Vance County Technical Institute

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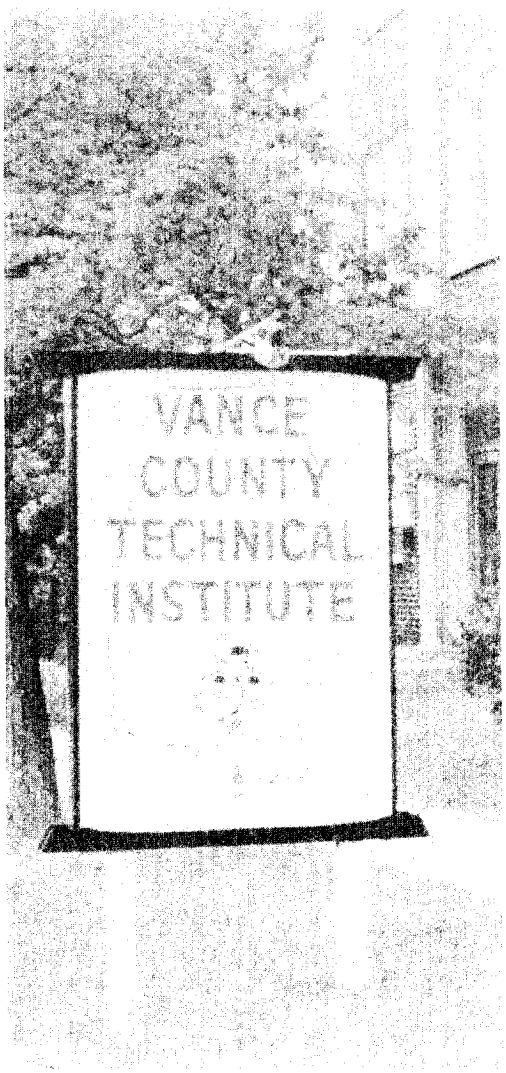


VANCE COUNTY TECHNICAL INSTITUTE

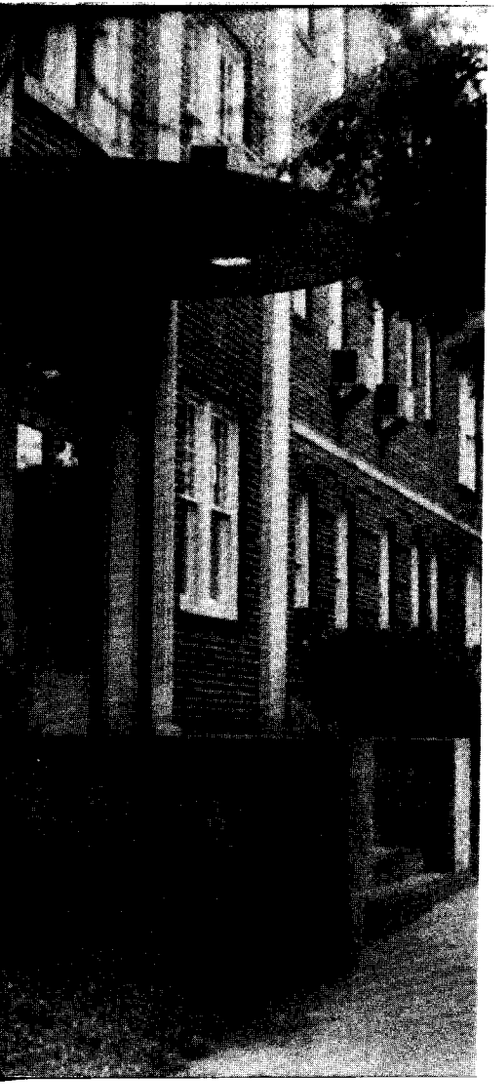
SERVING VANCE COUNTY AND THE

SURROUNDING COMMUNITIES

Member Institution of the
North Carolina Community College System

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



GENERAL INFORMATION

INSTITUTIONAL PURPOSE

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 accredited by the North Carolina Board of Nursing.

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 Welding 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 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.

ADMISSIONS

ADMISSION POLICY

Vance County Technical Institute maintains an "open door" policy for all applicants who are high school graduates or who are eighteen years old or older. The Institute serves all students regardless of race, creed or national origin. Selective curricula are determined by officials of the institution, within guidelines established by the State Board of Education for each curriculum and course offered.

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

PROCEDURES

For those students who are entering organized curricula, the following items should be filed with the Director of Student Services:

1. An application for admission
2. An official transcript of the high school or college records.
3. A statement of individual health.

Before enrolling, applicants are required to take the General Aptitude Test with the Employment Security Commission for counseling purposes.

NOTIFICATION OF ACCEPTANCE

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

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.

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 speical programs when approved by the appropriate school principal or superintendent.

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.

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 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.

FEES AND FINANCIAL AID

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	Cost of Materials
Late Registration	5.00
Graduation Fee	10.00

For non-residents of the State of North Carolina tuition is two and one-half times the amounts listed above.

Inasmuch as costs are so inexpensive, Vance County Technical Institute does not provide for the installment payment of fees and charges.

Book Cost

Students are required to buy the necessary textbooks for courses. The estimated average cost is $35.00 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.

Textbooks are purchased by the student as they are needed. Books cost on the average $100.00 per year.

The Institute cannot assume the responsibility for injuries or losses sustained on or off campus by an student. It is required, for the protection of the student, that accident

insurance be purchased. This insurance is available to the student at registration at a current cost of $3.00 per academic year.

*Out-of State Students

Out-of-state students are admitted under the same regulations as others. Tuition and fees are established by the State Board of Education. The most recent ruling places these charges at two and one-half times the amount charged North Carolina Students.

1. A person twenty-one years of age or older is not deemed eligible for the lower tuition rate unless he has maintained his legal residence in North Carolina for at least the six months next preceding the date of his enrollment in an institution of higher education in this state.

2. The legal residence of a person under twenty-one years of age at the time of his first enrollment in an institution of higher education in this state is that of his parents, surviving parent, or legal guardian. In cases where parents are divorced or legally separated, the legal residence of the father will control unless custody of the minor has been awarded by court order to the mother or to a legal guardian other than a parent. No claim of residence in North Carolina based upon residence of a guardian in North Carolina will be considered if either parent is still living unless the action of the court appointing the guardian antedates the student's first enrollment in a North Carolina institution of higher education by at least twelve months.

3. The residence status of any student is determined as of the time of his first enrollment in an institution of higher education in North Carolina and may not thereafter be changed except: (a) in the case of a nonresident minor student at the time of his first enrollment whose parents have subsequently established legal residence in North Carolina; and (b) in the case of a resident who abandons his legal residence in North Carolina. In either case, the appropriate tuition rate will become effective at the beginning of the quarter or term next following the date of change of residence status.

4. The legal residence of a wife follows that of her husband, except that a woman student currently enrolled in this institution as a resident may continue as a resident even though she may marry a nonresident.

5. Military personnel attached to military posts or reservations in North Carolina are not considered eligible for the lower tuition rate unless they have maintained a legal residence in the state for at least the six months preceding the date of first enrollment in an institution of higher education in the state.

