

Rowan Tech



General Information Bulletin
'74 - '76



Rowan Technical Institute

Salisbury, N. C. 28144

Telephone 637-0760

Digitized by the Internet Archive
in 2024 with funding from
North Carolina Digital Heritage Center

Supported by
THE NORTH CAROLINA STATE BOARD OF EDUCATION
DEPARTMENT OF COMMUNITY COLLEGES
THE ROWAN COUNTY BOARD OF COMMISSIONERS

Accredited by
THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
THE NORTH CAROLINA STATE BOARD OF EDUCATION

Member of
AMERICAN ASSOCIATION OF JUNIOR COLLEGES
<https://archive.org/details/rowantechnicalin1974rowa>

ADMISSION

Rowan Technical Institute, as do all other branches of the North Carolina Department of Community Colleges, operates under an "open door" admissions policy. This means that any high school graduate, or any high school non-graduate eighteen years old or older, who is able to profit from further formal education may be admitted to the Institute.

The open door policy does not mean that there are no restrictions on specific programs. It does mean that these restrictions are flexible enough to allow each student the opportunity to eliminate deficiencies through remedial work. When a student is able to meet the specific admission requirements for a given curriculum, he may then be enrolled in that curriculum, and he may remain in the program for as long as he makes satisfactory progress.

The admission procedure for all occupational education programs requires that the student:

1. Complete the Application for Admission and return it to the Student Personnel Office.
2. Have the high school forward a transcript of his high school record directly to the Student Personnel Office of Rowan Technical Institute. If the applicant is in his final year of high school, a preliminary record should be sent in support of his application, with the understanding that it is to be supplemented after graduation.
3. Have any college, university, or technical institute previously attended forward an official transcript.
4. Report to the Student Personnel Office for a placement interview as scheduled, or notify that office to request another appointment.
5. The General Aptitude Test Battery given by the Employment Security Commission is recommended for all students and is **required** for Associate Degree Nursing students.

FOR ADDITIONAL INFORMATION
CONTACT THE STUDENT PERSONNEL OFFICE

Admission Policy

Tuition and Financial Aid

Student Activities

Technical Education

Vocational Education

Proposed Programs

Academic Calendar



TUITION AND FEES

Tuition fees are set by the State Board of Education and are subject to change without notice. Cost of textbooks and supplies are additional expenses which vary according to the program of study. Current basic fees to be paid by students upon enrollment are as follows:

Technical and Vocational Programs

Tuition fee for resident curriculum students is charged at the rate of \$2.50 per credit hour with a maximum tuition charge of \$32.00 per quarter. These fees are due and payable registration day.

Continuing Education Division Courses

Some continuing courses involve small instructional or registration fees. Detailed information as to which courses carry a fee may be obtained from the Continuing Education Division.

RESIDENT STUDENTS

A resident student is generally defined as one whose legal residence must have been in North Carolina for at least six months immediately prior to enrollment or re-enrollment in an institution of higher education.

OUT-OF-STATE STUDENTS

Entrance requirements and admission procedures for persons who reside outside the State of North Carolina are the same as for residents.

Tuition for non-residents is \$137.50 per quarter for full-time enrollment.

STUDENT ACTIVITY FEE (13 credit hours minimum)

All full-time students are required to pay an activity fee of \$5.00 for each of the fall, winter, and spring quarters. This fee is used to support the Student Activities Program.

TEXTBOOKS AND SUPPLIES

The cost of textbooks and supplies vary according to the program of study, but average about \$45.00 per quarter for full-time students. These items may be purchased from the Bookstore.

FINANCIAL AID

Rowan Technical Institute attempts to assist students to meet their financial needs for occupational education. This is done through a program of financial aid which includes many forms of assistance.

The Institute serves as a referral agency for:

- Veterans Benefits
- Social Security
- Vocational Rehabilitation
- Department of Social Services
- Employment for part-time work

The Institute serves as a disbursing or coordinating agency for:

- Scholarships
- Federal Grants
- Vocational Work-Study Programs
- Loans:
 - National Vocation Student Insured Loan Plan
 - Bryan Foundation Student Loan Plan
 - Practical Nurse Education Loan Plan
 - Revolving Loan Fund (Short Term)

A limited number of scholarships are given each year; however, most scholarships are donated on a year-to-year basis causing a variation in numbers of scholarships available each year.

All students accepted to a curriculum program may apply for all forms of financial aid through the Financial Aid Officer. Amount of aid is allocated to students on the basis of need and indicated ability to succeed in the program to which he has applied. The kind of aid is also determined through consultation with the student. Students needing financial assistance should apply early in the year preceding the date of expected enrollment.

Tuition and Financial Aid

Student Activities

Technical Education

Vocational Education

Proposed Programs

Academic Calendar



STUDENT ACTIVITIES

Rowan Technical Institute offers its students the opportunity to participate in a variety of activities. Student activities are considered an integral part of the student's total educational experience. Students are encouraged to participate in student activities.

The Student Government Association gives the students an opportunity to gain practical experience in the democratic process through participation in a program of self government. The purpose of the Student Government Association is to provide the means for responsible and effective student participation in the organization and control of student affairs. The Student Government Association is composed of all full-time students. Part-time students may elect to join the Association. The constitution and activities of the Association are subject to approval and sanction of the administration of the Institute.

The Associated Veterans Club plays an important role in rendering services to veteran students, promoting harmony with the school, the S.G.A., staff and faculty, and provides leadership training to the veterans who serve as club officers. All veteran students are urged to join the A.V.C.

A yearbook, The Spectrum, is published annually by a staff of students to portray the history and activities of each school year.

Recreational activities for intramural sports are available to students during their leisure hours.

Social activities are planned and carried out by a committee of the Student Government Association.

Student societies and clubs are organized along career and special interest lines to bring together students and faculty members for the purpose of promoting personal growth, career development, fellowship, projects of mutual interest and social activities. These include the Mechanical Society, Business Leaders Club, the Fire Protection Society, and the Practical Nurse Club.

A full slate of intramural sports is offered to the interested student. Those currently offered include football, basketball, softball, golf, pinochle, and bowling. These are organized by curriculums, and an interested student should contact his Student Government Association representative.

Rowan Technical Institute is a member of the Piedmont Athletic Conference for Technical Institutes. The school currently sponsors conference basketball and golf teams. Other conference activities are under consideration.

Cheerleaders are selected every year to support the basketball team.

