VANCE COUNTY TECHNICAL INSTITUTE
406 Chestnut Street
Henderson, North Carolina 27536

1970

BULLETIN

VANCE COUNTY TECHNICAL INSTITUTE
HENDERSON, NORTH CAROLINA

VANCE COUNTY TECHNICAL INSTITUTE

SERVING VANCE COUNTY AND THE

SURROUNDING COMMUNITIES

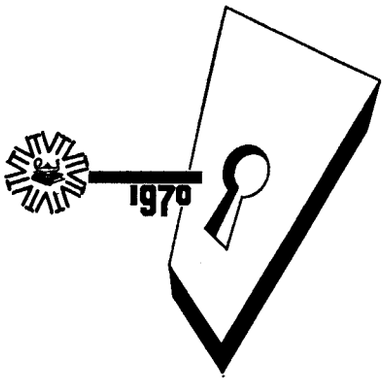
For additional information write:

Director of Student Services
Vance County Technical Institute
406 Chestnut Street
Henderson, North Carolina 27536

Phone 919-492-2061

BULLETIN

VANCE COUNTY TECHNICAL INSTITUTE



Member Institution of the

North Carolina Community College System

Accredited and Approved by

North Carolina State Board of Education

North Carolina Department of Community Colleges

North Carolina Department of Public Instruction

Division of Vocational Rehabilitation

Veterans Administration

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PART I GENERAL INFORMATION

THE INSTITUTE

The Institute is a two-year degree granting institution of high education designed to provide the citizens of Vance County and surrounding areas with the training necessary for employment in semi-skilled, skilled and technical occupations. The need for a post secondary educational institution to bridge the gap between high school and the four year college was officially recognized by leaders of the county on March 25, 1968. On this date the Vance County Board of Education and County Board of Commissioners obtained approval for the creation of a technical institute in Henderson, North Carolina.

The Board has ten appointed Trustees, made up of leading citizens from various areas of Vance County. At its first meeting Mr. Charles F. Blackburn was elected Chairman of the Board, Mr. George B. Blum was elected Vice Chairman and Mr. Louis E. Profilet was elected Secretary.

Dr. Donald R. Mohorn was appointed President on August 13, 1969. Under his leadership, plans were made to begin immediately with the offering of occupational extension and adult education courses. On November 3, 1969 the first group of adult students was enrolled in a variety of extension and adult education courses. An overwhelming response from the people of Vance County was indicated by the enrollment of over 550 students in evening courses during the Fall Quarter of 1969.

The Spring and Summer Quarters showed marked increases in the part-time student enrollment. During the first year of operations plans were made and programs approved for the full-time student curriculums to begin during the fall of 1970.

GENERAL STATEMENT OF PURPOSE VANCE COUNTY TECHNICAL INSTITUTE

Vance County Technical Institute is dedicated to the belief that each individual should be afforded an *opportunity for the extension of his skills and knowledge.* The Institute is designed to serve the specific *employment needs* of Vance County and the surrounding areas. The Institute seeks to provide for the fullest possible development of the potential of each student to the end that he may increase in knowledge and understanding of life, develop occupational proficiencies in accordance with his interest, talents and aspirations, and continue his personal growth as a responsible citizen in his society.

The major objectives of the Institute are:

1. To provide the citizens of Vance County and surrounding areas with the training necessary for *gainful employment* in semi-skilled, skilled and technical occupations.

2. To provide for extension education programs in business and industry as needed for personal or self-improvement.
3. To provide adult education programs based upon community needs and interest with emphasis on:
    a. Basic education for grade level 1-8
    b. High school completion
    c. Cultural and community service programs
4. To provide a program of instruction and individual guidance to assist all students in making wise choices of both vocation and avocation to better equip them as effective members of a democratic society.

ACCREDITATION

Vance County Technical Institute is a member of the North Carolina Community College System and operates under the authority of a local Board of Trustees and the State Board of Education, as specified in chapter 115a of the General Statutes of North Carolina and Amendments thereto. All programs offered by the Institute have been officially approved by the North Carolina State Board of Education, by the Veterans Administration and by the North Carolina Department of Vocational Rehabilitation. The Practical Nursing Program is fully approved by the North Carolina Board of Nursing.

BOARD OF TRUSTEES

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Mr. George B. Blum, Vice Chairman

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Mr. J. C. Gardner
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Judge Linwood T. Peoples
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Mr. John E. Wilson, Chairman
Mr. Arthur B. Crocker, Vice Chairman

Mr. J. D. Wilson
Mr. L. L. Roberson
Mr. W. J. Alston, Jr.
Mrs. Emily Whitten

LOCATION

The Vance County Technical Institute is centrally located in downtown Henderson, North Carolina. The present physical plant consists of three buildings on the site of the Old Maria Parham Hospital at the corner of Chestnut and Horner Streets. The main building has been renovated and equipped with the modern educational materials. Two shop buildings have been added to house the Automotive and Electrical Programs.

Quarter System

The school year is divided into four quarters of 55½ school days. Credits earned are in quarter hours.

NOTE

Vance County Technical Institute issues this Bulletin for the purpose of furnishing prospective students and other interested persons with information about the institution and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the institute or the state. Changes in the policy of the State Board of Education, The Department of Community Colleges, or by Local conditions may make some alterations in curriculum, fees, etc. necessary as orderly growth of a developing institution takes place.

VISITORS

Prospective students and other visitors are always welcome at the Vance County Technical Institute. The school will be open from 8:00 a.m. until 9:00 p.m. and individuals may visit at their convenience. Information relative to the school and its programs may be secured during visits or through correspondence.

STATEMENT OF POLICY

The contact hours shown in the catalogue are minimal. It is a policy of this institution to permit students to enroll in additional subjects and laboratory work beyond those shown in the bulletin.

When in any quarter the total weekly contact hours listed are fewer than twenty-five hours in a technical curriculum and fewer than thirty hours in a vocational trade curriculum, a student may enroll on request for additional instructional hours deemed by the institution to be consistent with the program and appropriate to the student to make up twenty-five hours per week in a technical curriculum or sufficient hours of attendance to make up thirty hours per week in a vocational trade curriculum.

CALENDAR

FALL QUARTER 1970

New Student Orientation	Wednesday	September 2
Registration		
Evening & Adult Education	Wednesday	September 2
Day Students	Thursday & Friday	September 3-4
Classes Begin 8:00 a.m.	Wednesday	September 9
Drop-Add period ends	Wednesday	September 16
Mid Term Grade reports	Friday	October 16
Quarter Classes end	Friday	November 20
Quarter Examinations	Monday, Tuesday, Wednesday	November 23, 24, 25

THANKSGIVING HOLIDAY

Wednesday, November 25—12:00 Noon To Tuesday, December 1.

WINTER QUARTER 1970-71

Registration		
Evening & Adult Education	Monday	November 30
Day Students	Tuesday	December 1
*Classes Begin Day Students	Wednesday	December 2
Evening & Adult	Monday	December 7
Drop-Add period ends	Monday	December 14
Winter Holidays—Beginning 5 p.m.	Friday	December 14
Ending 8 a.m.	Monday	January 4
Mid Term Grade reports	Friday	January 28
Quarter Ends	Friday	February 26
Quarter Examinations	Monday, Tuesday, Wednesday	March 1, 2, & 3

SPRING QUARTER 1971

Registration		
Evening & Adult Education	Monday	March 8
Day Students	Tuesday	March 9
*Classes Begin Day Students	Wednesday	March 10
Evening & Adult	Monday	March 15
Drop-Add period ends	Wednesday	March 17
Spring Holidays—Beginning 5 p.m.	Wednesday	April 7
Ending 8 a.m.	Tuesday	April 13
Mid Term Grade reports	Friday	April 23
Quarter Ends	Wednesday	May 26
Quarter Examinations	Thursday, Friday, Saturday	May 27, 28, 29

SUMMER QUARTER 1971

Registration		
Evening & Adult Education	Wednesday	June 2
Day Students	Thursday	June 3
*Classes begin 8:00 a.m.	Friday	June 4
Evening & Adult	Wednesday	June 9
Drop-Add period ends	Friday	June 11
Independence Day		
Holiday—Beginning 5:00 p.m.	Friday	July 2
Ending 8:00 a.m.	Tuesday	July 6
Mid Term Grade reports	Thursday	July 8
Quarter Ends	Wednesday	August 18
Quarter Examinations	Thursday, Friday, Saturday	August 19, 20, 21

EXPENSES

Vance County Technical Institute seeks to provide quality education and training at minimum cost. Student tuition and fees cover only a minor part of the Institute's operating expenses. Additional monies required are obtained through tax funds from Vance County, the State of North Carolina, as well as the Federal Government.

North Carolina Resident Tuition	
Full-time Students	32.00 per quarter
Part-time Students	2.50 per credit hour
Continuing Education	Cost of materials
Adult Education	No charge
Non-Resident of North Carolina	
Full-time Students	80.00 per quarter
Part-time Students	2.50 per credit hour

Book Cost

Students are required to buy the necessary textbooks for courses. The estimated average cost is $30.00 per quarter. Curricula which require the use of hard tools and instruments will require the student to purchase items until he has assembled basic items to be used in his profession.

Refunds

Refunds of two-thirds the quarter's tuition may be made in cases where a student is compelled by unavoidable reasons to withdraw during the first ten (10) calendar days of any quarter. No refunds are made after the ten-day period except in cases where the student is a veteran or war orphan. 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.

PART II PERSONNEL OF THE INSTITUTE

PERSONNEL OF THE INSTITUTE

Dr. Donald R. Mohorn.....*President*
B.S.; M.E.; Ed.D., North Carolina State University

Miss Carolyn R. Cobb.....*Librarian*
B.S., M.E., East Carolina University

Mr. Charles B. Finch.....*Business Manager*
B.A., St. Louis College

Mr. William W. Franklin.....*Director of Occupational Education*
B.S.; M.E., North Carolina State University

Dr. Ralph A. Greene.....*Director of Adult Education & Community Services*
B.E.; M.A., East Tennessee State University
Ed.D., North Carolina State University

Mr. Arthur Lord.....*Supervisor of Adult Basic Education*
B.A., M.A., Penn State University

Mr. Frank H. Madigan.....*Director of Student Services*
B.S., East Carolina University; M.A., University of North Carolina

Mr. William D. Payne.....*Director of Extension*
A.B., Bridgewater College; M.A., University of North Carolina

FACULTY

Mrs. Ferebee Allen.....Secretarial Technology

Mrs. Mary Frances Hoyle.....Practical Nurse Education

Eben G. McSwain.....Electrical Vocation

Mrs. Julian Pernell.....Coordinator, Learning Laboratory

Paul Stokes.....Business Technology

Horace H. Terry.....Radio and Television Servicing

Thomas B. Welch.....Automotive Vocation

SECRETARIAL STAFF

Mrs. Patricia Graham Mrs. Claudette Batson
Miss Patricia Cheatham

MAINTENANCE STAFF

Joseph L. Alston James Wade
William T. Brame

PART III ADMISSION

Admissions

Vance County Technical Institute, as a state-supported Technical Institution, adheres to an "open-door" admission policy. High school graduates or persons possessing a high school equivalency certificate may be admitted to credit courses which are appropriate to his or her educational potential. Any person who is 18 years of age, and is able to benefit from an institutional program may be admitted only after evaluation by the Institute. Successful implementation of an "open-door" admission policy requires emphasis on admission counseling. These counseling services are provided to assure reasonable potential success in the particular program pursued by the student.

The Institute reserves the right to evaluate special cases and to refuse admission to applicants when considered advisable in the best interest of the Institute.

Admission Requirements

For all regular students, the following items are required:

1. High school graduate or 18 years of age
2. A completed official application for admission (Note: Social Security number is required)
3. Official transcripts of all previous education
4. A completed health form
5. Complete the General Aptitude Test Battery as administered by the Employment Security Commission
6. A personal interview with a designated member of the student personnel staff

Persons wishing to apply for the non-credit community service, basic adult education or extension programs should contact the Director of Adult Education for additional information.

After a person has been admitted by the Institute, he may be required to take additional tests as determined by the counseling staff. These tests are to assist in evaluation and placement in specific programs.

Vance County Technical Institute does not discriminate on the grounds of race, color, or national origin and is in compliance with the Civil Rights Act of 1964.

Health Statement

All full time students must submit a health statement on forms provided by the Admissions Office. Nursing and Cosmetology applicants must have completed by a physician a specially prepared form before they can be admitted to these programs.

Admission to Specific Curriculums

Additional educational or employment experience may be required in a specific program. Any specific requirements in addition to those general admission procedures will be listed in the Curriculum Offerings section of this publication. Persons who do not meet the requirements for a specific program or course may be eligible to enter the curriculum or course after they have completed approved pre-requisites.

Adult Education and Extension Students

Any adult is eligible to attend adult education classes offered by the Institute on campus or at any of the several locations in the area. Any student admitted to class must have reached his eighteenth (18) birthday and his regular public school class must have graduated. Students who are not eighteen years of age may be admitted for special programs when approved by the appropriate school principal or superintendent.

Admission With Advanced Standing

Students may be admitted with advance standing by transfer from other Technical Institutes, colleges or universities. All credits to be transferred must be equated with curriculum offerings at Vance County Technical Institute and be at least a grade of "C."

Advanced standing may also be approved by proficiency examination. Eligibility to take a proficiency examination may be based on high achievement in secondary school, private commercial school, or work experience. Students seeking standing through proficiency examination should contact the Director of Student Services for details.

Students Applying for Credit or Waiver of Requirements

Students who have reason to believe that previous educational studies, training programs, or work experience may entitle them to an adjustment in the course work required in a particular curriculum should contact the Director of Student Personnel to determine procedures before registering for classes.

Auditing

A student may audit a course to learn about the subject without having to take the course examination. No credit is given for auditing a course. If a person wishes to change his status in a course from audit to credit, he must do this within the first week of the class. In all cases, permission of the instructor is required to audit a class.

