth quarter, students are assigned to work in a business or professional office for a minimum of thirty hours per week. The objective is to provide actual work experience for secretarial students and an opportunity for the practical application of the skills and knowledge previously learned. Prerequisite: All course requirements of the first three quarters or approval of the department head.

BUS 115—BUSINESS LAW I (5-0-5)
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

BUS 116—BUSINESS LAW II (5-0-5)
Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property right. Prerequisite: BUS 115.

BUS 120—ACCOUNTING I (4-3-5)
Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: MAT 110.

BUS 121—ACCOUNTING II (4-3-5)
Partnership and corporation accounting. Emphasis is placed on recording, summarizing, and interpreting data for management control rather than on skills. Accounting services are shown as they contribute to the recognition and solution of management problems. Prerequisite: BUS 120.

BUS 122—ACCOUNTING III (4-3-5)
Study of long term liabilities and investments, analysis of financial statements, cost, budgets and flow of funds. Prerequisite: BUS 121.

BUS 123—BUSINESS FINANCE (5-0-5)
Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term and consumer financing.

BUS 127—FINANCIAL MANAGEMENT (3-2-4)
The major objectives center around revealing the significance of business finance and the role it plays in the production and distribution process. The course is presented from the viewpoint of the finance department of a firm and deals with the concepts and techniques used in making correct decisions on obtaining and using funds.

BUS 131—BUSINESS COMMUNICATION (3-2-4)
A communication course designed for business students who must learn to initiate written documents. Primary emphasis is placed upon the development of skills in the techniques of writing business letters, such as credit and collection, complaints, orders, acknowledgements, remittances, inquiries, application letters and data sheets.

BUS 152—CONSUMER AWARENESS (3-0-3)
Introduces the basic economic concepts of supply, demand, and substitutability. Using these concepts, students will study and discuss consumer laws, consumer credit, product safety and warranties, advertising and packaging appeals, and sources of consumer information, emphasizing avenues of recourse for consumer grievances.

BUS 201—WORD PROCESSING COMMUNICATIONS AND APPLICATIONS (3-0-3)
An introduction to Word Processing concepts. Training in the transferable skills of

operation and application of magnetic keyboards in conjunction with dictation/transcription equipment. Prerequisite: BUS 209.

BUS 202—WORD PROCESSING SYSTEMS (3-0-3)
Through contacts with various firms throughout the country, students will become aware of the variety of Word Processing systems. Students will also develop research techniques. Prerequisite: BUS 201.

BUS 205—ADVANCED TYPEWRITING (2-3-3)
Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and typing projects that closely approximate the work appropriate to the field of study. Some of the projects involve: correspondence, manuscripts, reports, tabulation, technical, legal, government, and medical typing problems. Speed and accuracy requirements: 60 words per minute for five minutes; maximum of five errors. Prerequisite: BUS 104.

BUS 206—DICTATION AND TRANSCRIPTION I (3-2-4)
Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Dictation rate of 100 words per minute required. Prerequisite: BUS 108.

BUS 207—DICTATION AND TRANSCRIPTION II (3-2-4)
Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Dictation rate of 110 words per minute required. Prerequisite: BUS 206.

BUS 208—DICTATION AND TRANSCRIPTION III (3-2-4)
Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Dictation rate of 120 words per minute required. Prerequisite: BUS 207.

BUS 209—MACHINE TRANSCRIPTION (2-0-2)
Training in the operation and applications of dictation/transcription equipment.

BUS 214—SECRETARIAL PROCEDURES (3-2-4)
Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. Some of these responsibilities include: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, and office organization.

BUS 216—ORIENTATION AND EVALUATION (6-0-6)
On the first day of the quarter, the students will meet as a group with the school supervisor for work experience orientation. The students will meet again with the supervisor, both as a group and individually, at the end of the quarter for final evaluation discussions. The employer will fill out progress reports and rating sheets on each student to aid in his final evaluation. Prerequisite: All course requirements of the first three quarters or approval of the department head.

BUS 222—INTERMEDIATE ACCOUNTING I (3-2-4)
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 retained earnings statements, fundamental processes of recording, cash and temporary investments, and analysis of working capital. Prerequisite: BUS 122.

BUS 223—INTERMEDIATE ACCOUNTING II (3-2-4)
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: BUS 222.

BUS 224—INTERMEDIATE ACCOUNTING III (3-2-4)
Interpreting accounting data for managerial decisions. Budget preparations. Prerequisite: BUS 223.

BUS 225—COST ACCOUNTING (3-2-4)
Nature and purposes of cost accounting: accounting for direct labor, materials, and factory overhead; job cost, process cost, and standard cost principles and procedures; selling and distribution costs, budgets and executive use of cost figures. Prerequisite: BUS 122.

BUS 229—INCOME TAXES I (3-2-4)
Application of federal and state tax laws to individual tax situations with special emphasis on current tax law changes.

BUS 231—INCOME TAXES II (3-2-4)
Application of federal and state tax laws to partnership and corporations with special emphasis on current tax law changes. Continuation of BUS 229 with practical experience.

BUS 233—CURRENT TRENDS IN BUSINESS MANAGEMENT (3-2-4)
A course designed to develop the student's ability to keep up to date in his profession. Case studies and lectures centering around industrial and business periodicals are the major teaching techniques used.

BUS 235—BUSINESS MANAGEMENT (5-0-5)
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.

BUS 237—SMALL BUSINESS MANAGEMENT (3-0-3)
Introduces the problems of small business operation, business forms and records, financial problems, orders and inventories, layout of equipment and offices, methods of improving business, and employer-employee relations.

BUS 239—MARKETING (5-0-5)
A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in such marketing process.

BUS 242—PUBLIC RELATIONS & ADVERTISING (3-2-4)
Designed to make the student familiar with the practice of public relations, the problems most likely to be met, and the tools with which to approach these problems to be professionally effective. 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 witing advertising copy for various media.

BUS 244—RETAIL MANAGEMENT (5-0-5)
A study of the operations of a retail firm including: merchandising, buying, selling, advertising, and related functions such as financial management.

BUS 248—BUSINESS ECONOMICS I (5-05)
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 beraing upon production, exchange, distribution and consumption both in relation to the individual enterprise and to society at large.

BUS 249—BUSINESS ECONOMICS II (5-0-5)
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: BUS 248.

BUS 251—PERSONALITY DEVELOPMENT (3-0-3)
Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.

BUS 261—MANUFACTURING CYCLES (5-0-5)
A study of various manufacutring cycles, processes, the equipment, tools and materials used, the principles involved and the products produced. Films and field trips further introduce the broad subjects of manufacturing.

BUS 263—QUALITY CONTROL (3-2-4)
Principles and technniques of quality control and cost saving. Organization and procedure for efficient quality control. Functions, responsibilities, structure, costs, reports, records, personnel and vendor-customer relationships in quality control. Sampling inspections, process control and tests for significance.

BUS 265—WORK MEASUREMENT (3-2-4)
Principles of work simplification including administration of job methods improvement, motion study fundamentals and time study techniques. Use of flow and process charts; multiple activity charts, operation charts, flow diagrams and methods evaluation.

BUS 266—VALUE ANALYSIS (3-2-4)
The modern concept in the control of manufacturing production. This course will provide the students an opportunity to study a production system with the specific purpose of identifying unnecessary costs. The objective of the concepts and techniques of value analysis is to make possible a degree of effectiveness in identifying and removing unnecessary cost by the use of sound decisions through a common sense approach.

BUS 267—PRODUCTION CONTROL (3-2-4)
Day-to-day plant direction, forecasting, product planning and control scheduling, dispatching, routing, and inventory control.

BUS 268—PLANT LAYOUT (3-2-4)
A practical study of factory planning with emphasis on the most efficient arrangements of work areas to achieve lower manufacturing costs. Layouts for small and medium sized plants, layout fundamentals, selection of production equipment and materials handling equipment. Effective management of men, money and materials in a manufacturing operation.

BUS 269—SAFETY ENGINEERING (3-2-4)
Management and supervisory responsibility for accident prevention, accident reports, machine guarding, personnel protective equipment, first aid, etc. The course centers around OSHA standards with practical exercies in their use and interpretation.

BUS 271—OFFICE MANAGEMENT (3-2-4)
Presentation of 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.

BUS 273—PERSONNEL MANAGEMENT (5-0-5)
Principles of organization and management of personnel, procurement, placement, training, performance checking, supervision, remuneration, labor relations, fringe benefits and security.

BUS 277—CREDIT AND COLLECTION (3-2-4)
This course presennts fundamental principles and practices of credit and collection. Meaningful projects are included in order to provide a better understanding of credit principles, concepts, procedures, job activities and responsibility.

BUS 279—PROFIT PLANNING AND BUDGET CONTROL (3-2-4)
The course is designed to familiarize students with the entire process of developing the profit plan and budget, and controlling expenditures through responsibility reporting.

BUS 1103—SMALL BUSINESS MANAGEMENT (3-0-3)
An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, orders and inventories, layout of equipment and offices, methods of improving business, and employer-employee relations.

CARPENTRY (CAR)

CAR 1000—CARPENTRY I (Intro) (2-10-5)
An introduction to the construction industry, the care and use of hand and power tools, materials, and methods of construction and basic building layout.

CAR 1001—CARPENTRY II (Framing) (2-7-4)
All aspects of the framing of residential structures are covered. Coordination with other trades is introduced.

CAR 1002—CARPENTRY III (Finishing) (2-5-3)
The interior and exterior finishing of residential structures and built-ins.

CAR 1101—BASIC CARPENTRY (5-15-10)
A brief history of carpentry and present trends of the construction industry. The course will involve operation, care and safe use of carpenter's handtools and powertools in cutting, shaping and joining construction materials. Major topics of study will include theoretical and practical applications involving materials and methods of construction, building layout, preparation of site, footings and foundation wall construction including form construction and erection.

CAR 1103—CARPENTRY-FRAMING (9-15-14)
A thorough introduction to the principles and practices of frame construction including sills, floor joist, subfloor, wall framing, ceilings, rafters bridging, sheathing partitions, and roof construction. Coordination with other skills will be stressed. Prerequisite: CAR 1101.

CAR 1104—CARPENTRY-FINISHING (9-18-15)
Methods and techniques of interior and exterior finishing will be covered including baseboards, door and window trim, stairways, door and window hanging, hardware, exterior trim, built-ins; emphasis will be on quality work. Prerequisites: CAR 1113, CAR 1103.

CAR 1106—MILLWORK AND CABINET MAKING (9-18-15)
Cabinet making and millwork as performed by the general carpenter for building construction. Use of shop tools and equipment will be emphasized in learning methods of construction of millwork and cabinetry. Practical applica-

tions will include measuring, layout and construction of base and wall cabinets, built-ins, arches, stairs, and interior and exterior cornice and trim. Materials and finishes are also covered.

CAR 1107—CABINET MAKING (0-8-3)
The construction and installation of cabinets, shelves, and other built-ins encountered by the general carpenter on site are covered.

CAR 1120—INTRODUCTION TO SOLAR CONCEPTS (3-3-4)
The basic theory and current state of the art of solar energy usage in residential and industrial heating and hot water. Basic concepts of solar radiation, heat transfer, and properties of materials will be covered.

CAR 1121—SOLAR COLLECTORS (3-10-6)
Principles, types, materials, design, construction, testing, and installation of solar collection devices; individual projects related to solar collectors.

CAR 1122—SOLAR ENERGY HEATING SYSTEMS (3-3-4)
Overview and examples of complete residential and commercial solar heating systems; domestic hot water systems; commercial hot water systems; active space heating systems with various types of collectors, transfer fluids, and storage; passive space heating systems; both new and retrofitted systems.

CAR 1124—ADVANCED SOLAR CONCEPTS (3-0-3)
A continuation of CAR 1120.

CAR 1125—SOLAR DOMESTIC HOT WATER (3-10-6)
Components, sizing, and installation of solar domestic hot water systems; water conservation techniques and estimate of hot water demand; individual projects related to domestic hot water.

CAR 1126—ACTIVE SOLAR SPACE HEATING (3-6-5)
Components and installation of active solar space heating systems; air and liquid heat transfer fluids, heat distribution systems, and methods of heat storage.

CAR 1128—SPACE HEAT DEMAND (3-3-4)
Insulation techniques for energy conservation; calculation of heat loss; calculation of solar heat gain through windows; other factors affecting demand for space heat; sizing components of active solar space heating systems.

CAR 1129—PASSIVE SOLAR SPACE HEATING (3-3-4)
Solar gain through south-facing windows; design of window overhangs; use of moveable and fixed insulation; thermal mass for heat storage; sizing of passive components; relation of building to natural environment.

CAR 1130—CONTROLS, INSTRUMENTATION, AND MAINTENANCE (3-10-6)
Use of temperature, pressure, and flow sensors and electronic controllers to regulate heat flow, monitor system operation, and provide safe operations; trouble-shooting, repair, and routine maintenance of solar energy systems.

CAR 1132—ECONOMICS OF SOLAR ENERGY SYSTEMS (3-3-4)
Comparison of short-term costs and long-term benefits for the various solar energy applications described in previous courses.

CAR 1133—SOLAR COOLING (3-4-4)
Solar-powered absorption cooling; passive design features and active equipment for space cooling; use of the same energy systems for both heating and cooling.

CAR 1134—SOLAR-ELECTRIC SYSTEMS (5-4-6)
Solar cells: household-scale electrical systems; commercial solar-thermal electric power plants; hydroelectric and wind power.

CAR 1135—SEMINAR (3-0-3)
Advanced topics not covered in previous courses; trends in solar energy development; job opportunities in solar energy; other renewable energy sources based on the sun.

COMMERCIAL ART (CAT)

CAT 100—ART ORIENTATION (1-0-1)
Designed to aid the student in the understanding of the technical institute. Faculty and staff members explain the various functions of the institute. Exercises in developing study habits, writing and research techniques are completed by the students.

CAT 101—ADVERTISING PRINCIPLES (3-0-3)
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.

CAT 102—ART AND DESIGN (2-6-4)
The plastic elements; Relationship of the Arts; Problems in Basic Design; Relationships of Materials and Techniques to form; Color Theory; Applied Problems.