6. Aliens lawfully admitted to the United States for permanent residence who have established a legal residence in North Carolina according to paragraphs numbered 1, 2, or 4, above, are eligible for the lower tuition rate.

7. Ownership of property in or payment of taxes to the State of North Carolina apart from legal residence will not qualify one for the lower tuition rate.

The furnishing of incomplete or incorrect information regarding residence may result in the student's dismissal from the Institute. The Registration Office determines each student's residence status on the basis of existing information and interpretation of regulations.

Payments

Each officially admitted student to a course of study will make a $15.00 tuition deposit at a time indicated by the Institute. This deposit is non-refundable except in cases where the school is unable to admit the person or unable to offer the course applied for, but is applied to the first quarter's tuition charge upon registration.

No student will be permitted to graduate, nor will a transcript be issued until all financial obligations to the school are satisfied.

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.

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.

HARRIETT-HENDERSON SCHOLARSHIP - The Harriett-Henderson Yarns, Inc. of Henderson has tuitional grants to be awarded to individuals demonstrating financial need. Variable amounts up to $128 annually may be granted to individuals through the financial aid committee.

ROYSTER-PARKER FUND - Fred S. Royster and Lannah Parker Royster have established grants to cover expenses for those students enrolled in the Nursing curriculum.

Loans

VOCATIONAL STUDENT LOAN FUND. Using funds donated by the North Carolina Consumer Finance Association, the State Board of Education established the Vocational Student Loan Program. Students who demonstrate financial need may borrow up to $300 annually. The interest rate is only 3½ percent and repayment begins one year following graduation.

COLLEGE FOUNDATION, INC. Vance County Technical Institute is a member of College Foundation, Inc. Through this corporation, students may borrow up to $1,000 yearly. The interest rate varies up to 6 percent, depending upon the acutal source of monies borrowed.

VETERANS AND WAR ORPHANS

All curriculum programs offered by Vance County Technical Institute are approved by the Veterans Administration for enrollment by veterans and/or War Orphans under Chapter 35, Title 38, United States Code.

Individuals who served in the Armed Forces since January 31, 1955, and who were honorably discharged may qualify for benefits under the Veterans Readjustment Benefits Acts of 1966—the "Cold War G.I. Bill."

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.

COLLEGE WORK-STUDY PROGRAM

The College Work-Study Program was established by the 88th Congress under Title I, Part C of Public Law 88-452. This program provides funds for the part-time employment of a limited number of students by the Institute or other non-profit organizations. Students demonstrating financial need may be employed in libraries, offices, bookstore, laboratories, shops, and building maintenance.

OTHER AID

In addition to the above program, Vance County Technical Institute is eligible and may participate in the following programs if student financial needs warrant: Educational Opportunities Grants; Guaranteed Student Loan Program; and National Defense Student Loan Program.

STUDENT LIFE

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

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.

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.

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.

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.

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.

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, rights of other, destruction of property, 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

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 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.

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 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.

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. Student displaying a parking permit may use all unsigned areas.

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 100 well-chosen periodicals which represent and support the curriculum. These periodicals are useful in locating the most recent information on a particular subject.

HOURS OF CLASSES

Students may attend the Technical Institute on either a full-time or part-time basis. Normally full-time students attend four (4) to six (6) hours per day, Monday through Friday. Most programs of study for full-time students begin between 8:00 a.m. and 10:00 a.m. and end between 1:00 p.m. and 5:00 p.m.

Evening students attend between one (1) and four (4) nights per week. Hours for these classes are between 6:00 p.m. and 10:00 p.m.

ACADEMIC STANDARDS

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. A $10.00 graduation fee must accompany the application.

GRADUATION REQUIREMENTS

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. Having 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.

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 honors)
3.8 Summa cum laude (with highest honors)

Special Awards

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 **Honors 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.**

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

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. The Institute's purpose is to train students for successful employment in industrial and business worlds. Therefore, regular and prompt attendance in all classes is expected of every student. As all students are adults with many responsibilities, an occasional absence might be absolutely necessary: however, such absences in no way lessens the student's responsibility for meeting the requirements of the class.

In order to allow for normal illness and other emergency situations, a student will be permitted absences equal to 10% of the number of hours a class meets during the quarter. 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.

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.

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.

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.

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
R Reschedule	0 Quality point for each credit hour
F Failure	0 Quality point for each credit hour

Incompletes. An Incomplete (INC) may be given only under extenuating circumstances as determined by the instructor. Such a grade must be removed by the end of the following quarter. If not removed within this time, the incomplete becomes a failure. Two or more incompletes in a quarter will ordinarily result in a reduced load the following quarter. Students with three or more incompletes may register for the following quarter by special permission only.

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.

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.

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.

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.

REGISTRATION

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

No registrations are permitted in credit classes after the date listed in the school calendar.

Changes in schedules must be approved by the student's faculty advisor and arranged through the Student Services Office.

Registration for non-credit classes is usually held at the first class meeting for the course.

COURSE LOAD

Students enrolled for 12 or more quarter hours of credit applicable to their major will be considered full-time students. Students desiring to carry more than 21 credit hours must obtain permission from the Student Services Office.

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.

PROGRAMS OF STUDY

Technical (2 year programs)
- *Associate in Applied Science* (A.A.S.)
  - Accounting (Proposed)
  - Business Administration
  - Early Childhood Specialist (Fall 1972)
  - General Education (Fall 1972)
  - General Office Technology
  - Marketing and Sales
  - Secretarial Science

Vocational (1 year programs)
- *Diploma in area of skill*
  - Automotive Mechanics
  - Child Care Worker
  - Cosomotology (Extension)
  - Drafting, Building Trades
  - Electrical Installation and Maintenance
  - Para Professional in Education
  - Practical Nursing
  - Nursing Aide
  - Radio, TV Servicing and Repair
  - Welding
- *Manpower Development Training Programs*
  - Welding
  - Electrical
  - Plumbing
  - Brick Masonry
  - Carpentry

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

Associate in Applied Science Degree

ACCOUNTING CURRICULUM

Length (2 years) 6 quarters

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 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			Quarter Hours Credit
FIRST QUARTER			
T-ENG	101	Grammar	3
T-BUS	102	Typewriting (Or Elective)	3
T-MAT	110	Business Mathematics	5
T-BUS	101	Introduction to Business	5
T-ECO	102	Economics	3
			19
SECOND QUARTER			
T-ENG	102	Composition	3
T-BUS	120	Accounting	6
T-ECO	104	Economics	3
T-BUS	115	Business Law	3
T-BUS	123	Business Finance	3
			18
THIRD QUARTER			
T-ENG	103	Report Writing	3
T-BUS	124	Business Finance	3
T-BUS	110	Office Machines	3
T-BUS	121	Accounting	6
T-BUS	116	Business Law	3
			18

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

BUSINESS ADMINISTRATION
Associate in Applied Science Degree

BUSINESS ADMINISTRATION CURRICULUM

Length (2 years) 6 quarters

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.

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.