Evening and Part-time Students

Evening and part-time students enrolled in credit courses are required to submit an application and transcripts of all previous education, if the credit is to be applied toward a degree or diploma.

PART IV ACADEMIC INFORMATION

Registration

All students are urged to register on the days designated. Late registrants will be permitted only upon approval of the Director of Vocational-Technical Education. Students who enter after classes have begun are at a disadvantage and are responsible for all work prior to their entrance.

Change of Registration

In all cases students should follow established procedures for making any change in their programs after registration. Failure to do so could place their academic records in jeopardy.

1. Withdrawal from a class
   A student may withdraw from a class at any time during the quarter provided the student has the approval of the instructor and has been in continuous attendance since the beginning of the quarter. [has not over cut the course]. All withdrawal forms will be initiated in the office of the Director of Student Personnel Services. In all cases the word withdraw will be written on the permanent academic record. A withdrawal carries no academic grade therefore no academic credit.
2. Addition of Course
   No courses may be added after the first week of the quarter.
3. Withdrawal from the Institute
   A student who wishes to withdraw from the Institute should contact a member of the Student Personnel staff to determine the appropriate procedures. If the student has been in satisfactory attendance he will be awarded a withdrawal grade on his permanent records. All withdrawal from the Institute forms will be initiated in the office of the Director of Student Personnel Services. A withdrawal grade carries no academic grade, therefore no academic credit.

Course Load

The normal load for a regular student is sixteen to eighteen quarter hours. A student may not enroll for more than a normal load unless he is a candidate for graduation or has the approval of the Director of Occupational Education. Each student should adjust his course load in accordance with his particular situation involving such factors as academic aptitude, educational background, health and hours of employment.

Quarter Hours

The unit of measurement for credit purposes is the quarter hour. One quarter hour represents the credit earned in a course that is scheduled for one class hour per week for a quarter of eleven weeks. In laboratory work two or more class hours in the laboratory are required for a single quarter

hour of credit. Most courses meet three hours a week and have a credit value of three quarter hours. Generally a student will have to spend two clock hours in preparation for one hour in class.

Quality Point Average

The quality point average is determined by dividing the total quality points earned in all courses by the total number of quarter credit hours scheduled including any courses failed.

Grading System

The purpose of the Institution is to prepare individuals for employment. The mastery of employable skills will develop at varying lengths of time depending on the individual's abilities and past experiences. A grading system is simply a method of recording faculty evaluations of student progress and obtainment of class objectives. The true grade in any program will be determined by the graduate's ability to perform the assigned tasks required for employment.

Student achievement in each course is evaluated according to the following system:

Grade	*Grade Points Equivalent*
A Excellent	4 Quality points for each credit hour
B Good	3 Quality points for each credit hour
C Average	2 Quality points for each credit hour
D Poor	1 Quality point for each credit hour
F Failure	0 Quality point for each credit hour

"R" Re-schedule

This signifies that the student has been making progress but will require additional time to meet the class objectives. "R" grades carry no academic credit (no hours attempted) and must be removed in accordance with standards established by the Instructor at the time it was issued. The requirements for removal must be stated in writing by the Instructor with a copy going to the student, the Registrar and the Instructor. The "R" grade will appear on the student's record until a written notice for change is filed by the Instructor.

W Withdrawn

This signifies that the student has withdrawn from a course voluntarily with a passing grade. The withdrawal grade carries no academic grade. Therefore, no academic credit or hours attempted.

Au Audit

This signifies that the student has taken a course for no credit.

All final course grades will be a letter grade in accordance with the adapted grading system. Students will receive reports at the end of each

quarter. For unmarried students under 21 years of age, grades will be mailed to their parents. Grades for all other will be mailed to the student's address. At the request of the student, grades will be provided employers or others providing Financial Aid.

Course Repeat Rule

A student will be permitted to substitute the second grade made on any course for the first grade made on that course. If a course is taken a third time, both the second and third grades will be counted. In computing the cumulative quality point average for a student who has repeated a course the hours and quality points earned the first time will be omitted from the computation and only the second grade, whether "F" or higher, will count.

Academic Probation

Regularly enrolled students are placed on academic probation for one quarter when their cumulative grade point average falls below a "D" (1.5) Q.P.A. Or when they pass less than sixty (60) percent of the credit hours attempted in the quarter.

Any student on academic probation or who works on a job in excess of four hours per school day is recommended to register for less than a full time course load. Students who continually encounter serious academic difficulty should contact their faculty advisor and the student service office to consider change to a more appropriate curriculum developmental studies, or use of the essential basic learning materials available in the Learning Laboratory.

Academic Suspension

The student on academic probation who fails to earn a grade point average of 1.5 for the next quarter that he is in attendance will be subject to academic suspension. Academic suspension will be for at least one quarter unless the student reapplies and is accepted. Readmittance at a subsequent quarter will be at the discretion of the Admissions Committee. Decision of the Admissions Committee may be appealed by letter to the Board of Trustees via the President of the Institute. Adm Council ap To the

Degrees, Diplomas and Certificates

Vance County Technical Institute awards the *Associate in Applied Science Degree* (A.A.S.) upon completion of a two-year program of study in the business and secretarial sciences.

Upon completion of a one-year vocational program of study, a *diploma* will be awarded in the major area of study.

Certificates are awarded for completing non-credit short courses and special programs.

Adult High School Diplomas are awarded through cooperation with the Board of Education to students who have satisfactorily completed the Adult High School Program.

Application for Degree or Diploma

Students are required to apply as candidates for a diploma or the degree. This must be completed during the first two weeks of the last quarter of school attendance. This insures that the candidate's records will be properly reviewed, and that he will be notified of any deficiencies.

Requirements for Graduation

To be eligible for graduation the student must:

1. Successfully complete his course of study as listed in this Bulletin.
2. Have earned a quality point average of 2.0 on all work attempted and which is applicable toward graduation in accordance with his course of study.
3. Have completed at least one-half of the course of study at this Institute.
4. Have no failing grade in any major subject area [courses failed must be repeated].
5. Have filed an application for graduation in the office of the Director of Student Personnel Services.
6. Have resolved all financial obligations to the Institute and returned all materials including library books.

Only one formal graduation is held annually.

Graduation in Absentia

Presence at graduation exercises is expected, except when permission for a graduation in absentia has been granted by the Director of Student Services. A written request for such permission must be made at least ten (10) days before commencement.

Graduation Honors

If a student has attended Vance County Technical Institute for a minimum of 45 credit hours, he may be eligible for graduation honors. Appropriate honors are recorded on your diploma or degree. The honors based upon scholastic achievement are as follows:

Grade Point Average

3.2 Cum laude (with honor)
3.5 Magna cum laude (with high honors)
3.8 Summa cum laude (with highest honors)

Honors List

The name of every student who has a grade point average of 3.50 or better and who has earned a minimum of 30 quarter hours of credit at this Institution is placed on the honor list.

Dean's List

A student who has earned a grade point average of 3.20 or higher and who has earned a minimum of 12 quarter hours of credit and has failed no courses, will have his name placed on the Dean's List.

Special Awards

Departmental Awards may be presented to individuals demonstrating skills and talents worthy of recognition.

Examinations

All students are expected to take their examinations at the regularly scheduled times. No exceptions will be made without the permission of the Director of Occupational Education.

Transcripts

If a student desires transcripts sent to other institutions or business firms he should complete the appropriate forms in the office of the Secretary of the Director of Student Personnel Services. The first transcript requested by a student will be issued free of cost. Subsequent transcripts will incur a special charge (transcript fee) of $1.00.

Student Records

A personal folder apart from the official permanent record card will be kept for each student. The file will develop cooperatively by staff members and includes: school achievement and experience, results of Placement Test, health records, in-school and out-of-school activities, educational and vocational matters, counseling date and copies of records used for confirmation of data in the institution. The matter in this file is confidential and personal to the individual concerned, students wishing any information released to business firms or employers should sign the appropriate waiver forms.

Waiver of Grades

In accordance with Admission policies, copies of student grades are forwarded to the high school from which individual students graduated. This is to assist in communications between Vance County Technical Institute and local high schools and serves as a basis for a follow up study.

Student grades reports are confidential and personal to the individual concerned, therefore, any student objecting to having his grades forwarded to the high school counselor should fill out the appropriate form in the Student Personnel Director's Office.

Attendance

Absences are a serious deterrent to good scholarship and it is difficult to receive optimum instruction, obtain knowledge, or gain skill when absent from class. As all students are adults with many responsibilities, an occasional absence might be absolutely necessary: however, such absences in no way lessen the student's responsibility for meeting the requirements of the class.

When the student's absences for any cause are such that in the judgment of the instructor, the Director of Student Personnel Services concurring, a satisfactory degree of progress cannot reasonably be expected, that student may be dropped from the course with a failing grade.

Student Classification

Freshman—A student who has earned fewer than 45 quarters hours of credit.

Sophomore—A student who has earned 45 or more quarter hours of credit.

Full time Student—A student working toward a degree or diploma who is registered for 12 or more quarter hours.

Part time Student—A student, enrolled in credit courses, who is taking less than a full time course of instruction.

Special Student—A part time student who is not seeking a degree.

Learning Laboratory Students—Persons desiring to improve their present educational level through programmed materials.

PART V STUDENT SERVICES

Students enrolled at Vance Tech are typical of Community College and Technical Institute students throughout the state. Because they have many different purposes, the Institute provides a wide assortment of services which are designed to contribute to each student's educational and personal adjustment. Students are encouraged to take advantage of these services and feel free to contact, for assistance, members of the Student Services Staff.

Counseling Service

Professionally trained counselors will assist students with educational, occupational or personal problems. Counseling services are available to every student from pre-admission through graduation. Students are encouraged to seek guidance from the staff personnel when the need exists.

Faculty Advising

Each student is assigned a faculty adviser after enrollment. The advisor aids the student in planning his course of study and in adjusting to the problems relating to his studies.

Students should periodically check with their advisors concerning their academic progress.

Orientation

To promote rapid and sound adjustment to the educational philosophy, program and standards of the Institute, new students are required to participate in an orientation program. The objectives of the orientation program are designed to assist the student in self-discovering and self-development as well as total adjustment to the educational objectives of the Institute.

Housing

The Institute does not have dormitory facilities. Students wishing to live away from home must arrange their own living accommodations. The Institute does not assume responsibility for the supervision of such housing.

Student Health

The Institute does not provide medical, hospital, or surgical services nor does the Institute assume responsibility for injuries incurred by students when taking part in intramural sports, physical activity courses, class or student activities. Medical services are available at the emergency room of Maria Parham Hospital. A doctor is on call 24 hours a day.

Students are encouraged to carry accident insurance which is made available through the Institute at minimum cost.

Placement

Placement services are available through the Student Services Office for students who wish to secure part-time or full-time employment while attending the Institute, during vacations or after graduation.

Occupational information on job requirements and opportunities is provided in the counseling office.

Testing

A well planned testing program for all students is coordinated by the Student Services Staff. The Employment Security Commission General Aptitude Test Battery is required for all new students planning to enter the degree or diploma programs. In addition, other tests and interest inventories are available in the counseling office or Learning Laboratory.

Student Organizations and Activities

The Institute encourages student participation in student organizations and activities. Although student activities are viewed as secondary to the central purpose of Vocational-Technical preparation, they are nevertheless an important phase of student growth and development.

The student activities program is designed to provide a variety of meaningful educational, cultural and social experiences.

The student activities program may include student government, publications, intramural athletics, departmental clubs and special interest groups. A faculty advisor is required by the administration for each student group and organization. All organizations must be chartered and approved by the Student Government Association and Student Activities Committee. Should a sufficient number of students desire a particular activity, they should petition the Student Government for official recognition.

FINANCIAL AID

It is the desire of the Institute that no person who has ability and motivation should be deprived of the advantages of a college education due to lack of funds. The Institute provides financial aid through scholarships, loans, grants, and student employment. All inquiries concerning student aid should be directed to the office of Student Personnel Services.

Scholarship

The scholarship program receives support from local contributions and endowments. The scholarships are administered by the Office of Student Personnel Services. General scholarships are awarded on the basis of academic excellence; however, local donors may place other conditions that must be met by the applicant. Interested students should contact the Director of Student Services.

Part-time Employment

Assistance in securing part-time employment is available to students throughout the year. An effort is made to place students in job fields which relate to their instructional programs. Students who work more than 20 hours per week are advised to adjust their course loads accordingly.

GI Bill

All programs being offered by the Institute at this time are approved for training under the so-called "Cold War G.I. Bill." Veterans desiring to train under the benefits of this bill must first establish their eligibility with the Veterans Administration. In general, Veterans who served in the Armed Forces since January 31, 1955, and who were discharged under conditions other than dishonorable, qualify for training under the bill. The amount of training permitted is determined by the number of months of service.

Veterans are admitted under the same admission requirements as other students. They pay tuition and attend school under the same regulations as others. The only difference between Veterans and other students is that they are paid monthly by the Veterans Administration, an amount determined by the hours attended and the number of dependents he has.

To be classified as a full-time student, a Veteran must attend 25 hours per week in a technical course and 30 hours per week in a trade program.

Full details on Veterans training programs may be obtained from any Veterans Service Office. The Veterans Service Office for Vance County is located in Henderson.

Vocational Rehabilitation

Vocational Rehabilitation is a program operated through the Division of Vocational Rehabilitation in cooperation with the North Carolina Department of Public Instruction and the Federal Office of the Vocational Rehabilitation Administration. The Division is financed by State and Federal Funds. Vocational Rehabilitation offers such services as are necessary to enable a physically or mentally handicapped person to become self-supporting. Financial assistance is available for training at the Vance County Technical Institute for eligible handicapped persons.

If a prospective student has a physical disability or is limited in his activity because of a disability he should contact the Division of Vocational Rehabilitation office nearest him.