CAT 105—LIFE STUDY I (2-3-3)
Basic drawing in charcoal from the live model with emphasis on proportions, bone structure, muscles and main body masses.

CAT 106—LIFE STUDY II (0-6-2)
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 and ink, wash, pastels and paint. Prerequisite: CAT 105.

CAT 110—GENERAL ILLUSTRATION (2-6-4)
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.

CAT 116—PHOTOGRAPHY I (2-6-4)
An introduction to the field of photography, photographic equipment and materials. A study of the fundamental techniques of the camera and its expressive possibilities in relation to the field of design and visual communications. Assigned camera projects, darkroom procedures and equipment.

CAT 117—PHOTOGRAPHY II (2-6-4)
Advanced photographic techniques and materials. Participation in studio and laboratory procedures illustrating various applications and creative possibilities of photography. Applied problems using the 35mm, copy and twin lens reflex cameras. Prerequisite: CAT 116.

CAT 121—COMMERCIAL ART AND ADVERTISING DESIGN I (4-6-6)
Basic 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.

CAT 122—COMMERCIAL ART AND ADVERTISING DESIGN II (4-6-6)
Basic color fundamentals and principles. 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: CAT 121.

CAT 123—COMMERCIAL ART AND ADVERTISING DESIGN III (6-6-8)
Professional approach to advertising and editorial layout. The indicating of finished art concepts, visuals, and ideals. Pencil roughs, colored sketches and comprehensive layouts. Prerequisites: CAT 122, DFT 102.

CAT 201—ART HISTORY (5-0-5)
An examining of ideas, philosophies common to all periods of Art History, and a comparison of periods in terms other than chronological development.

CAT 205—ADVERTISING COPYWRITING AND FITTING (4-0-4)
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.

CAT 206—PROJECT SEMINAR (2-3-3)
Each student selects and pursues project work in the field of his choice. Maximum individual attention is available.

CAT 212—INDUSTRIAL ART AND DESIGN (2-3-3)
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. Prerequiste: CAT 123.

CAT 217—SILK SCREEN TECHNIQUES (2-6-4)
Commercial approach to silk screen printing. Applied problems using paper, tusche and glue, laquer, film, aquafilm, and photographic film methods. Problems in multicolor printing.

CAT 224—COMMERCIAL ART AND ADVERTISING DESIGN IV (4-6-6)
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.

CAT 225—COMMERCIAL ART AND ADVERTISING DESIGN V (6-6-8)
A course providing simulated professional working conditions. The student will utilize all previous instruction "job" assignments. Work will start the student's individual portfolio or professional samples. There will be class critique and discussion of assignments and solutions. Prerequisite: CAT 123.

CAT 226—COMMERCIAL ART AND ADVERTISING DESIGN VI (6-6-8)
Course providing simulated professional working conditions. Advanced "job" problems. Emphasis on self-expression and originality. The student will complete his professional portfolio. Prerequisite: CAT 225.

CAT 227—FASHION ILLUSTRATION (4-6-6)
Drawing the fashion figure, and employing basic types of rendering used in fashion advertising.

CAT 231—PROJECT SEMINAR (2-3-3)
Each student selects and pursues project work in the field of his choice. Maximum individual attention is available.

CAT 232—PROJECT SEMINAR (1-6-3)
Individual attention is given each student in the areas of learning which need strengthening. Project developoment is stressed.

CAT 235—ADVERTISING ART DIRECTION (5-0-5)
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 consideration, 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.

COSMETOLOGY (COS)

COS 1001—SCIENTIFIC STUDY I (4-6-6)
An introduction to the field of cosmetology. Subjects covered include professional ethics, grooming, hygiene and personality development, sterilization, sanitation, first aid and bacteriology, cosmetology law, anatomy, chemistry, nails, hair, scalp and skin disorders.

COS 1002—SCIENTIFIC STUDY II (5-0-5)
Theory of skin, scalp, hair, nails and disorders, salesmanship, permanent waving, croquignole and chemical hair relaxing, hairdressing and wig styling, hair coloring.

COS 1003—SCIENTIFIC STUDY III (5-0-5)
Theory of anatomy, manicuring, chemistry of cosmetics and facials, hair styling, massage scalp treatments, superfluous hair removal and grooming and hygiene.

COS 1004—SCIENTIFIC STUDY IV (5-0-5)
Theory of skin, scalp, hair, nails and disorders, salesmanship, permanent wave styling, beauty salon management, electricity, hair shaping, chemistry, sanitation and sterilization, cold waving.

COS 1011—MANNEQUIN PRACTICE (1-24-9)
An introduction to the practice of fingerwaving, pin curling, rollers, marcelling and hair relaxing, shampooing, and rinses, scalp treatment, hair shaping, permanent waving, hairdressing and combing, hair tinting, bleaching, frosting and streaking, wigs — care and styling.

COS 1022—CLINICAL APPLICATION I (0-32-11)
An introduction to actual clinical practice covering bacteriology, pin curling, finger waving and roller, permanent waving, hair styling and wigs, manicuring and pedicuring, skin and scalp disorders, coloring, shaping.

COS 1033—CLINICAL APPLICATION II (0-32-11)
Shop practice in hair shaping, professional ethics, manicuring, cosmetics and facials, hairstyling, cold waving, hair coloring and scalp treatment.

COS 1044—CLINICAL APPLICATION III (0-29-9)
Advanced shop techniques in hair coloring and lash and brow tinting, artistry in hairstyling and wigs, cold waving, hair shaping, sterilization, sanitation and chemistry.

COS 1055—CLINICAL APPLICATION IV (0-29-9)
This course provides advanced training in all aspects of professional practice as encountered in the working shop.

CAT 122—COMMERCIAL ART AND ADVERTISING DESIGN II (4-6-6)
Basic color fundamentals and principles. 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: CAT 121.

CAT 123—COMMERCIAL ART AND ADVERTISING DESIGN III (6-6-8)
Professional approach to advertising and editorial layout. The indicating of finished art concepts, visuals, and ideals. Pencil roughs, colored sketches and comprehensive layouts. Prerequisites: CAT 122, DFT 102.

CAT 201—ART HISTORY (5-0-5)
An examining of ideas, philosophies common to all periods of Art History, and a comparison of periods in terms other than chronological development.

CAT 205—ADVERTISING COPYWRITING AND FITTING (4-0-4)
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.

CAT 206—PROJECT SEMINAR (2-3-3)
Each student selects and pursues project work in the field of his choice. Maximum individual attention is available.

CAT 212—INDUSTRIAL ART AND DESIGN (2-3-3)
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. Prerequiste: CAT 123.

CAT 217—SILK SCREEN TECHNIQUES (2-6-4)
Commercial approach to silk screen printing. Applied problems using paper, tusche and glue, laquer, film, aquafilm, and photographic film methods. Problems in multicolor printing.

CAT 224—COMMERCIAL ART AND ADVERTISING DESIGN IV (4-6-6)
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.

CAT 225—COMMERCIAL ART AND ADVERTISING DESIGN V (6-6-8)
A course providing simulated professional working conditions. The student will utilize all previous instruction "job" assignments. Work will start the student's individual portfolio or professional samples. There will be class critique and discussion of assignments and solutions. Prerequisite: CAT 123.

CAT 226—COMMERCIAL ART AND ADVERTISING DESIGN VI (6-6-8)
Course providing simulated professional working conditions. Advanced "job" problems. Emphasis on self-expression and originality. The student will complete his professional portfolio. Prerequisite: CAT 225.

CAT 227—FASHION ILLUSTRATION (4-6-6)
Drawing the fashion figure, and employing basic types of rendering used in fashion advertising.

CAT 231—PROJECT SEMINAR (2-3-3)
Each student selects and pursues project work in the field of his choice. Maximum individual attention is available.

CAT 232—PROJECT SEMINAR (1-6-3)
Individual attention is given each student in the areas of learning which need strengthening. Project developoment is stressed.

CAT 235—ADVERTISING ART DIRECTION (5-0-5)
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 consideration, 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.

COSMETOLOGY (COS)

COS 1001—SCIENTIFIC STUDY I (4-6-6)
An introduction to the field of cosmetology. Subjects covered include professional ethics, grooming, hygiene and personality development, sterilization, sanitation, first aid and bacteriology, cosmetology law, anatomy, chemistry, nails, hair, scalp and skin disorders.

COS 1002—SCIENTIFIC STUDY II (5-0-5)
Theory of skin, scalp, hair, nails and disorders, salesmanship, permanent waving, croquignole and chemical hair relaxing, hairdressing and wig styling, hair coloring.

COS 1003—SCIENTIFIC STUDY III (5-0-5)
Theory of anatomy, manicuring, chemistry of cosmetics and facials, hair styling, massage scalp treatments, superfluous hair removal and grooming and hygiene.

COS 1004—SCIENTIFIC STUDY IV (5-0-5)
Theory of skin, scalp, hair, nails and disorders, salesmanship, permanent wave styling, beauty salon management, electricity, hair shaping, chemistry, sanitation and sterilization, cold waving.

COS 1011—MANNEQUIN PRACTICE (1-24-9)
An introduction to the practice of fingerwaving, pin curling, rollers, marcelling and hair relaxing, shampooing, and rinses, scalp treatment, hair shaping, permanent waving, hairdressing and combing, hair tinting, bleaching, frosting and streaking, wigs — care and styling.

COS 1022—CLINICAL APPLICATION I (0-32-11)
An introduction to actual clinical practice covering bacteriology, pin curling, finger waving and roller, permanent waving, hair styling and wigs, manicuring and pedicuring, skin and scalp disorders, coloring, shaping.

COS 1033—CLINICAL APPLICATION II (0-32-11)
Shop practice in hair shaping, professional ethics, manicuring, cosmetics and facials, hairstyling, cold waving, hair coloring and scalp treatment.

COS 1044—CLINICAL APPLICATION III (0-29-9)
Advanced shop techniques in hair coloring and lash and brow tinting, artistry in hairstyling and wigs, cold waving, hair shaping, sterilization, sanitation and chemistry.

COS 1055—CLINICAL APPLICATION IV (0-29-9)
This course provides advanced training in all aspects of professional practice as encountered in the working shop.

DEVELOPMENTAL STUDIES (DVS)

DVS 091—READING SKILLS I (0-12-6)
Basic word recognition, literal comprehension skills, vocabulary development through contest. The student progresses st his own pace through increasing levels of difficulty in an individualized laboratory setting.

DVS 092—READING SKILLS II (0-12-6)
An extension of Reading Skills I with emphasis on interpretive and inferential skills, vocabulary development through prefix/root meanings. The student progresses at his own pace through increasing levels of difficulty in an individualized laboratory setting. Prerequisite: DVS 091, or equivalent.

DVS 093—READING SKILLS III (0-12-6)
An extension of Reading Skills I & II, with emphasis on evaluating and comparing sources, making judgments, and other critical reading skills. Also includes attention to increasing rate. The student progresses at his own pace through increasing levels of difficulty in an individualized laboratory setting. Prerequisite: DVS 092, or equivalent.

DVS 094—READING IN LITERATURE (0-6-3)
Provides practice in reading subject matter areas with attention to vocabulary, graphics, organizational patterns, etc. that are unique to literature.

DVS 095—READING IN SCIENCE (0-6-3)
Provides practice in reading subject matter areas with attention to vocabulary, graphics, organizational patterns, etc. that are unique to science.

DVS 096—READING IN SOCIAL STUDIES (0-6-3)
Provides practice in reading subject matter areas with attention to vocabulary, graphics, organizational patterns, etc. that are unique to social studies.

DRAFTING (DFT)

DFT 101—TECHNICAL DRAFTING I (0-6-2)
A study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills 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.

DFT 102—TECHNICAL DRAFTING II (0-6-2)
The application of orthographic projection principles to the more complex draf ting problems, primary and secondary auxiliary views, simple and successive revolutions, and sections and conventions will be studied; introduction of the graphic analysis to space problems. Problems of practical design elements inolving points, lines, planes, and a combination of these elements shall be studied. Dimensioning practices for "details" and working drawings approval by the American Standards Association will also be included. Introduction is given to intersections and developments of various types of geometric objects. Prerequisite: DFT 101.

DFT 105—SURVEYING DRAFTING (4-4-6)
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.

DFT 107—SCHEMATIC DRAWING I (1-2-2)
An introduction to basic drafting tools, equipment, supplies, and methods for the beginning student. Lettering, dementioning and geometric construction techniques are emphasized. The student is familiarized with types of schematic symbols, diagrams and standards necessary to the electronics draftsman.

DFT 108—SCHEMATIC DRAWING II (1-2-2)
A continued study of schematic diagrams and their relationships to the generation of hardware. Printed Circuit Board design and manufacture are emphasized. Logie symbols and integrated circuits are introduced to provide basic skills necessary for digital designing.

DFT 1101—SCHEMATICS AND DIAGRAMS: POWER MECHANICS (2-1-2)
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 1110—BLUEPRINT READING: BUILDING TRADES (3-0-3)
Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three view and pictorial sketches.

DFT 1111—DRAFTING: BUILDING TRADES (Light Construction) (0-2-1)
A specialized course in drafting for building construction trades. Use of drafting tools, lettering and dimensioning are emphasized. Development of floor plans, elevations, sections, riser and schematic diagrams.

DFT 1113—ELECTRICAL DRAWING (2-3-3)
Interpretation of schematics, diagrams and blueprints applicable to electrical installation with emphasis on electrical plans for domestic, commercial and industrial buildings. The sketching of schematics, diagrams and electrical plans and using appropriate symbols and notes according to the national electrical code will be emphasized.

DFT 1121—BLUEPRINT READING FOR WELDERS (3-0-3)
A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations and specifications will be emphasized.

DFT 1126—DRAFTING: BUILDING TRADES (0-3-1)
A specialized course in drafting for building construction trades. Use of drafting tools, lettering and dimensioning are emphasized. Development of floor plans, elevations, sections, riser and schematic diagrams.

EDUCATION (EDU)

EDU 100—THE READING ASSISTANT (3-2-4)
Study of the role of the reading assistant as she works with the reading teachers with emphasis upon equipment, materials, records, etc. Prerequisite: EDU 104.