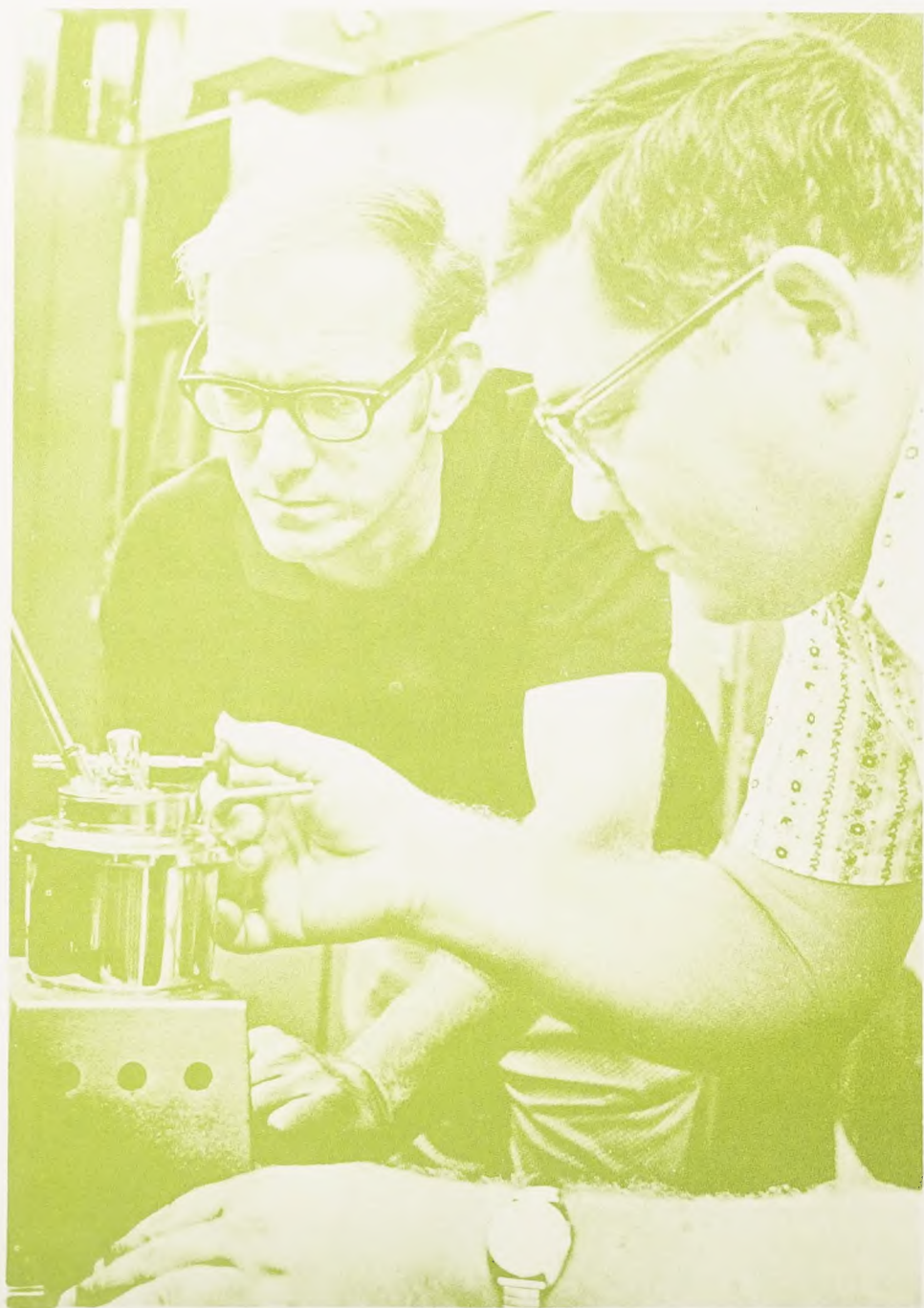
Student Activities

Technical Education

Vocational Education

Proposed Programs

Academic Calendar



TECHNICAL EDUCATION

The ultimate objective of technical education is employment and further growth through occupational experience. Upon successful completion of a prescribed technical program, a student is awarded the Associate in Applied Science Degree.

Technical programs offered at Rowan Technical Institute are as follows:

Associate Degree Nursing
Business Administration
Drafting and Design Technology
Early Childhood Specialist
Early Childhood Specialist — Child Care Option
Electronic Data Processing — Business
Electronics Engineering Technology
Executive Secretarial Science
Fire Protection Engineering Technology
Fire Science Technology
Fire Science Technology — Certificate Program
Industrial Management Technology
Industrial Safety Technology
Manufacturing Engineering Technology
Marketing and Retailing Technology
Medical Secretarial Science
Radiologic Technology



Technical Education

Vocational Education

Proposed Programs

Academic Calendar

ASSOCIATE DEGREE NURSING PROGRAM (T-059)

The objective of the Associate Degree Nursing program is to make available to qualified persons, the opportunity to prepare to become a Registered Nurse at minimal expenses, and within a minimum amount of time.

Opportunities are provided each student to acquire both liberal and specialized technical education.

During the two year period, students take courses in nursing and related subjects at the institute. They also receive a wide range of guided nursing experiences in hospital settings.

Graduates of the program are eligible to take the State Board Examination. A passing score entitles the individual to receive a license and use the legal title of Registered Nurse.

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours Credit
FIRST QUARTER (FALL)		FIFTH QUARTER (FALL)	
ENG 101R Grammar and Composition	3	NUR 202 Nursing Care in Physical and Mental Illness II	11
BIO 104 Microbiology	5	SSC 201 Social Science I	3
NUR 101 Fundamentals of Nursing I	7	ENG 204 Oral Communications	3
PSY 101 General Psychology I	3		<u>17</u>
NUR 100 Orientation	2		
	<u>20</u>		
SECOND QUARTER (WINTER)		SIXTH QUARTER (WINTER)	
ENG 102 Composition	3	NUR 204 Nursing Care in Physical and Mental Illness III	10
BIO 105 Human Anatomy and Physiology I	4	NUR 205 Nursing Seminar	4
NUR 102 Fundamentals of Nursing II	7	SSC 202 Social Science II	3
PSY 102 General Psychology II	3		<u>16</u>
	<u>17</u>		
THIRD QUARTER (SPRING)		SEVENTH QUARTER (SPRING)	
PSY 103 Child Growth and Development	3	NUR 203 Nursing History and Trends	3
NUR 109 Nutrition	3	SSC 205 American Institutions	3
BIO 106 Human Anatomy and Physiology II	4	NUR 207 Nursing Problems Elective *	10
NUR 103 Maternal and Child Care	8		<u>3</u>
	<u>18</u>		<u>19</u>
FOURTH QUARTER (SUMMER)			
NUR 201 Nursing Care in Physical and Mental Illness I	10		
NUR 104 Pharmacology	3		
PSY 201 Abnormal Psychology	5		
	<u>18</u>		

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

BUSINESS ADMINISTRATION (T-018)

The specific objectives of the Business Administration curriculum are to provide: (1) Understanding of the principles of organization and management in business operations; (2) Administering the economy through study and research in the area of production and marketing; (3) Knowledge of specific elements of accounting, finance and business law; (4) Understanding and skill in effective communication in business; (5) Knowledge of human relations as they apply to successful business operations in a rapidly expanding economy.

The graduates of the Business Administration program will enter a variety of fields and occupations from beginning sales clerk or office clerk to manager trainee. The duties and responsibilities of these graduates vary in different fields. They do such things as: buying up and selling goods, determining and dealing with the various types of taxes, and determining and setting company's operating records. They purchase and manage managers in supervising. Positions are available in businesses such as advertising, banks, communications, retailing, wholesaling, hotel, tourism and travel industry, insurance, transportation, manufacturing, and communications.

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours Credit
FIRST QUARTER (FALL)		FIFTH QUARTER (FALL)	
BUS 100	2	BUS 122R	6
ENG 101R	3	ENG 206	3
BUS 102	3	BUS 235	3
BUS 110	2	BUS 229	4
BUS 101	5	Elective *	4
MAT 100R	5	<hr style="width: 100%;"/>	20
	<hr style="width: 100%;"/>	SIXTH QUARTER (WINTER)	
	20	BUS 250R	3
SECOND QUARTER (WINTER)		Seminar	3
LNG 102	3	SSC 205	3
MAT 110	5	BUS 232	3
BUS 115	3	BUS 236R	6
ECO 102	3	Electives *	18
EDP 104	4		
	<hr style="width: 100%;"/>	SEVENTH QUARTER (SPRING)	
	18	BUS 272	4
THIRD QUARTER (SPRING)		PSY 206	3
BUS 120	6	BUS 211	3
ENG 103	3	Elective *	3
BUS 123	3	Business Elective *	3
ECO 104	3	<hr style="width: 100%;"/>	16
BUS 116	3		
	<hr style="width: 100%;"/>	FOURTH QUARTER (SUMMER)	
	18	BUS 121P	6
FOURTH QUARTER (SUMMER)		ENG 204	3
BUS 121P	6	BUS 239	5
ENG 204	3	BUS 124	3
BUS 239	5	Elective *	3
BUS 124	3	<hr style="width: 100%;"/>	20
	<hr style="width: 100%;"/>		
	20		

* Elective courses must be selected with advisor's approval from the associate degree curriculum. Each student must take an additional accounting course as one of his electives.