Student Deferment

The Selective Service makes provisions for those students who meet certain requirements to be deferred. The first requirement is enrollment in a full time curriculum program and the second one is satisfactory progress in the program.

Student Conduct

Students will be expected to conduct themselves at all times as individuals of prudence and maturity. The rights and feelings of others will be respected. Students shall demonstrate a high regard for institutional facilities and property and for the personal property of others.

School regulations which serve to control such activities as vehicular traffic and parking, smoking, and other aspects of personal conduct must

be observed. Students may be suspended or dismissed for conduct which is considered incompatible with standards of propriety and good judgment.

Dismissal and Disciplinary Procedure

A student may be dismissed from the Institute for violation of the established standards of conduct. Any violation should be reported to the Director of Student Services and arrangements will be made for the student to have a fair and impartial hearing before the Administrative Action Council. The student will have the right to appeal a decision of the Administrative Council to the President and Board of Trustees of the Institute. The decision of the Board of Trustees will be final.

BUILDING FACILITIES

Student Lounge

The Student Lounge is located centrally in the building and is open to all students as a place for relaxation and refreshments. A variety of soft drinks, along with coffee, candy, and sandwiches are available at the snack bar.

The Library

Learning to appreciate and use the library is an important part of every individual's education. Vance County Technical Institute recognizes this as a significant factor in all its programs. Every effort has been made to supply the best possible resource material and a competent staff to meet these needs for the student, the faculty, and the community.

The collection of books and materials is open-shelf and open-stack. This easy access to books fosters an informal working atmosphere which encourages the student to read and study. Students, who are urged to take initiative in reading and research, find an environment where they see that knowledge is not confined to disciplines or compartments but continues from one field to the next. In this situation, students usually learn more quickly when they can turn readily from the examination of one book to the examination of others related to their immediate interest. Vance County Technical Institute subscribes to approximately over 75 well-chosen periodicals which represent and support the curriculum. These periodicals are useful in locating the most recent information on a particular subject.

Student Parking

There is a limited number of parking spaces available at the Institute. Faculty and staff members will be assigned special parking spaces. Students should not park in these designated areas. Students displaying a parking permit may use all unsigned areas. Parking permits are available through the business office at the cost of $1.00. Any vehicle which violates posted or marked regulations is subject to the traffic regulations of the city of Henderson.

PART VI

PROGRAMS OF STUDY

Technical (2 year programs)

Associate in Applied Science (A.A.S.)
Accounting (Proposed)
Business Administration
Early Childhood Specialist (Fall 1971)
General Office Technology
Library Assistant (Fall 1971)
Marketing and Sales (Fall 1971)
Secretarial Science
Traffic and Transportation (Fall 1971)

Vocational (1 year programs)

Diploma in area of skill
Air Conditioning and Refrigeration (Fall 1971)
Automotive Mechanics
Child Care Worker (Fall 1971)
Diesel Vehicle Maintenance (Fall 1971)
Drafting, Building Trades (Fall 1971)
Electrical Installation and Maintenance
Practical Nursing
Psychiatric Aid (Fall 1971)
Radio, TV Servicing and Repair
Welding

Adult Education and Extension Programs

General Education Program
Adult Basic Education
Adult High School
Learning Laboratories
Extension Education
Industrial Service Programs
Community Services

COURSE NUMBERING SYSTEM

The following system established by the Department of Community Colleges is used in designating the courses offered by the Institute.

1. Each course is indicated by a three-letter prefix designating the general subject area. The prefix for Technical courses will be preceded by the letter "T."
2. A number follows the letter prefix to indicate a specific course with an area according to the following rule.

Technical Courses	
Freshman level	100-195
Sophomore level	200-300
Vocational Courses	1000-2000
Adult Education Courses	2000-3000
Occupational Education Extension Courses	3000-4000

3. Abbreviations Used as Prefixes

Adult Basic Education	ABE	General Adult Education	GAE
Air Conditioning, Heating and Refrigeration	AHR	Learning Laboratory	LLB
Adult High School	AHS	Orientation	ORE
Art	ART	Mathematics	MAT
Automotive	AUT	Mechanical	MEC
Business	BUS	Nursing	NUR
Cabinet Making	CAB	Physics	PHY
Cosmetology	COS	Political Science	POL
Drafting & Design	DFT	Psychology	PSY
Driver Education	DRI	Science	SCI
Economics	ECO	Sociology	SOC
Electrical	ELC	Social Science	SSC
Electronic Data Processing	EDP	Supervisory Development Training	SDT
English	ENG	Welding	WLD

TECHNICAL EDUCATION

The Technical curricula requires two years for completion. These programs emphasize theory and consist of highly specialized occupational areas. Courses offered are designed to meet the increasing demand in business and industry for skilled personnel.

Minimum Admission Requirements

Requirements for admission of a candidate to the regular two-year technology program include the following qualifications. The candidate:

1. Must be a high school graduate or have a State approved equivalent education.
2. Must have high school credit for two units of mathematics, one of which is in algebra and the other in plane geometry or an equivalent in modern mathematics. Competence may be determined by appropriate tests. Those who fail to meet the accepted standards for technical mathematics will be required to complete successfully a

prerequisite mathematics course to remove the deficiency. A student with deficiencies may be admitted only when there is strong indication of probable success.

3. Should have completed one unit of physical science with laboratory.
4. Must submit the transcripts of high school and post-high school education.
5. Must demonstrate aptitude for technician training as determined by standard tests. These tests will aid in student selection, placement, and guidance. Institution guidance and counseling will be available to the student throughout his education, not just at the time of his enrollment.
6. Must be in acceptable condition of physical and mental health. Medical examination may be required at the discretion of the administration.
7. Must have an interview with a designated representative for discussing enrollment plans and lifetime career goals.

Length of course 6 quarters (2 years)

Graduates will receive an Associate in Applied Science (A.A.S.) Degree

Accounting (Fall 1971)
Business Administration
General Office Technology
Marketing and Sales (Fall 1971)
Secretarial Science

ACCOUNTING—(Fall 1971)
Associate in Applied Science Degree

Length (2 years) 6 quarters

Purpose of Curriculum

Accounting is one of the fastest growing employment fields in America today, and the job outlook for good accountants seems bright for many years to come. These opportunities result from the tremendous business and industrial expansion in all parts of the country. Because of this emphasis, there is a growing need for trained people in the area of accounting to help managers keep track of a firm's operation. The Accounting Curriculum is designed to fill this need by offering students the necessary accounting theories and skills for the entry into the accounting profession.

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

1. Understanding of the principles of organization and management in business operations.

2. Understanding of the fundamentals of accounting and analysis of financial statements.
3. Understanding and skill in effective communications for business.

Job Description

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

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

ACCOUNTING
SUGGESTED CURRICULUM BY QUARTERS

Course Title			Hours Per Week: Class	Hours Per Week: Lab.	Quarter Hours Credit
FIRST QUARTER					
T-ENG	101	Grammar	3	0	3
T-BUS	102	Typewriting (Or Elective)	2	3	3
T-MAT	110	Business Mathematics	5	0	5
T-BUS	101	Introduction to Business	5	0	5
T-ECO	102	Economics	3	0	3
			18	3	19
SECOND QUARTER					
T-ENG	102	Composition	3	0	3
T-BUS	120	Accounting	5	2	6
T-ECO	104	Economics	3	0	3
T-BUS	115	Business Law	3	0	3
T-BUS	123	Business Finance	3	0	3
			17	2	18
THIRD QUARTER					
T-ENG	103	Report Writing	3	0	3
T-BUS	124	Business Finance	3	0	3
T-BUS	110	Office Machines	2	2	3
T-BUS	121	Accounting	5	2	6
T-BUS	116	Business Law	3	0	3
			16	4	18

FOURTH QUARTER					
T-ENG	204	Oral Communication	3	0	3
T-EDP	104	Introduction to Data Processing Systems	3	2	4
T-BUS	222	Accounting	5	2	6
		Elective	6	0	6
			17	4	19
FIFTH QUARTER					
T-ENG	206	Business Communication	3	0	3
		Social Science Elective	3	0	3
T-BUS	223	Accounting	5	2	6
T-BUS	225	Cost Accounting	3	2	4
T-BUS	235	Business Management	3	0	3
			17	4	19
SIXTH QUARTER					
		Social Science Elective	3	0	3
T-BUS	229	Taxes	3	2	4
T-BUS	269	Auditing	3	2	4
		Elective	4	0	4
			13	4	15
		Total Quarter Hours in Courses			98
		Electives (MIN.)			10
		Total			108

Suggested Electives

Electives for the Accounting Curriculum may be selected from Business Related Courses. The Institute will determine which of the courses are to be offered in any given quarter of the program.

		Business Related			
T-BUS	217	Business Law	3	0	3
T-BUS	219	Credit Procedures and Problems	3	0	3
T-BUS	247	Business Insurance	3	0	3
T-BUS	271	Office Management	3	0	3
T-BUS	272	Principles of Supervision	3	0	3
T-BUS	233	Personnel Management	3	0	3
		Social Science			
T-SSC	201	Social Science I	3	0	3
T-SSC	202	Social Science II	3	0	3
T-SSC	205	American Institutions	3	0	3
T-PSY	206	Applied Psychology	3	0	3
T-POL	201	United States Government	3	0	3

BUSINESS ADMINISTRATION
Associate in Applied Science Degree

Length (2 years) 6 quarters

Purpose of Curriculum

In North Carolina the opportunities in business are increasing. With the increasing population and industrial development in this State, business has become more competitive and automated. Better opportunities in business will be filled by student 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 common to business. Training is aimed at preparing the student in many phases of administrative work that might be encountered in the average business.

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

1. Understanding of the principles of organization and management in business operations.
2. Understanding our economy through study and analysis of the role of production and marketing.
3. Knowledge in specific elements of accounting, finance, and business law.
4. Understanding and skill in effective communication for business.
5. Knowledge of human relations as they apply to successful business operations in a rapidly expanding economy.

Job Description

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

SUGGESTED CURRICULUM BY QUARTERS

Course Title			Hours Per Week: Class	Hours Per Week: Lab.	Quarter Hours Credit
FIRST QUARTER					
T-ENG	101	Grammar	3	0	3
T-BUS	102	Typewriting (or elective)	2	3	3
T-MAT	110	Business Mathematics	5	0	5
T-BUS	101	Introduction to Business	5	0	5
T-ECO	102	Economics	3	0	3
			18	3	19

SECOND QUARTER

T-ENG	102	Composition	3	0	3
T-BUS	120	Accounting	5	2	6
T-ECO	104	Economics	3	0	3
T-BUS	115	Business Law	3	0	3
T-BUS	123	Business Finance	3	0	3
			17	2	18

THIRD QUARTER

T-ENG	103	Report Writing	3	0	3
T-BUS	124	Business Finance	3	0	3
T-BUS	110	Office Machines	2	2	3
T-BUS	121	Accounting	5	2	6
T-BUS	116	Business Law	3	0	3
			16	4	18

FOURTH QUARTER

T-ENG	204	Oral Communication	3	0	3
T-BUS	232	Sales Development	3	0	3
T-EDP	104	Introduction to Data Processing Systems	3	2	4
T-BUS	239	Marketing	5	0	5
		Elective	3	0	3
			17	2	18

FIFTH QUARTER

T-ENG	206	Business Communication	3	0	3
		Social Science Elective	3	0	3
T-BUS	243	Advertising	3	2	4
T-BUS	235	Business Management	3	0	3
		Elective	3	0	3
			15	2	16

SIXTH QUARTER

		Social Science Elective	3	0	3
T-BUS	229	Taxes	3	2	4
T-BUS		Principles of Supervision	3	0	3
T-BUS	271	Office Management	3	0	3
		Elective	6	0	6
			18	2	19
		Total Quarter Hours in Course			96
		Electives (Min.)			12
					108

Suggested Electives

Electives for the Business Administration Curriculum may be selected from the Business Related Courses. The interest will determine which of these are to be offered in any given quarter of the program.

		Business Related			
T-BUS	247	Business Insurance	3	0	3
T-BUS	219	Credit Procedures and Problems	3	0	3
T-BUS	255	Interpreting Accounting Records	3	0	3
T-BUS	233	Personnel Management	3	0	3
T-BUS	245	Retailing	3	0	3
T-BUS	237	Wholesaling	3	0	3
T-BUS	266	Budget and Record Keeping	3	0	3
T-BUS	217	Business Law	3	0	3
T-BUS	112	Filing	3	0	3
		Social Science			
T-SSC	201	Social Science	3	0	3
T-SSC	202	Social Science	3	0	3
T-SSC	205	American Institutions	3	0	3
T-POL	201	United States Government	3	0	3
T-PSY	206	Applied Psychology	3	0	3

GENERAL OFFICE TECHNOLOGY
Associate in Applied Science Degree

Length (2 years) 6 quarters

Purpose of Curriculum

More people are now employed in clerical occupations than in any other single job category. Automation and increased production will mean that these people will need more technical skills and a greater adaptability for diversified types of jobs.