EDU 101—CHILD GROWTH AND DEVELOPMENT (3-0-3)
A detailed study of the developmental sequence of the prenatal infant and preschool periods, with emphasis on developmental influences and conditions necessary for optimal development of individuals.

EDU 102—PROGRAMMING FOR YOUNG CHILDREN (3-6-5)
Development of the knowledge of a good preschool and early childhood learning environment; scheduling, routines, transitions, room arrangements for obtaining maximum learning and the planning of learning units; the selection of equipment and materials for use in the classroom. Prerequisites: EDU 101, 131.

EDU 103—WORKING WITH YOUNG CHILDREN (3-6-5)
Case presentation, films, observations, and group discussions are utilized to study characteristic behaviors of each level of development and to derive guidelines for promoting desirable behaviors and for coping with undesirable behaviors. Laboratory experiences will provide opportunities to develop observation skills, effective techniques, and beginning skill in adapting activities to the needs of individual children.

EDU 104—INTRODUCING READING (5-0-5)
An introduction to reading and the young child with emphasis on the development of readiness activities and methods and materials for beginning reading skills.

EDU 105—MUSIC FOR THE EARLY YEARS (2-0-2)
Music activities for young children; demonstrations and practice work as well as an introduction to music materials available for various age levels and interests.

EDU 106—ARTS AND CRAFTS FOR YOUNG CHILDREN (1-2-2)
Methods and materials especially suited for young children will be examined. A variety of media will be used to develop basic skills appreciation and understanding of the child's work will be emphasized.

EDU 107—MATH FOR YOUNG CHILDREN (1-2-2)
The teaching of basic number concepts through appropriate methods, materials and activities for the young child. Developmental experiences will be emphasized. Prerequisite: Math 100.

EDU 110—METHODS OF TEACHING INDUSTRIAL SUBJECTS (3-0-3)
A study of effective methods and techniques of teaching industrial subjects. Emphasis is given to class organization; student-teacher planning; methods of teaching manipulative skills and related information; lesson planning; shop safety; and evaluation. Teaching problems will be studied and analyzed following directed observations in the public schools.

EDU 111—USE OF MEDIA IN INSTRUCTION I (3-0-3)
A basic course in the planning and production of slides, still pictures, mounting and preserving materials, graphics, transparencies, and audio recordings for instructional use. The design and application of these materials are related to current theories of instruction. Emphasis will be placed on developing audio-visual materials designed to achieve specific instructional objectives.

EDU 112—SHOP ORGANIZATION AND PLANNING I (2-2-3)
A study of problems related to vocational shop layout, planning and management, supplies and equipment handling, textbooks, sources of materials.

EDU 113—SHOP ORGANIZATION AND PLANNING II (2-2-3)
A continuation of EDU 112.

EDU 114—SAFETY IN THE SCHOOL SHOP AND LABORATORY (3-0-3)
A course designed to cover the basic requirement necessary for a safe environment for the inexperienced student. A thorough study of the requirements of the Federal Occupational Safety and Health Act as it applies to school problems will be conducted.

EDU 115—INTRODUCTION TO INDUSTRIAL EDUCATION (3-0-3)
The place of vocational education in a program of public education and the fundamental principles upon which this work is based.

EDU 116—HISTORY AND PHILOSOPHY OF INDUSTRIAL EDUCATION (3-0-3)
Historical study of trade and technical education movement. Place, function, and changing concepts of industrial and technical education in American education. Economic, sociological and psychological aspects.

EDU 117—PROGRAM AND COURSE DEVELOPMENT (3-0-3)
Methods of developing program and course content and structuring into a workable instructional system. Individualized instructional techniques will be covered. Each student will prepare a selected program in detail.

EDU 118—PRINCIPLES OF COOPERATIVE EDUCATION (3-0-3)
A discussion of the principles and practices of cooperative education in use today. The advantages and problems of the technique as a facet of total education will be covered along with techniques of implementation in various programs.

EDU 119—OCCUPATIONAL GUIDANCE (3-0-3)
An introduction to the understanding and motivation of vocational students. Proper use of records, tests in cooperation with available counseling services in evaluating student problems and potential. Stimulating learning through understanding and control of personal and environmental variables in the classroom.

EDU 121—DRAFTING FOR THE VOCATIONAL INSTRUCTOR I (3-0-3)
An introduction of basic skill and techniques of drafting. Included are uses of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, orthographic instruments drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique and perspective are introduced.

EDU 123—ENVIRONMENTAL CONCEPTS IN EDUCATION (3-0-3)
A workshop to introduce instructors to the significance of human ecology in their own discipline. Environmental teaching aids, curriculum materials and area resource personnel will be introduced. Methods of including invironmental concern into regular subject matter will be covered.

EDU 124—TEACHING THE HANDICAPPED STUDENT IN OCCUPATIONAL EDUCATION (3-0-3)
An exploration into the psychological and educational processes necessary in the teaching of the handicapped student are explored. Different handicaps are discussed and evaluated as to the expectation and accommodation of the handicapped student in a regular classroom setting.

EDU 125—DRAFTING FOR THE VOCATIONAL INSTRUCTOR II (3-0-3)
An extension and broadening of the techniques used in Edu 121.

EDU 130—THE DYNAMICS OF HUMAN BEHAVIOR (3-2-4)
Study of human behavior, with emphasis on developmental aspects, motivations, common behavioral patterns, and the role of defense mechanisms in human behavior. Laboratory experiences will demonstrate a variety of theories related to human behavior.

EDU 131—HUMAN GROWTH AND DEVELOPMENT (5-0-5)
A detailed study of the developmental sequence during the preschool and early childhood years. Emphasis is given to factors influencing development: the importance of experiences in establishing patterns of behavior, attitudes, interper-

sonal skills; language usage; and the relationship of early childhood to later realization of potential. Prerequisite: EDU 101.

EDU 133—THE FAMILY: A CROSS-CULTURAL SURVEY (3-0-3)
Study of the family as a social unit, with primary focus on the influence of family relationships during infancy and childhood. Historical patterns and the evolution of family roles in various types of cultures provide opportunities to analyze and interpret the influence of the culture and the family in relation to the large society.

EDU 135—THE FAMILY IN THE COMMUNITY (3-0-3)
Study of community agencies concerned with physical and mental health in families, socio-economic problems, and education for child-rearing. Prerequisite: EDU 133.

EDU 140—USE OF MEDIA IN INSTRUCTION II (3-0-3)
Students are given hands on experience in the use of media that will be of practical use in the classroom. Projects and demonstration of skills in the use of media from and instructional need is required of those successfully completing the course.

EDU 201—ACTIVITIES FOR YOUNG CHILDREN (3-10-8)
Individual and group exploration of activities and media for promoting optimal overall development of children, with special emphasis on music, art, science, and oral language development. Laboratory experiences provide opportunities to plan and implement a program which demonstrates the adaptability of specified activities and media to a variety of age levels. Prerequisite: EDU 103.

EDU 202—SEMINAR-PRACTICUM (5-20-15)
Seminar on child development problems. Continued experience in a variety of child care facilities. Prerequisite: EDU 201.

EDU 203—THE EXCEPTIONAL CHILD (3-0-3)
Study of children with developmental variations requiring modification in activities. Consideration is given to recognition of problems, community resources, and appropriate activities for the child with exceptional deviations in personality or physical development. Prerequisites: EDU 201, EDU 210.

EDU 204—PARENT EDUCATION (3-0-3)
Study of ways parents can be involved in the child development center, of the purposes and value of home visitation, and of techniques for reporting child progress to parents. The role of the early childhood specialist in aiding parents in guidance of the child's development is emphasized. Each student will develop a series of programs appropriate for presentation to the parents of preschool children. Prerequisite: EDU 135.

EDU 207—SPECIAL PROBLEMS IN EARLY CHILDHOOD (2-0-2)
Directed study of a specialized area of early childhood, appropriate to the individual career interests of students. Prerequisites: EDU 203.

EDU 208—PHYSICAL ACTIVITIES FOR CHILDREN (3-0-3)
This course is designed to help the student gain an understanding and appreciation of the role that physical education plays in the development of the preschool child. Selection of activities and organization will be stressed.

EDU 210—THE CHILD AND COMMUNITY SERVICES (3-0-3)
Study of the types of facilities needed by a community concerned with the well-being of its children. Analysis of child needs which can be met through community planning, with identification of local, state and national resources. Prerequisite: EDU 135.

EDU 211—CHILDREN'S LITERATURE (3-0-3)
A survey of literature appropriate for the pre-school and early childhood age children. Emphasis upon types of literature, selection and use.

EDU 220—ROLE OF THE TEACHER ASSISTANT (3-0-3)
An introductory survey course for the techer aide. Emphasis is placed on the history of auxiliary personnel in the school and community, in addition to the various duties and ethical responsibilities of the teacher aide.

EDU 222—MEDIA RESOURCES & LIBRARY SKILLS (3-2-4)
Demonstrations and practical experiences in the use of instructional media of all types along with a practical guide to the use of the library and its various types of services as they relate to the teaching program.

EDU 235—GROUP COMMUNICATIONS DYNAMICS (3-0-3)
This course stresses the interchange of communications and the psychology of the spoken word in relating to people in groups. The group introduces topics for discussion with interrelations to the group. Evaluations are a result of the group reaction to the topics introduced by individuals from the group.

ELECTRICAL (ELC)

ELC 102—D.C. FUNDAMENTALS (5-7-8)
Basic direct current circuits are introduced through elementary matter — particle theory, sources and general applications of the D.C. Topics include: current, voltage, resistance, Ohm's law, Kirchoff's laws, series and parallel circuits, and magnetism. Proper use and care of D.C. instruments introduced to permit early use of laboratory facilities. Fundamental concepts emphasized.

ELC 104—A.C. FUNDAMENTALS (5-7-8)
Sinewave generation, alternators, inductors, transformers, resistance, capacitance, and impedance are studied as well as circuits involving series and parallel components, tuning, resonance, anti-resonance, filters, and networks. Basic A.C. test equipment is introduced. Laboratory application of principles emphasized.

ELC 120—INTRODUCTORY DIRECT CURRENT (1-2-2)
An introductory course for non-majors. Basic D.C. circuits are introduced with emphasis on theory, components, circuits and general applications of D.C. Proper use and care of test instruments is emphasized.

ELC 121—INTRODUCTORY ALTERNATING CURRENT (1-2-2)
An introductory course for non-majors. Basic A.C. circuits are introduced. Wave generation, component actions in A.C. circuits and A.C. test equipment is studied. Applications of principle are reenforced by laboratory exercises.

ELC 122—BASIC ELECTRONICS (1-2-2)
Principles and applications of vacuum tubes and discrete solid state devices will be covered. Application of tuned circuits, amplifiers, and oscillators are explored. Instruction oriented toward industrial and hobby applications. Primarily designed to satisfy the needs of in-service industrial personnel.

ELC 1005—CODE SEMINAR I (3-0-3)
An in-depth study of the National Electrical Code as it pertains to residential wiring. Emphasis will be placed on improving the students ability to locate rapidly and read accurately appropriate code sections.

(3-0-3)

ELC 1006—CODE SEMINAR II

An in-depth studyof the National Electrical Code as it pertains to commercial wiring. Emphasis will be placed on improving the students ability to locate rapidly and read accurately appropriate code sections.

(3-0-3)

ELC 1007—CODE SEMINAR III

An in-depth study of the National Electrical Code as it pertains to industrial wiring. Emphasis will be placed on improving the students ability to locate rapidly and read accurately appropriate code sections.

(2-5-4)

ELC 1108—RESIDENTIAL WIRING

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

(2-5-4)

ELC 1109—COMMERCIAL WIRING

Interpretation of construction and electrical specification along with the planning and installation of wiring systems in a variety of commercial structures is provided. The three-phase, four-wire system will be introduced and emphasized.

(4-1-4)

ELC 1110—BASIC ELECTRICITY

This basic electricity course will introduce students to the structure of matter, electrical terminology, symbols, and electron theory of current flow. Emphasis will be placed on the use of testing equipment for troubleshooting plumbing appliances.

(2-5-4)

ELC 1114—INDUSTRIAL WIRING

Construction specifications and electrical systems are introduced with installation practices being an integral part of the course study. Also introduced into the field of study will be unit substation and high-voltage metering equipment, feeder ducts and distribution transformers, panelboards and sub-feeders, general circuits, motors and controllers, precipitron units. synchronous condensers, signal systems, ventilating and air-conditioning units, and alternate methods of feeder layout.

ELECTRONICS (ELN)

(5-7-8)

ELN 101—ELECTRONICS I

Principles and application of vacuum tubes in tuned circuits, amplifiers and oscillators are explored. Precision electronic equipment used to test and evaluate student-built test, power, and amplifier circuits. Basic switches, relays and electronic controls are covered. Application of principles emphasized.

(3-10-8)

ELN 106—ENTERTAINMENT SYSTEMS

Various amplifiers, record changers, and audio equipment are covered. Principles of the latest techniques of home entertainment systems are presented along with troubleshooting and project building.

ELN 107—DIGITAL ENGINEERING TECHNIQUES: MICROPROCESSORS AND MINICOMPUTERS (3-2-4)

Study of various logic circuits including electronic gates, adder circuits, shift registers, memory circuits, and timing circuits. The world of microprocessors and mini-computers is explored. Laboratory application of theory is emphasized.

(2-2-3)

ELN 108—MECHANICAL CIRCUIT LAYOUT

Space, weight, and component, interaction problems involving layout and construction are studied. Unit performance is emphasized.

ELN 109—DIGITAL CONCEPTS (2-0-2)
An introduction to the world of digital electronics. Emphasis placed on number systems and familiarization with the different logic gates and symbols.

ELN 120—RADIO AMATEUR LICENSE PREPARATION I (4-2-5)
Exposure to the exciting world of Amateur Radio. Emphasis placed on operating rules and regulations along with basis theory and code needed to pass the novice examination.

ELN 121—RADIO AMATEUR LICENSE PREPARATION II (4-2-5)
Continuation of theory for preparation of general class license. Question and answer method used with related laboratory applications. Code speed emphasized.