BUSINESS ADMINISTRATION
SUGGESTED CURRICULUM BY QUARTERS

Course Title			Quarter Hours Credit
FIRST QUARTER			
T-ENG	101	Grammar	3
T-BUS	102	Typewriting (or elective)	3
T-MAT	110	Business Mathematics	5
T-BUS	101	Introduction to Business	5
T-ECO	102	Economics	3
			19
SECOND QUARTER			
T-ENG	102	Composition	3
T-BUS	120	Accounting	6
T-ECO	104	Economics	3
T-BUS	115	Business Law	3
T-BUS	123	Business Finance	3
			18
THIRD QUARTER			
T-ENG	103	Report Writing	3
T-BUS	124	Business Finance	3
T-BUS	110	Office Machines	3
T-BUS	121	Accounting	6
T-BUS	116	Business Law	3
			18

Course Title			Quarter Hours Credit
FOURTH QUARTER			
T-ENG	204	Oral Communication	3
T-BUS	232	Sales Development	3
T-EDP	104	Introduction to Data Processing Systems	4
T-BUS	239	Marketing	5
		Elective	3
			18
FIFTH QUARTER			
T-ENG	206	Business Communication	3
		Social Science Elective	3
T-BUS	243	Advertising	4
T-BUS	235	Business Management	3
		Elective	3
			16
SIXTH QUARTER			
		Social Science Elective	3
T-BUS	229	Taxes	4
T-BUS		Principles of Supervision	3
T-BUS	271	Office Management	3
		Elective	6
			19
		Total Quarter Hours in Course	96
		Electives (Min.)	12
			108

EARLY CHILDHOOD SPECIALIST
(Proposed Fall 1972)
Associate in Applied Science Degree

EARLY CHILDHOOD CURRICULUM

Length (2 years) 6 quarters

The Early Childhood Specialist is a person trained in the care of infants and young children. This individual may choose to work with exceptional children; that is, those children in rehabilitation clinics, in evaluation clinics, or in specialized day care centers. Or she may choose to work as a kindergarten aide functioning as an assistant to the certified teacher. A third of many job choices would be to organize and operate a private child care enterprise. The increasing emphasis on pre-school training for children combined with a growing number of working mothers is causing and will continue to cause a great demand for persons trained in this area.

The objectives for a person entering this curriculum are to understand and be able to:

1. meet the physical and nutritional needs of preschool children.
2. provide activities which stimulate intellectual, emotional, and social growth of children.
3. guide children in the formation of acceptable habits and attitudes.
4. assist children in their learning to communicate effectively with others.

EARLY CHILDHOOD SPECIALIST
SUGGESTED CURRICULUM BY QUARTERS

Course Title			Quarter Hours Credit
FIRST QUARTER			
T-ENG	101	Grammar	3
T-PSY	104	The Dynamics of Human Behavior	4
T-SOC	104	The Family: A Cross-Cultural Survey	3
T-EDU	101	Child Growth Development	3
T-SCI	101	General Science	5
			18
SECOND QUARTER			
T-ENG	102	Composition	3
T-PSY	105	Human Growth & Development: Prenatal & Infant	3
T-SOC	105	Families in the American Culture	3
T-EDU	102	Programming for Young Children	5
T-NUT	102	Nutrition for Young Children	3
			17
THIRD QUARTER			
T-ENG	103	Report Writing	3
T-PSY	106	Human Growth & Development: Early Childhood	3
T-SOC	106	The Family in the Community	3
T-EDU	103	Working with Young Children	6
T-HEA	101	Personal Hygiene and Health	2
			17
FOURTH QUARTER			
T-ENG	204	Oral Communication	3
T-PSY	201	Human Growth & Development: Middle Childhood & Adolescence	3
T-EDU	201	Activities for Young Children	6
T-SOC	201	The Child and Community Services	3
		Elective	3
			18
FIFTH QUARTER			
T-ENG	206	Business Communications	3
T-PSY	202	Human Growth & Development: Adulthood	3
T-EDU	202	Seminar-Practicum in Early Childhood	8
T-EDU	203	The Exceptional Child	3
		Social Science Elective	3
			20
SIXTH QUARTER			
		Social Science Elective	3
		Elective	3
T-EDU	204	Parent Education	3
T-EDU	205	Seminar-Practicum	7
T-EDU	206	Special Problems in Early Childhood	2
			18
		Total hours in Course	96
		Electives	12
		Total	108

GENERAL EDUCATION CURRICULUM
With
College Transfer Option
Proposed Fall 1972
Associate Degree in General Education

GENERAL EDUCATION

Length (2 years) 6 quarters

In a joint effort to better serve the people in this community, Vance County Technical Institute and East Carolina University will offer a two-year general education curriculum with a one-year college transfer option.

The General Education Curriculum has two main objectives: one is to provide an educational program beyond the high school level for students desiring certain liberal arts courses but not wishing to pursue a four-year degree; the second objective is to provide those students who do wish to pursue a four-year college program the opportunity to take their freshman college courses near home. Credit earned by the successful completion of this program may be transferred to an accredited college or university. A total of forty-eight (48) quarter hours of college credit extension course work will be offered on the campus of Vance Tech. Instructors will be provided by faculty members of the two institutions.

Admissions:

Students must meet the entrance requirements of both Vance Tech. and ECU.

GENERAL EDUCATION
SUGGESTED CURRICULUM BY QUARTERS

Course Title			Quarter Hours Credit
FIRST QUARTER			
*G-ENG	101	Freshman Composition I	5
*G-HIS	101	Am. History to 1865	5
*G-MUS	101	Music Appreciation	2
*G-PHI	101	Introduction of Philosophy	3
			15
SECOND QUARTER			
*G-ENG	102	Freshman Composition	5
*G-HIS	102	Am. History Since 1865	5
*G-SOC	101	Introduction to Sociology	5
			15
THIRD QUARTER			
*G-HEA	101	Personal & Community Hygiene	5
*G-MAT	101	College Algebra	5
*G-POL	101	National Government	5
*G-PSY	101	General Psychology	3
			18

**Option

Course Title			Quarter Hours Credit
FOURTH QUARTER			
T-SSC		Social Science Elective	3
T-BUS	229	Taxes	4
T-BUS	272	Principles of Supervision	3
T-BUS	271	Office Management	3
		Elective	6
			19
FIFTH QUARTER			
T-ENG	206	Business Communications	3
T-BUS	235	Business Management	3
T-BUS	243	Advertising	4
T-SSC		Social Science Elective	3
		Elective	3
			16
SIXTH QUARTER			
T-ENG	204	Oral Communication	3
T-EDP	104	Introduction to Data Processing System	4
T-BUS	232	Sales Development	3
T-BUS	239	Marketing	5
		Elective	3
			18
		Total Hours in Course	93
		Electives	9
		Total	102

* Courses taught by staff of ECU.

**At this time, students may transfer to a four-year college or university.

GENERAL OFFICE TECHNOLOGY
Associate in Applied Science Degree

GENERAL OFFICE Length (2 years) 6 quarters

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.

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.