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

Job Description

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

SUGGESTED CURRICULUM BY QUARTERS

Course Title			Hours Per Week: Class	Hours Per Week: Lab.	Quarter Hours Credit
FIRST QUARTER					
T-ENG	101	Grammar	3	0	3
T-BUS	102	Typewriting (or elective)	2	3	3
T-MAT	110	Business Mathematics	5	0	5
T-BUS	101	Introduction to Business	5	0	5
T-ECO	102	Economics	3	0	3
			18	3	19

SECOND QUARTER					
T-ENG	102	Composition	3	0	3
T-BUS	103	Typewriting (or elective)	2	3	3
T-BUS	110	Office Machines	2	2	3
T-BUS	115	Business Law	3	0	3
T-BUS	120	Accounting	5	2	6
			15	7	18
THIRD QUARTER					
T-ENG	103	Report Writing	3	0	3
T-BUS	104	Typewriting	2	3	3
T-BUS	112	Filing	3	0	3
T-BUS	116	Business Law	3	0	3
T-BUS	121	Accounting	5	2	6
			16	5	18
FOURTH QUARTER					
T-ENG	204	Oral Communication	3	0	3
T-BUS	205	Advanced Typewriting	2	3	3
T-BUS	211	Office Machines	2	2	3
T-BUS	232	Sales Development	3	0	3
T-BUS	212	Machine Transcription—Executive	1	2	2
		Elective	3	0	3
			14	7	17
FIFTH QUARTER					
T-ENG	206	Business Communication	3	0	3
T-BUS	213	Office Procedures	3	2	4
T-EDP	104	Introduction to Data Processing Systems	3	2	4
		Social Science Elective	3	0	3
		Elective	6	0	6
			18	4	20
SIXTH QUARTER					
T-BUS	271	Office Management	3	0	3
T-BUS	229	Taxes	3	2	4
T-BUS	210	Typing Office Practice	2	3	3
		Social Science Elective	3	0	3
		Elective	3	0	3
			14	5	16
		Total Quarter Hours in Course			96
		Electives (Min.)			12
		Total			108

Suggested Electives

Electives for the General Office Technology Curriculum may be selected from Business Related courses. The Institute will determine which of these are to be offered in any given quarter of the program.

		Business Related			
T-BUS	183	Terminology and Vocabulary	3	0	3
T-BUS	215	Office Application	3	0	3
		Social Science			
T-PSY	112	Personality Development	3	0	3
T-ECO	108	Consumer Economics	3	0	3
T-SSC	201	Social Science I	3	0	3
T-SSC	202	Social Science II	3	0	3
T-PSY	206	Applied Psychology	3	0	3
T-SSC	205	American Institutions	3	0	3
T-POL	201	United States Government	3	0	3

MARKETING AND RETAILING

Associate in Applied Science

Length (2 years) 6 quarters

Purpose of Curriculum

Marketing and retailing technology is a program of instruction in distributive education which teaches students the techniques of marketing, management, and distribution which are used in many businesses. The program is designed to give the student a chance to learn the theoretical, as well as practical aspects of distributive occupations at the mid-management level. Distributive occupations are those followed by workers engaged in marketing or merchandising activities or in contact with buyers and sellers when (1) distributing to consumers, retailers, jobbers, wholesalers, and others the products of farm and industry or selling services, or (2) managing, operating, or conducting retail, wholesale, or service businesses. Distribution pertains to business and industrial goods as well as to consumer goods, and to business and consumer services. Distributive occupations are many and diverse, ranging from stock clerk to the head of a giant distribution-oriented corporation. Thus there are hundreds of entry occupations in this field.

Job Description

The graduate of the Marketing and Retailing Technology curriculum may enter a variety of career opportunities from beginning sales person to a manager trainee. Opportunities are available in the following type institutions: retailing, wholesaling, manufacturing, and others such as Hotel, Motel, Transportation, Finance, Insurance, and other institutions that are performing the market functions such as buying, management, and marketing (export, industrial, credit operations, and sales promotion).

SUGGESTED CURRICULUM BY QUARTERS

Course Title			Hours Per Week Class	Lab.	Quarter Hours Credit
FIRST QUARTER					
T-ENG	101	Grammar	3	0	3
T-BUS	245	Retailing	3	0	3
T-MAT	110	Business Mathematics	5	0	5
T-BUS	101	Introduction to Business	5	0	5
T-BUS	110	Office Machines	2	2	3
			18	2	19
SECOND QUARTER					
T-ENG	102	Composition	3	0	3
T-BUS	120	Accounting	5	2	6
T-ECO	102	Economics	3	0	3
T-BUS	115	Business Law	3	0	3
T-BUS	123	Business Finance	3	0	3
			17	2	18
THIRD QUARTER					
T-BUS	247	Business Insurance	3	0	3
T-BUS	124	Business Finance	3	0	3
T-ECO	104	Economics	3	0	3
T-BUS	121	Accounting	5	2	6
T-BUS	219	Credit Procedure and Problems	3	0	3
			17	2	18
FOURTH QUARTER					
T-ENG	204	Oral Communication	3	0	3
T-BUS	232	Sales Development	3	0	3
T-EDP	104	Introduction to Data Processing Systems	3	2	4
T-BUS	239	Marketing	5	0	5
T-BUS	249	Buying and Merchandising	2	2	3
			16	4	18
FIFTH QUARTER					
T-ENG	206	Business Communications	3	0	3
		Social Science Elective	3	0	3
T-BUS	243	Advertising	3	2	4
		Elective	3	0	3
T-BUS	260	Commercial Display and Design I	3	0	3
T-BUS	262	Fashion in Retailing	2	2	3
			17	4	19

SIXTH QUARTER

		Social Science Elective	3	0	3
		Elective	3	0	3
T-BUS	241	Sales Promotion Management	3	0	3
		Elective	3	0	3
**T-BUS	268	Marketing and Retailing Internship			
		or			
**T-BUS	261	Commercial Display and Design II	1	9	4
			13	9	16

**Elective choice with adviser's approval.

Structured Hours	99
Electives	9
Total	108

Suggested Electives

Electives for the General Office Technology Curriculum may be selected from Business Related courses. The Institute will determine which of these are to be offered in any given quarter of the program.

		Business Related			
T-BUS	100	Introduction to Business Occupation	0	2	1
T-BUS	225	Interpreting Accounting Records	3	0	3
T-BUS	233	Personnel Management	3	0	3
T-BUS	266	Budget and Record Keeping	3	0	3
T-BUS	217	Business Law	3	0	3
T-BUS	235	Business Management	3	0	3
T-BUS	272	Principles of Supervision	3	0	3
T-BUS	271	Office Management	3	0	3
		Social Science			
T-SSC	201	Social Science I	3	0	3
T-SSC	202	Social Science II	3	0	3
T-PSY	206	Applied Psychology	3	0	3
T-SSC	205	American Institutions	3	0	3
T-POL	201	United States Government	3	0	3

SECRETARIAL SCIENCE

Associate in Applied Science Degree

Length (2 years) 6 quarters

Purpose of Curriculum

The demand for better qualified secretaries in our ever-expanding business world is becoming more acute. The purpose of this curriculum is to outline a training program that will provide training in the accepted procedures required by the business world and to enable persons to become proficient soon after accepting employment in the business office.

The Executive Secretary Curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and termin-

ology for employment in the business world. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

Job Description

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

Students may elect to work in legal, medical or Technical occupations. Interested individuals should counsel with their advisers for special electives in specific fields of employment.

SECRETARIAL-EXECUTIVE
SUGGESTED CURRICULUM BY QUARTERS

Course Title			Hours Per Week Class	Lab.	Quarter Hours Credit
FIRST QUARTER					
T-ENG	101	Grammar	3	0	3
T-BUS	102	Typewriting (Or Elective)	2	3	3
T-MAT	110	Business Mathematics	5	0	5
T-BUS	101	Introduction to Business	5	0	5
T-BUS	106	Shorthand (Or Elective)	3	2	4
			18	5	20
SECOND QUARTER					
T-ENG	102	Composition	3	0	3
T-BUS	103	Typewriting (Or Elective)	2	3	3
T-BUS	107	Shorthand	3	2	4
T-BUS	120	Accounting	5	2	6
T-BUS	115	Business Law	3	0	3
			16	7	19
THIRD QUARTER					
T-ENG	103	Report Writing	3	0	3
T-BUS	104	Typewriting	2	3	3
T-BUS	108	Shorthand	3	2	4
T-BUS	110	Office Machines	2	2	3
T-BUS	112	Filing	3	0	3
			13	7	16

FOURTH QUARTER					
T-ENG	204	Oral Communication	3	0	3
T-BUS	206	Dictation and Transcription (Executive)	3	2	4
T-BUS	205	Advanced Typewriting	2	3	3
T-BUS	211	Office Machines	2	2	3
T-EDP	104	Introduction to Data Processing Systems	3	2	4
			13	9	17
FIFTH QUARTER					
T-ENG	206	Business Communication	3	0	3
T-BUS	207	Dictation and Transcription (Executive)	3	2	4
T-BUS	214	Secretarial Procedures	3	2	4
		Social Science Elective	3	0	3
		Elective	6	0	6
			18	4	20
SIXTH QUARTER					
		Social Science Elective	3	0	3
T-BUS	208	Dictation and Transcription (Executive)	3	2	4
T-BUS	271	Office Management	3	0	3
		Elective	6	0	6
			15	2	16
		Total Quarter Hours in Courses			96
		Electives (Min.)			12
					108

Suggested Electives

Electives for the Secretarial Curriculum may be selected from Business related courses. The Institute will determine which of these are to be offered in any given quarter of the program.

		Business Related			
T-BUS	183	Terminology and Vocabulary	3	0	3
T-BUS	121	Accounting	3	0	3
T-ECO	102	Economics	5	2	6
T-PSY	112	Personality Development	3	0	3
T-BUS	215	Office Application	6	0	6
T-ECO	108	Consumer Economics	3	0	3
T-BUS	116	Business Law	3	0	3
		Social Science Related			
T-SSC	201	Social Science I	3	0	3
T-SSC	202	Social Science II	3	0	3
T-PSY	206	Applied Psychology	3	0	3
T-SSC	205	American Institutions	3	0	3
T-POL	201	United States Government	3	0	3

VOCATIONAL EDUCATION

Vocational programs which are designed to train people for employment in skilled occupations are twelve months in length. Emphasis is given

to specific manipulative skills or application of understanding. Some knowledge of mathematics, the sciences and communication skills is also required. Upon employment, the graduate is usually at the semi-skilled level but his training will permit him to progress rapidly to the skilled level.

Minimum Admission Requirements

A candidate for admission to the vocational program must meet the following qualifications:

1. Must be at least 18 years of age and have the ability to enter into or make advancement in the area in which enrolled.
2. Must have satisfactorily completed a minimum of eight (8) units of accredited secondary school work. Those who have not successfully completed eight (8) units of such work will be required to take other standard and/or local institution tests.
3. Must demonstrate aptitude for trade-vocational training as determined by standard and/or local institution tests to insure ability to meet job requirements in the desired trade.
4. Must have one (1) unit of secondary school algebra or an equivalent in modern mathematics. Those who have deficiencies will be required to remove the deficiency before completing their training. Provisional admittance may be granted at the discretion of the Admissions Committee.
5. Must have a personal interview with designated school representative.
6. Must be in acceptable condition of physical and mental health to meet qualifications for a given occupation.

Length of course 4 quarters (1 year)

Graduates of these programs will be awarded a diploma by the Institute.

Automotive Mechanics
Diesel Vehicle Maintenance (Fall 1971)
Drafting, Building Trades (Fall 1971)
Electrical Installation and Maintenance
Practical Nursing
Radio, TV Servicing and Repair
Welding

AUTOMOTIVE MECHANICS
Diploma Program

Length 12 months

Purpose of Curriculum

This Curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust components of automotive vehicles. Manual skills are developed in practical shop work using components mounted on stands. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practice. Diagnosing and repair work is assigned on scheduled vehicles.

Complexity in automotive vehicles increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks and buses powered by a variety of internal combustion engines. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.

Job Description

Automobile mechanics diagnose, maintain, and repair mechanical, electrical, and other component parts of passenger cars, trucks, and buses. In some communities and rural areas they also may repair body parts, service tractors, marine engines and other types of equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition. They use shop manuals and other technical publications to assist in analysis, disassembly and assembly of component parts.

Automotive mechanics in smaller shops usually are general mechanics qualified to perform a variety of repair jobs. A large number of automobile mechanics specialize in particular types of repair work, such as repairing only electrical components, power steering, power brakes, or automatic transmissions. Usually, such specialists have had "all-round" training in general automotive repair.

AUTO MECHANICS
SUGGESTED CURRICULUM BY QUARTERS

Course	Ttitle		Hours Per Week Class	Hours Per Week Lab or Shop	Quarter Hours Credit
FIRST QUARTER					
PME	1101	Internal Combustion Engines	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
DFT	1101	Schematics and Diagrams (Measurement, Tools and Engines)	0	3	1
PHY	1101	Applied Science	3	2	4
ENG	1101	Reading Improvement	2	0	2
			13	17	19

SECOND QUARTER					
PME	1102	Engine Electrical and Fuel Systems	5	15	10
DFT	1102	Schematics and Diagrams (Electrical and Fuel Systems)	1	3	2
MAT	1120	Applied Math	3	0	3
ENG	1102	Communication Skills	3	0	3
			12	18	18
THIRD QUARTER					
AUT	1123	Brakes, Chassis and Suspension	3	12	7
AHR	1101	Automotive Air Conditioning	2	2	4
DFT	1103	Schematics and Diagrams (Chassis and Braking Systems)	0	3	1
PSY	1101	Human Relations	3	0	3
WLD	1129	Basic Welding	2	3	3
			10	20	18
FOURTH QUARTER					
AUT	1124	Automotive Power Train Systems	3	12	7
AUT	1125	Auto Servicing I	3	9	6
BUS	1103	Small Business Operations	3	0	3
			9	21	16

Total 71 Cr.

Post Graduate Electives

Students completing the Diploma Program may elect additional courses to improve their knowledge and skills. The following suggestions are listed.

BUS	1105	Industrial Organizations	3	0	3
PME	1105	Diesel Engine Fuel Systems	3	9	6
PME	1103	Diesel Engine Servicing	2	3	3
PME	1121	Braking Systems (Truck)	2	3	3
PME	1126	Small Engine Repair	2	3	3
PME	1202	Auto Elect/Electronics	4	9	7
PME	1203	Engine Tune-up, Auto	4	9	7
PME	1221	Front Suspension, Alignment and Power Steering	1	3	2
WLD	1130	Intermediate Welding	1	3	2

ELECTRICAL INSTALLATION AND MAINTENANCE
Diploma Program

Length 12 months

Purpose of Curriculum

The rapid expansion of the national economy and the increasing development of new electrical products is providing a growing need for qualified people to install and maintain electrical equipment. By mid-1960 more than 350,000 were employed as either construction electricians or maintenance electricians. Between 5,000 and 10,000 additional tradesmen are required each year to replace those leaving the industry. It is expected

that the total requirements for electrical tradesmen will reach 500,000 by 1966 and 700,000 by 1970. The majority of the electrical tradesmen today are trained through apprenticeship or on-the-job training programs.