DRAFTING AND DESIGN TECHNOLOGY (T 043)

The curriculum for Drafting and Design Technology has been designed to provide optimum specialized technician instruction in a two year program. The courses are arranged in a sequence that gives the student the required technological and specialized courses as they are needed to coordinate his laboratory experiences.

The curriculum is designed to qualify the graduate for performance of duties in the field of mechanical drafting and design requiring the application of technical aspects of engineering principles. As the student develops in drafting skills, mathematics, and related science, a gradual shift is made in the curriculum applying these skills to practical problems in design. Emphasis is placed upon development of abilities to think and plan.

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours Credit
FIRST QUARTER (FALL)		FIFTH QUARTER (FALL)	
EGR 101R Introduction to Engineering Technology	2	EGR 201R Industrial Seminar	1
ENG 101R Grammar and Composition	3	DFT 201 Technical Drafting	4
MAT 101 Technical Mathematics	5	DFT 204 Descriptive Geometry	4
DFT 101 General Drafting I	3	MEC 110 Statics	4
MEC 101 Machine Processes	2	CHM 111 General Chemistry I	4
	<u>15</u>		<u>17</u>
SECOND QUARTER (WINTER)		SIXTH QUARTER (WINTER)	
ENG 102 Composition	3	EGR 202R Industrial Seminar	1
MAT 102 Technical Mathematics	5	DFT 205 Design Drafting I	4
PHY 101R Technical Physics I	4	ELC 202R Electrical Machines and Controls I	4
DFT 102 General Drafting II	3	MEC 210 Physical Metallurgy	4
MEC 102 Machine Processes	2	MEC 205 Strength of Materials	4
	<u>17</u>		<u>17</u>
THIRD QUARTER (SPRING)		SEVENTH QUARTER (SPRING)	
ENG 103 Report Writing	3	DFT 206 Design Drafting II	4
MAT 103 Technical Mathematics	5	MEC 211 Physical Metallurgy	4
PHY 102R Technical Physics II	4	MEC 235 Hydraulics and Pneumatics	4
ISC 201 Industrial Organization and Management	3	ELC 203R Electrical Machines and Controls II	4
DFT 103 Technical Drafting	3	EGR 102R Introduction to Computers	3
	<u>18</u>		<u>19</u>
FOURTH QUARTER (SUMMER)			
PSY 206 Applied Psychology			
DFT 211 Mechanisms			
DFT 200R Drafting Analysis			
ENG 204 Oral Communications			
PHY 103R Technical Physics III			

EARLY CHILDHOOD SPECIALIST (T-073)

The Early Childhood Specialist Curriculum is a two-year program designed to prepare men and women for gainful employment in the fields of Early Childhood education and child development.

The length of the program is two academic years of seven quarters of work. The curriculum allows students two exit points. Students completing an associate degree may continue the first three quarters of the program and receive a certificate of completion. Students who complete the program will be qualified after additional experience to enter more advanced paraprofessional positions which require greater responsibility and technical competence in child development institutions.

The responsibilities of the Early Childhood Specialist as a paraprofessional are quite varied and it requires a person with good interpersonal skills and adaptability as well as love for children to function effectively in this position. The major function of the Early Childhood Specialist is the care and guidance of young children. This includes a concern for the mental, social, physical, and emotional growth and development of the child. In a school or a child development center this may include outdoor play, storytelling, language and communication skills, experiences with music, art and dramatic activities, field trips, food preparation and service and other routines.

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours Credit
FIRST QUARTER (FALL)		FOURTH QUARTER (SUMMER)	
ENG 119 Grammar and Composition	3	Elective	3
PSY 148 Human Growth and Development	3	PSY 202 Introduction to Exceptional Children	3
EDU 112 Preschool Education	4	BUS 110 Office Machines	2
SOC 201 Social Science I	3	EDU 205 Seminar Practicum	4
EDU 104 Seminar Practicum	3	BUS 102 Typewriting	3
EDU 120 Orientation to Early Childhood Education	3		15
	19	FIFTH QUARTER (FALL)	
SECOND QUARTER (WINTER)		ENG 205R Children's Literature	4
ENG 112 Composition	3	ECON 207 Consumer Economics	
MUS 145 Creative Activities I (Music & Dramatics)	3	ENG 208 Communications with Children	3
PSY 148 Human Growth and Development	3	EDU 209 Creative Activities III (Math and Social Studies)	4
EDU 117 Instructional Media and Resources	4	EDU 210 Seminar Practicum	4
EDU 104 Seminar Practicum	3		17
MAT 111 Business Mathematics	5	SIXTH QUARTER (WINTER)	
	21	EDU 211 Parent Education	2
THIRD QUARTER (SPRING)		SOC 203R Marriage and the Family	3
ENG 111 Expository Writing	3	EDU 213 Creative Activities IV (Language Arts)	4
PSY 148 Science of Young Children	3	EDU 214 Seminar Practicum	4
EDU 148 Human Growth and Development	3	Elective	3
EDU 141 Health and Safety for Young Children	2		17
EDU 210 Seminar Practicum	3	SEVENTH QUARTER (SPRING)	
EDU 209 Creative Activities II (Visual Arts)	4	EDU 214 Physical Activities for Children	3
	19	PSY 117 Personal Development	3
		EDU 211 Seminar Practicum	6
		EDU 212 Nutrition	3
			15

Vocational Education

Proposed Programs

Academic Calendar

EARLY CHILDHOOD SPECIALIST — CHILD CARE OPTION (T-073)

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title
FIRST QUARTER (FALL)		THIRD QUARTER (SPRING)
ETC 101R Grammar and Composition	3	ENG 103 Report Writing
PSY 104R Human Growth and Development	3	SCI 109 Science for Young Children
EDU 102 Preschool Education	4	PSY 106R Human Growth and Development
SSC 201 Social Science I	3	HED 111 Health and Safety for Young Children
EDU 104 Seminar-Practicum	3	EDU 112 Seminar-Practicum
EDU 120 Orientation to Early Childhood Education	19	EDU 203 Creative Activities II (Art)
SECOND QUARTER (WINTER)		
ENG 102 Composition	3	
MUS 105 Creative Activities I (Music & Dramatics)	3	
PSY 105R Human Growth and Development	3	
EDU 107 Instructional Media and Resources	4	
EDU 108 Seminar-Practicum	3	
MAT 110 Business Mathematics	5	
	<u>21</u>	

ELECTRONIC DATA PROCESSING – BUSINESS (T-022)

The curriculum is designed to provide the student with the requisite knowledge for holding a job in a number of occupational specialties required including computer systems installation, job search, database, computer operation, programming, systems analysis and supervision. Emphasis in the curriculum is on the computer programming function, but the student graduating will have a theoretical foundation sufficient for him to advance in the data processing profession.

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours Credit
FIRST QUARTER (FALL)		FIFTH QUARTER (FALL)	
ENG 101R Grammar and Composition	3	BUS 235 Business Management I	3
MAT 110 Business Mathematics	5	EDP 204R Systems and Procedures	4
EDP 104 Introduction to Data Processing Systems	4	Technical Elective	3
BUS 101 Introduction to Business	5	ECO 102 Economics	3
BUS 100 Orientation to Business Education	2	BUS 225 Cost Accounting	4
	19		17
SECOND QUARTER (WINTER)		SIXTH QUARTER (WINTER)	
ENG 102 Composition	3	BUS 236R Business Management II	3
MAT 101 Technical Mathematics	5	ECO 104 Economics	3
BUS 120 Accounting	6	BUS 125R Statistics	3
EDP 101R FORTRAN Programming	4	EDP 208R PL-1 Programming I	4
	18	Elective	3
			16
THIRD QUARTER (SPRING)		SEVENTH QUARTER (SPRING)	
ENG 103 Report Writing	3	PSY 206 Applied Psychology	3
BUS 121R Partnership Accounting	6	BUS 272 Principles of Supervision	4
EDP 102R COBOL I Programming	4	EDP 203R COBOL II Programming	4
MAT 102 Technical Mathematics	5	EDP 200R Computer Systems I	3
	18	Elective	3
			17
FOURTH QUARTER (SUMMER)			
ENG 104 Oral Communications	3		
BUS 102R Corporation Accounting	6		
EDP 103R Data Processing Applications I	3		
EDP 211R RPG Programming	4		
	16		

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

ELECTRONICS ENGINEERING TECHNOLOGY (T-045)

This program provides a basic background in electronics theory and practical applications for business and industry. The electronics technician may start in one or more of the following areas: research, design, development, production, maintenance, or sales. He may be an engineering assistant, a laboratory technician, supervisor, or equipment specialist.