GENERAL OFFICE TECHNOLOGY
SUGGESTED CURRICULUM BY QUARTERS

Course Title			Quarter Hours Credit
FIRST QUARTER			
T-ENG	101	Grammar	3
T-BUS	102	Typewriting (or elective)	4
T-MAT	110	Business Mathematics	3
T-BUS	101	Introduction to Business	5
T-ECO	102	Economics	3
			19
SECOND QUARTER			
T-ENG	102	Composition	3
T-BUS	103	Typewriting (or elective)	3
T-BUS	110	Office Machines	3
T-BUS	115	Business Law	3
T-BUS	120	Accounting	6
			18
THIRD QUARTER			
T-ENG	103	Report Writing	3
T-BUS	104	Typewriting	3
T-BUS	112	Filing	3
T-BUS	116	Business Law	3
T-BUS	121	Accounting	6
			18

Course Title			Quarter Hours Credit
FOURTH QUARTER			
T-ENG	204	Oral Communication	3
T-BUS	205	Advanced Typewriting	3
T-BUS	211	Office Machines	3
T-BUS	232	Sales Development	3
T-BUS	212	Machine Transcription—Executive	2
		Elective	3
			17
FIFTH QUARTER			
T-ENG	206	Business Communication	3
T-BUS	213	Office Procedures	4
T-EDP	104	Introduction to Data Processing Systems	4
		Social Science Elective	3
		Elective	6
			20
SIXTH QUARTER			
T-BUS	271	Office Management	3
T-BUS	229	Taxes	4
T-BUS	210	Typing Office Practice	3
		Social Science Elective	3
		Elective	3
			16
		Total Quarter Hours in Course	96
		Electives (Min.)	12
		Total	108

MARKETING AND RETAILING
Associate in Applied Science Degree

Length (2 years) 6 quarters

MARKETING

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.

MARKETING & RETAILING
SUGGESTED CURRICULUM BY QUARTERS

Course Title			Quarter Hours Credit
FIRST QUARTER			
T-ENG	101	Grammar	3
T-BUS	245	Retailing	3
T-MAT	110	Business Mathematics	5
T-BUS	101	Introduction to Business	5
T-BUS	110	Office Machines	3
			19
SECOND QUARTER			
T-ENG	102	Composition	3
T-BUS	120	Accounting	6
T-ECO	102	Economics	3
T-BUS	115	Business Law	3
T-BUS	123	Business Finance	3
			18
THIRD QUARTER			
T-BUS	247	Business Insurance	3
T-BUS	124	Business Finance	3
T-ECO	104	Economics	3
T-BUS	121	Accounting	6
T-BUS	219	Credit Procedure and Problems	3
			18
FOURTH QUARTER			
T-ENG	204	Oral Communication	3
T-BUS	232	Sales Development	3
T-EDP	104	Introduction to Data Processing Systems	4
T-BUS	239	Marketing	5
T-BUS	249	Buying and Merchandising	3
			18
FIFTH QUARTER			
T-ENG	206	Business Communications	3
		Social Science Elective	3
T-BUS	243	Advertising	4
		Elective	3
T-BUS	260	Commercial Display and Design I	3
T-BUS	262	Fashion in Retailing	3
			19
SIXTH QUARTER			
		Social Science Elective	3
		Elective	3
T-BUS	241	Sales Promotion Management	3
		Elective	3
**T-BUS	268	Marketing and Retailing Internship or	
**T-BUS	261	Commercial Display and Design II	4
			16
		Structured Hours	99
		Electives	9
		Total	108

**Elective choice with adviser's approval.

SECRETARIAL SCIENCE
Associate in Applied Science Degree

SECRETARIAL

Length (2 years) 6 quarters

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 terminology 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.

SECRETARIAL-EXECUTIVE
SUGGESTED CURRICULUM BY QUARTERS

Course Title			Quarter Hours Credit
FIRST QUARTER			
T-ENG	101	Grammar	3
T-BUS	110	Business Mathematics	5
T-BUS	101	Introduction to Business	5
T-BUS	106	Shorthand (Or Elective)	4
			20
SECOND QUARTER			
T-ENG	102	Composition	3
T-BUS	103	Typewriting (Or Elective)	3
T-BUS	107	Shorthand	4
T-BUS	120	Accounting	6
T-BUS	115	Business Law	3
			19
THIRD QUARTER			
T-ENG	103	Report Writing	3
T-BUS	104	Typewriting	3
T-BUS	108	Shorthand	4
T-BUS	110	Office Machines	3
T-BUS	112	Filing	3
			16
FOURTH QUARTER			
T-ENG	204	Oral Communication	3
T-BUS	206	Dictation and Transcription (Executive)	4
T-BUS	205	Advanced Typewriting	3
T-BUS	211	Office Machines	3
T-EDP	104	Introduction to Data Processing Systems	4
			17
FIFTH QUARTER			
T-ENG	206	Business Communication	3
T-BUS	207	Dictation and Transcription (Executive)	4
T-BUS	214	Secretarial Procedures	4
		Social Science Elective	3
		Elective	6
			20
SIXTH QUARTER			
		Social Science Elective	3
T-BUS	208	Dictation and Transcription (Executive)	4
T-BUS	271	Office Management	3
		Elective	6
			16
		Total Quarter Hours in Courses	96
		Electives (Min.)	12
		Total	108

AUTOMOTIVE MECHANICS
Diploma Program

AUTOMOTIVE Length 12 months

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.

AUTO MECHANICS
SUGGESTED CURRICULUM BY QUARTERS

Course Title			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.

CHILD CARE WORKER
Diploma Program

CHILD CARE Length 9 months

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

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

CHILD CARE WORKER
SUGGESTED CURRICULUM BY QUARTERS

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

DRAFTING—BUILDING TRADES
Diploma Program

DRAFTING Length 12 months

This curriculum is designed to prepare students to enter the field of architectural drafting. The first two quarters contain courses basic to all fields of drafting. The third and fourth quarters contain specialization and related courses that prepare one to enter architectural drafting occupations.

Each course is prepared to enable an individual to advance rapidly in drafting proficiency upon entering the field of work. Courses are arranged in sequence to develop drafting skills and proficiency in mathematics and science. Courses to develop knowledge and skills in communication, human relations, economics, and industrial organization are provided to assist the student in developing understandings and confidence in his relations with other persons.

A building trades draftsman performs the general duties of a draftsman and also specializes in organizing and drawing of working drawings from final preliminary sketches from the designer, mechanical equipment and structural drawings included.

DRAFTING—BUILDING TRADES
SUGGESTED CURRICULUM BY QUARTERS

			Hours Per Week Class	Lab	Quarter Hours Credit
FIRST QUARTER					
DFT	1121	Drafting	3	12	7
MAT	1102-M	Mathematics I	5	0	5
ENG	1101	Reading Improvement	2	0	2
PHY	1101	Applied Science	3	2	4
			13	14	18
SECOND QUARTER					
DFT	1122	Drafting	3	6	5
DFT	1125	Descriptive Geometry	2	3	3
MAT	1103-M	Mathematics II	5	0	5
ENG	1102	Communication Skills	3	0	3
PHY	1102	Applied Science	3	2	4
			16	11	20
THIRD QUARTER					
DFT	1141	Building Trades Drafting	3	12	7
MAT	1104-M	Mathematics III	5	0	5
DFT	1144	Building Materials and Methods	3	0	3
DFT	1143	Building Mechanical Equipment	3	0	3
PSY	1101	Human Relations	3	0	3
			17	12	21
FOURTH QUARTER					
DFT	1142	Building Trades Drafting	3	12	7
DFT	1145	Specifications and Contracts	3	0	3
CIV	1101	Surveying	2	3	3
BUS	1103	Small Business Operations	3	0	3
			11	15	16
		Total Quarter Hours			75

ELECTRICAL INSTALLATION AND MAINTENANCE
Diploma Program

ELECTRICAL Length 12 months

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 1970 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 1973 and 700,000 by 1975. 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.