This curriculum guide will provide a training program in the basic knowledge, fundamentals, and practices involved in the electrical trades. A large portion of the program is devoted to laboratory and shop instruction which is designed to give the student practical knowledge and application experience in the fundamentals taught in class.

Job Description and Requirements

The graduate of the electrical trades program will be qualified to enter an electrical trade as an on-the-job trainee or apprentice, where he will assist in the planning, layout, installation, check out, and maintenance of systems in residential, commercial, or industrial plants. He will have an understanding of the fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage, current, power, and power factor of single and polyphase alternating circuits. He will have a basic knowledge of motor and motor control systems; industrial electronic control systems; business procedures, organization, and practices; communicative skills; and the necessary background to be able to advance through experience and additional training through up-grading courses offered in the center.

ELECTRICAL INSTALLATION AND MAINTENANCE
SUGGESTED CURRICULUM BY QUARTERS

Course	Title		Hours Per Week: Class	Hours Per Week: Lab.	Quarter Hours Credit
FIRST QUARTER					
ELC	1112	Direct and Alternating Current	5	12	9
ENG	1101	Reading Improvement	2	0	2
MAT	1115	Electrical Math	5	0	5
PHY	1101	Applied Science	3	2	4
			15	14	20
SECOND QUARTER					
ELC	1113	Alternating Current and Direct Current Machines and Controls	5	12	9
DFT	1110	Blueprint Reading: Building Trades	0	3	1
ENG	1102	Communication Skills	3	0	3
PHY	1102	Applied Science	3	2	4
			11	17	17

THIRD QUARTER					
ELC	1124	Residential Wiring	5	9	8
ELN	1118	Industrial Electronics	3	6	5
PSY	1101	Human Relations	3	0	3
DFT	1113	Blueprint Reading: Electrical	0	3	1
			11	18	17
FOURTH QUARTER					
ELC	1125	Commercial and Industrial Wiring	5	12	9
ELN	1119	Industrial Electronics	3	6	5
BUS	1103	Small Business Operations	3	0	3
			11	18	17
		Total			71

Post Graduation Electives

Suggested courses for students to use as follow-up study after graduation to improve knowledge and skills.

ELC		National Electrical Code	2	0	2
ELC	1121	Electrical Machines and Controls	2	2	3
DFT	1126	Electrical-Electronic Drafting	3	12	7
WLD	1101	Basic Welding & Cutting	2	3	3
BUS	1105	Industrial Organizations	3	0	3

PRACTICAL NURSE
Diploma Program

Length 12 months

Purpose of Curriculum

The accelerated growth in North Carolina and rapid advancement in medical technology demands a large increase in the number of well-trained, capable personnel for health service positions.

The aim of this program is to make available the opportunity for the interested male and female to prepare themselves for participation in the 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 interest in and aptitude for nursing, as determined by pre-entrance test, high school records, personal interviews, health reports, and character references.

Description of Program

The Practical Nurse Education Program is taught in a 4-quarter period of classroom instruction and supervised nursing practice.

Following a period of classroom instruction in fundamentals of nursing, and principles from the basic biological and social sciences, the student practices nursing skills under faculty supervision in the hospital areas. The student advances in her studies, and in the nursing care of patients of all ages through planned assignments in medical-surgical Nursing, care of the mother and newborn infant, and the care of the sick child.

Other learning opportunities are planned with the obstetrician and pediatrician for observations in offices and a public health clinic.

The graduate of practical nursing is eligible to take, and must pass, the North Carolina Board of Nursing Licensing exam for practical nurses in order to practice in North Carolina.

The LPN is qualified and prepared to function in a variety of situations: hospitals, nursing homes, clinics, doctors' offices, private duty nursing, and in health programs. In all situations the LPN functions under the supervision of a registered nurse and/or a licensed physician.

PRACTICAL NURSE EDUCATION
SUGGESTED CURRICULUM BY QUARTERS

Course		Title	Clock hours per week: Lec.	Lab.	Clinic	Credit
FIRST QUARTER						
NUR	1110	Vocational Adjustment I	2	0	0	2
NUR	1111	Health and Nutrition	3	0	0	3
NUR	1112	Basic Science	5	0	0	5
NUR	1113	Nursing Fundamentals	8	5	0	10
			18	5	0	20
SECOND QUARTER						
NUR	1121	Advanced Nursing Fundamentals	1	2	0	2
NUR	1122	Introduction to Medical-Surgical Nursing	3	0	0	3
NUR	1123	Nursing of Mothers and the Newborn	3	2	0	4
NUR	1124	Nursing of Children	3	2	0	4
NUR	1125	Clinical Practice	0	0	14	4
			10	6	14	17
THIRD QUARTER						
NUR	1130	Medical-Surgical Nursing	6	2	0	7
NUR	1133	Drug Therapy	2	2	0	3
NUR	1135	Clinical Practice	0	0	21	7
			8	2	21	17
FOURTH QUARTER						
NUR	1140	Medical-Surgical Nursing	6	2	0	7
NUR	1141	Vocational Adjustments II	2	2	0	3
NUR	1145	Clinical Practice	0	0	21	7
			8	4	21	17
		Total				71

RADIO AND TELEVISION SERVICING
Diploma Program

Length 12 months

Purpose of Curriculum

Within recent years improved electronic techniques have provided expanded entertainment and educational facilities in the form of monochrome and color television, frequency modulated radio, high fidelity amplifiers and stereophonic sound equipment who would qualify as a competent and up-to-date serviceman.

This curriculum guide provides a training program which will provide the basic knowledge and skills involved in the installation, maintenance and servicing of radio, television and sound amplifier systems. A large portion of time is spent in the laboratory verifying electronic principles and developing servicing techniques.

Job Description

A radio and television serviceman may be required to install, maintain and service amplitude modulated and frequency modulated home and auto radios, transistorized radios, monochrome and color television sets, intercommunication, public address and paging systems high fidelity and stereophonic amplifiers, record players and tape recorders.

His work will require meeting the public both in the repair shop and on service calls. A serviceman who establishes his own business will also need to know how to maintain business records and inventory.

RADIO AND TELEVISION SERVICING
SUGGESTED CURRICULUM BY QUARTERS

Course		Title	Hours Per Week: Class	Hours Per Week: Lab.	Quarter Hours Credit
FIRST QUARTER					
MAT	1115	Electrical Mathematics	5	0	5
ENG	1101	Reading Improvement	2	0	2
ELC		Basic Electric	3	2	4
ELN	1122	Vacuum Tubes & Circuits	5	6	7
PHY	1104	Applied Science	3	2	4
			12	15	22
SECOND QUARTER					
ENG	1102	Communication Skills	3	0	3
ELN	1122	Vacuum Tubes & Circuits	5	6	7
SSC	1101	Social Science	2	0	2
ELN	1125	Radio Receiver Servicing	5	8	8
			15	14	20

THIRD QUARTER					
ELN	1126	Transistor Theory & Circuits	4	15	9
PSY	1101	Human Relations	3	0	3
ELN	1127	T.V. Servicing	10	10	14
			19	25	26
FOURTH QUARTER					
ELN	1128	Television Receiver Circuits and Servicing	15	15	20
BUS	1103	Small Business Operations	3	0	3
			18	15	23
		Total			71

Suggested Electives

Suggested courses for the students to use during the fourth quarter or after graduation to improve knowledge and skills.

ELC	1121	Electrical Machines and Controls	2	2	3
ELN	1129	Single Side-band Systems	3	6	6
DFT	1121	Drafting I	3	6	5
DFT	1122	Drafting II	3	6	5
DFT	1126	Electrical-Electronic Drafting	3	12	7

WELDING
Diploma Program

Length 12 months

Purpose of Curriculum

This curriculum was developed to fill the tremendous need for welders in North Carolina. The recently completed Manpower Survey shows quite clearly that many welders will be needed annually to fill present and projected vacancies in the state.

The content of this curriculum is designed to give students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry.

The field of welding offers a person prestige, security and a future in continuous employment with steady advancement. It offers employment in practically any industry: shipbuilding, automotive, aircraft, guided missiles, railroads, construction, pipe fitting, production shop, job shop and many others.

Job Description

Welders join metals by applying intense heat, and sometimes pressure, to melt the edges to form a permanent bond. Closely related to welding is "oxygen cutting." Of the more than 35 different ways of welding metals, arc, gas, and resistance welding are the three most important.

The principal duty of the welder using manual techniques is to control the melting by directing the heat from either an electric arc or gas welding

torch, and to add filler metal where necessary to complete the joint. He should possess a great deal of manipulative skill with a knowledge of jigs, welding symbols, mathematics, basic metallurgy, and blueprint reading.

WELDING
SUGGESTED CURRICULUM BY QUARTERS

Course		Title	Hours Per Week: Class	Lab.	Quarter Hours Credit
FIRST QUARTER					
WLD	1120	Oxyacetylene Welding and Cutting	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
DFT	1104	Blueprint Reading: Mechanical	0	3	1
PHY	1101	Applied Science	3	2	4
ENG	1101	Reading Improvement	2	0	2
			13	17	19
SECOND QUARTER					
WLD	1121	Arc Welding	3	12	7
MAT	1103	Geometry	3	0	3
DFT	1117	Blueprint Reading: Welding	0	3	1
PHY	1102	Applied Science	3	2	4
ENG	1102	Communication Skills	3	0	3
			12	17	18
THIRD QUARTER					
WLD	1124	Pipe Welding	3	12	7
WLD	1123	Inert Gas Welding	1	3	2
WLD	1112	Mechanical Testing and Inspection	1	3	2
DFT	1118	Pattern Development and Sketching	0	3	1
PSY	1101	Human Relations	3	0	3
			8	21	15
FOURTH QUARTER					
WLD	1122	Commercial and Industrial Practices	3	9	6
WLD	1125	Certification Practices	3	6	5
MEC	1112	Machine Shop Processes	0	6	2
BUS	1105	Industrial Organizations	3	0	3
			9	21	16
		Total			68

Suggested Electives

Suggested courses for students to use as follow-up study after graduation to improve knowledge and skills.

BUS	1103	Small Business Operations	3	0	3
Any Automotive courses—with advice of counselor					
Any Electrical courses—with advice of counselor					
DFT	1121	Drafting I	3	6	5
DFT	1122	Drafting II	3	6	5

PART VII COURSE DESCRIPTIONS

AIR CONDITIONING AND REFRIGERATION

AHR 1101 Automotive Air Conditioning (4 cr.)
General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system. Use of testing equipment in diagnosing trouble, conducting efficiency tests and general maintenance work. Prerequisite: PHY 1101. *(2 hours lecture, 2 hours laboratory per week).*

AUTOMOTIVE

AUT 1123 Brakes, Chassis and Suspension Systems (7 cr.)
A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment and repair. Also, the servicing of parking brakes is emphasized. Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension systems. *(3 hours lecture, 12 hours laboratory per week).*

AUT 1124 Automotive Power Train Systems (7 cr.)
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. Prerequisite: AUT 1123. *(3 hours lecture, 12 hours laboratory per week).*

AUT 1125 Auto Servicing I (6 cr.)
Emphasis is on the shop procedures necessary in "trouble-shooting" the various component systems of the automobile. "Trouble-shooting" of automotive systems, provides a full range of experiences in testing, adjusting, repairing and replacing components. A close simulation to an actual automotive shop situation will be maintained. Prerequisite: PME 1102, AUT 1123, AHR 1101. *(3 hours lecture, 9 hours laboratory per week).*

BUSINESS

T-BUS 101 Introduction to Business (5 cr.)
A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management. *(5 hours lecture per week).*

T-BUS 102 Typewriting I (3 cr.)
Introduction to the touch typewriter system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. *(2 hours lecture, 3 hours laboratory per week).*

T-BUS 103 Typewriting II (3 cr.)
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. Prerequisite: T-BUS 102 or the equivalent. Speed requirement, 30 words per minute for five minutes. *(2 hours lecture, 3 hours laboratory per week).*

T-BUS 104 Typewriting III (3 cr.)
Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms. Prerequisite: T-BUS 103 or the equivalent. Speed requirement: 40 words per minute for five minutes. *(2 hours lecture, 3 hours laboratory per week).*

T-BUS 106 Shorthand I (4 cr.)
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases. *(3 hours lecture, 2 hours laboratory per week).*

T-BUS 107 Shorthand II (4 cr.)
Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: T-BUS 106 or the equivalent. *(3 hours lecture, 2 hours laboratory per week).*

T-BUS 108 Shorthand III (4 cr.)
Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: T-BUS 107. *(3 hours lecture, 2 hours laboratory per week).*

T-BUS 110 Office Machines (3 cr.)
A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator. *(2 hours lecture, 2 hours laboratory per week).*

T-BUS 112 Filing (3 cr.)
Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, Triple Check, Automatic, Geographic, Subject, Soundex, and Dewey Decimal Filing. *(3 hours lecture per week).*

T-BUS 115 Business Law I (3 cr.)
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. *(3 hours lecture per week).*

T-BUS 116 Business Law II (3 cr.)
Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights. Prerequisite: T-BUS 115. *(3 hours lecture per week).*

T-BUS 120 Accounting I (6 cr.)
Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: T-MAT 110. *(5 hours lecture, 2 hours laboratory per week).*

T-BUS 121 Accounting II (6 cr.)
Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems. Prerequisite: T-BUS 120. *(5 hours lecture, 2 hours laboratory per week).*

T-BUS 123 Business Finance I (3 cr.)
Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing. *(3 hours lecture per week).*