Upon completion of this program, students will find employment opportunities in such fields as radio and television production, radar, sonar, telemetering, and other forms of communication such as telephone; industrial and medical measuring, recording, indicating, and controlling devices; navigational equipment; missile and spacecraft guidance; electronic computers; and other types of equipment using vacuum tubes, transistors, and semi-conductor circuits.

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours Credit
FIRST QUARTER (FALL)		FIFTH QUARTER (FALL)	
MAT 101 Technical Mathematics	5	ENG 102 Composition	3
DFT 101R General Drafting I	3	ELN 207 Semiconductor Circuit Analysis	6
EGR 101R Introduction to Engineering Technology	2	ELN 214 Pulse and Wave Shaping Circuits I	4
ELC 101 Fundamentals of Electricity	7	ELN 220 Electronics Systems	6
FNG 101R Grammar and Composition	3		<u>19</u>
	<u>20</u>		
SECOND QUARTER (WINTER)		SIXTH QUARTER (WINTER)	
MAT 102 Technical Mathematics	5	PSY 206 Applied Psychology	3
PHY 101R Technical Physics I	4	ELN 215 Pulse and Wave Shaping Circuits II	4
DFT 102R General Drafting II	3	ELN 230 Basic Television	6
ELC 102 Fundamentals of Electricity	7	MAT 202 Boolean Algebra	2
	<u>19</u>	ELN 245 Electronic Design Project	2
		ENG 103 Report Writing	3
			<u>20</u>
THIRD QUARTER (SPRING)		SEVENTH QUARTER (SPRING)	
MAT 103 Technical Mathematics	5	ENG 204 Oral Communications	3
PHY 102R Technical Physics II	4	ELN 208 Industrial Electronics	6
ELN 105 Electronic Control Devices	7	ELN 240 Fundamentals of Computers	5
ELN 101 Electrical Instruments and Measurements	4	ELN 231 Fundamentals of Color Television	6
	<u>20</u>		<u>20</u>
FOURTH QUARTER (SUMMER)			
PHY 103R Technical Physics III	4		
ELN 206 Semiconductor Applications			
MAT 201 Technical Mathematics			
ELC 215 Electrical Machines			

EXECUTIVE SECRETARIAL SCIENCE (T-030)

The Executive Secretarial Science curriculum is designed to develop the necessary secretarial skills in typing, dictation, transcription, operation of office machines, 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 personal development.

The graduate of the Executive Secretarial Science Curriculum may be employed as a stenographer or a secretary, as well as in a variety of other secretarial occupations. Secretaries are primarily responsible for taking notes and transcribing letters, memoranda or reports. The secretary, in addition to taking minutes and transcribing, is given more responsibility in connection with answering office calls, screening telephone calls, handling numerous matters of a clerical nature and preparing reports, and a variety of executive duties on the job initiative. Major employment areas include a variety of businesses such as insurance companies, banks, marketing institutions, financial firms, as well as all types of manufacturing firms.

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours Credit
FIRST QUARTER (FALL)			
BUS 100 Orientation to Business Education	2	ENG 206 Business Communications	3
ENG 101R Grammar and Composition	3	BUS 207 Dictation and Transcription	4
BUS 102 Typewriting	3	BUS 214E Secretarial Procedures I (Executive)	4
MAT 100R Essentials of Mathematics	5	BUS 209 Machine Transcription	4
BJS 110 Office Machines	2		15
BJS 106 Shorthand	4	SIXTH QUARTER (WINTER)	
<u>19</u>		BUS 208 Dictation and Transcription	4
SECOND QUARTER (WINTER)			
ENG 102 Composition	3	BUS 215E Secretarial Procedures II (Executive)	4
BUS 103 Typewriting	3	BUS 112 Filing	3
BUS 107 Shorthand	4	BUS 216R Individual Study	4
IDP 104 Introduction to Data Processing Systems	4		15
MAT 110 Business Mathematics	5	SEVENTH QUARTER (SPRING)	
<u>19</u>		PSY 206 Applied Psychology	3
THIRD QUARTER (SPRING)			
ENG 103 Report Writing	3	PSY 112 Personal Development	3
BJS 108 Shorthand	4	BUS 183E Terminology and Vocabulary (Business)	3
BJS 104 Typewriting	3	SSC 203R Marriage and the Family Electives	3
BUS 120 Accounting	6		6
ECON 104 Economics	3		18
<u>19</u>		FOURTH QUARTER (SUMMER)	
ENG 204 Oral Communications	3	ENG 204 Oral Communications	3
BUS 206 Dictation and Transcription	4	BUS 206 Dictation and Transcription	4
BUS 205 Advanced Typewriting	3	BUS 205 Advanced Typewriting	3
BUS 121R Partnership Accounting	6	BUS 121R Partnership Accounting	6
BJS 115 Business Law	3	BJS 115 Business Law	3
<u>19</u>			19

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

FIRE PROTECTION ENGINEERING TECHNOLOGY (T-046)

This curriculum provides a basic background in fire protection, safety, and related subjects. Specific skills are developed in many phases of the program. The student is trained to recognize, identify, and analyze methods of eliminating hazards.

Employment may be found with insurance companies, industrial firms, governmental agencies, educational organizations, fire equipment

The Fire Protection Engineering Technology curriculum is planned to fill the needs of the individual for employment with these types of organizations.

The fire protection engineering technician inspects various types of equipment and safety hazards, maintains fire insurance and safety codes, and inspects industrial and commercial premises for general safety problems. The student will be prepared to work in a multi-disciplinary capacity at all levels.

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours Credit
FIRST QUARTER (FALL)		FIFTH QUARTER (FALL)	
EGR 101R Introduction to Engineering Technology	2	FIP 200 Insurance	3
MAT 101 Technical Mathematics	5	FST 107R Fire Protection Codes and Standards	3
CHM 111 General Chemistry I	4	FST 210R Inspection Principles and Practices	3
ENG 101R Grammar and Composition	3	ELC 205R Applied Electricity	4
FST 101R Introduction to Fire Protection	3	FIP 233 Water Distribution	4
	<u>17</u>		<u>17</u>
SECOND QUARTER (WINTER)		SIXTH QUARTER (WINTER)	
ENG 102 Composition	3	FIP 246 Portable and Fixed Extinguishing Systems	3
ENG 103 Report Writing	3	FIP 108R Structural Fire Protection And Material Rating	4
ENG 104 Introduction to Industrial Safety	3	FIP 255 Applied Technology	3
	<u>19</u>		<u>18</u>
THIRD QUARTER (SPRING)		SEVENTH QUARTER (SPRING)	
ENG 103 Report Writing	3	FIP 250 Special Problems in Fire Protection	3
ENG 104 Introduction to Industrial Safety	3	FIP 231 Sprinkler Systems	4
CHM 231 Organic Chemistry	4	ISC 201 Industrial Organization and Management	3
PHY 102R Technical Physics II	4	EGR 102R Introduction to Computers	3
	<u>18</u>		<u>13</u>
FOURTH QUARTER (SUMMER)			
ENG 204 Oral Communications	3		
DFT 119R Drafting and Blueprint Interpretation	3		
FST 209R Hazardous Materials	4		
FIP 229 Water Hydraulics	4		
Elective (200 level safety)*3 to 4	3 to 4		
	<u>17 to 18</u>		

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

FIRE SCIENCE TECHNOLOGY (T-063)

...the student's developing level of scientific development. However, the work requirements initially written already address the highest standards. The educational Service is no exception.