ELECTRICAL INSTALLATION AND MAINTENANCE
SUGGESTED CURRICULUM BY QUARTERS

Course Title			Hours Per Week Class	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	0	3
BUS	1103	Small Business Operations	3	0	3
			11	18	17
			Total		71

PRACTICAL NURSE
Diploma Program

NURSING Length 12 months

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.

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

PARA-PROFESSIONAL IN EDUCATION (Proposed)
Diploma Program

TEACHER AIDE

Length 12 months

The program is designed for those individuals seeking employment in a para-professional role in the Vance County school district. It is intended that the student have an opportunity to secure broad basic experiences in those fundamentals of education necessary for the performance of non-instructional duties.

The program includes knowledge in educational policies, basic communications, clerical skills, use of instructional aides, child growth and development and school activities. Through the study of these and other aspects of the total school program the para-professional will acquire the essential information needed to assist the classroom teacher in working with the youth in a school situation.

The curriculum is designed to prepare individuals for entry into educational service roles. Through general education and special courses, the student is prepared for employment as a para-professional, assisting the classroom teacher with non-instructional activities. Skills for working with administrators, teachers and students are developed through study and practical experiences.

The non-certified aide will handle non-educational tasks, thereby freeing the teacher to do what he was trained to do, teach.

PARA-PROFESSIONAL IN EDUCATION
SUGGESTED CURRICULUM BY QUARTERS

Course Title			Hours Lecture	Hours Lab	Credit
FIRST QUARTER					
ENG	101	Grammar	3	0	3
BUS	102	Typewriting	2	3	3
MATH	1001	Modern Mathematics	3	0	3
EDU	1001E	Introduction to Paraprofessional Education	3	0	3
HEA	101	Personal Health & First Aid	2	3	3
PSY	101	General Psychology	3	0	3
			16	6	18
SECOND QUARTER					
ENG	102	Composition	3	0	3
BUS	103	Typewriting	2	3	3
BUS	112	Filing & Office Reproduction Processes	1	3	2
EDU	1020	School Organization and Records	2	0	2
EDU	1030	Teaching Techniques	3	0	3
EDU	1009	Art & Craft	1	3	2
PSY	201	Child Growth & Development	3	0	3
			15	9	18
THIRD QUARTER					
ENG	204	Oral Communication	3	0	3
EDU	1005	Working with young children	2	6	4
AUD	101	Audio-visual Materials	2	3	4
ENG	1004H	Reading Skills	2	3	3
LIB	101	Introduction to Library Sc.	3	2	4
			12	14	18
FOURTH QUARTER					
ENG	1005H	Children Literature	2	3	3
PHY ED	1003	Games and Activities for Youth	2	3	3
SSC	102	General Sociology	3	0	3
EDU	1301	Group Dynamics	3	0	3
EDU	1076	Laboratory Experience in Group Activities	2	3	3
			12	9	15
				Total	69

RADIO AND TELEVISION SERVICING
Diploma Program

RADIO & TELEVISION

Length 12 months

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.

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	1101	Basic Electric	3	2	4
ELN	1122	Transistor & 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	1101	Electro-Mechanical Servicing	5	6	7
SSC	1101	Social Science	2	0	2
ELN	1125	Radio Receiver Servicing	5	9	8
			15	15	20
THIRD QUARTER					
PSY	1101	Human Relations	3	0	3
ELN	1127	T.V. Servicing, Monochrome	10	15	15
			13	15	18
FOURTH QUARTER					
ELN	1128	Color Television Receiver Circuits and Servicing	15	15	20
BUS	1103	Small Business Operations	3	0	3
			18	15	23
			Total		83

WELDING
Diploma Program

WELDING Length 12 months

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.

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	Hours Per Week 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

NURSES' ASSISTANT
Certificate Program

NURSING AIDE

Length 11 weeks

This program is designed to prepare qualified personnel to give effective nursing care to selected patients, to make and report observations, and to carry out routine aspects of ward management. Classroom teaching is centered around modern concepts of health, functional relationships, and nursing procedures related to daily needs of patients, and to common therapeutic measures. Throughout the program emphasis is given to the role of the nurse's assistant. Clinical experiences provide opportunities for applying classroom learnings to practice in the hospital setting.

The course is one quarter in length and graduates will receive certificates on satisfactory completion of the course.

NURSES' ASSISTANT
Suggested Curriculum

Unit I	Introduction to Role of Nurses' Assistant	25 hours	**NURSING AIDE**
Unit II	Understanding Effects of Illness	15 hours	
Unit III	Making Observations on Patients	50 hours	
Unit IV	Safety Measures in Care of the Sick	30 hours	
Unit V	Measures to Promote the Patient's Comfort	40 hours	
Unit VI	Measures Related to the Patient's Illness	85 hours	
Unit VII	Becoming a Hospital Employee	85 hours	
or	Nursing the Aged	85 hours	

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.

ADULT EDUCATION PROGRAMS

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.

High School Equivalency

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.

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. All learning laboratory study is free of charge.

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.

GENERAL EDUCATION

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

BUSINESS AND INDUSTRIAL SERVICE PROGRAMS

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

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

NEW INDUSTRY TRAINING

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 pro-

SUPERVISORY DEVELOPMENT TRAINING

The Supervisory Development program has been designed to provide instruction for supervisors at various levels of management to prepare them for advancement.

Classes available to supervisory personnel are:

Principles of Supervision
Economics in Business and Industry
Art of Motivating People
Effective Communications
Industrial Safety and Accident Prevention
The Supervisor in North Carolina
Cost Accounting for Supervisors
Instructor Training
Supervision in Hospitals
Conference Leadership
Human Relations
Effective Writing
Effective Speaking
Reading Improvement
Work Measurement
Job Methods
Creative Thinking
Industrial First-Aid
Job Analysis Training

VOCATIONAL EXTENSION COURSES

The Vocational Extension classes conducted by Vance County Technical Institute are developed to fit the needs of industry and business and to provide training desired by employed individuals of the area. Because of the flexibility of these programs, courses are tailored to specific group needs. New programs are initiated as the need is indicated by surveys, interviews and sufficient enrollment in individual classes. Some examples of courses offered are:

Bricklaying
Power Sewing
Tractor Repair
Welding
Drafting
Blueprint Reading
Basic Electricity
Air Conditioning
TV and Radio Repair
Auto Mechanics
Knitting Machine Fixing
Home Appliance Repair

In-plant programs are designed to improve and enhance employee skills. Industry is invited to discuss their needs with the Director of Extension Programs.

Vance County Technical Institute offers, in addition to its other programs, a variety of vocational extension courses through its evening program at the Institute and at various facilities throughout the county. These courses afforded the opportunity for upgrading, up-dating, and pre-employment in training.