ELN 122—RADIO AMATEUR LICENSE PREPARATION III (4-2-5)
Addition theory for preparation of advanced class amateur license.

ELN 123—RADIO AMATEUR LICENSE PREPARATION IV (3-3-4)
Designed for the individual who seeks the highest level of amateur license—the Amateur Extra. Emphasis is on high speed code and advanced levels of theory and operating practices.

ELN 125—FCC RADIO TELEPHONE LICENSE PREPARATION I (5-0-5)
Preparation for the FCC Second Class examinations. Question and answer method of study used in conjunction with open discussions.

ELN 126—FCC RADIO, TELEPHONE LICENSE PREPARATION II (5-0-5)
Elective for the review of material normally given in the FCC First and Second Class examinations. Prerequisite: ELN 125.

ELN 201—ELECTRONICS II (5-10-5)
The modern and fascinating field of solid state electronics is covered. Topics include diodes, transistors, SCR's, thyristors, and special purpose solid state devices. Laboratory application is emphasized. Prerequisite: ELN 101.

ELN 203—PULSE CIRCUITS (3-0-3)
Study of waveform analysis, basic networks including integrators, differentiators, multivibrators, blocking oscillators, saw tooth generators and various other nonsinusoidal circuits. Basic application emphasized.

ELN 204—ELECTRONICS III (5-10-5)
Theory and application of AF and RF amplifiers; basic transmitter design, includeing AM, FM, and single sideband principles are covered. AF and RF measurements are presented in a combination of classroom and laboratory assignments designed to sustain student interest. Prerequisite: ELN 201.

ELN 207—ELECTRONICS IV (5-10-10)
Applied pulse circuitry associated with television, microwave equipment, radar, and other special communications circuits. Emphasis placed on microwave and special purpose antennas along with waveguide and other high frequency transmission media. Applications of klystrons, magnetrons, and TWT's covered. Prerequisite: ELN 204.

ELN 210—TV SYSTEMS ANALYSIS (3-2-4)
T.V. broadcast theory introduced along with detailed study of basic T.V. receiver circuits. Black and white along with color theory is proven by laboratory tests and measurements utilizing up-to-date test equipment especially designed to gather such data.

ELN 214—ELECTRONIC INSTRUMENTATION (0-3-1)
Novel and exceptional uses of common instruments are studied and tested. Field

conditions are simulated using improvised instruments.

ELN 216—INDUSTRIAL ELECTRONICS (3-0-3)
Standard and novel industrial methods and systems of counting, switching, speed control are covered. Emphasis is placed on the latest techniques of high speed controls using diacs, triacs and other solid state devices.

ELN 220—ANTENNA DESIGN (3-0-3)
Involves study of simple and complex antennas, materials, physical dimensions, design formulae, skin effect, gain, radiation patterns, line loss, standing wave ratio, reflected power, and various methods of field strength evaluation. Antenna project building included.

ELN 222—SPECIAL PROJECT BUILDING (0-5-2)
An elective offered for the student interested in building a special project—either original design or kit form. construction techniques emphasized.

ELN 225—ADVANCED TROUBLESHOOTING PROCEDURES (3-2-4)
Expedient and efficient methods are covered in detail, using logical "system and module" approach. Solid state circuits emphasized.

ENGLISH (ENG)

ENG 090—DEVELOPMENTAL ENGLISH I (0-12-6)
Student learns to identify parts of speech such as nouns and verbs, adjectives and adverbs, and their relationships to the sentence as a whole. Student learns distinctions between sentences and fragments.

ENG 091—DEVELOPMENTAL ENGLISH II (0-12-6)
Student furthers knowledge of parts of speech and receives an introduction to phrases and clauses. End punctuation of sentences is studied, especially in relation to complete and incomplete sentences. Prerequisite: ENG 090.

ENG 092—DEVELOPMENTAL ENGLISH III (0-12-6)
Student continues study of phrases and clauses, including phrase and clause functions as modifiers. Use of internal punctuation is studied, with special emphasis on the comma. Student begins writing model paragraphs. Prerequisite: ENG 091.

ENG 093—DEVELOPMENTAL ENGLISH IV (0-12-6)
Student learns use of various other types of internal punctuation such as semicolon, colon, and quotation marks. Student continues study of paragraph form, with emphasis on the various types of paragraphs such as contrast and comparison. Prerequisite: ENG 092.

ENG 100—ENGLISH I (5-0-5)
Designed to encourage the student's development of reading comprehension and reading rate. Emphasizes the grasp of basic ideas rather than words. Offers workable techniques which the student may use in reading assignments, helping him to identify, interpret and evaluate ideas.

ENG 101—ENGLISH II (5-0-5)
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. Prerequisite: ENG 100.

ENG 102—ENGLISH III (5-0-5)
Designed to aid the student in the improvement of self-expression in written composition. Emphasis is on the sentence, paragraph and whole composition. Prerequisite: ENG 101.

ENG 103—ENGLISH VI (3-2-4)
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 relate to his chosen curriculum. Prerequisite: ENG 102.

ENG 204—ENGLIGH IV (3-0-3)
A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews. Prerequisite: 102.

ENG 1103—ENGLISH FOR NURSES (3-0-3)
A self-paced course designed to help the student acquire desirable study habits through the development of listening and reading skills. Basic grammar skills are reviewed.

ENG 1104—ENGLISH FOR NURSES (3-0-3)
A self-paced composition course designed to improve the student's writing ability, and to develop skills in organization of thought and self-expression. Descriptive, analytic, and expository writing of topics relating the various aspects of the student's personal experiences is emphasized.

ENG 1106—FUNDAMENTALS OF ENGLISH (5-0-5)
Designed to aid the student in the improvement of self-expression in grammar, composition, and the basis reading skills. Special machines are used for class drill to broaden the span of recognition, increase eye coordination, and word group comprehension.

ENG 1111—READING COMPREHENSION (2-0-2)
Designed to develop the students reading comprehension directly related to specifications, code books and installation manuals for building construction.

ENG 1112—COMMUNICATION SKILLS (3-0-3)
To develop the students ability to communicate successfully both in speaking and writing. Emphasis on vocabulary, letter writing, and reports as related to the construction industry.

ELECTRONIC DATA PROCESING (EDP)

EDP 104—INTRODUCTION TO DATA PROCESING SYSTEMS (3-0-3)
Fundamental concepts and operationsl processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detailed study of particular computer problems.

ENVIRONMENTAL SCIENCE (ENV)

ENV 111—SUPERVISED WORK EXPERIENCE (3-30-6)
Students are given actual on-the-job training; they are placed with a government agency or private business which deals with environmental monitering.

ENV 120—LAND RESOURCE MANAGEMENT (3-4-5)
An integrated course aspects of geology, soil and water conservation, and the relationship of these factors to the biological community. Methods of land management will be discussed allowing controlled growth without environmental degradation.

ENV 130—MICROBIOLOGY (3-4-5)
A study of general microbiology with emphasis on micro-organisms associated with pollutants such as industrial waste and sewage. Lab will include methods of isolating, culturing, and staining selected micro-organisms. Prerequisites: BIO 101, CHM 101.

ENV 202—DATA STUDIES (6-0-6)
A practical application of the principles of data collection, analysis and presentation.

ENV 205—METHODS OF CHEMICAL ANALYSIS (1-4-3)
A course designed to familiarize the student with special chemical analysis methods, especially those used by environmental technicians. Procedures to be taught include volumetric and gravimetric quantitative analysis, thin layer chromatography, and instrumental analysis including gas chromatography, and spectrophotometry.

ENV 208—FISHERIES MANAGEMENT (3-2-4)
A study of the aquatic environmental and fishery science. Life history and biology of important game and commercial fishes, age and growth analysis, population estimations, fish culture, fish management, and pollution studies.

ENV 209—FISH CULTURE (2-2-3)
A course dealing with the anatomy, physiology, embryology, and culture of fish including trout and catfish farming. Fish disease diagnosis and treatment, and farm pond management will also be studied.

ENV 210—ECOLOGY (3-2-4)
A basic course designed to acquaint the student with the relationships between organisms and their environment, and of interactions among organisms. Lectures, laboratories, and field trips present a balanced perspective in environmental biology. Included will be productivity, nutrient cycling; pollution, environmental factors affecting aquatic and terrestial systems, regulation and dynamics of populations, interactions among species, community ecology; and the ecological viewpoint in modern land management.

ENV 213—AIR SAMPLING, ANALYSIS, & CONTROL (3-4-5)
A study of air quality standards, air monitoring equipment, and techniques for sampling air. Lab will include sampling and analysis of ambient air.

ENV 216—ENVIRONMENTAL HEALTH (3-2-4)
The influence of environmental conditions on human health. Special emphasis given to medical laboratory procedures including bacteriology, hemotology, clinical chemistry, and urinalysis, used in assessing health.

ENV 220—WATER SAMPLING, ANALYSIS, CONTROL (3-4-5)
A basic study of water quality standards, water monitoring equipment, water monitoring techniques, and analysis of results.

ENV 223—INSTRUMENT MAINTENANCE (1-4-3)
Basic types of instruments and their design principles covers simple mechanical and electronic faults that can be repaired by a technician in a laboratory. Instrument calibrations and standardization will be discussed.

ENV 229—METEOROLOGY (3-4-5)
Physical apsects of weather and climate, with labs to accompany lectures.

ENV 230—ENVIRONMENTAL QUALITY LAWS AND ENFORCEMENT (3-0-3)
A study of local, state, and federal laws and acts concerning environmental quality standards and the use of resources, legal procedure for enforcing laws, and problems concerning enforcement. Included will be environmental standard dealing with polluting sources such as industry, agriculture, municipalities, and individuals.

ENV 231—ENVIRONMENTAL PROJECT (1-12-5)
This course consists of a supervised project concerning an environmental problem in the area which would enable the student to put to use some of the knowledge gained in class. The student will write a report on his project and accomplishments.

FOOD SERVICE MANAGEMENT (FSO)

FSO 101—ORIENTATION TO FOOD SERVICES (1-0-1)
Introduction to and history of food service and the outlook for the food service industry. Broad objectives and specific goals of training with an investigation of job opportunities and personal qualifications.

FSO 102—FOOD PREPARATION I (2-9-5)
A study of the scientific principles of food preparation and different methods of cooking. Students will be instructed in the preparation of salads, soups, stocks, sauces, gravies, and beverages. Manual skills (cutting techniques, flipping a pan, stirring a pan, mixing, pouring liquids from one container to another) will be demonstrated and the student will be expected to master the skills before the end of the course. Also, the student will become familiar with different weights and measurements used in cooking. The student will also be introduced to short order cooking.

FSO 103—EQUIPMENT—USE AND CARE (3-0-3)
Designed to teach the student how to operate and care for most standard kitchen equipment. Particular emphasis will be placed on proper operating and cleaning procedures.

FSO 104—SANITATION AND SAFETY (3-0-3)
A study of sanitation standards and safety precautions as related to food storage, preparation, and service.

FSO 107—BAKING I (2-6-4)
Students will learn the basic tools, appliances, and other equipment necessary for baking as well as typical baking measurements and terms. Students will learn how to prepare quick breads, yeast-raised products, fried products (doughnuts and crullers), variety pies, and cakes.

FSO 108—PERSONNEL MANAGEMENT (3-0-3)
A study of the job responsibilities and duties of the food service worker: his relationship to his associates, with emphasis on understanding human behavior; labor policies and legislation; and the importance of self-development in relation to professional responsibility.

FSO 109—PRODUCTION MANAGEMENT (3-0-3)
Designed to emphasize the use of standardized recipes and portion control. Students will be required to compile a notebook of all standardized recipes used throughout the course. Recipe forms will be provided by the instructor.

FSO 110—SUPERVISED WORK EXPERIENCE (3-30-6)
Designed for the student to gain practical experience by actually working in an approved restaurant or hotel in the area. All preceding required courses in the Food Services Curriculum must have been completed with a grade of "C" or better before registering for the work experience course. If the student completes the work experience with a satisfactory grade, he will be readmitted for the second year of the program.

FSO 112—FOOD PREPARATION II (2-9-5)
Emphasis in this course will be placed on preparing food dishes (deep frying, roasting, sauteing, boiling, steaming, broiling). The use of standardized recipes and portion control will be stressed because students will actually prepare dishes for service in the cafeteria. Sandwich-making and breakfast cookery will also be covered.

FSO 114—MENU PLANNING (3-0-3)
Designed to teach the student how to write different types of menus depending on seasons, clientele, employee skills, and food costs.

FSO 117—BAKING II (2-6-4)
Designed to teach the student more elaborate preparations. Asorted pastries will be made and cake decorating will be introduced.

FSO 118—ORIENTATION AND EVALUATION (6-0-6)
This course is designed to provide orientation into the world of work with the student placed on the work site under the supervision of a qualified chef. The student's performance is evaluated by the employer.

FSO 122—FOOD PREPARATION III (0-12-4)
This class involves the student in actual cafeteria service. Preparation will basically include short order items made to order. Students will also be oriented to front-of-the house operations like order-taking, table setting, and cashiering.

FOS 141—FOOD SERVICE MANAGEMENT (3-0-3)
Designed to teach the student how to plan and operate a successful food service operation. Guidelines such as site selection, automation, and effective use of manpower will be stressed.

FSO 201—EQUIPMENT-LAYOUT AND DESIGN (3-0-3)
This course will teach the student how to design restaurant interiors. Design essentials such as selecting a name, theme and decor, color scheme, flooring, furniture, and construction/design materials will be covered in depth.

FSO 202—FOOD PREPARATION IV (2-9-5)
Emphasis in this course will be placed on buffet preparations with menu themes. Food display and presentation will be stressed.

FSO 204—FOOD PURCHASING AND COST CONTROL (3-0-3)
Designed to give the student practical experience in costing, ordering, receiving, storage, inventory-taking, and record-keeping.

FSO 207—FOOD MERCHANDISING (2-6-4)
A basic look at the principles involved in retail food merchandising. All principles including buying, pricing, display, compuiterized ordering, and inventory control will be covered.

FSO 212—FOOD PREPARATION V (0-9-4)
Emphasis in this course will be placed on cafeteria-style preparation and service. Meals will be served cafeteria-style.