T-BUS 124 Business Finance II (3 cr.)
Financing, federal, state, and local government and the ensuing effects upon the economy. Factors affecting supply of funds, monetary and credit policies. Prerequisite: T-BUS 123. *(3 hours lecture per week).*

T-BUS 183 Terminology and Vocabulary (3 cr.)
To develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices. Prerequisite: T-BUS 107. *(3 hours lecture per week).*

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

T-BUS 206 Dictation and Transcription I (4 cr.)
Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 100 words per minute required for five minutes on new material. Prerequisite: T-BUS 108. *(3 hours lecture, 2 hours laboratory per week).*

T-BUS 207 Dictation and Transcription II (4 cr.)
Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 110 words per minute required for five minutes on new material. Prerequisite: T-BUS 206. *(3 hours lecture, 2 hours laboratory per week).*

T-BUS 208 Dictation and Transcription III (4 cr.)
Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 120 words per minute required for five minutes on new material. Prerequisite: T-BUS 207. *(3 hours lecture, 2 hours laboratory per week).*

T-BUS 210 Typing Office Practice (3 cr.)
A course designed to familiarize the student with the forms and routines found in a typical business. Emphasis is placed upon correct procedures and adaptability to varying office methods. Prerequisite: T-BUS 205. *(3 hours lecture per week).*

T-BUS 211 Office Machines (3 cr.)
Instructions in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictating and transcribing machines. Prerequisite: T-BUS 110. *(2 hours lecture, 2 hours laboratory per week).*

T-BUS 212 Machine Transcription (2 cr.)
A study and practice course in the use of transcribing machines in business dictation. Proficiency in word usage, correct grammar, and letter styles will be emphasized. Prerequisite: T-BUS 103. *(1 hour lecture, 2 hours laboratory per week).*

T-BUS 213 Office Procedures (4 cr.)
Designed to acquaint the student with the responsibilities encountered by a general office worker during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office record, purchasing of supplies, office organization, and insurance claims. *(3 hours lecture, 2 hours laboratory per week).*

T-BUS 214 Secretarial Procedures (4 cr.)
Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include the following: receptionist duties, handling of mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims. *(3 hours lecture, 2 hours laboratory per week).*

T-BUS 215 Office Application (6 cr.)
During the sixth quarter only, students are assigned to work in a business, technical, or professional office for six 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, according to the course of study. Prerequisite: T-BUS 214, T-BUS 205, T-BUS 211. *(6 hours lecture per week).*

T-BUS 217 Business Law (3 cr.)
A study of the powers, policies, methods, and procedures used by the various federal, state and local administrative agencies in promoting and regulating business enterprises. It includes a consideration of the constitutional and statutory limitations on these bodies and judicial review of administrative action. Prerequisite: T-BUS 116. *(3 hours lecture per week).*

T-BUS 219 Credit Procedures and Problems (3 cr.)
Principles and practices in the extension of credit; collection procedures; laws pertaining to credit extension and collection are included. Prerequisite: T-BUS 120. *(3 hours lecture per week).*

T-BUS 222 Accounting III (6 cr.)
Thorough treatment of the field of general accounting, providing the necessary foundation for specialized studies that follow. The course includes, among other aspects, the balance sheet, income and surplus statements, fundamental processes of recording, cash and temporary investments, and analysis of working capital. Prerequisite: T-BUS 121. *(5 hours lecture, 2 hours laboratory per week).*

T-BUS 223 Accounting IV (6 cr.)
Additional study of intermediate accounting with emphasis on investments, plant and equipment, intangible assets and deferred charges, long-term liabilities, paid-in capital, retained earnings, and special analytical processes. Prerequisite: T-BUS 222. *(5 hours lecture, 2 hours laboratory per week).*

T-BUS 225 Cost Accounting (4 cr.)
Nature and purposes of cost accounting; accounting for direct labor, materials, and factory burden; job cost, and standard cost principles and procedures; selling and distribution cost; budgets, and executive use of cost figures. Prerequisite: T-BUS 121. *(3 hours lecture, 2 hours laboratory per week).*

T-BUS 227 Advanced Accounting (4 cr.)
Advanced Accounting theory and principles as applied to special accounting problems, bankruptcy proceedings, estates and trusts, consolidation of statements, parent, and subsidiary accounting. Prerequisite: T-BUS 223. *(3 hours lecture, 2 hours laboratory per week).*

T-BUS 229 Taxes (4 cr.)
Application of Federal and State taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance. Prerequisite: T-BUS 121. *(3 hours lecture, 2 hours laboratory per week).*

T-BUS 232 Sales Development (3 cr.)
A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for an execution of sales demonstrations required. *(3 hours lecture per week).*

T-BUS 233 Personnel Management (3 cr.)
Principles of organization and management of personnel, procurement, placement, training, performance checking, supervision, remuneration, labor relations, fringe benefits and security. *(3 hours lecture per week).*

T-BUS 235 Business Management (3 cr.)
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. *(3 hours lecture per week).*

T-BUS 237 Wholesaling (3 cr.)
The development of wholesaling; present day trends in the United States. A study of the functions of wholesaling. *(3 hours lecture per week).*

T-BUS 239 Marketing (5 cr.)
A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process. *(5 hours lecture per week).*

T-BUS 241 Sales Promotion Management (3 cr.)
The scope and activities of sales promotion with emphasis on the coordination of advertising, display, special events, and publicity. External and internal methods of promoting business, budgeting, planning, and implementing the plan. *(3 hours lecture per week).*

T-BUS 243 Advertising (4 cr.)
The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals; product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media. *(3 hours lecture, 2 hours laboratory per week).*

T-BUS 245 Retailing (3 cr.)
A study of the role of retailing in the economy including development of present retail structure, functions performed, principles governing effective operation and managerial problems resulting from current economic and social trends. *(3 hours lecture per week).*

T-BUS 247 Business Insurance (3 cr.)
A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included. *(3 hours lecture per week).*

T-BUS 249 Buying and Merchandising (3 cr.)
Analyze the organization for buying, what and how much to buy. Topics included are the psychology of dealing with people, vender relations, planning merchandise assortment, inventory and stock control, pricing. Prerequisite: T-BUS 245. *(2 hours lecture, 2 hours laboratory per week).*

T-BUS 255 Interpreting Accounting Records (3 cr.)
Designed to aid the student in developing a "use understanding" of accounting records, reports and financial statements. Interpretation, analysis, and utilization of accounting statements. Prerequisite: T-BUS 121. *(3 hours lecture per week).*

T-BUS 260 Commercial Display and Design I (3 cr.)
An introduction to basic layouts and design of commercial displays. Source studies and related texts discussing such design as needed by retail stores, banks, restaurants, motels, and various offices, specifying equipment and fixtures required. Prerequisite: T-BUS 245. *(3 hours lecture per week).*

T-BUS 261 Commercial Display and Design II (4 cr.)
An advanced continuation of T-BUS 260. The use of fabric construction in clothing, draperies, furniture covers, bath rugs, and carpets is introduced. Prerequisite: T-BUS 260. *(1 hour lecture, 2 hours laboratory per week).*

T-BUS 262 Fashion in Retailing (3 cr.)
This course acquaints the student with the relationship between fashion and style. Areas of study include characteristics of styles, fashion trends, coordination; application of color and design analysis. Prerequisite: T-BUS 245. *(2 hours lecture, 2 hours laboratory per week).*

T-BUS 266 Budget and Record Keeping (3 cr.)
The basic principles, methods, and procedures for preparation and operation of budgets. Special attention is given to the involvement of individual departments and the role they play. Emphasis on the necessity for accurate record keeping in order to evaluate the effectiveness of budget planning. Prerequisite: T-BUS 121. *(3 hours lecture per week).*

T-BUS 268 Marketing and Retailing Internship (4 cr.)
This course contains as a minimum 110 hours of approved on-the-job work experience related to marketing and retailing jobs. Individual arrangements may be made on a different time basis as approved by the advisor. The employer and the type of work experience must be approved by the advisor. Each student will conduct and make a written report on a practical project related to his internship. *(1 hour lecture, 9 hours laboratory per week).*

T-BUS 269 Auditing (4 cr.)
Principles of conducting audits and investigations; setting up accounts based upon audits; collecting data on working papers; arranging and systemizing the audit, and writing the audit report. Emphasis placed on detailed audits, internal auditing, and internal control. Prerequisite: T-BUS 223. *(3 hours lecture, 2 hours laboratory per week).*

T-BUS 271 Office Management (3 cr.)
Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems. *(3 hours lecture per week).*

T-BUS 272 Principles of Supervision (3 cr.)
Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed. *(3 hours lecture per week).*

BUS 1103 Small Business Operations (3 cr.)
An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations. *(3 hours lecture per week).*

BUS 1105 Industrial Organizations (3 cr.)
Methods, techniques, and practices of modern management in planning, organizing and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost. *(3 hours lecture per week).*

DRAFTING AND DESIGN

DFT 1101 Schematics and Diagrams (1 cr.)
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. *(3 hours laboratory per week).*

DFT 1102 Schematics and Diagrams: Power Mechanics (2 cr.) (Electrical and Fuel Systems)
Interpretation and reading of schematic prints and diagrams. Making sketches of electrical wiring and fuel system components for automotive engines and other internal combustion engines. Learning to identify the various components of the system by sketching and labeling parts. Practice in tracing wiring systems and diagnosing trouble by using schematics and diagrams found in the automotive service manuals. Prerequisite: DFT 1101. *(1 hour lecture, 2 hours laboratory per week).*

DFT 1103 Schematics and Diagrams: Power Mechanics (1 cr.) (Chassis and Braking Systems)
Interpretation of prints, schematics and diagrams pertaining to automotive chassis and braking systems. A study of components that make up the front suspension, differential assembly and brake assemblies. Prerequisite: DFT 1101, DFT 1102. *(3 hours laboratory per week).*

DFT 1104 Blueprint Reading: Mechanical (1 cr.)
Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes. *(3 hours laboratory per week).*

DFT 1110 Blueprint Reading: Building Trades (1 cr.)
Principles of interpretating blueprints and trade specifications common to the building trades. Development of proficiency in making three view and pictorial sketches. *(3 hours laboratory per week).*

DFT 1113 Blueprint Reading: Electrical (1 cr.)
Interpretation of schematics, diagrams and blueprints applicable to electrical installations with emphasis on electrical plans for domestic and commercial buildings. Sketching schematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes will be a part of this course. Prerequisite: DFT 1110. *(3 hours laboratory per week).*

DFT 1117 Blueprint Reading: Welding (1 cr.)
A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications. Prerequisite: DFT 1104. *(3 hours laboratory per week).*

DFT 1118 Pattern Development and Sketching (1 cr.)
Continued study of welding symbols; methods used in layout of sheet steel; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates. *(3 hours laboratory per week).*

DFT 1121 Drafting (7 cr.)
An introduction to drafting and the study of drafting practices. Instruction is given in the selection, use and care of instruments, single-stroke lettering, applied geometry, freehand sketching consisting of orthographic and pictorial drawings. Orthographic projection, reading and instrument drawing of principal views, single auxiliary views (primary), and double (oblique) auxiliary views will be emphasized. Dimensioning and note practices will be studied with reference to the American Standards Association practices. Methods of reproducing drawings will be included at the appropriate time. *(3 hours lecture, 12 hours laboratory per week).*

DFT 1122 Drafting (5 cr.)
The trainee will study simple and successive revolutions and their applications to practical problems. Sections and conventions will be studied—and both detail and assembly sections will be drawn. Intersections and developments will be studied by relating the drawing to the sheet metal trades. Models of the assigned drawings will be made from construction paper, cardboard, or similar materials as a proof of the solution to the problems drawn.

Methods of drawing and projecting axonometric, oblique, and perspective drawings will be studied with emphasis on the practical applications of pictorial drawings. Various methods of shading will be introduced and dimensioning and sectioning of oblique and axonometric pictorials will be done. Prerequisite: DFT 1121. *(3 hours lecture, 6 hours laboratory per week).*

DFT 1126 Electrical-Electronic Drafting (7 cr.)
A specialization course for electrical-electronic drafting students. Beginning with a review of lettering techniques in freehand and instrument lettering, and covering: abbreviations; electrical; industrial; and electronic schematic symbols; waveform symbols; block and line diagrams; schematic diagrams; component drawings and layout diagrams; layout of printing circuits, and chassis developments and layouts. Prerequisite: DFT 1121. *(3 hours lecture, 12 hours laboratory per week).*

DFT 1180 Drafting—Trade I (3 cr.)
This is an introductory course in drafting for students needing a knowledge of drawing principles for reading and describing objects in the graphic language. Instruction and practice is given in lettering, orthographic projection, freehand sketching, sectioning and dimensioning. The student uses drawing instruments in making orthographic and working drawings, and in the solution of geometrical problems. *(2 hours lecture, 3 hours laboratory per week).*

ECONOMICS

T-ECO 102 Economics (3 cr.)
The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large. *(3 hours lecture per week).*

T-ECO 104 Economics (3 cr.)
Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems. Prerequisite: T-ECO 102. *(3 hours lecture per week).*

T-ECO 108 Consumer Economics (3 cr.)
Designed to help the student use his resources of time, energy, and money to get the most out of life. It gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and to understand better the economy in which he lives. *(3 hours of lecture per week).*

ECO 1114 Industrial Economics (Basic) (3 cr.)
The fundamental principles of economics including the institutions and practices by which people gain a livelihood in our industrial society. Topics include production, consumption, exchange and distribution of materials and resources, money and credit, business fluctuations, labor and management. *(3 hours lecture per week).*

ELECTRICAL

ELC 1112 Direct and Alternating Current (9 cr.)
A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and Kirchoff's Law. A study of the sources of direct current voltage potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits. *(5 hours lecture, 12 hours laboratory per week).*