PROFESSIONAL INSERVICE PROGRAMS

BUSINESS EDUCATION

Professional Inservice Programs include courses in Business Education and Teacher Education. Courses are offered at the professional and subprofessional levels.

Courses in Business Education are planned especially for adults who desire business education for personal or job-related purposes. Among the courses provided by the institute are the following:

Beginning Typing
Business English
Shorthand
Bookkeeping
Business Correspondence
Business Math
Business Machines

TEACHER EDUCATION

Teachers are increasingly seeking opportunities for professional growth through inservice education. The Institute cooperates with local school agencies, senior colleges. and the universities in providing short courses, workshops, and courses for certificate renewal and professional growth.

COURSE DESCRIPTIONS: CREDIT COURSES

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 rapair. 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.*

AUDIO VISUAL

T-AUD 101 Visual Materials
This course is an introduction to the use and care of a variety of audio-visual aids and to the study of graphics. Emphasis on slides, photocopying, transparencies, and displays.

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 lecture, 2 hours laboratory per week). 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. Minumum 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 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 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).*

CIVIL ENGINEERING

CIV 1101 Surveying (4 cr.)
Theory and practice of plane surveying including taping, differential and profile leveling, cross sections, earth work computations, transit, standia, and transit-tape surveys. Prerequisites: MAT 1101, DFT 1107. *(2 hours lecture, 6 laboratory 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 layout 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 1125 Descriptive Geometry (3 cr.)
Graphical analysis of space problems. The problems deal with practical design elements involving points, lines, planes, connectors, and a combination of these. Included are problems dealing with solid geometry theorems. Where applicable, each graphical solution shall be accompanied by the analytical solution. Prerequisite: DFT 1121 *(2 hours lecture, 3 hours laboratory per week).*

DFT 1141 Building Trades Drafting (7 cr.)
An introduction to architectural drafting. Further development of techniques in lettering, dimensioning, freehand sketching and instrument drawing. Drawings of construction details, using appropriate material symbols and conventions. Working drawings, including plans, elevations, sections, scale details and full-size details will be prepared from preliminary sketches. Prerequisite: DFT 1122. *(3 hours lecture, 12 hours laboratory per week).*

DFT 1142 Building Trades Drafting (7 cr.)
Individual and group participation in the preparation of complete working drawings for a complex architectural structure. Study of drafting room organization and relationships of personnel whithin the architectural office. Prerequisites: DFT 1141, DFT 1143, DFT 1144. *(3 hours lecture, 12 hours laboratory per week).*

DFT 1143 Building Mechanical Equipment (3 cr.)
General study of heating, air conditioning, plumbing and electrical equipment, materials and symbols. Building code requirements pertaining to residential and commercial structures. Reading and interpretation of working drawings by mechanical engineers. Prerequisite: DFT 1122. *(3 hours lecture per week).*

DFT 1144 Building Materials and Methods (3 cr.)
Materials used in the construction of architectural structures will be studied. Their economic values and limitations affected by locality, budget and codes. Field trips to construction sites and study of manufacturer's specifications for materials. Standard sizes of structural materials and modular construction techniques. *(3 hours lecture per week).*

DFT 1145 Specifications and Contracts
The purpose and writings of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of client-architect-contractor responsibilities, duties and mutual protection. Prerequisites: DFT 1141, DFT 1143, DET 114. *(3 hours lecture 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).*

EDUCATION

T-EDU 101 Child Growth and Development (3 cr.)
Study of early growth and development, with emphasis on the principles and techniques for promoting the physical and mental health of the young child. Prerequisite: None. *(3 hours lecture per week).*

T-EDU 102 Programming for Young Children (5 cr.)
Study of principles and practices of early childhood education: the types of experiences, facilities, and media which will promote optimal development of each child. Guidelines for identifying, planning, organizing, and implementing appropriate programs for various levels of development are derived through group

discussion and individual projects. Laboratory experience provides opportunities to participate in planning activities, in selecting equipment and materials, in defining the adult role, and in developing techniques for managing children in a group situation. Prerequisite: T-EDU 101. *(3 hours lecture, 6 hours laboratory per week).*

T-EDU 103 Working with Young Children (6 cr.)
Case presentations, films, observations, and group discussions are utilized to study characteristic behaviors of each level of development and to derive guidelines for promoting desirable behaviors and for coping with undesirable behaviors. Laboratory experiences will provide opportunities to develop observation skills, effective techniques, and beginning skill in adapting activities to the needs of individual children. Through coordination with T-PSY 106, theories from behavioral science are identified as the foundation of techniques for working with young children. *(3 hours lecture, 6 hours laboratory per week).*

T-EDU 201 Activities for Young Children (6 cr.)
Individual and group exploration of activities and media for promoting optimal overall development of children, with special emphasis on music, art, science, and oral language development. Laboratory experiences provide opportunities to plan and implement a program which demonstrates the adaptability of specified activities and media to a variety of age levels. *(3 hours lecture, 6 hours laboratory per week).*

T-EDU 202 Seminar-Practicum in Early Childhood (8 cr.)
Experience in a variety of child care settings to develop further skill in working with young children in assisting with programming activities, and in adapting to the needs of individual children. Analysis of individual problems encountered in working with specific age groups. *(4 hours lecture, 12 hours laboratory per week).*

T-EDU 203 The Exceptional Child (3 cr.)
Study of children with developmental variations requiring modification in activities. Consideration is given to recognition of problems, community resources, and appropriate activities for the child with exceptional deviations in personality or physical development. Prerequisites: T-EDU 201 and T-SOC 201. *(3 hours lecture per week)*

T-EDU 204 Parent Education (3 cr.)
Study of ways parents can be involved in the child development center, of the purposes and value of home visitation, and of techniques for reporting child progress to parents. The role of the early childhood specialist in aiding parents in guidance of the child's development is emphasized. Each student will develop a series of programs appropriate for presentation to the parents of preschool children. Prerequisites: T-SOC 106 and T-PSY 202.

T-EDU 205 Seminar-Practicum (7 cr.)
Seminar on child development problems. Continued experience in a variety of child care facilities. Prerequisite: T-EDU 202. *(2 hours lecture, 15 hours laboratory per week).*

T-EDU 207 Special Problems in Early Childhood (2 cr.)
Directed study of a specialized area of early childhood, appropriate to the individual career interests of students. Prerequisites: T-EDU 202 and T-EDU 203. *(2 hours lecture per week).*

EDU 1001-~~F~~ Introduction to Para-Professional Education ~~(3 cr.)~~.
This course provides an introduction to the fundamental principles in education. It includes a historical view, aims and methods of education, the curriculum, the pupil population with consideration given to the organization and operation of the public schools in North Carolina. The role of the teacher aide in the public school is emphasized. ~~*(3 hours lecture per week).*~~

EDU 1001 The Nature & Scope of Day Care for Young Children (5 cr.)
Designed to promote understanding of the role and responsibilities of day care workers. Classroom activities include study of personal adjustment, the developmental sequence in infancy and childhood, and needs of young children for optimal intellectual, emotional, and social development. The importance of the adult-child relationship is emphasized throughout the course. *(5 hours lecture per week).*