FSO 214—SPECIALTY COOKING (2-4-3)
Designed to expose the student to different international cuisines, particularly Italian, German, and Chinese.

HEALTH SERVICES (HEA, NUT)

HEA 101—FIRST AID (2-0-2)
A study of emergency measures used in case of accident or illness. An American Red Cross Certification is offered.

NUT 102—NUTRITION & HEALTH FOR YOUNG CHILDREN (3-2-4)
Study of basic nutrition, with emphasis on (1) methods of helping young children and their families learn nutritional concepts and (2) planning balanced diets for preschool children.

HISTORY (HIS)—POLITICAL SCIENCE (POL(GEOGRAPHY (GEO)

GEO 105—POPULATION GEORGRAPHY (3-0-3)
A study of population groups in various parts of the world with emphasis on basic demographic theory, the composition of populations, and the relationship of population and the environment including such factors as health, land utilization and the internal development of particular nations.

GEO 108—CULTURAL GEOGRAPHY (3-0-3)
Interrelationships between man, the earth and culture; the geography of race, language, religion, political and economic patterns; settlement types and the cultural landscape; population growth and movements.

HIS 211—UNITED STATES HISTORY I (3-0-3)
Emphasis will be upon the backgrounds of discovery, settlement, constitutional development and union. Manifest destiny and the developing sectionalism up until the 1850's will be a part of this survey.

HIS 212—UNITED STATES HISTORY II (3-0-3)
The continuing study of the development of the United States will cover the causes of the Civil War, the war, Reconstruction, imperialistic tendencies, the progressive movement and World War I. Prerequisite: HIS 211.

POL 103—NATIONAL, STATE AND LOCAL GOVERNMENT (3-0-3)
A study of the organization and functions of national, state, and local governments, intergovernmental relationships, and contemporary significant problems.

LAW ENFORCEMENT (PSC)

PSC 100—BASIC LAW ENFORCEMENT (0-20-7)
A basic introductory course to acquaint the student with a variety of tools and techniques for law enforcement. Designed to introduce a potential officer with minimal basic needs for more involved courses.

PSC 101—INTRODUCTION TO LAW ENFORCEMENT (0-25-12)
An introduction to the development of law enforcement, court, and correctional procedures and philosophies from ancient to modern times. Explanation of the American concept of criminal justice as a heritage of Anglo-Saxon of England. A survey of the primary duties and responsbilities of the various law enforcement agencies, and an orientation relative to criminal justice as a career.

PSC 102—SCIENCE OF FINGERPRINTING (3-4-5)
A study of the history of fingerprints, and of the problem of fingerprint pattern interpretation, classification and comparison. Examination of latent impressions, and developing and maintaining fingerprint files by classification.

PSC 110—CRIME AND DELINQUENCY (5-0-5)
A brief survey of crime in the United States; trends, economic impact and victimization. Uniform crime reporting and crime statistics as they relate to the criminal justice system, and emphasis on organized crime. The responsibilities of law enforcement officers and their interaction with various juvenile agencies in the system. Delinquency preventive measures and specific problems, and the influence of the environment.

PSC 111—POLICE ORGANIZATION AND ADMINISTRATION (5-0-5)
The principles of organization and administration in law enforcement agencies; recruitment, selection, training, descipline and promotion. Line and staff functions, chain of command, and the relationship between supervisor and subordinate.

PSC 130—PROBATION AND PAROLE (5-0-5)
To acquaint the student with complete correctional process. Historical aspects of the penal institution as well as probation and parole.

PSC 131—INTRODUCTION TO JAIL OPERATONS (3-0-3)
An introductory course for the jailer. Outlines the duties and responsibilities of the jailer for pre-sentenced prisoner.

PSC 132—INTRODUCTION TO JAIL MANAGEMENT (3-0-3)
This course gives an overall view of the responsibility for a complete jail operation.

PSC 133—JUVENILE DELINQUENCY (5-0-5)
Designed to give an in-depth study of the causes and development of the phenomenon of juvenile delinquency.

PSC 206—POLICE COMMUNITY RELATIONS (5-0-5)
A general orientation to the responsibilities of law enforcement in the areas of social protest, minority groups, and the problems of youth. This course will provide the student with an understanding of community structures as they relate to law enforcement. Prerequisites: PSC 110, and SOC 102.

PSC 209—CRIMINAL JUSTICE FIELD TRAINING (0-32-8)
Provide supervised observation and participation in uniformed patrol duty, investigation, communication, records, corrections, and crime laboratory work. This course is designed for the career student to bridge the gap between theory and practice, and requires a thirty-two-hour minimum of field work experience. Enrollment by special permission of instructor.

PSC 210—CPR AND FIRST AID (0-3-1)
Instruction in the immediate and temporary care in cases of accident, illness, poisoning, asphyxiation and emergency childbirth. Emergency rescue procedures and procedures applicable to electrical and gas emergencies will also be emphasized.

PSC 212—CRIMINALISTICS (3-4-5)
This course will serve as an introduction to the forensic sciences, including trace element, examination, glass fragments, tool marks, blood samples, tire impressions, questioned documents, and polygraph examination procedures.

PSC 221—POLICE OPERATIONS AND TECHNIQUES (5-0-5)
A study of police problems and responsibilities, including the operation procedures, communications and records, police operations in disaster and disturbances arrest, search and seizure techniques. Answering of the "in-progress" call, responding to handling of other special situation calls, and pursuit and defensive driving techniques.

PSC 223—DEFENSIVE TACTICS AND FIREARMS TRAINING (2-3-3)
Instruction includes familiarization with handgun, shotgun, rifle, and tear gas weaponry. Applicable laws and safety will be emphasized. Includes the participation in learning techniques for the defensive control of arrested persons through a gymnasium environment.

PSC 224—NARCOTICS AND DANGEROUS DRUGS (3-0-3)
This course will familiarize the student with the North Carolina Drug Laws and introduce the student to the identification and classification of drugs. Emphasis will be placed upon the various effects that the different drugs have upon the human body and the effects it produces in the temperament of individuals.

PSC 228—COURTROOM TECHNIQUES (3-4-5)
Particular emphasis is on preparation for the officer to appear in the courtroom, including demeanor and presentation. A practical application will include a mock trial with students serving as the participants. Concentration will be upon police professionalism and ethics.

MASONRY (MAS)

MAS 1000—MASONRY SHOP I (5-15-10)
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 SHOP II (9-15-14)
Development of fundamental skills, bond layout, projects with various types of masonry units, fireplaces, ornamental work, recent development in the masonry field.

MAS 1003—ROCK CONSTRUCTION (6-9-9)
A thorough study of rock construction and the unique techniques and tools required for quality work.

MAS 1004—FIREPLACE CONSTRUCTION (6-9-9)
Layout and erection of various fireplace designs, outdoor barbeque pits, and chimney-pit combinations.

MAS 1005—ROCK CONSTRUCTION (9-18-15)
A thorough study of rock construction and the unique techniques and tools required for quality work.

MAS 1008—ADVANCED MASONRY SHOP (6-9-9)
Development of skills, projects with various types of masonry units.

MAS 1014—BLOCK MASONRY (4-6-6)
History of block laying, building corners, laying to the lines, bond layout, mortar mixing techniques, and general block laying procedures.

MAS 1015—BRICK MASONRY (4-6-6)
History of brick laying. Building corners, laying to the line, different bond layout, and general brick laying procedures.

MAS 1020—RELATED TROWEL TRADES (9-18-15)
To develop the basic understanding of the trowel trades, care and use of tools and equipment. Raw material use and manufacturing processes for plastering, tile setting, and concrete finishing, as related to general masonry.

MATHEMATICS (MAT)

MAT 080—DEVELOPMENTAL MATH I (0-12-6)
A self-paced individualized mathematics course designed to develop the basic skills necessary for entrance into the chosen technical or vocational curriculum. Topics depend on the student's entrance level and rate of progress.

MAT 081—DEVELOPMENTAL MATH II (0-12-6)
A second quarter continuation of MAT 080. A self-paced individualized format in the developmental lab. Topics depend on student's entrance level, rate of progress and chosen curriculum. Prerequisite: MAT 080.

MAT 082—DEVELOPMENTAL MATH III (0-12-6)
A continuation of MAT 081. A self-paced individualized format in the developmental lab. Topics depend on student's entrance level, rate of progress, and chosen curriculum. Prerequisite: MAT 081.

MAT 083—DEVELOPMENTAL MATH IV (0-12-6)
A continuation of MAT 082. A self-paced individualized format in the developmental lab. Topics depend on student's entrance level, rate of progress, and chosen curriculum. Prerequisite: MAT 082.

MAT 100—BASIC MATHEMATICS (5-0-5)
A course covering the fundamental elements of mathematics. Topics covered include basic computation with whole numbers, fractions, decimals, dimensional analysis, elements of geometry and algebra.

MAT 101—TECHNICAL MATHEMATICS I (5-0-5)
A course designed to develop the sound mathematical tools required by the technician. Topics include operationson numbers, operations on polynomials, linear equations, graphing, scientific notation, basic trigonometry, and vectors.

MAT 102—TECHNICAL MATHEMATICS II (5-0-5)
Topics include fundamental algebraic operaions, the rectangular coordinate system, as well as fundamental trigonimetric concepts and operatons are introduced. The application of these principles to practical problems is stressed.

MAT 104—STATISTICS (5-0-5)
An introduction to elementary probability and statistics. Topics include descriptive methods, probability, the binomial and normal distributions, hypothesis testing, correlation and regression. Prerequesites: MAT 100 or MAT 101.

MAT 109—COMPUTER PROGRAMMING CONCEPTS (3-0-3)
Basic programming, repetitive looping, branching, subroutines, etc., using all numeric data on the TI-58 programmable calculator. Prerequisite: successful completion of one math course beyond MAT 100.

MAT 110—BUSINESS MATHEMATICS (5-0-5)
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.

MAT 115—ELECTRONICS MATH I (5-0-5)
A basic introductory algebra course. Topics include the number system, basic laws of arithmetic and algebra, exponents and radicals, scientific notation, measurement and dimensional analysis, and equations.

MAT 116—ELECTRONICS MATH II (5-0-5)
An algebra and trigonometry course designed to develop the sound mathematical background needed in studying electronics. Topics include functions, graphing, introduction to trigonometry, complex numbers and the j-operator. Prerequisite: MAT 115.

MAT 117—ELECTRONICS MATH III (5-0-5)
A course covering particular mathematical topics and techniques used in electronics. Topics include simultaneous equations, logarithms, variation and Boolean algebra. Prerequisite: MAT 116.

MAT 118—ELECTRONICS MATH IV (5-0-5)
A nonrigorous course in the fundamentals of plane analytical geometry and calculus with applications to electronics. Prerequisite: MAT 117.

MAT 1101—FUNDAMENTALS OF MATHEMATICS (5-0-5)
Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, power and roots, percentages, ration 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 1109—ESTIMATING: BUILDING TRADES (3-0-3)
Estimating quantities of material and laobr costs related to the building construction trades. Emphasis on uniform construction index and organization of cost data.

MAT 1112—MATHEMATICS: BUILDING TRADES (5-0-5)
analysis of basic operations, addition, subtraction, multiplication, and division. Fractions, decimals, powers and roots, percentages ratio and proportion. Plane and solid geometric figures, measurements of surfaces and volumes, basic algebra related to usage in the trades.

MAT 1115—ELECTRICAL MATH (5-0-5)
A study of fundamental concepts of algebra; basic operations of addition, subtraction, multiplication, and division; solution of first order equations, use of letters and signs, grouping, factoring, exponents, ratios, and proporations; solution of equations, algebraically and graphically; a study of logarithms and use of tables; and introduction to trigonometric functions and their application to right angles; and a study of vectors for use in alternating current.

MAT 1130—MATH FOR BUILDING TRADES I (3-0-3)
Analysis of basic operations on whole numbers, fractions, and decimals. Other topics include percentages and measurement.

MAT 1131—MATH FOR BUILDING TRADES II (3-0-3)
Application of basic mathematical skills to practical problems in the building trades. Topics include computed measurement and materials and cost estimating. Prerequisite: MAT 1130 or equivalent.

PARALEGAL TECHNOLOGY (LEX)

LEX 100—PARALEGAL ORIENTATION (5-0-5)
This course is a brief overview of criminal law, civil procedure, legal research, techniques of investigation and preparation and presentation of a trial brief.

LEX 103—LEGAL RESEARCH I (3-3-4)
Methods of Legal research, proper citation of authority, acquaintance with legal treaties, text, and reporter, shepardizing cases. Prerequisite: None.

LEX 105—CRIMINAL INVESTIGATION (3-4-5)
A course in the theory of investigative process, sources of information, and the investigation of specific offenses, such as arson, larceny, burglary, robbery, homicide and sex offenses. Methods of interrogation, as well as the techniques, are included. The search for physical evidence and the location, reproduction, identification, collection, preservation, and transporting of evidence to the crime laboratory.

LEX 107—CRIMINAL EVIDENCE AND PROCEDURE (3-0-3)
A study of the rules of evidence and admissibility of evidence in court; the kinds of evidence, judicial notice, opinion evidence and the hearsay rule; evidence distinguished from proof and the burden of proof. The law of arrest; search and seizure will be emphasized coupled with the civil liabilities that may accrue. North Carolina Ciminal Procedure from arrest to trial will be examined in depth with the problems of nontestimonial identification.

LEX 110—CIVIL PROCEDURE (3-0-3)
Introduction to basics of civil litigation; N. C. Courts, venue, jurisdiction. In depth study of Rules of Civil Procedure of North Carolina.

LEX 111—TORTS (3-0-3)
Civil wrongs or violations of private rights. Emphasis on more common forms of negligence actions and their legal elements.

LEX 112—SUPERVISED WORK EXPERIENCE (1-20-3)
Approximately the last 6 weeks of final quarter, each student is placed in a working situation for not less than 20 hours per week, to work under the direct supervision of an attorney. A short review of the work accomplished is conducted at the conclusion of the program.

LEX 202—N. C. LEGAL SYSTEMS (5-0-5)
This is a continuation of LEX 201 and deals specifically with 15 particular types of legal processes, including federal actions.