ELC 1113 Alternating Current and Direct Current Machines and Controls (9 cr.)
Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple system controls. An introduction to the type control used in small appliances such as: thermostats, times, or sequencing switches. Prerequisites: ELC 1112, MAT 1115, *(5 hours lecture, 12 hours laboratory per week).*

ELC National Electrical Code (2 cr.)
Instruction covers the purpose and interpretation of the national electrical code as well as familiarization with various charts, code rulings and wiring methods. *(2 hours lecture per week).*

ELC 1121 Electrical Machines and Control (3 cr.)
An introduction to the construction, operation and utilization of direct current and alternating current machines. Familiarization with the various types of machine control device. *(2 hours lecture, 3 hours laboratory per week).*

ELC Electrical Motors (4 cr.)
A study of the Electrical motor, laboratory practice consists of motor connections, wiring and rebuilding electrical motors. *(3 hours lecture, 3 hours laboratory per week).*

ELC 1124 Residential Wiring (8 cr.)
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. Prerequisite: ELC 1113, DFT 1110. *(5 hours lecture, 9 hours laboratory per week).*

ELC 1125 Commercial and Industrial Wiring (9 cr.)
Layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electrical Codes, and the application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems. Prerequisite: ELN 1118, ELC 1124. *(5 hourse lecture, 12 hours laboratory per week).*

ELECTRONICS

ELN 1118 Industrial Electronics (5 cr.)
Basic theory, operating characteristics, and application of vacuum tubes such as: diodes, triodes, tetrodes, pentodes, and gaseous control tubes. An introduction to amplifiers using triodes, power supplies using diodes, and other basic applications. Prerequisite: ELC 1113. *(3 hours lecture, 6 hours laboratory per week).*

ELN 1119 Industrial Electronics (5 cr.)
Basic industrial electronic systems such as: motor controls, alarm systems, heating systems and controls, magnetic amplifier controls, welding control systems using thyratron tubes, and other basic types of systems commonly found in most industries. Prerequisite: ELN 1118. *(3 hours lecture, 6 hours laboratory per week).*

ELN 1122 Vacuum Tubes and Circuits (8 cr.)
An introduction to vacuum tubes and their development; the theory, characteristics and operation of vacuum diodes, semi-conductor diodes, rectifier circuits, filter circuits, triodes and simple voltage amplifier circuits. Prerequisite: ELC 1112, MAT 1115. *(5 hours lecture, 9 hours laboratory per week).*

ELN 1123 Amplifier Systems (4 cr.)
An introduction of commonly used servicing techniques as applied to monophonic and stereophonic high fidelity amplifier systems and auxiliary equipment. The operation and servicing of inter-communication amplifiers and switching circuits will also be taught. Prerequisite: MAT 1115, ELC 1112. *(2 hours lecture, 6 hours laboratory per week).*

ELN 1125 Radio Receiver Servicing (4 cr.)
Principles of radio reception and practices of servicing; included are block diagrams of radio receivers, servicing techniques of AM and FM receivers by resistance measurements, signal injection, voltage analysis, oscilloscope methods of locating faulty stages and components and the alignment of AM and FM receivers. Prerequisite: ELN 1123, ELN 1122. *(2 hours lecture, 6 hours laboratory per week).*

ELN 1126 Transistor Theory and Circuits (9 cr.)
Transistor theory, operation, characteristics and their application to audio and radio frequency amplifier and oscillator circuits. Prerequisite: ELN 1123. *(4 hours lecture, 15 hours laboratory per week).*

ELN 1128 Television Receiver Circuits and Servicing (9 cr.)
A study of principles of television receivers, alignment of radio and intermediate frequency amplifiers, adjustment of horizontal and vertical sweep circuits will be taught. Techniques of troubleshooting and repair of TV receivers with the proper use of associated test equipment will be stressed. Additional study of more specialized servicing techniques and oscilloscope waveform analysis will be used in the adjustment, troubleshooting and repair of the color television circuits. Prerequisite: ELN 1126, ELN 1125. *(5 hours lecture, 12 hours laboratory per week).*

ELN 1129 Single Side-band Systems (6 cr.)
An introductory course of single side-band transmission system with carrier frequency or without and the associated balanced modulator of phasing system used to produce this type of transmission. Time will be allotted also to the necessary circuitry in the receiver to receive this type transmission. Prerequisite: ELN 1126, ELN 1125. *(3 hours lecture, 6 hours laboratory per week).*

ELN 1130 Two-way Mobile Maintenance (6 cr.)
A course to acquaint the student with the theory and maintenance of fixed station and mobile station transmitters and receivers. Except for radio laws, sufficient information will be given to qualify the student to take the FCC second class radiotelephone license examination. Prerequisite: ELN 1126, ELN 1125. *(3 hours lecture, 6 hours laboratory per week).*

ELECTRONIC DATA PROCESSING

T-EDP 104 Introduction to Data Processing Systems (4 cr.)
Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses. *(3 hours lecture, 2 hours laboratory per week).*

ENGLISH

T-ENG 101 Grammar (3 cr.)
Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life. *(3 hours lecture per week).*

T-ENG 102 Composition (3 cr.)
Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition. Prerequisite: T-ENG 101. *(3 hours lecture per week).*

T-ENG 103 Report Writing (3 cr.)
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 for each student at the end of the term. This report must have to do with something in his chosen curriculum. Prerequisite: T-ENG 102. *(3 hours lecture per week).*

T-ENG 204 Oral Communication (3 cr.)
A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews. Prerequisite: T-ENG 101. *(3 hours lecture per week).*

T-ENG 206 Business Communication (3 cr.)
Develops skills in techniques in writing business communications. Emphasis is placed on writing action—getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry. Prerequisite: T-ENG 102. *(3 hours lecture per week).*

ENG 1101 Reading Improvement (2 cr.)
Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units. *(2 hours lecture per week).*

ENG 1102 Communication Skills (3 cr.)
Designed to promote effective communication through correct language usage in speaking and writing. Prerequisite: ENG 1101. *(3 hours lecture per week).*

ENG 1103 Report Writing (3 cr.)
Fundamentals of correct language usage applied to report writing. Emphasis is placed on principles of report construction and application to various report forms. Prerequisite: ENG 1102. *(3 hours lecture per week).*

INDUSTRIAL

ISC 1101 Industrial Safety (3 cr.)
A study of the development of Industrial Safety; accident occurrence and prevention; analysis of accident causes and costs; basic factors of accident control; safety education and training; accident reporting and records; employer and employee responsibility; safety organizations; first aid; mechanical safeguards; personal protective equipment use; materials handling; fire prevention and protection; safety codes; and accident statistics. *(3 hours lecture per week).*

MATHEMATICS

T-MAT 110 Business Mathematics (5 cr.)
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. *(5 hours lecture per week).*

MAT 1101 Fundamentals of Mathematics (5 cr.)
Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth. *(5 hours lecture per week).*

MAT 1102 Math (Algebra) (3 cr.)
Basic concepts and operations of algebra: historical background of our base-10 number system; algebraic operations: addition, subtraction, multiplication and division; fractions, letter representation, grouping, factoring, ratio and proportion, variation; graphical and algebraic solution of first degree equations; solution of simultaneous equations by: addition and subtraction, substitution, graphing; exponents, logarithms, tables and interpolation. *(3 hours lecture per week).*

MAT 1103 Geometry (3 cr.)
Fundamental properties and definitions; plane and solid geometric figures, selected general theorems, geometric construction of lines, angles and plane figures. Dihedral angles, areas of plane figures, volumes of solids. Geometric principles are applied to shop operations. *(3 hours lecture per week).*

MAT 1115 Electrical Mathematics I (5 cr.)
An introductory algebra course with trigonometry and vectors needed in alternating current: algebraic operations of addition, subtraction, multiplication and division; use of letters and signs, grouping, factoring; exponents, ratios and proportions; algebraic and graphic solutions of first-degree equations; introduction to trigonometric functions, their graphs and applications to right triangles. Addition, subtraction and resolution of vector quantities. *(5 hours lecture per week).*

MAT 1116 Electrical Mathematics II (5 cr.)
A working knowledge of the powers of 10, OHM's Law for series and parallel circuits, quadratic equations, Kirchoff's Laws, trigonometric functions, plane vectors, alternating currents, vector algebra and logarithms. Prerequisite: MAT 1115 *(5 hours lecture per week).*

MAT 1120 Applied Mathematics (3 cr.)
Practical problems are especially selected to ensure mastery of mathematics principles applied to the automobile trades. Prerequisite: MAT 1101. *(3 hours lecture per week).*

MECHANICAL

MEC 1112 Machine Shop Processes (2 cr.)
To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade. *(6 hours laboratory per week).*

NURSING

NUR 1110 Vocational Adjustments I (2 cr.)
A study of the principles of good personal and vocational behavior of the Practical

Nursing student that will enable the student to work ethically with other health workers. *(2 hours lecture per week).*

NUR 1111 Health and Nutrition (3 cr.)
A two-part course which includes a study of personal, physical and mental health, including basic concepts of bacteriology as it relates to family and community health. The second part deals with the principles of good nutrition and their application to the needs of normal individuals, including some modifications necessary in diet therapy. *(3 lecture hours per week).*

NUR 1112 Basic Sciences (5 cr.)
A course which includes basic information of the normal structure and function of the body, discussing the various systems of the body and their special parts. *(5 hours lecture per week).*

NUR 1113 Nursing Fundamentals (10 cr.)
An introduction to the basic nursing principles underlying good nursing care in meeting the needs of patients during observation, ambulatory, and/or mildly ill stages. Emphasis is placed on the development of essential skills and attitudes needed for adequate performance within the PN role. *(8 hours lecture, 5 hours laboratory per week).*

NUR 1121 Advanced Nursing Fundamentals (2 cr.)
A course planned to give deeper and broader understanding of the necessary principles to meet the needs of the more seriously ill patient. Nursing care is presented in relation to general patient condition. Also included are basic principles and precautions of Drug Administration. Prerequisite: NUR 1113. *(1 hour lecture, 2 hours laboratory per week).*

NUR 1122 Introduction to Medical-Surgical Nursing (3 cr.)
A course planned to help the student in the development of understanding and skills necessary to meet the needs of patients with selected medical-surgical conditions, related diet therapy included. Previous learnings are re-inforced and supplemented. *(3 hours lecture per week).*

NUR 1123 Nursing of Mothers and the Newborn (4 cr.)
A course of study presenting information concerning the normal pregnancy, labor and delivery. Emphasis is placed upon the newer concepts of maternity nursing, and stresses basic principles rather than specific procedures. Included are nursing principles needed in meeting the newborn and premature infant's needs. *(3 hours lecture, 2 hours laboratory per week).*

NUR 1124 Nursing of Children (4 cr.)
A course of study presenting information concerning the needs of the normal child in various stages of growth and development. Emphasis is placed upon developing skills and attitudes necessary for the adjustment of the child and family to the hospital situation. Basic principles of communicable diseases fundamental to nursing responsibility for individuals, family, and the community, is also included. *(3 hours lecture, 2 hours laboratory per week).*

NUR 1125 Clinical Practice (4 cr.)
Actual nursing care experience with selected patients in the affiliating agencies, to enable the student in learning to meet the needs of patients while performing bedside care. Prerequisite: NUR 1122, NUR 1124. *(14 hours hospital).*

NUR 1130 Medical Surgical Nursing (7 cr.)
A course of study designed to provide the student with additional knowledge, emphasizing the development of skills necessary in meeting the needs of the more dependent patient. Prerequisite: NUR 1122. *(6 hours lecture, 2 hours laboratory per week).*

NUR 1133 Drug Therapy (3 cr.)
A course of study emphasizing the main effects, uses, and toxic symptoms of the more common drug classifications. Safety precautions and legal limitations are stressed throughout the course. *(2 hours lecture, 2 hours laboratory per week).*

NUR 1135 Clinical Practice (7 cr.)
Actual nursing care experiences with selected patients in the affiliating agencies, correlated with classroom theory. Experiences are provided to enable the student to meet the needs of the more dependent patient in the Medical, Surgical, Obstetrical, and Pediatric departments. *(21 hospital hours per week).*

NUR 1140 Medical-Surgical Nursing (7 cr.)
A course of study presenting care of the more critically and seriously ill patient. And develop the role of PN as an assistant in complex situations. Included are basic principles of emergency and disaster nursing. Prerequisite: NUR 1130. *(6 hours lecture, 2 laboratory hours per week).*

NUR 1141 Vocational Adjustments II (3 cr.)
A study of the legal and ethical responsibilities of the Licensed Practical Nurse. Discussions are centered around opportunities for employment and the obligations assumed upon employment. Visitors from Nursing Organizations are invited to help stimulate interest in joining these organizations. *(2 hours lecture, 2 hours laboratory per week).*

NUR 1145 Clinical Practice (7 cr.)
Nursing care experiences with the more critically and seriously ill patients in the affiliating agencies. Students participate in team conference with RN's and LPN's to help formulate nursing care plans to meet the needs of special patients. *(21 hours hospital per week).*
Basic Math and English will be taught in the Learning Laboratory.