EDU 1002 Health and Safety of Young Children (5 cr.)
Designed to promote understanding of factors which influence physical and emotional health during infancy and childhood. Classroom activities focus on practices and procedures for promoting good health among children in group care. The influence of child care workers on health and safety and on the teaching of health habits is emphasized throughout the course. *(5 hours lecture per week).*

EDU 1003 Creative Activities for Young Children (6 cr.)
Designed to promote appreciation for the importance of a varied program of activities for young children and to develop understanding of types of activities which should be provided in a group care facility. Classroom activities include discussion of media and techniques, experimentation with various media, and participation in planning activity programs for different age groups. *(5 hours lecture, 3 hours laboratory per week).*

EDU 1104 Field Experience in Child Care Facilities (2 cr.)
Designed to provide opportunities for students to apply classroom learnings to observation of young children and to participate in their care under the supervision of the teacher. Experience in various types of child care facilities will be related to classroom learnings through assignments, group discussions,

and conferences. This course is intended to indicate the experiences needed to reinforce learnings of EDU 1001, EDU 1002, and EDU 1003. *(6 hours laboratory per week).*

EDU 1005 Working with the Young Child (6 cr.)
An introduction to the relationships of developmental stages to behavior patterns, with emphasis on those methods of interacting with children which promote healthy progress from one developmental stage to the next. Discussions and assignments are designed to develop insight into the student's own attitudes and biases, as a basis for self-understanding and increased capacity for relating to children and adults effectively. Prerequisite: EDU 1001. *(3 hours lecture, 9 hours laboratory per week).*

EDU 1006 Communicating Effectively With The Young Child (3 cr.)
Study of language developments in relation to adult models and the child's early experiences. Remedial approaches to improving the student's oral communication, in order to serve as an effective model. Case studies provide opportunities to analyze problems of adult-child communication and to derive guidelines for establishing effective communication patterns with young children. Prerequisite: EDU 1001. *(3 hours lecture per week).*

EDUC 1007 Music in the Early Childhood Program (3 cr.)
Study of music which is appropriate for young children and ways of integrating music into the total program of activities. Students learn to utilize a wide variety of materials for rhythm, instrumental performance, and dramatic play. Laboratory sessions provide opportunities for learning songs and developing extensive files; field experience provides opportunities to participate in and evaluate music activities for various age groups. Prerequisite: EDU 1003. *(2 hours lecture, 3 hours laboratory per week).*

EDU 1008 Science in the Early Childhood Program (3 cr.)
Study of those scientific facts, concepts, and phenomena that are of interest to young children. Laboratory experiences provide opportunities to carry out simple experiments in which young children could participate. Each student will plan a science program which could be used as an integral component of the overall program for young children in group care. Prerequisite: EDU 1003. *(2 hours lecture, 3 hours laboratory per week).*

EDU 1009 Art in the Early Childhood Program (3 cr.)
Study of art media in relation to the creative process in young children, of the educational component that each medium reinforces, and of the ways a variety of low-cost art activities can be incorporated into a program for young children. Laboratory sessions provide first-hand experience with all of the media, opportunities to explore the uses of each, and practice in the care and storage of materials. Each student will plan a meaningful sequence of art activities which could be incorporated into a program for young children. Prerequisite: EDU 1003. *(2 hours lecture, 3 hours laboratory per week).*

EDU 1010 Working with the Young Child with Problems (6 cr.)
Further study of behavior in relation to developmental stages, with emphasis on behavior which is symptomatic of emotional physical handicaps. Case studies and field observations are utilized for analysis of problems commonly encountered in group situations. Effective interaction and other types of remedial help are explored. Behavior of the child care worker is analyzed as a possible factor in contributing to or alleviating maladjustment, with focus on the importance of constructively utilizing an analytic approach to self-development and to improved interpersonal skills. Prerequisite: EDU 1005. *(3 hours lecture, 9 hours laboratory per week).*

EDU 1011 Conceptual and Language Development (3 cr.)
Study of means for helping children develop in their ability to communicate and to formulate concepts about their environment. Emphasis is on utilization of all facets of the program to reinforce concept development and to increase vocabulary through stimulation of oral communication. Reading assignments and recordings of children's speech provide opportunities to study speech development, to establish realistic expectations and to identify children with needs for special attention to language development. Prerequisite: EDU 1006. *(3 hours lecture per week).*

EDU 1012 Literature in the Early Childhood Program (3 cr.)
Study of literature for young children, with emphasis on criteria for evaluating the literary value of children's books. Extensive reading and development of a topical file provide resources for selection of appropriate materials to use in field practice, to develop skill in oral reading and in story telling. Prerequisite: EDU 1006. *(3 hours lecture per week).*

EDU 1013 Parent Education (3 cr.)
Designed to develop understanding of the rewards and difficulties of parents. Role playing provides oppor-
Role playing provides opportunities to practice ways of working with parents through home visits, individual conferences, informal conversations and group meetings. The relationship of the child care facility to other community agencies is explored, including ways each can best serve children and their families. Emphasis is given to the responsibility of child care workers to know about community resources, to be sensitive to needs of parents, and to help parents become aware of and utilize services of the community. Prerequisite: EDU 1001. *(3 hours lecture per week).*

EDU 1014 Administration and Supervision in a Preschool Facility (3 cr.)
Designed to assist students to develop a philosophy of preschool education which can serve as a guide in establishing policies and procedures for the operation of a center for group care of young children. Emphasis is given to principles of supervision and techniques for promoting acceptance of a philosophy by the total staff. Prerequisite: EDU 1001. *(3 hours lecture per week).*

EDU 1015 Group Care of Infants (3 cr.)
Study of development from birth to age three and of the problems specific to group care of children under 3. Each student will develop a plan of care for a group of 5 children; the plan must reflect concern for the child's total development and show procedures for dealing with the practical problems of providing safe care for infants and toddlers. *(3 hours lecture per week).*

EDU 1016-H Laboratory Experiences With Activities for Young Children (3 cr.)
Individually and in groups, aides have a variety of experiences with media and how it can be used with children in the area of art. They learn games and how to organize and participate in such activities. They also learn how to assist in dramatizations, and how to prepare bulletin boards. *(2 hours lecture, 3 hours laboratory per week).*

EDU 1117 Practicum (4 cr.)
Student aides are assigned to public schools in the area under the supervision of an experienced teacher for the purpose of gaining valuable experiences. Aides will receive this on-the-job training for four school days each week during an eight (8) week session. *(1 hour lecture, 9 hours laboratory per week).*

EDU 1020 School Organization and Records (3 cr.)
Insights into the total school organization, from the Administrative Unit to the classroom teacher. The preparation of school records and reports as used by classroom teachers. *(3 hours lecture per week).*

EDU 1030 Teaching Techniques (3 cr.)
An overview of the methods and materials used by the classroom teacher in presenting information to the students. Emphasis on the role of the para-professional aide in assisting the teacher. *(3 hours lecture per week).*

EDU 1031 Group Dynamics (3 cr.)
The development of practices that will enable the para-professional aide to work with the classroom teacher through the development of insights in group leadership. *(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 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 mocks-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 hours lecture, 12 hours laboratory per week).*