LEX 205—TRAFFIC ACCIDENT INVESTIGATION (3-4-5)
A study of the traffic enforcement problem. In-depth study of the North Carolina traffic code with the emphasis on enforcement and education of the code. Instruction methods in procedures and reports applicable to traffic accidents. Particular emphasis will be on the interviewing of drivers and witnesses, as well as photography, measurements, and diagrams.

LEX 208—CRIMINAL LAW (5-0-5)
A study of the elements required for specific crimes; classification of various crimes. Emphasis on case research for interpretation of North Carolina Criminal Code. The study of the evolution of criminal law, parties to crime, capacity to commit a crime, and criminal defenses.

LEX 209—INVESTIGATIVE PHOTOGRAPHY (2-6-4)
An introduction to the field of photography. A study of the fundamental techniques of the camera and its role in the investigative process. Assigned photo projects within the field of investigation, use of the darkroom and prepare a complete photo case for court presentation.

LEX 210—MECHANICS OF PROPERTY TRANSACTIONS (3-0-3)
Includes the study of the preparation of simple contracts for sale of real estate; ordering title search; examining title searches and preparing simple titles, ordering title insurance; preparation of settlement sheet and holding closing. (1) Inform purchaser of needed documents and funds; (2) disbursement of funds and recording documents; (3) search continuation and preparation of certificate of title for lawyer's signature.

LEX 211—TITLE ABSTRACTING (3-0-3)
An examination will be made of the applicable statutory and common law principles including the form and adequate execution of documents; the functions of judgments and estates in the determination of whether a title to real estate is marketable; the study and function of various documents, indices and files on public records in various county offices. Forms of abstracting title information from public records and summaries thereof will be included. Various typical problems and errors which may render a title unmarketable will be included.

LEX 212—REAL PROPERTY (3-3-4)
Practical introduction to real estate law with emphasis on matters correlating with LEX 211 - Title Abstracting. Estates in land; conveyances; drafting of instruments.

LEX 215—THE LAW OFFICE (3-3-4)
This course includes the study of the organization of a law office, office forms and legal forms, filing equipment and system, accounting systems for a lawyer's time, fees, and filing, client relations and office procedure. This will also familarize the student with the operation of office machines and equipment.

LEX 220—LEGAL RESEARCH II (1-4-3)
Advanced research into particular points of law together with the writing of briefs and presentation of various materials.

LEX 225—LITIGATION PREPARATION (3-0-3)
This course will teach the paralegal how a lawyer prepares his briefs prior to entering court proceedings. The student will be taught how to review a file, prepare subpoenas ready for the lawyer's signature, prepare exhibits for court, file pleadings, index interrogatories, depositions, admissions, pleadings. The course will prepare the student to interview witnesses and record statements in writing and on tape.

LEX 226—MEDICAL TERMINOLOGY (3-0-3)
This course is designed to cover terminology as applied to the whole man as well as medical methods and terms used by physicians and lawyers.

LEX 227—PARALEGAL PROFESSION (3-3-4)
Overview of the ethical standards of the legal profession directed toward familiarizing the legal assistant with conduct expected and required. Particular emphasis on the North Carolina Code of Professional Responsibility.

LEX 230—APPELLATE PRACTICE (3-3-4)
A study of the N. C. Appellate System coupled with the preparation of record narratives and all documents and forms for appeals, as well as preparation and research of appellate brief.

LEX 232—ESTATE ADMINISTRATION (3-0-3)
In this course, the student will be instructed in the drawing of wills, making arrangements with the probate office for probate of will, or issuance of Letter of Administration, preparing simple transfer of inheritance tax forms, marshaling of assets, payment of debts of Estate, preparations of interim and final accounting and preparation of refunding bonds and releases.

PRACTICAL NURSE EDUCATION (NUR)

NUR 1020—FUNDAMENTALS OF PRACTICAL NURSING (6-6-0-8)
Interpretation of the role of the practical nurse student and basic knowledge to be used in performing nursing. Philosophy and objectives of practical nursing in the technical institute setting. Use of study methods and materials. Principles of interpersonal relationships in nursing. Body mechanics for nurse and patient. Sterilization and disinfection methods. Principles of medical and surgical asepsis. Use of hospital equipment. Techniques for daily hygienic patient care. Spoken and written communications for nurses. Laboratory practice in nursing skills. Prerequesite: None.

NUR 1021—NUTRITION AND DIET THERAPY (3-0-0-3)
Designed to give knowledge of the use of nutrients for nurse and patient. Functions and sources of nutrients. The mechanics of digestion, absorption and metabolism. Principles of meal planning. Nutritional requirements for all age groups modified by religious, cultural, social, and psychological factors. Common therapeutic diets and their effect on disease conditions. Prerequisite: None.

NUR 1022—ANATOMY AND PHYSIOLOGY (3-0-0-3)
A study of the general plan of the body and ten systems: musculoskeletal, integumentary, digestive, respiratory, circulatory, urinary, endocrine, reproductive, nervous, and sensory systems. Designed for understanding how the human body controls its functions, stands erect and moves, distributes food and oxygen, eliminates wastes, and provides for survival. Prerequisite: None.

NUR 1024—INTRODUCTION TO DRUG ADMINISTRATION (3-0-0-3)
Review of adding, subtracting, multiplying, dividing, fractions, decimals, ratio, and percentage. Systems for measuring drugs. Solving problems of measurement, conversion within systems and from system to system. Legal aspects of medication preparation. Prerequisite: None.

NUR 1025—MEDICAL-SURGICAL NURSING I (6-0-0-6)
An introduction to nursing needs of the adult medical and surgical patient. Uses nursing knowledge gained in all courses in Quarter I. Prepares for nursing care of physical emotional problems caused by illness, body responses to disease and pain. Assisting patients during diagnostic tests. Pre-operative and post-operative care, safety and comfort measures for the aging, and meeting needs of patients with a communicable disease. Rehabilitation. Modification of diet for disease conditions. Prerequisites: NUR 1020, 1021, 1022, 1023, 1024.

NUR 1026—MATERNITY NURSING (4-0-0-4)
Presentation of modern aspects of maternity nursing. The nursing care of the normal obstetrical patient and newborn child. Detailed nursing care of patients during antepartum, labor, and postpartum periods. Emphasis on provision of better and safer nursing care for the expectant mother and her baby. Prerequisites: NUR 1020, 1021, 1022, 1023, 1024.

NUR 1027—NURSING OF CHILDREN (3-0-0-3)
Comparison of normal growth and development patterns of the newborn, school

age child and adolescent. Physical differences in the child and adult. Methods of meeting needs of the hospitalized child and his parents. Nursing care of children with common home and hospitalized disorders. Prerequisites: NUR 1020, 1021, 1022, 1023, 1024.

NUR 1028—CLINICAL EXPERIENCE I (0-0-16-5)
Eleven weeks experience with patients of all ages in a general hospital under supervision of clinical teachers. Five weeks of experience with young adults, adults of middle years and the aging. Six weeks of experience with mothers and newborns or with sick children from the age of newborn to the adolescent. Opportunities for practicing skills learned in laboratory. Emphasis on basic hygienic care for ambulatory and bed patients. Experience in making observations, and charting simple needs of hospitalized patients. Opportunities to begin development of attitudes and skills necessary for successful practical nursing careers. Beginning this quarter, each student is assigned two days of observational experience in operating and recovery rooms. Prerequisites: NUR 1020, 1021, 1022, 1023, 1024.

NUR 1029—MEDICAL-SURGICAL NURSING II (6-0-0-6)
Principles and concepts of complex rehabilitative nursing. Cancer nursing. Study of nursing care and socio-psychological implications of common disorders of adults in the following body systems: Musculoskeletal, gastrointestional, respiratory cardiovascular and urinary. Prerequisites: NUR 1020, 1021, 1022, 1023, 1024, 1025, 1026, 1027, 1028.

NUR 1030—DRUG THERAPY (4-0-0-4)
A beginning study for the practical nurse student of the classification of common drugs, related to the systems of the human body, their dosage, actions, uses, side effects and modes of administration. Storage and preparation of narcotics. Prerequisites; NUR 1024, 1028.

NUR 1031—CLINICAL EXPERIENCE II (0-0-24-8)
Continued experience with adults or experience with children or experience in the maternity nursing units. Assignment to patients with nursing needs of the musculo-skeletal, gastrointestional, respiratory, cardiovascular, and urinary systems. Practice of isolation technique and oxygen therapy. Continued experience in operating room and recovery room observation. Prerequisites: NUR 1020, 1021, 1022, 1023, 1024, 1025, 1026, 1027, 1028, 1029, 1030.

NUR 1032—MEDICAL-SURGICAL NURSING III (7-0-0-7)
Continuation of study of disorders of body systems. Includes nursing care of clients with medical surgical conditions of the eye, ear, and skin. Nursing care of clients with disease conditions of the reproductive, endocrine and nervous systems. Introduction to the nursing needs of patients with psychosomatic illness, personality problems, alcoholism, drug addition. Prerequisites: NUR 1020, 1021, 1022, 1023, 1024, 1025, 1026, 1027, 1028, 1029, 1030, 1031.

NUR 1034—PERSONAL AND VOCATIONAL RELATIONSHIPS (2-0-0-2)
Advanced practical nursing ethics. Medico-legal aspects of practical nursing. North Carolina nursing law. Role of nurses in community and state. Job descriptions. Evaluating, applying for or resigning positions. work resume'. Organizations for the graduate practical nurse. Continuing education. Preparation for State board Examinations. Corequisites: NUR 1020, 1021, 1022, 1023, 1024, 1025, 1026, 1027, 1028, 1029, 1030, 1031, 1032.

NUR 1036—CLINICAL EXPERIENCE III (0-0-24-8)
Student learns her role as an assistant to the professional nurse in caring for the more seriously ill patients. Continued experience with adult medical-surgical nursing, pediatric nursing or maternity nursing. Experience in more complicated nursing treatments. Assignment to patients with condition of circulatory, nervous reproduction, and endocrine systems and social illnesses. Prerequisites: NUR 1020, 1021, 1022, 1023, 1024, 1025, 1026, 1027, 1028, 1029, 1030, 1031, 1032, 1033.

PLUMBING (PLU)

PLU 1006—PLUMBING PIPEWORK (PLU CODES) (2-3-3)
Introduction to the various types of plumbing tools, fittings, and small equipment as well as practical experience with threading, cutting, and caulking of various kinds of pipe used in the trade. The soldering of tubing and fittings will be included.

PLU 1007—DOMESTIC WATER SYSTEMS (PLU CODES) (2-8-5)
Introduction to hot and cold water systems including the location of pipes, valves, pumps, heating devices for private and public uses. Introduction to private and public sewerage and drainage systems including proper ventilation. Introduction to plumbing materials and installation of fixtures such as lavatories, bathtubs, and sinks along with proper trapping. Residential plumbing code will be emphasized.

PLU 1014—WARM AIR SYSTEMS (4-6-6)
Size and rating of the different furnaces, fuels, combustion controls and installation of components which make up a complete heating system.

PLU 1018—HEATING AND COOLING LOAD CALCULATION (5-0-5)
A detailed study of how accuracy of load calculations affect the total installed system. This course is essential to the entire program in that load calculations determine such things as the type of equipment selected for a job, the size and styling of the duct systems, the material and labor required, and is also the basis of the projects working drawings.

PLU 1019—DISTRIBUTION DESIGN AND DUCT FABRICATION (4-6-6)
The use of load calculations to size and design the distribution system and application of layout and fabrication of duct design.

PLU 1102—INSTALLATION AND MAINTENANCE OF TOTAL COMFORT SYSTEMS (6-9-6)
A study of the components and their function with other components and recognizing malfunctions and repair or replacement of components of the total comfort systems, including humidifiers, dehumidifiers and air filters.

PLU 1110—PLUMBING PIPEWORK (5-15-10)
This course will introduce students to the tools, fittings, and small equipment used by plumbers. Most of the time will be spent in the shop, where the student can learn how to handle these materials correctly. The student will perform operations such as threading, cutting, and caulking of the various kinds of pipe used in the trade.

PLU 1111—DOMESTIC COLD AND HOT WATER SYSTEMS (9-15-14)
This course will cover the installation of water distribution systems beginning with the source of supply and including the locations of pipes, valves, and pumps in both single-story and multi-story buildings. Plumbing installations will be made to provide practical applications. Prerequisite: PLU 1110.

PLU 1112—INSTALLATION OF PLUMBING FIXTURES (4-6-6)
The differences in materials and styles of lavatories, bathtubs, sinks, water closets, and the many ways that these fixtures can be installed, will form the basis of this course. The proper use of traps is included. The student will get actual practice by making installations. Prerequisite: PLU 1111.

PLU 1115—DRAINAGE SYSTEMS (5-12-9)
This course will introduce students to the principles that govern the installation of sanitary drainage — soil and waste piping, vent piping, and storm drainage piping. Drainage system layouts and testing methods will be covered.

PLU 1116—COMMERCIAL SYSTEMS (4-18-10)
This course will introduce students to the different types of commercial equipment and techniques of installation. Sizing waste and water lines, according to code requirements is a part of this course. Prerequisites: PLU 1112, PLU 1115.

PLU 1117—DRAINAGE AND VENTING SYSTEMS (6-9-9)
A study of different types of drainage and venting systems that are installed in residential and commercial buildings. Procedures for layout and sizing of the piping systems will be covered.

POWER MECHANICS (PME)

PME 1101—INTERNAL COMBUSTION ENGINE (3-17-8)
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.

PME 1102—ENGINE ELECTRICAL AND FUEL SYSTEMS (5-15-10)
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 elelctrical system. Prerequisite: PME 1101.

PSYCHOLOGY (PSY)

PSY 102—GENERAL PSYCHOLOGY (3-0-3)
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 application of these topics to problems of study, self-understanding and adjustment to the demands of society.

PSY 1101—HUMAN RELATIONS (3-0-3)
A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.

RECREATION TECHNOLOGY (REC)

REC 100-105—RECREATIONAL ACTIVITIES I-IV (0-10-3)
Organized activities for students interested in participating and gaining knowledge of indoor sports. May be used as electives in certain curriculums, of-

fered each quarter.