The student must work hard and put the greatest effort into his or her studies. The student must be diligent and work hard to succeed in this program. The student's learning is the key to success.

...may be hired by government agencies, industrial firms, educational organizations, and insurance rating organizations.

Employed persons should have opportunities for positions requiring increased skill and responsibility as they increase their job competence.

Developing fire fighting practice skills is not within the scope of this curriculum. These skills may be readily developed within the local fire department and from Fire Service Training courses available. An individual just entering the Fire Service Field may start as a firefighter at which time he will gain or improve his firefighting skills and an in-depth knowledge of specific equipment. With demonstrative abilities individuals may find positions as a fire department officer, an instructor, or supervisor in an industrial plant.

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours Credit
FIRST QUARTER (FALL)		FIFTH QUARTER (FALL)	
ENG 101R Grammar and Composition	3	FST 107R Fire Protection Codes and Standards	3
CHM 111 General Chemistry I	4	FSI 210R Inspection Principles and Practices	3
MAT 101 Technical Mathematics	5	ELC 205R Applied Electricity	4
EGR 101R Introduction to Engineering Technology	2	FIP 230R Hydraulics and Water Distribution Systems	3
FST 101R Introduction to Fire Protection	3	FIP 220R Fire Fighting Strategy	3
FIP 100R Physical Conditioning	<u>1</u>		16
	18		
SECOND QUARTER (WINTER)		SIXTH QUARTER (WINTER)	
ENG 102 Composition	3	FIP 246 Portable and Fixed Extinguishing Systems	4
FST 101R Technical Physics I	4	FIP 244 Fire Alarm Systems	4
FIP 110R Fire Prevention Programs	3	BUS 272 Principles of Supervision	4
FIP 102R Municipal Fire Protection	3	PSY 206 Applied Psychology	3
FIP 211R Graduate Fire Defenses	<u>3</u>	FIP 201R Fire Detection and Investigation	<u>3</u>
	16		18
THIRD QUARTER (SPRING)		SEVENTH QUARTER (SPRING)	
ENG 103 Report Writing	3	FIP 201 Sprinkler and Standpipe Systems	4
ENG 118 Drafting and Isometric Projection	3	FIP 225 Fire Protection Law	3
FIP 101R Industrial Fire Hazards	4	BUS 233 Personnel Management	3
FIP 102R Municipal Fire Protection	5	Social Science Elective	3
FIP 103R Fire Prevention Programs and Methods in the Quarter	<u>3</u>	Technical Elective	<u>3</u>
	18		16
FOURTH QUARTER (SUMMER)			
ENG 104 Technical Writing	3		
ENG 105 Mathematical Applications	3		
ENG 107 Technical Report Writing	3		
ENG 108 Technical Mathematics	4		
ENG 109 Technical Drawing	3		
ENG 110 Technical Structure	<u>3</u>		
	16		

*The student must complete all courses listed. All courses must be completed with a grade of C or better from the associate institution.

FIRE SCIENCE TECHNOLOGY CERTIFICATE PROGRAM (T 063)

The purpose of this sequence of courses (from the Fire Science Technology Curriculum) is to provide a means for career fire service personnel to obtain further fire protection education which will develop specific competencies in the area of fire service administrative and supervisory functions.

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit
ENG 101R Grammar & Composition	3
F P 115 Fire Prevention Programs	3
FST 101R Introduction to Fire Protection	3
BJS 272 Principles of Supervision	4
FIP 211 Grading of Fire Defenses	3
FIP 102 Municipal Fire Protection	3
FIP 120 Municipal Finance	5
F P 135 Training Programs and Methods of Instruction	3
F P 201 Fire Detection and Investigation	3
FST 107R Fire Protection Codes and Standards	3
FIP 220 Fire Fighting Strategy	3
FIP 208 Municipal Public Relations	3
FST 210R Inspection Principles and Practices	3
F P 225 Fire Protection Law	3
BJS 233 Personnel Management	3
TOTAL CREDIT HOURS	48



INDUSTRIAL MANAGEMENT TECHNOLOGY (T-049)

The Industrial Management curriculum is designed to develop the necessary skills of planning and controlling organizational activities. The student will be able to coordinate and control the activities of the organization. This training is appropriate for those who wish to advance in supervisory and mid-management positions in industry.

The supervisor or foreman in industry coordinates the activities of workers. His duties may encompass interpreting of company policies to workers, planning production schedules and estimating man hour requirements for job completion, establishing or adjusting work procedures, analyzing and resolving work problems, and initiating or suggesting plans to motivate workers to achieve work goals.

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours Credit
FIRST QUARTER (FALL)		FIFTH QUARTER (FALL)	
ENG 101R Introduction to Engineering Technology	2	ISC 203 Motion Study	4
ENG 101R Quantitative and Composition	3	Technical Electives *	8
MAT 101 Technical Mathematics	5	CHM 111 General Chemistry I	4
ENG 104 Introduction to Drafting	4	<u>16</u>	
ENG 101 General Drafting	3	SIXTH QUARTER (WINTER)	
17		SC 202 Quality Control	4
SECOND QUARTER (WINTER)		Social Science Elective *	3
ENG 102 Computer	3	Technical Electives *	6
MAT 102 Technical Mathematics	5	ENG 102R Introduction to Industrial Safety	3
ENG 101R Technical Physics I	4	<u>16</u>	
ENG 102 General Drafting I	3	SEVENTH QUARTER (SPRING)	
BUS 115 Business Law	3	MEI 213 Production Planning	4
18		Technical Elective	3
THIRD QUARTER (SPRING)		ISC 220 Management Problems	5
ENG 103 General Drafting	3	Social Science Elective *	3
MAT 103 Technical Mathematics	5	<u>15</u>	
ENG 201R Technical Physics II	4	EIGHTH QUARTER (SUMMER)	
ENG 201 Introduction to Quality Control and Management	3	ENG 201R Advanced Drafting	3
ENG 104 Drafting	3	ISC 202 Motion Study	4
12		Technical Electives *	5
FOURTH QUARTER (SUMMER)		ENG 201R Technical Physics III	4
ENG 201R Advanced Drafting	3	ENG 203 Drafting and Graphics	3
ISC 202 Motion Study	4	12	
Technical Electives *	5	* Elective credits must be selected with advisor's approval from the associate degree curriculum.	
ENG 201R Technical Physics III	4		
ENG 203 Drafting and Graphics	3		
12			

Vocational Education

Proposed Programs

Academic Calendar

INDUSTRIAL SAFETY TECHNOLOGY (T-117)

This engineering technology program stresses the basic principles and practical applications of industrial safety engineering. It is designed to prepare mature young adults for challenging and rewarding careers as engineering technicians.

In this two year program, which is a near-parallel offering to the fire protection engineering curriculum, the student learns to develop solutions to safety engineering problems. Recognition and analysis of safety hazards is emphasized in addition to development of systems through creative thinking to prevent or minimize potential threats to life and property. Application of safety techniques in various industrial and commercial settings is studied in depth.

Graduates may find employment with governmental agencies, educational organizations, safety consulting firms, industrial firms, and insurance companies. Specialized company training for the graduate after he has found employment will qualify him for numerous other types of job possibilities.