PHYSICS

PHY 1101 Applied Science I (4 cr.)
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. *(3 hours lecture, 2 hours laboratory per week).*

PHY 1102 Applied Science II (4 cr.)
The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power. Prerequisite: PHY 1101. *(3 hours lecture, 2 hours laboratory per week).*

POLITICAL SCIENCE

T-POL 201 United States Government (3 cr.)
A study of government with emphasis on basic concepts, structure, powers, procedures and problems. *(3 hours lecture per week).*

POWER MECHANICS

PME 1101 Internal Combustion Engine (7 cr.)
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. *(3 hours lecture, 12 hours laboratory per week).*

PME 1102 Engine Electrical and Fuel Systems (10 cr.)
A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system. Prerequisite: PME 1101. *(5 hours lecture, 15 hours laboratory per week).*

PME 1103 Diesel Engine Servicing (3 cr.)
A study and practice in the servicing and repair of diesel engines and components. A study of fuels and special handling precautions, diesel engine principles, design, construction, reboring and installing of cylinder sleeves, and the operation of auxiliary engine controls. Prerequisite: PME 1102 or work experience. *(2 hours lecture, 3 hours laboratory per week).*

PME 1105 Diesel Engine Fuel Systems (6 cr.)
Fuel analysis, air induction, fuel systems with emphasis on pumps and injectors—their calibration and adjustments, combustion and precombustion chambers and exhaust systems. Prerequisite: PME 1101 and PME 1102 or work experience. *(3 hours lecture, 9 hours laboratory per week).*

PME 1121 Braking Systems (Truck) (3 cr.)
A complete study of various braking systems used on automobiles and light trucks. Emphasis is placed on how they operate, the proper adjustment and repair. *(2 hours lecture, 3 hours laboratory per week).*

PME 1126 Small Engine Repair (3 cr.)
The small engine repair is offered to train people in the maintenance and overhaul of the two and four cycle engines. Enrollees are taught to repair and replace defective parts of the small engines used to power boats, lawn mowers, garden tractors, chain saws, rototillers, and similar machines. Instruction in safety is one of the major responsibilities of the course. Prerequisite: PME 1101 or work experience. *(2 hours lecture, 3 hours laboratory per week).*

PME 1202 Auto Electrical/Electronics (7 cr.)
A thorough study of the theory and operation of various automobile electrical units and systems. Maintenance and testing procedures, diagnosis and repair of all types of electrical/electronic components, especially the transistor circuits, found on the modern automobile. Prerequisite: PME 1102. *(4 hours lecture, 9 hours laboratory per week).*

PME 1221 Front Suspension, Alignment and Power Steering (2 cr.)
Theory of operation, correct disassembly and mounting of all front suspension parts on various types of frames (car and light truck). A thorough understanding of the function and repair of steering gears (power and standard), shock absorbers, springs, wheels and tires, pumps, rams, etc. is gained. Theory and application of steering geometry, correct diagnosis of problems and use of the alignment and balancing machines; analysis and correction of tire wearing problems, vibrations, hard steering, pulling, etc. is experienced. Prerequisite: AUT 1123. *(1 hour lecture, 3 hours laboratory per week).*

PME 1224 Advanced Automatic Transmissions (7 cr.)
This course is designed to provide a measure of depth in the understanding of automatic transmissions. Instruction includes classroom study, demonstrations, and student participation in disassembly, reassembly, and testing of selected transmissions. Special emphasis is placed on principles, function, construction, operation, servicing and "trouble-shooting" procedures and repair of various types of automatic transmissions. Prerequisite: PME 1124. *(3 hours lecture, 12 hours laboratory per week).*

PME 1226 Automobile Servicing (5 cr.)
Emphasis is placed on trouble-shooting and repairing the various component systems on vehicles provided for general repairs. The student is given in depth experiences in diagnosis, testing, adjusting, repairing, and replacing component parts. Prerequisite: AUT 1125. *(2 hours lecture, 9 hours laboratory per week).*

PME 1227 Power Accessories (5 cr.)
This course is designed to acquaint the student with the operating, service, and repair of power operated seats, windows, tops, windshield wipers, radio antennas; etc. It should ensure the development of the student's ability to understand and trace out the circuits of the electrical accessories, to enhance his skill in diagnosing troubles and repairing damaged circuits. He will apply his knowledge in drawing and reading schematic diagrams of electrical circuits. Prerequisite: PME 1202 or work experience. *(5 hours lecture per week).*

PSYCHOLOGY

T-PSY 112 Personality Development (3 cr.)
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. *(3 hours lecture per week).*

T-PSY 206 Applied Psychology (3 cr.)
A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community. *(3 hours lecture per week).*

PSY 1101 Human Relations (3 cr.)
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. *(3 hours lecture per week).*

SOCIAL SCIENCE

T-SSC 201 Social Science I (3 cr.)
An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology. *(3 hours lecture per week).*

T-SSC 202 Social Science II (3 cr.)
A further study of social sciences with emphasis on economics, political science, and social problems as they relate to the individual. Prerequisite: T-SSC 201. *(3 hours lecture per week).*

T-SSC 205 American Institutions (3 cr.)
A study of the effect of American social, economic, and political institutions upon the individual as a citizen and as a worker. The course dwells upon current local, national, and global problems viewed in the light of our political and economic heritage. *(3 hours lecture per week).*

WELDING

WLD 1112 Mechanical Testing and Inspection (2 cr.)
The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, destructive, free-bend, guided-bend, nick-tear, notched-bend, tee-bend, nondestructive, V-notch, Charpy impact, etc. Prerequisite: WLD 1120, WLD 1121. *(1 hour lecture, 3 hours laboratory per week).*

WLD 1120 Oxacetylene Welding and Cutting (7 cr.)
Introduction to the history of oxyacetylene welding, the principles of welding, and cutting, nomenclature of the equipment, assembly of units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds. *(3 hour lecture, 12 hours laboratory per week).*

WLD 1121 Arc Welding (7 cr.)
The operation of AC transformers and DC motor generator arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weakness in welding. Safety procedures are emphasized throughout the course in the use of tools and equipment. *(3 hours lecture, 12 hours laboratory per week).*

WLD 1122 Commercial and Industrial Practices (6 cr.)
Designed to build skills through practices in simulated industrial processes and techniques: sketching and laying out on paper the size and shape description, listing the procedure steps necessary to build the product, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection. Prerequisite: WLD 1120, WLD 1121. *(3 hours lecture, 9 hours laboratory per week).*

WLD 1123 Inert Gas Welding (2 cr.)
Introduction and practical operations in the use of inert-gas-shield arc welding. A study will be made of the equipment, operation, safety and practice in the various positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding. Prerequisite: WLD 1120, WLD 1121. *(1 hour lecture, 3 hours laboratory per week).*

WLD 1124 Pipe Welding (7 cr.)
Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME code. Prerequisite: WLD 1121. *(3 hours lecture, 12 hours laboratory per week).*

WLD 1125 Certification Practices (5 cr.)
This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds. Prerequisite: WLD 1120, WLD 1121, WLD 1123, WLD 1124. *(3 hours lecture, 6 hours laboratory per week).*

WLD 1129 Basic Welding (3 cr.)
Basic characteristics of metals, equipment, its construction and operation are presented by means of audio-visuals and other educational media. Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating gas and arc welding equipment. Practice will be given in surface welding; bronze welding, silver-soldering, and flame-cutting and arc welding methods applicable to mechanical repair work. *(2 hours lecture, 3 hours laboratory per week).*

WLD 1130 Intermediate Welding (2 cr.)
Welding instruction on shop demonstrations in modern welding methods used by mechanics to fabricate steel and to maintain the equipment. The student learns procedures and techniques of joining frame members, supporting members, struts, braces, and other parts according to approved practices. Prerequisite: WLD 1129. *(1 hour lecture, 3 hours laboratory per week).*

ADULT EDUCATION AND EXTENSION PROGRAMS

GENERAL INFORMATION

An important function of Vance County Technical Institute is to provide general educational opportunities for the adults of Vance and surrounding counties. The Institute will offer on a continuing basis a number of courses under various programs. These courses are for upgrading, skill improvement, high school completion, or personal interest. Additional information concerning any program in this section may be obtained by contacting the Director of Adult Education.

Admission

Any adult living within commuting distance of the Institution is eligible to attend education classes offered by the Institute.

Any student admitted to class must have reached his eighteenth birthday, or his regular public school class must have graduated.

Individuals having special high school education needs who do not meet the above admission requirements may be assisted by special agreement between local public school officials and the administration of Vance County Technical Institute.

Schedules

Adult education classes are scheduled when a need for the class is established, space exists to teach the class, and an instructor is available. The programs normally begin and conclude on a quarterly schedule in conjunction with the curriculum programs, but variations may occur as needs exist.

Fees

A small fee is charged for certain adult education classes. Such fees, when charged, are due payable at registration. Textbooks when required may be bought through the Institute.

Attendance

Adults are expected to attend class regularly. Attendance records are maintained by class teachers.

Certificates and Diplomas

Certificates are awarded student meeting requirements for many of the classes and programs. High School diplomas are awarded to adults satisfactorily completing requirements in the Adult High School Program by the State Board of Education through the local Board of Education.

PROGRAM DESCRIPTION

Adult Basic Education

Basic education (grade 1-8) is open to any adult at least 18 years old. Classes meet weekly and are located in various communities throughout Henderson and surrounding counties. Reading, Writing, Spelling and Arithmetic make up the major areas of study. The student may enter the program at any time, and progress at his own speed. This program is free to all adults.

Adult High School

The Adult high school program is designed to assist individuals in the attainment of their high school diploma. Each student works separately and progresses according to his abilities. Transcripts of previous education are required and all completed units will transfer into the program. Adults are placed in the learning environment according to the results of preliminary testing. Standardized tests are used to determine achievement. Students may enter at the beginning of any quarter, approximately September 1, December 1, March 1 and June 1. Graduates will be issued an Adult High School Diploma from the State Department of Education in cooperation with the local school board. This program is free to all adults.

High School Equivalency Program

Many adults study in the learning laboratory in preparation for the State High School Equivalency Examination. Under this plan, an individual

may take a series of refresher courses before taking the General Educational Development Test (GED). This test covers five areas: English expression, Literature, Mathematics, Social Studies, and Natural Science.

The High School Equivalency Certificate is issued by the State Department of Public Instruction. The certificate is recognized by employers as the legal equivalent of a diploma from an accredited High School.

Requirements for GED—Minimum age of 19, residence of North Carolina for at least one year; file application on a special form which is available in the office of the Superintendent of Vance County Schools; pay a test fee of $10.00.

GENERAL EDUCATION PROGRAMS

General Education serves the aspirations of the more mature for learning new and more renumerative skills. In this area the Institute offers the individual an opportunity to attain skills for personal use and general education to broaden the individual culturally. Variation of course offerings are limited only by community interest and available instructors. Classes will be organized any time fifteen (15) or more individuals register for a course. Some of the courses available are listed below. This is only a partial listing. Adults should call the Institute to express their areas of interest.

Academic
- Special Remedial Courses
- College Preparatory Courses
- Advanced Courses
- Modern Math

Citizenship
- North Carolina History
- American History
- Political Parties
- The Constitution

Consumer Education
- Family Finance
- Law for the Layman
- Consumer Problems
- Personal Investments
- Personal Income Tax

Creative Arts
- Music Appreciation
- Painting and Drawing
- Art Appreciation
- Art
- Public Speaking
- Forums on Community Affairs
- Creative Writing
- Decoupage
- Ceramics

Family Life
- Mental Hygiene
- Community-Family Relations

Foreign Language
- Conversational French
- Conversational Spanish

General Interest
- Speed Reading
- Exercise and Weight Control
- Driver Education
- Fundamentals of Bridge

Hobby Courses
- Powder Puff Mechanics
- Small Engine Repair
- Auto Tune-up at Home
- Orientation to the Auto for Women
- Carpentry and Cabinet Making

Homemaking
- Cake Decorating
- Flower Arrangement
- Knitting
- Sewing
- Interior Decorating
- Nutrition
- Landscaping
- Hatmaking

Language Arts
- Literature
- Creative Writing
- Group Dynamics
- Rapid Reading
- Effective Listening

Parent Education
- Adolescent Behavior
- Pre-school Problems
- Child Psychology
- Maternity Care

EXTENSION EDUCATION

Extension courses are job-related part time studies designed to increase skills of employees. These are generally devised to meet the specific needs of individuals who are presently employed. Curriculums are developed primarily to aid people already in a special field in order that they may become proficient through training to receive advancement in positions.

These occupationally oriented courses do not lead to a degree, but a certificate is awarded upon successful completion of each prescribed course.

Types of Extension Classes

(1) Special extension courses sponsored state wide by the Department of Community Colleges.
- Ambulance Training Courses
- Fire Service Training
- Fisheries Occupations
- Forensic Science Education
- Law Enforcement Training Courses
- Hospitality Courses
- Job Safety Training
- Supervisory Development Training Courses

(2) Extension courses developed to meet local vocational needs.
- Basic Electricity
- Air Conditioning
- TV and Radio Repair
- Auto Mechanics
- Knitting Machine Fixing
- Home Appliance Repair
- Bricklaying
- Power Sewing
- Tractor Repair
- Welding
- Drafting
- Blueprint Reading

(3) Industrial Services Programs

This program works exclusively with *new* and *expanding* industry. The purpose is to provide a custom training program tailored to fill the needs of a particular company. These programs of a short term nature and terminate when the immediate needs of employment have been met. The design is flexible so as to accommodate the training of workers for highly specialized jobs or for mass training for lesser skilled tasks. The industrial service programs may be carried out at the Institute, or the individual company may request that instructors come to the industry to conduct training.

COMMUNITY SERVICE

The Institute considers community service programs an integral part of its function. These programs may include degree credit, non-degree credit courses and special programs which are designed to serve the entire community. In this capacity the Institute desires to be the hub of progressive community enrichment. Fees will be arranged in accordance with the type of programs desired. Some examples of community service progress are: Adult forums which discuss vital community, national and social issues.

Cooperation and coordination of special interest activities within the community.
- Art Festivals
- Special Workshops
- Lecture Series
- Dramatic Presentations

LEARNING LABORATORY

The learning laboratory can best be defined as a programmed systems approach to learning. It is an accumulation of commercially available programmed, or self instructional, materials to be used under the direction of a highly trained coordinator. The programmed materials enable the student to *progress at his own speed* and *to study during scheduled time periods most convenient to him* and to study without competition with fellow students. The laboratory programs feature self-instruction in areas of the language arts, social studies, mathematics, science, foreign language arts, and academic skills. Vocational courses are available in electricity, business secretarial skills, nursing and other areas.

A coordinator is available to counsel and assist students. No grades are issued, but students are clearly aware of progress made. All learning laboratory study is free of charge.

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