REC 108—INTRODUCTION TO RECREATION (3-2-4)
Introduction to the history and fundamentals of recreation services, major program areas, organizations, special agencies and institutions. Emphasis will be on county and outdoor recreation.

REC 111—ARTS, CRAFTS (4-2-5)
Designed to acquaint students with practical activities and materials which groups practice in leather tooling, copper enameling, weaving, ceramics, pottery, poster making, paper-mache, clay modeling, wood carving, dyeing with natural and artificial dyes and other recreational arts and crafts. Emphasis on program planning. Use of such dramatic techniques as pantomine, spontaneous dilogue, characterization, story-telling, dramatic games in varied recreation situation. Emphasis on skills, knowledge, understanding and promotion of drama rather than on formal play-production.

REC 118, 128, 138, 158, 178—FIELD WORK I-VI (0-2-1)
Practical experience in working with an agency leader as a junior leader. Exposure to leadership responsibilities in working with various age and sizes of groups. Also work experience in intramural program as activity supervisor. Prerequisite: Pre-test; consent of advisor.

REC 122—CAMP COUNSELING (3-2-4)
Program planning and leadership training in community, private, agency and school camping. Areas covered include growth and objectives of camping, the camp counselor, camp activities, overnight camp and trail skills.

REC 130—LEGALITIES AND FINANCE IN RECREATION (3-2-4)
Recreation and park fiscal administration; sources of finance for current and capital expenditures; financial planning and budgeting; expenditure policies; current legislation and laws affecting outdoor recreation.

REC 134—FIRST AID AND SAFETY (1-2-2)
Prevention of accidents, standard and advanced courses as organized by the American Red Cross. Safety precautions in various recreational areas and situations.

REC 137—THE FOREST ENVIRONMENT (2-4-4)
Identification of trees and shrubs in the mountain regions of North Carolina, principally by bark, foliage, flowers and developing fruits. Field exercises to enable the student to describe and measure factors of the forest environment, the ecology of forest communities, and tree and stand response to treatments which are normal parts of forest management operations.

REC 142—SENIOR LIFE-SAVING (0-2-1)
Lifesaving skills and techniques. Red Cross Certification issued.

REC 144—WHITEWATER CANOEING (0-2-1)
Handling, carrying and paddling the canoe.

REC 150—BOTANICAL STUDIES (3-2-4)
A study of the types of plants and their diversities in structure, life cycle, habitat, and recreational importance.

REC 151—BACKPACKING (0-2-1)
Backpacking covers the usage of modern backcountry equipment and new ethics. Excursions are taken to show techniques in trip planning, hiking, site selection, the camp, and how to deal with the natural elements.

REC 153—WILDERNESS SURVIVAL (0-2-1)
Instruction of basic survival techniques in wilderness emergency situations. One must learn to handle basic first aid, to use map and compass, to provide basic shelter, and to handle unforeseen dangers.

REC 200—SWIMMING POOL MANAGEMENT (2-4-4)
Emphasis on pool sanitation, filtration, personnel, and safety. Also covered will be pool designing, events and trends.

REC 240—SUPERVISED WORK EXPERIENCE (2-30-6)
Students are assigned to work in agencies (camps, Y's, rest homes, community recreation centers. U.S.F.S.) for a minimum of 30 hours a week. This course is designed to give practical experience under supervision, and the student will be working as a recreation leader with responsibility for planning, conducting and evaluating an activity or program.

REC 242—INTERMEDIATE HIKING (0-2-1)
Practice of basic hiking skills. Endurance and survival hikes.

REC 243—MOUNTAINEERING (0-2-1)
Rock climbing and basic mountaineering skills.

REC 244—SNOW SKIING (0-2-1)
Beginning and Intermediate skills. Offered at a ski lodge located within forty miles of campus.

REC 248—ORIENTATION AND EVALUATION (6-0-6)
Designed to introduce the student to his/her specific job as detailed in the Field Studies course: Attention is given to class organization, student instructor plann ing and method of teaching skills, evaluation of work experience.

REC 249—LEADERSHIP TECHNIQUES (3-0-3)
Leadership in various fields of recreation; analysis of factors associated with it; techniques of leadership. Stresses procedures for proper enforcement of established recreation rules and regulations.

REC 256—CONSERVATION OF RENEWABLE RESOURCES (3-2-4)
The concepts and problems of coordinated use and management of the renewable resources; namely soil, air, water, vegetation and fauna. Field trips will be utilized to demonstrate the proper management as well as misuse of renewable resources.

REC 259—RECREATION ADMINISTRATION (3-2-4)
Responsibilities of the administrator; administration of tax-supported recreation; other sources of recreation funds, setting up guiding policies; financial planning, records, fees and charges, expenditures, budgets, unit costs; measuring attendance and participation; annual departmental reports, personnel recruitment and selection, position classification plan, performance evaluation, promotions, hours and condition of work; in-service training. Public relations, use of community resources; cooperation with local public agencies, other communities, county, state and federal authorities.

REC 260—MAINTENANCE AND OPERATIONS (4-2-5)
Methods of operation of various park and recreation facilities for public use, protection and law enforcement; job planning and scheduling, preventive maintenance and modern maintenance techniques and materials.

REC 265—CAMPGROUND MANAGEMENT (3-2-4)
Study of the trends of outdoor recreation and camping; franchises; costs and upkeep; user fees; problems of campground management; emphasis on family

camping; programs. Includes study of private state and federal campground locally, nationally and an overview of campground management around the world. Field trips.

REC 270—NATURE STUDIES & PROGRAMMING (2-4-4)
The teaching of basic naturalist techniques. Included will be design and construction of nature *trails*; organizaing lectures and talks; planning of nature walks and guided tours; and a background of landscaping.

REC 273—RECREATIONAL GROUNDS MANAGEMENT (2-4-4)
Presents basic horticulture and park layout. Use of plant materials as designing elements in the recreational landscape and play areas. Turf maintenance in special use and heavy use areas.

REC 277—STATE AND FEDERAL LANDS MANAGEMENT (3-2-4)
State and Federal lands management design problems relating to the recreational use of national parks, forests, waterways and other non-urban areas. Survey of responsibilities of park personnel; recreation program administration; construction and maintenance; enforcement of regulations on state and national lands.

REC 279—SEMINAR (3-2-4)
A culminating course dealing with group discussion of selected current controversial issues and problems and providing opportunity for practice in seeking unbiased solution to professional problem. *Prerequisite:* six previous quarters in Recreational Technology.

REC 280—OUTDOOR RECREATION PLANNING (2-4-4)
Site design and layout; outdoor area types and standards with discussion on methods of acquiring land for recreation; design and equipment necessary for outdoor recreation areas; listing of purchase and design consultants in outdoor recreation.

BROADCASTING TECHNOLOGY (RTV)

RTV 101—INTRODUCTION TO BROADCASTING (2-6-4)
An overview of the entire field of radio broadcasting, including the history of the origin and development of the broadcasting industry. An introduction to control board operations including mike techniques, announcing, voice control, mixing and other processes utilized in broadcast control and studio areas. Emphasis is placed on audio eqiupment, including recorders and players.

RTV 102—NEWSWRITING (3-2-4)
A more advanced look at the field of broadcast journalism, with special emphasis placed upon the gathering, writing, editing, and processing of news and speciality programs, including documentaries.

RTV 112—CREATIVE WRITING (3-0-3)
An introductory course in writing for electronic media. Includes wirting techniques and fundamentals of creating meaningful sounds.

RTV 200—BROADCAST PRODUCTION TECHNOLOGY (3-6-6)
The development and practice of writing and producing continuity for radio, including special events. Uses of dialogue, sound effects, music, and verse for appealing continuity. Emphasis is placed on producing a short radio program for school station.

RTV 206—PROGRAMMING AND PROMOTION (3-2-4)
Concentration placed on the logging and format of various radio programs. Prin-

ciples of successful radio-television advertising; with emphasis on media research, rate structure, programming and creativity.

RTV 210—FIELD OPERATIONS (3-6-6)
Experience with small camera systems. Uses of the porta-pak and single camera systems. Portable or mobile set-ups for remote taping or broadcasting, along with experience in basic production techniques such as fades, followthrough focus and audio dub.

RTV 211—STUDIO OPERATIONS (3-6-6)
Overview of elements of television: cameras, sound, lighting, film chains, video-tape recordings, optics, and studio control centers.

RTV 217—TECHNICAL PRODUCTION (3-6-6)
Application of control room facilities. Operation of waveform monitors, switchers, color set-up, and basic signal monitors.

RTV 218—ELECTRONIC EDITING (2-3-4)
The background and history of electronic editing is explored. Different types of electronic editing is discussed such as add and insert editing.

RTV 219—ADVANCED PRACTICUM (3-6-6)
A course in program origination, producing, directing, and performing. Concentration is placed on being director of the school station or training at a local and audience analysis along with the design of an evaluation system.

RTV 220—PREPRODUCTION PLANNING (3-2-4)
Designing and developing a videotape production, from concept to finish tape. Emphasis is placed on the need for specific objectives, choice of strategies, and audience analysis along with the design of an evaluation system.

RTV 245—JOURNALISM (3-0-3)
Using a journalistic approach and techniques in writing for electronics media.

SCIENCE (BIO, CHEM, PHY, SCI)

BIOLOGY (BIO)

BIO 101—GENERAL BIOLOGY (3-4-5)
An introduction to the biological principles; a study of the chemical and physical properties of the living cell; selected laboratory experiments to reinforce lectures.

CHEMISTRY (CHM)

CHM 101—CHEMISTRY I (3-4-5)
Study of the physical and chemical properties of substances; atomic structure, bonding, stoichiometry, gas laws, preparations and properties of solutions. Laboratory experiences parallel lecture topics.

CHM 102—CHEMISTRY II (3-4-5)
Continuation of Chemistry I; qualitative analysis, organic chemistry and environmental chemistry. Laboratory experiences to accompany lecture.

PHYSICS (PHY)

PHY 101—PHYSICS I: PROPERTIES OF MATTER (3-2-4)
A fundamental course covering several basic principles of physics. Atomic theory of mater, solids and their characteristics, liquids at rest and in motion, gas law and applications. Includes laboratory experiences.

PHY 102—PHYSICS II: WORK, ENERGY, POWER (3-2-4)
Includes such topics as statics, forces, center of gravity, and dynamics. Both English and metric measurement systems are included. Practical application of theory and data emphasized.

PHY 103—PHYSICS III: LIGHT AND SOUND (3-2-4)
Introduces the theory of wave motion. Principles involving wave generation, propagation, control, and uses are dealt with both in theory and in laboratory experiences.

PHY 1101—APPLIED SCIENCE I (3-2-4)
An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles.

PHY 1102—APPLIED SCIENCE II (3-2-4)
The second course in applied physical principles. Topics introduced are heat and thermometry and principles of force, motion, work, energy, and power. Prerequisite: PHY 1101.

GENERAL SCIENCE (SCI)

SCI 101—TENERAL SCIENCE (3-2-4)
Study of basic concepts from biological, physical and natural sciences. Laboratory experiences provide opportunities to develop projects for demonstrating simple science concepts to young children, utilizing materials from nature and simple equipment. Each student will develop a series of projects appropriate for a specific level of development.

SOCIAL SCIENCE (SSC)

SSC 201—SOCIAL SCIENCE I (5-0-5)
An integrated course in the social sciences drawing from the fields of anthropology, psychology, history, and sociology.

SSC 202—SOCIAL SCIENCE II (3-2-4)
A further study of social sciences with emphasis on economics, political science, and social problems as they relate to the individual. Prerequisite: SSC 201.

SOCIOLOGY (SOC)

SOC 102—PRINCIPLES OF SOCIOLOGY (5-0-5)
A study in the principles of sociology, providing an understanding of culture, collective behavior, community life, social institutions and social change. Presents

PHYSICS (PHY)

PHY 101—PHYSICS I: PROPERTIES OF MATTER (3-2-4)
A fundamental course covering several basic principles of physics. Atomic theory of mater, solids and their characteristics, liquids at rest and in motion, gas law and applications. Includes laboratory experiences.

PHY 102—PHYSICS II: WORK, ENERGY, POWER (3-2-4)
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A study in the principles of sociology, providing an understanding of culture, collective behavior, community life, social institutions and social change. Presents

the scientific study of man's behavior in relation to others, the general principles affecting the organizaition of such relationships and the effects of social life on human personality and behavior.

SOC 207—SOCIOLOGY—RURAL SOCIETY (3-0-3)
A study of selected elements of rural sociology with emphasis on current social changes. The course provides a sociological background for the understanding of rural social changes. Areas of study include rural culture, group relationships, social classes, rural and suburban communities, farm organizations, the communication of agricultural technology, rural social problems, agriculatural adjustment and population change.

SURVEYING (CIV)

CIV 100—BOUNDARY CONTROL (5-0-0-5)
The course covers the legal principles of boundary control to acquaint the student with the correct interpretations of deed description.

CIV 101—SURVEYING (1-2-6-4)
Care and use of instruments, theory and practice of plane surveying including taping differential and profile leveling, transit, stadia, and transit-tape surveys.

CIV 102—SURVEYING II (1-2-6-4)
Triangulation of ordinary precision, use of plane table, calculation of areas of land, land surveying, topographic surveys and mapping.

CIV 103—SURVEYING III (1-2-6-4)
Route surveys by ground and aerial methods; simple, compound, reverse parabolic and spiral curve; geometric design of highways, highway surveys and plans including mass diagrams.

WELDING (WLD)

WLD 1101—BEGINNING WELDING (0-3-1)
Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding, bronze welding, silver-soldering, and flame-cutting methods applicable to mechanical repair work.

WLD 1102—OXYACETYLENE WELDING & CUTTING (5-15-10)
Introduction and practical operations in the use of oxyacetylene welding methods applicable to general repair, open butt welding and pipe welding. Safety in the assembly and operation of equipment and worksite will be stressed.

WLD 1103—BASIC OXYACETYLENE WELDING (3-9-6)
Introduction and practical operations in the set up and use of oxyacetylene welding equipment. Welding procedures such as practice of making welded joints in the flat, horizontal, vertical and overhead positons are stressed throughout the program of instruction.