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours Credit
FIRST QUARTER (FALL)		FIFTH QUARTER (FALL)	
EGR 101R Introduction to Engineering Technology	2	FIP 200 Insurance	3
MAT 101 Technical Mathematics	5	ELC 205R Applied Electricity	4
CHM 111 General Chemistry I	4	FST 210R Inspection Principles and Practices	3
ENG 101R Grammar and Composition	3	SAF 201R Occupational Safety and Health I	4
FST 101R Introduction to Fire Protection	3	SAF 208R Supervisory Control for Accidents	3
	<u>17</u>		<u>17</u>
SECOND QUARTER (WINTER)		SIXTH QUARTER (WINTER)	
ENG 102 Composition	3	SAF 202R Occupational Safety and Health II	4
MAT 102 Technical Mathematics	5	BUS 272 Principles of Supervision	4
CHM 112 General Chemistry II	4	SAF 206R Fundamentals of Industrial Hygiene I	4
FST 102R Introduction to Industrial Safety	3	SAF 210R Safety Management	3
PHY 101R Technical Physics I	4	BIO 108R Anatomy	4
	<u>19</u>		<u>19</u>
THIRD QUARTER (SPRING)		SEVENTH QUARTER (SPRING)	
ENG 103 Report Writing	3	SAF 203R Occupational Safety and Health III	4
DFT 118 Drafting & Blueprint Interpretation	3	SAF 207R Fundamentals of Industrial Hygiene II	4
FST 103R Industrial Fire Hazards	4	SAF 212R Special Problems in Industrial Safety	3
CHM 231 Organic Chemistry	4	ISC 201 Industrial Organization and Management	3
PHY 102R Technical Physics II	4		<u>14</u>
	<u>18</u>		
FOURTH QUARTER (SUMMER)			
ENG 204 Oral Communications	3		
PSY 206 Applied Psychology	3		
DFT 119R Drafting & Blueprint Interpretation	3		
FST 209R Hazardous Materials	4		
SAF 211R Construction Safety	3		
	<u>16</u>		

MANUFACTURING ENGINEERING TECHNOLOGY (T-050)

... of Manufacturing Engineering ... assistant ...
... management ... on the ...
...
production sequence. Persons employed in this fascinating and rewarding field have employment opportunities in three major areas: (1) engineering technology, with job classification as quality control; project engineering and development, inventory and materials control, process planning, production planning and control, time and motion, material handling, and estimating. (2) sales and company representation; with job titles as liaison engineer, sales engineer, and factory representative. (3) operations; with job classifications as assistant shop superintendent, supervisor and group leader. The very nature of this broad curriculum, stressing principles and practices of scientific technology, enables a graduate to compete successfully for a variety of positions.

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours Credit
FIRST QUARTER (FALL)		FIFTH QUARTER (FALL)	
ENG 101R Industrial and Engineering Technology	2	ENG 201R Industrial Seminar	1
ENG 101R Grammar and Composition	3	CHM 111 General Chemistry I	4
MAT 101 Technical Mathematics	5	PHY 203 Motion Study	4
DFT 101 General Drafting I	3	WLD 200 Welding Techniques and Applications	3
MET 101 Machine Processes	2	MET 200 Metrology	2
	15	MET 110 Statics	4
			18
SECOND QUARTER (WINTER)		SIXTH QUARTER (WINTER)	
ENG 102 Calculator	3	ENG 202R Industrial Seminar	1
MAT 102 Technical Mathematics	5	MET 210 Physical Metallurgy	4
ENG 101R Technical Physics I	4	ELE 202R Fundamentals of Electrical Machines and Controls I	4
DFT 102 General Drafting II	3	MET 205 Strength of Materials	4
MET 102 Machine Processes	2	QCT 202 Quality Control	4
	17		17
THIRD QUARTER (SPRING)		SEVENTH QUARTER (SPRING)	
ENG 103 Report Writing	3	MET 213 Production Planning	4
MAT 103 Technical Mathematics	5	MET 211 Physical Metallurgy	4
ENG 101R Technical Physics I	4	MET 235 Hydraulics and Pneumatics	4
ENG 201 Industrial Organization and Management	3	ENG 204R Fundamentals of Electrical Machines and Controls II	4
MET 103 Machine Processes	3	ENG 102R Introduction to Computers	3
	16		19
FOURTH QUARTER (SUMMER)			
ENG 205 Applied Chemistry	3		
MET 212 Physical Metallurgy	4		
ENG 211 Manufacturing	4		
ENG 204 Industrial Organization	3		
ENG 201R Technical Physics II	4		

MARKETING AND RETAILING TECHNOLOGY (T-020)

Marketing and Retailing Technology is a two-year associate degree program designed to provide students with the entry-level skills and knowledge related to selling, advertising, and retailing.

Graduates may find employment in the technology of the Internet and e-commerce, with an emphasis on all additional courses in the field of marketing, advertising, and retailing. Job opportunities in this field are often training programs in large retail chains, retail departments, business-to-business, tourist and travel industry, insurance, selling — retail, wholesale, and industrial, also in transportation and communications.

Students who graduate from this program will be well-prepared to enter a study profitable and rewarding toward a job in the field of business.

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours
FIRST QUARTER (FALL)		FIFTH QUARTER (FALL)	
ENG 101R Grammar and Composition	3	EDP 104 Introduction to Data Processing Systems	4
BUS 105R Retailing I	3	ENG 206 Business Communications	3
MAT 100R Essentials of Mathematics	5	BUS 243 Advertising	4
BUS 101 Introduction to Business	5	BUS 235 Business Management I	3
BUS 110 Office Machines	2	BUS 262 Fashions in Retailing	<u>3</u>
BUS 100 Orientation to Business Education	<u>2</u>		
	20	SIXTH QUARTER (WINTER)	
SECOND QUARTER (WINTER)		BUS 232 Sales Development	3
ENG 102 Composition	3	BUS 123 Business Finance	3
MAT 110 Business Mathematics	5	BUS 260 Commercial Design and Display I	3
BUS 115 Business Law	3	SSC 205 American Institutions	3
ECO 102 Economics	3	Electives *	<u>6</u>
BUS 109R Retailing II	<u>3</u>		18
	17	SEVENTH QUARTER (SPRING)	
THIRD QUARTER (SPRING)		PSY 206 Applied Psychology	3
BUS 247 Business Insurance	3	BUS 272 Principles of Supervision	4
BUS 116 Business Law	3	BUS 261 Commercial Design and Display II	4
ECO 104 Economics	3	Electives *	<u>6</u>
BUS 120 Accounting	6		17
BUS 219 Credit Procedures and Problems	<u>3</u>		
	18		
FOURTH QUARTER (SUMMER)			
ENG 204 Oral Communications	3		
BUS 121R Partnership Accounting	3		
BUS 239 Marketing	3		
BUS 249 Buying and Merchandising	3		

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

MEDICAL SECRETARIAL SCIENCE (T-032)

The Medical Secretarial Science curriculum is designed to enable students with skills in typing, dictation, and transcription, as well as office terminology and vocabulary. The general training in secretarial subjects is supplemented by selected related courses in mathematics, psychology, business law, personality development, and human relations.

The Medical Secretary may be employed in a variety of institutions and in a number of offices, private and public, hospitals, federal, state, and local health agencies, government offices, and pharmaceutical firms. The duties of the graduate may include name dictation, transcribing, and typing letters, memoranda and medical reports; making office calls; receiving telephone calls; preparing correspondence; preparing reports and abstracts; and preparing reports, as well as certain financial records.