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).*

ELECTRONICS

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 1127-1128 Television Receiver Circuits and Servicing (9 cr.)
A study of principles of color 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).*

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. Prerequsite: 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).*

ENG 1003 Reading for Children (3 cr.)
(2 hrs. per day for 3 wks.)
Techniques to use in teaching comprehension and interpretation, enlarging vocabulary and teaching word attack skills. *(3 hours lecture).*

ENG 1004 Word Attack Skills (5 cr.)
Emphasis is placed on phonics, syllabification, configuration, structural analysis, contextual clues and how the use of these skills can be used by an aide to assist individuals and small groups. *(5 hours lecture per week).*

ENG 1005 Children's Literature (5 cr.)
Includes a familiarization of children's books, how to tell stories, and how to read stories to children with expression. *(5 hours lecture per week).*

HEALTH

T-HEA 101 Personal Hygiene and Health (3 cr.)
Study of influences on physical and mental health, individual practices which aid in maintaining good physical and mental health throughout the life span, and responsibilities of those working with young children to maintain personal health and to serve as models for health practices. Prerequisite: None. *(3 hours lecture per week).*

HEA 1001 Personal Hygiene & Grooming (3 cr.)
This course is designed to make students aware of what constitutes personal hygiene, good grooming and an attractive personality, and why these attributes are necessary for job success. *(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).*

LIBRARY

T-LIB 101 Introduction to Library Services (3 cr.)
A short history of libraries and library service and an introduction to the various types of libraries. An explanation of the classification systems, the card catalog, the ethics and processes of library service. *(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 1001-C Modern Math ~~(3 cr.)~~
A familiarization of concepts and terminology used in the primary and intermediate grades so the aide can effectively tutor individuals and small groups. ~~*(3 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).*

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 Pracrice (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.

NUTRITION

T-NUT 102 Nutrition for Young Children (3 cr.)
Study of basic nutrition, with emphasis on (1) methods of helping young children and their families learn nutritional concepts and (2) planning balanced diets for preschool children. *(3 hours lecture per week).*

PHYSICAL ED.

PHY ED 1003 Games and Activities for Youth (3 cr.)
The principles, practices and procedures relating to games of low organization. Emphasis is on class organization, types of activities and student safety.

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. Characterisics of fuels 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).*

PSYCHOLOGY

T-PSY 101 General Psychology (3 cr.)
A study of the various fields of psychology; the developmental process; motivation; emotion; frustration and adjustment; mental health; attention and perception; problems in group living. Attention is given to application of these topics to self-understanding, and adjustment to the demands of society. *(3 hours lecture per week).*

T-PSY 104 The Dynamics of Human Behavior (4 cr.)
Study of human behavior, with emphasis on developmental aspects, motivations, common behavioral patterns, and the role of defense mechanisms in human behavior. Laboratory experiences will demonstrate a variety of theories related to human behavior. *(3 hours lecture, 2 hours laboratory per week).*

T-PSY 105 Human Growth and Development: Prenatal and Infant (3 cr.)
A detailed study of the development sequence of the prenatal and infant periods, with emphasis on developmental influences and conditions necessary for optimal development of individuals. *(3 hours lecture, per week).*

T-PSY 106 Human Growth and Development: Early Childhood (3 cr.)
A detailed study of the developmental sequence during the preschool period, ages 2 to 6. Emphasis is given to factors influencing development; the importance of experiences in establishing patterns of behavior, attitudes, interpersonal skills; language usage; and the relationship of early childhood to later realization of potential. *(3 hours lecture per week).*

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 201 Human Growth and Development: Middle Childhood and Adolescence (3 cr.)
A detailed study of the developmental sequence during middle childhood and adolescence; emphasis is given to environmental and social factors which influence developmental rates, formulation of behavior patterns, and establishment of value systems and interests. Prerequisite: T-PSY 106. *(3 hours lecture per week).*

T-PSY 202 Human Growth and Development: Adulthood (3 cr.)
A study of adulthood in terms of developmental tasks, life problems, crises, adjustment mechanisms, and problems related to intellectual, emotional, and social aspects of the individual in relation to others and to society. Prerequisite: T-PSY 201. *(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).*

SOCIOLOGY

T-SOC 102 General Sociology (3 cr.)
In this introduction to the principles of sociology, an attempt is made to provide an understanding of culture, collective behavior, community life, and social change.

T-SOC 104 The Family: A Cross-Cultural Survey (3 cr.)
Study of the family as a social unit, with primary focus on the influences of family relationships during infancy and childhood. Historical patterns and the evolution of family roles in various types of cultures provide opportunities to analyze and interpret the influence of the culture and the family in relation to the larger society. *(3 hours lecture per week).*

T-SOC 105 Families in the American Culture (3 cr.)
Study of the family in the American culture, changing patterns in family roles, the influence of socio-economic status on family relationships, factors associated with cultural deprivation, and the effects on children in such families. *(3 hours lecture per week).*

T-SOC 106 The Family in the Community (3 cr.)
Study of community agencies concerned with physical and mental health in families, socio-economic problems, and education for child-rearing. Prerequisite: T-SOC 105. *(3 hours lecture per week).*

T-SOC 201 The Child and Community Services (3 cr.)
Study of the types of facilities needed by a community concerned with the well-being of its children. Analysis of child needs which can be met through community planning, with identification of local, state, and national resources. *(3 hours lecture per week).*

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

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CALENDAR 1971-72

FALL QUARTER

Orientation / August 30-September 1, 1971
Registration / September 2, 1971
Classes begin / September 8
Last day of registration / September 15
Fall quarter ends / November 24, 1971
Thanksgiving Holidays / November 25 & 26, 1971

WINTER QUARTER

Orientation / November 29, 1971
Registration / November 30, 1971
Classes begin / December 1
Last day of registration / December 8
Winter quarter ends / February 25, 1972
Christmas Holidays / December 21, 1971

SPRING QUARTER

Orientation / March 1, 1972
Registration / March 2, 1972
Classes begin / March 6
Last day of registration / March 13
Spring quarter ends / May 24, 1972
Easter Holidays / March 30, 1972

SUMMER QUARTER

Registration / May 30, 1972
Classes begin / May 31, 1972
Last day of registration / June 7
Summer quarter ends / August 18, 1972
Holidays / July 3, 1972

CALENDAR 1972-73

FALL QUARTER

Orientation / August 28 & 29, 1972
Registration / August 31, 1972
Classes begin / September 6
Last day of registration / September 13
Fall quarter ends / November 22, 1972
Thanksgiving Holidays / November 23, 24, 1972

WINTER QUARTER

Orientation / November 27, 1972
Registration / November 28, 1972
Classes begin / November 29
Last day of registration / December 6
Winter quarter ends / February 23, 1973
Christmas Holidays / December 20, 1972

SPRING QUARTER

Orientation / February 28, 1973
Registration / March 1, 1973
Classes begin / March 5
Last day of registration / March 12
Spring quarter ends / May 23, 1973
Easter Holidays / April 19, 1973

SUMMER QUARTER

Orientation / May 29, 1973
Registration / May 30, 1973
Classes begin / May 31
Last day of registration / June 7
Summer quarter ends / August 17, 1973
Holidays / July 2, 1973

INDEX