WLD 1104—ARC WELDING (3-9-6)
Introduction to the history of oxyacetylene and arc welding, the principles of welding and cutting, nomenclature of the equipment, assembly of unit. The operation of various AC transformers. AC and DC rectifiers, and DC motor generator arc welding units. Welding procedures such as practice of puddling and carrying puddle, running flat beads, and the cutting of straight lines with the torch. Safety procedures are stressed throughout the program of instruction.

WLD 1106—ADVANCED ARC AND PIPE WELDING (8-19-14)
A continuation of WLD 1108, 1112, Introduction and practical operations in welding pressure pipe in the vertical and horizontal fixed positions. Prerequisites: WLD 1110, WLD 1112.

WLD 1108—BASIC ARC WELDING (9-15-4)
Introduction to arc welding, the principles of welding and nomenclature of the equipment, assembly of unit. The operation of various AC transformers, AC and DC rectifiers, and DC motor generator arc welding units. Welding procedures such as practice of puddling and carrying puddle, running flat beads. Safety procedures are stressed throughout the program of instruction.

WLD 1110—BURNING AND FITTING PIPE JOINTS I (3-9-6)
This course is designed to provide practice in the preparation of pipe joints.

WLD 1111—BURNING AND FITTING PIPE JOINTS II (3-9-6)
A continuation of Burning and Fitting Pipe Joints I with more time devoted to the actual fitting and tack welding pipe joints. Prerequisite: WLD 1108.

WLD 1112—ADVANCED ARC AND INERT GAS WELDING (6-9-9)
A continuation of WLD 1108. Introduction and practical operations in the use of Tungsten Inert gas welding. Prerequisite: WLD 1108.

WLD 1114—ADVANCED ARC AND SPECIALTY WELDING (6-9-9)
A continuation of WLD 1104. Practical operations in the use of electric arc welding, methods applicable to general repair and open butt welding in the flat, horizontal, vertical and overhead positions will be performed.

CONTINUING EDUCATION

OCCUPATIONAL EXTENSION
ADULT BASIC EDUCATION
OFF-CAMPUS CURRICULUM
HUMAN RESOURCES DEVELOPMENT
COMMUNITY SERVICE

CONTINUING EDUCATION

The Institute, through its Extension Office, offers 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, whenever and wherever there is a need expressed by a sufficient number of interested persons in any community in the primary service area of Jackson, Macon and Swain counties.

Extension courses are specially designed courses, usually of short duration ranging from a few hours to one or more quarters, structured so that they provide educational opportunities *either to prepare for entry* into an occupation, to *upgrade* the occupational competence of those already employed in the occupation, or work toward self-improvement.

Extension classes do not earn academic credits which can be recognized in a diploma or degree program; however, a certificate is awarded upon successful completion. For some courses, C.E.U.'s (Continuing Education Units) will be awarded, one C.E.U. to be given for each ten contact hours of participation in an organized Continuing Education experience under responsible sponsorship, capable direction and qualified instruction.

Continuing education also provides supportive services for off-campus curriculums. The courses meet the same standards and carry the same credit as on-campus courses and are transferrable into the appropriate full-time curriculum.

OCCUPATIONAL EXTENSION

Through occupational extension a wide variety of courses are offered for academic, technical, vocational training, or self-improvement. Classes designed to provide academic, vocational, and technical skills will require a $5.00 registration fee. Exceptions will be Adult Basic Education, Fire Service Training, Rescue and Civil Preparedness, and Law Enforcement classes. Tuition and registration is also waived for all North Carolina residents over age 65.

(ACADEMIC)

ARTS & CRAFTS: Basketry, Ceramics, Decoupage, Cornshuck Crafts, Jewelry, Leathercraft, Painting, Pottery, Weaving, Woodworking.

HUMANITIES: Language, Religion, Economics, Political Science.

HIGH SCHOOL EQUIVALENCY PREPARATION: To assist adults in preparing for the G.E.D. testing (High School Equivalency Certificate) the continuing educational division holds classes in G.E.D. preparation, which covers the following areas: Grammar, Literature, Mathematics, Social Studies, Natural Science. Students wishing to take the G.E.D. tests are referred to the evening director at Southwestern Technical Institute, under whose direction these tests are administered.

(TECHNICAL)

CIVIL ENGINEERING: Surveying, Drafting, Architecture, Wastewater Treatment.
PHYSICS: Electronics, Electricity, Mechanics.

(VOCATIONAL)

AGRICULTURAL: Farm Records, Gardening, Animal Science, Pest Control, Ornamental Horticulture.

BUSINESS: Advertisement, Finance and Credit, Insurance, Marketing, Real Estate, Transportation, Office Management, Bookkeeping, Typing Accounting, Shorthand, Personal Improvement.

HEALTH AND SAFETY: Ambulance Attendant, Emergency Medical Technician, Civil Preparedness, Driver Education, First Aid, Nurse's Aid, Safety.

HOME ECONOMICS: Sewing, Child Care, Food Preparation, Interior Design.

TRADES AND INDUSTRY: Carpentry, Metal Working, Plastics, Printing, Public Utilities, Automotive Servicing, Graphic Arts, Electrical Wiring, Masonry, Plumbing, Textiles, Woodworking.

SPECIALTY OCCUPATIONS: there are five areas of specialized training offered through the continuing education division which are assisted by area consultants. These classes are designed to meet the general or specific training and re-training needs of groups, private individuals, employees in business, governmental agencies and other public institutions. Participants can earn a number of certificates and awards upon successful completion.

LAW ENFORCEMENT

Introduction to Police Science — 240 Hours

This course is designed to provide the newly-employed law enforcement officer with the basic job knowledge, skills and abilities to perform entry level police work. The material covers: Constitutional law, basic principles of North Carolina Criminal and Motor Vehicle Law, traffic accident investigation and reporting basic laws of arrest, search and seizure, evidence, general criminal investigation, court structure and procedure, report writing, testifying in court, patrol operations, techniques and methods of arrest, public and human relations, first aid, firearms and defensive tactics.

Upon successful completion of this course, the officer can be certified by the Criminal Justice Training and Standards Council as a law enforcement officer in the State of North Carolina.

Upon successful completion of this course, an officer may wish to pursue a full degree program. See description of Law Enforcement in curriculum section. In addition to basic law enforcement training courses, various specialized law enforcement courses are conducted in the area served by Southwestern Technical Institute such as: Training required for Breathalyzer Operators, Criminal Law and Procedures, Narcotics and Dangerous Drugs, Criminal Investigation and related courses.

FISHERIES TRAINING

The program is designed to assist present trout growers make their operations more efficient as well as provide potential growers the necessary information to set up a profitable operation. Major topics are Trout Feeding, Diseases and Parasites, Marketing, Processing, Recreation Sales, Waste Disposal and Laws and Regulations; Watershed Management courses give needed information concerning wise Land Use Management; and Artifical Bait Construction (Flytying) is designed to provide training needed to construct dry flies, wet flies, nymphs, and streamers.

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 firefighter's technical knowledge and improve his skills in fire-ground operation. Classes may be offered in any order according to the needs of each fire department. Examples of Firemanship classes are:

Area Fire Schools
Arson Detection
Civil Disorder
Compressed Gas Emergencies
Fire Apparatus Practices
Fire Brigade Training
Firefighting Procedures
Fire Stream Practices
Forcible Entry
Home Fire Safety
Hospital Fire Safety
Hose Practices
Introduction to Firefighting
Ladder Practices
Officer Training
Portable Fire Extinguishers
Protective Breathing Equipment
Rescue Practices
Rope Practices
Salvage and Overhaul Practices
School Bus Evaculation
Ventilation
Teacher Education
Bombing and Bomb Threats

MANAGEMENT DEVELOPMENT PROGRAM

The Management Development Program is designed to upgrade the supervisory and mid-management personnel in business and industry. Classes are scheduled in accordance with the needs of industry. Qualified instructors are provided without charge to the employee.

The courses listed below are available at Southwestern Technical Institute and may be credited toward the Diploma in Management Development Training awarded by the Department of Community Colleges for the completion of any combination of courses totaling 160 hours. Credit may be given for courses previously taken at S.T.I. or elsewhere

Course Title

Principles of Supervision
Job Relations Training
Science of Human Relations
Art of Motivating People
Economics in Business and Industry
Effective Communications
Effective Writing
Effective Speaking
Speed Reading
Work Measurement
Job Methods
Conference Leadership Training
Instructor Training
Creative Thinking
Industrial Safety and Accident Prevention
Industrial First Aid
The Supervisor in North Carolina
Job Analysis Training
Management Primer
Cost Accounting for Supervisors
Supervision in Hospitals

HOSPITALITY

The Department of Community Colleges offers Hospitality Training as one answer to North Carolina's need for more trained personnel in the area of food, lodging, recreation and travel. Some examples of classes are:

Food Purchasing
Food Preparation
Housekeeping
Hospital Human Relations, Services
Hotel-Motel Management
Menu Planning
Modified Diets
School Food Service
Quantity Food Production
Use and Care of Equipment
Waiter-Waitress Training

NEW AND EXPANDING INDUSTRIES

"One of the basic objectives of Southwestern Technical Institite is to stimulate the creation of more challenging and rewarding jobs for the people of our area by providing a customized training service to new and expanding industries. Subject to only minimal limitation this institution, in cooperation with the Industrial Services Division of the State Department of Community Colleges, will design and administer a special program for training the production manpower required by any new or expanding industry creating new job opportunities in North Carolina."

This program includes the following services:

1. Consultation in determining training areas and developing appropriate courses.

2. Selection, training and salary for instructors for duration of training period.

3. Provision of suitable space for training prior to plant completion.

4. Assumption of equipment installment costs and some non-salvageable materials.

ADULT BASIC EDUCATION

Adult Basic Education is a Federally funded program coordinated through the Department of Community Colleges. In the Southwestern Tech service area, two-thirds of the population over age 25 do not have a high school education. ABE classes are aimed at providing a beginning or continuing education for these people. Classes on three levels cover from beginning reading, writing and arithmetic to a more advanced study of English grammar and usage, mathematics and social sciences. The program lays the groundwork for individuals to enter the High School Equivalency classes or take the G.E.D. examination.

The materials and the instruction are designed to meet adult's interests. Special emphasis is given to developing coping skills. Pre-service and in-service training is provided for all instructors to better enable them to provide meaningful educational experiences for all adults.

At least one class in each county maintains open enrollment throughout the school year to insure all adults an opportunity to continue their education. There is no charge for registration nor for books.

OFF-CAMPUS CURRICULUM

Through the Continuing Education Division, almost any curriculum (credit) course can be offered off-campus. Exceptions are those which require facilities and materials which are available only on the STI campus. The classes are designed to suit the needs of our service area residents who cannot attend regular campus classes.

Courses are organized by requests from individuals or groups (minimum of 10) and held at a time and place convenient for class members.

The cost of off-campus classes is $3.25 per credit hour. Any adult 18 years of age and older may enroll. For specific information regarding admission requirements, see appropriate subject area elsewhere in the catalogue.

COUNSELING SERVICES

The Division of Continuing Education arranges off-campus counseling as the need arises. This is coordinated through Student Services. Referrals are made to other programs and assistance is given in arranging for G.E.D. testing through the Evening Director.

GENERAL EDUCATION DEVELOPMENT TESTS

In July, 1969, Southwestern Technical Institute became an official General Educational Development Testing Center. These tests cover five broad areas: English Expression, Literature, Mathematics, Social Studies, 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 in the same basis as a high school diploma for employment, job promotion and higher education.

Preparation: A person wishing to take the G.E.D. 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 three ways to complete his preparation: The Adult Basic Education program, High School Equivalency classes, or Developmental Studies. Any of these will help him acquire the skills necessary for success on the tests.

Application requirements: In order to take the G.E.D. 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.

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.

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.

HUMAN RESOURCE DEVELOPMENT

The Human Resource Development Program provides pre-employment training, job placement and job coaching for disadvantaged adults in the service area. Anyone eighteen (18) years of age or over who is unemployed or experiencing difficulty in retaining employment is eligible to participate in the program.

Adult Education (120 hours) is provided to assist students in expansion of academic skills in preparation for their G.E.D. Human Resources Development (120 hours) is provided to expand the student communication, human relations, and job survival skills necessary in maintaining more permanent employment.

Cycles generally last eight weeks, but shorter classes for special groups are arranged on- or off-campus upon request. The H.R.D. Coordinator's office is located in the Continuing Education Department on campus.

COMMUNITY SERVICE PROGRAMS

The Continuing Education Department is always alert to possibilities of sponsoring public events for which no charge is made. Such programs may consist of art exhibits, dramatic presentations, poetry or other readings, lectures on a wide variety of subjects, or any other topic of special interest. With the completion this year of new facilities, the community services program will be expanded.

APPALACHIAN EDUCATION SATELLITE PROGRAM

The Appalachian Education Satellite Program (AESP) is a regional telecommunications network which provides a wide range of public service opportunities to residents of Appalachia. Funded through the National Institute of Education, the program is managed by the Appalachian Regional Commission and receives broadcast time and technical support from NASA.

AESP began in 1974 as an experimental program designed to test the efectiveness of satellite systems in delivering training programs in reading and career education to Appalachian educators. Since that time AESP has expanded both the size of its coverage area and the scope of its programming. Currently the network serves 45 communities throughout the 13-state region and opportunities for advanced training are being extended to professionals in business and industry, medical and health services, human resources and government as well as education. The 45 receiving sites associated with the program are managed by local personnel from such agencies as educational cooperatives, community colleges and state universities, thus providing a vital link with the community for the selection and development of programs.

Program offerings each semester include courses, workshops and seminars on a variety of topics. Credit is available from among 15 institutions throughout the Region and credit options may include undergraduate and graduate credit and/or continuing education units (CEUs).

Courses consist of videotaped programs and live interactive seminars, supported by a comprehensive set of instructional materials and activities. The center for program development, production and evaluation is a Resource Coordinating Center housed at the University of Kentucky; course development also occurs at selected Resource Centers associated with AESP. Other video courses are acquired through outside distributors and adapted for use by AESP.

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