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours Credit
FIRST QUARTER (FALL)		FIFTH QUARTER (FALL)	
BUS 100 Orientation to Business Education	2	ENG 206 Business Communications	3
ENG 101R Grammar and Composition	3	BUS 207 Dictation & Transcription	4
BUS 102 Typewriting	3	BUS 214M Secretarial Procedures I	4
BUS 106 Shorthand	4	BUS 209 Machine Transcription	4
MAT 100R Essentials of Mathematics	5		<u>15</u>
BUS 110 Office Machines	2	SIXTH QUARTER (WINTER)	
	19	BUS 208 Dictation and Transcription	4
SECOND QUARTER (WINTER)		BUS 215M Secretarial Procedures II	4
ENG 102 Composition	3	BUS 112 Filing	3
BUS 103 Typewriting	3	BUS 216R Individual Study	4
BUS 107 Shorthand	4		<u>15</u>
MAT 110 Business Mathematics	5	SEVENTH QUARTER (SPRING)	
EDP 104 Introductory to Data Processing Systems	4	PSY 206 Applied Psychology	3
	19	PSY 112 Personal Development	3
THIRD QUARTER (SPRING)		BUS 183E Terminology and Vocabulary (Business)	3
ENG 103 Report Writing	3	SSC 203R Marriage and the Family Electives	3
BUS 104 Typewriting	3		<u>6</u>
BUS 108 Shorthand	4		18
BUS 120 Accounting	6	FOURTH QUARTER (SUMMER)	
BUS 183M Terminology and Vocabulary (Medical)	4	ENG 204 Oral Communications	3
	20	BUS 206 Dictation & Transcription	4
FOURTH QUARTER (SUMMER)		BUS 205 Advanced Typewriting	3
ENG 204 Oral Communications	3	BUS 214R Partnership Accounting	6
BUS 206 Dictation & Transcription	4	BUS 214M Terminology and Vocabulary (Medical)	4
BUS 205 Advanced Typewriting	3		20
BUS 214R Partnership Accounting	6	* Elective courses must be selected with advisor's approval from the Associate Degree Curriculum.	
BUS 214M Terminology and Vocabulary (Medical)	4		
	20		

RADIOLOGIC TECHNOLOGY (T 061)

This program is designed to prepare a person to become a radiologic technologist (x ray). Students are trained to take pictures of bones and body organs for diagnostic purposes and also use radiation as a therapy and treatment for certain diseases. The course of study combines technical and general education courses. The clinical education is carefully planned with hospitals and other community health facilities under the direction and supervision of a physician radiologist.

The completion of this two year course (24 months) fulfills the educational requisite for confirmation of the Associate Degree in Applied Science and meets the requirements for the examination by the American Registry of Radiologic Technologists for certification as Registered Technologist in X-ray Technology.

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours Credit
FIRST QUARTER (FALL)		FIFTH QUARTER (FALL)	
BIO 105 Anatomy and Physiology I	4	RDT 289 Film Critique I	1
CHM 111 General Chemistry I	4	RDT 260 Pediatric Radiography	1
ENG 101R Grammar and Composition	3	RDT 259 Positioning and Related Anatomy II	3
MAT 113 Mathematics I	5	RDT 238 Practicum II	10
HED 109 Orientation to Health Services and Ethics	2	PHY 216 Radiologic Physics III	3
BJS 183R Medical Terminology I (Radiology)	3	RDT 237 Radiographic Technique II	3
	<u>21</u>	RDT 262 Open Lab Practicum II	2
			<u>23</u>
SECOND QUARTER (WINTER)		SIXTH QUARTER (WINTER)	
BIO 106R Anatomy and Physiology II	4	RDT 241 Contrast Media	1
ENG 204 Oral Communications	3	RDT 280 Dental Radiography	1
HED 116 Fundamentals of Patient Care	2	RDT 290 Film Critique II	2
MAT 114 Mathematics II	5	RDT 248 Practicum III	10
BUS 284R Medical Terminology II (Radiology)	3	RDT 220 Operating Room Radiography	1
PHY 104R Radiologic Physics I	4	RDT 269 Positioning and Related Anatomy III	3
	<u>21</u>	RDT 249 Radiation Protection	1
		RDT 275 TV and Monitor Systems	1
		RDT 263 Open Lab Practicum III	2
			<u>22</u>
THIRD QUARTER (SPRING)		SEVENTH QUARTER (SPRING)	
HED 107 First Aid	1	RDT 276 Equipment Maintenance	1
HED 169 Fundamentals of Disease Processes	4	RDT 291 Film Critique III	2
PHY 105R Radiologic Physics II	4	RDT 204 Nuclear Medicine	2
PSY 169 Social Psychology of Health & Illness	4	RDT 258 Practicum IV	10
HED 139 Topographical Anatomy	2	RDT 283 Radiographic Pathology	2
PSY 206 Applied Psychology Elective	3	RDT 233 Seminar I	1
	<u>21</u>	RDT 250 Special Procedures I	2
		RDT 264 Open Lab Practicum IV	2
			<u>22</u>
FOURTH QUARTER (SUMMER)		EIGHTH QUARTER (SUMMER)	
RDT 113 Departmental Orientation and Ethics (week 1) 4 hours	0	RDT 257 Departmental Administration	1
RDT 174 Elementary Radiological Protection (week 1) 4 hours	0	RDT 292 Film Critique IV	2
RDT 139 Positioning and Related Anatomy I	3	RDT 268 Practicum V	10
RDT 125 Radiographic Darkroom	2	RDT 281 Radiation Therapy	2
RDT 137 Radiographic Technique I	3	RDT 234 Seminar II	1
RDT 116 Radiographic Terminology	1	RDT 252 Special Procedures II	2
RDT 138 Practicum I	10	RDT 265 Open Lab Practicum V	3
RDT 161 Open Lab Practicum I	2		<u>21</u>
	<u>21</u>		

VOCATIONAL EDUCATION

skills which will enable them to transform the ideas and plans of engineers into tangible goods or services. Large numbers of skilled craftsmen work in plants and factories where they manufacture, install, control, maintain, and repair complex equipment needed by our highly modernized society.

The vocational curricula are designed to prepare one for initial employability, to retrain for new skills, or to provide advancement within a given vocation.

Normally, one year (12 months) of full-time participation is required for a student to complete any given vocational curriculum. Any of the vocational curricula, with the exception of practical nurse education, may be completed on a part time basis, though it will require more than one year to do so.

Vocational programs offered by Rowan Technical Institute include the following:

- Air Conditioning and Refrigeration Mechanics
- Automotive Mechanics
- Dental Assistant
- Electrical Installation and Maintenance
- Machinist Trade
- Mechanical Drafting (Evening only)
- Practical Nurse Education
- Welding Trade



Vocational Education

Proposed Programs

Academic Calendar

AIR CONDITIONING AND REFRIGERATION MECHANICS (V-024)

The growing use of air conditioning and refrigeration equipment throughout the nation is providing many job opportunities for skilled mechanics who install and repair such equipment in homes, office buildings, factories, food stores, restaurants, and other establishments. The mechanics may install air conditioning equipment ranging from small, self-contained units to large central-plant-type systems. On large installation jobs, the mechanic must read and interpret blueprints or drawings. On smaller jobs, he may have to prepare his own.

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours Credit
FIRST QUARTER		THIRD QUARTER	
AHR 1121 Principles of Refrigeration	7	AHR 1123 Principles of Air Conditioning	7
MAT 1101 Fundamentals of Mathematics	5	AHR 1128 Automatic Controls	5
ELG 1101 Reading Improvement	2	PSY 1101 Human Relations	3
ORI 1100 Orientation to Vocational Education	2	WLD 1101 Basic Welding	<u>1</u>
PHY 1101 Applied Science	4		16
DFT 1104 Blueprint Reading Mechanical	<u>1</u>	FOURTH QUARTER	
	21	AHR 1124 Air Conditioning and Refrigeration Servicing	5
SECOND QUARTER		AHR 1126 All Year Comfort Systems	5
AHR 1122 Domestic and Commercial Refrigeration	6	MEC 1120 Sheet Metal Layout and Fabrication	5
AHR 1113 Calculations and Estimating	7	BUS 1103 Small Business Operations	<u>3</u>
ENG 1102 Communication Skills	3		18
ELC 1102 Applied Electricity	3		
DFT 1116 Blueprint Reading Air Conditioning	<u>2</u>		
	19		



AUTOMOTIVE MECHANICS (V-003)

Automotive mechanics keep the nation's rising number of automobiles and small trucks and buses in good operating condition. They do preventive maintenance, diagnose breakdowns, and make repairs.

Capable and experienced mechanics have several advancement possibilities. A mechanic in a large shop may advance to a supervisory or training position such as service manager or repair shop foreman. Many mechanics open their own shop or gasoline service station.

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours Credit
FIRST QUARTER		THIRD QUARTER	
ME 1111 Internal Combustion Engines	7	AUT 1123 Automotive Chassis and Suspension Systems	6
MAT 1111 Fundamentals of Mathematics	5	AUT 1121 Braking Systems	4
RE 1110 Orientation to Vocational Education	2	PSY 1101 Human Relations	3
ENR 1101 Reading Improvement	2	AHR 1101 Automotive Air Conditioning	3
PHY 1101 Applied Science	4	WLD 1101 Basic Welding	1
	20		17
SECOND QUARTER		FOURTH QUARTER	
ME 1112 Engine Electrical and Fuel Systems	9	AUT 1124 Automotive Power Train Systems	6
ENR 1102 Communication Skills	3	AUT 1120 Automotive Servicing	6
UT 1114 Mechanical and Diagrams Power Mechanics	1	BLG 1103 Small Business Operations	3
PHY 1101 Applied Science	4		15
	17		



AUTOMOTIVE MECHANICS (V 003)

Alternative Sequence (B) of Required Courses

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours Credit
FIRST QUARTER		THIRD QUARTER	
AUT 1123 Automotive Chassis and Suspension Systems	6	PME 1101 Internal Combustion Engines	7
AUT 1121 Braking Systems	4	ENG 1102 Communication Skills	3
MAT 1101 Fundamentals of Mathematics	5	DFT 1101 Schematics and Diagrams Power Mechanics	1
PHY 1101 Applied Science	—	PSY 1101 Human Relations	3
GRI 1100 Orientation to Vocational Education	<u>2</u>	FME 1102B Fuel Systems	<u>3</u>
			17
SECOND QUARTER		FOURTH QUARTER	
AUT 1124 Automotive Power Train Systems	6	PME 1102A Electrical Systems	
ENG 1101 Reading Improvement	2	AUT 1125 Automotive Servicing	
PHY 1102 Applied Science	4	BUS 1103 Small Business Operations	
WLD 1101 Basic Welding	1		
AHR 1101 Automotive Air Conditioning	<u>3</u>		
	16		



DENTAL ASSISTANT (V-011)

The purpose of the Dental Assistant Curriculum is to prepare students for working in dental offices as dental assistants. The student learns to render technical assistance to the dentist, to take dental x-rays, to care for dental supplies and equipment, and to carry out the general procedures of the dental office. Besides carrying out the student for maintaining effective public and patient relations and for understanding scientific principles basic to dental procedures.

The dental assistant prepares patients for examinations and or treatments, cleans, supports and equipment instruments, assists the dentist at the procedure, makes appointments, operates patient records, receives patients, keeps books and performs other dental tasks related to efficient operation of the dental office.

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours Credit
FIRST QUARTER		THIRD QUARTER	
DEN 1001 Introduction to Dental Assisting	2	DEN 1007 Clinical Procedures II	7
DEN 1002 Dental Materials	5	DEN 1013 Oral Health Education	2
DEN 1003 Pre-clinical Sciences I	4	DEN 1008 Dental Office Management II	5
ENG 1101 Reading Improvement I	2	DEN 1009 Dental Office Practice I	4
PSY 1112 Personal Development	3	ENG 1104 Communication Skills II	3
BUS 1102 Typewriting	3		21
	19	FOURTH QUARTER	
SECOND QUARTER		DEN 1010 Dental Office Practice	9
DEN 1004 Pre-clinical Sciences II	4	DEN 1011 Dental Assistant Seminar	2
DEN 1005 Dental Office Management I	4	PSY 1101 Human Relations Seminar	3
DEN 1006 Clinical Procedures I	5		14
DEN 1012 Dental Roentgenology	5		
ENG 1102 Communication Skills I	5		
	20		

* If a qualification examination indicates average or better at this level, a course approved by the advisor may be taken.



ELECTRICAL INSTALLATION AND MAINTENANCE (V-018)

The graduate of the Electrical Installation and Maintenance program will be qualified to enter the electrical trades where he will assist in the planning, installation, maintenance, overhaul, and repair of systems in residential, commercial, or industrial plants. He will have an understanding of the requirements of the National Electrical Code regulations, as related to wiring installations, electrical codes, and the measurements of voltage, current, power, and power factor of single and poly-phase alternating circuits. He will have a basic knowledge of motor and motor control systems; industrial electronic control systems; business procedures; organization and functions; communicative skills; and the necessary background to be able to advance through experience and additional training. Following actual experience, the electrical installation and maintenance graduate will be qualified and should have the background to pass the N. C. State Electrical License Examination.

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours Credit
FIRST QUARTER			
ENG 1101 Reading Improvement	2	ELC 1113 Alternating Current and Direct Current Machines and Controls	8
ORI 1100 Orientation to Vocational Education	2	ELN 1118 Industrial Electronics	5
MAT 1115 Electrical Math I	5	PSY 1101 Human Relations	3
PHY 1101 Applied Science	4	MEC 1112 Machine Shop Processes	2
ELC 1124 Residential Wiring	8		<u>18</u>
	<u>21</u>		
SECOND QUARTER			
ELC 1112 Direct and Alternating Current	8	FOURTH QUARTER	
MAT 1116 Electrical Math II	5	ELC 1125 Commercial and Industrial Wiring	9
ENG 1102 Communication Skills	3	BUS 1103 Small Business Operations	3
PHY 1102 Applied Science	4	ELC 1115R Basic Motor Control Circuits Elective *	1 4
WLD 1101 Basic Welding	1		<u>17</u>
	<u>21</u>		

* Elective courses must be selected with advisor's approval from the vocational curriculum.



ELECTRICAL INSTALLATION AND MAINTENANCE (V-018)

Alternate Sequence (B) of Required Courses

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours Credit
FIRST QUARTER		THIRD QUARTER	
ELC 1112 Direct and Alternating Current	8	ELC 1124 Residential Wiring	8
ORI 1100 Orientation to Vocational Education	2	PSY 1101 Human Relations	3
MAI 1116 Electrical Math II	5	ELN 1118 Industrial Electronics Elective *	5
PHY 1101 Applied Science	4		4
ENGL 1101 Reading Improvement	2		<u>20</u>
SECOND QUARTER		FOURTH QUARTER	
ELC 1113 Alternating Current and Direct Current Machines and Controls	8	ELC 1125 Commercial and Industrial Wiring	9
PHY 1102 Applied Science	4	ELC 115R Basic Motor Control Circuits	1
ENGL 1102 Communication Skills	3	BUS 1103 Small Business Operations	3
WLD 1101 Basic Welding	1	Elective *	4
MFC 1112 Machine Shop Processes	2		<u>17</u>
	<u>18</u>		

* Elective courses must be selected with advisor's approval from the vocational curriculum.



MACHINIST TRADE (V-032)

This curriculum is designed to give students the opportunity to acquire basic knowledge, skills, and related technical information necessary to gain employment in the machine tool industry. Students will develop precision work, layout, drilling, lathe work, milling, shaping, planing, broaching, and grinding. General safety and shop practices are also covered. Mathematics and blueprint instruments, math and blueprint reading are also covered. Through actual shop experience, class assignments, discussions, demonstrations, and experiments, the students become industrially qualified.

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours Credit
FIRST QUARTER		THIRD QUARTER	
MEC 1101 Machine Shop Theory and Practice	7	MEC 1103 Machine Shop Theory and Practice	7
MAT 1101 Fundamentals of Mathematics	5	MEC 1115 Treatment of Ferrous Metals	3
DFT 1104 Blueprint Reading: Mechanical	1	DFT 1106 Blueprint Reading: Mechanical	1
ORI 1100 Orientation to Vocational Education	1	MAT 1104 Trigonometry	3
ENG 1101 Reading Improvement	2	PSY 1101 Human Relations	3
PHY 1101 Applied Science	4		<u>17</u>
	<u>20</u>	FOURTH QUARTER	
SECOND QUARTER		MEC 1104 Machine Shop Theory and Practice	7
MEC 1102 Machine Shop Theory and Practice	7	MEC 1116 Treatment of Non-Ferrous Metals	3
MAT 1103 Geometry	3	WLD 1101 Basic Welding	1
DFT 1105 Blueprint Reading: Mechanical	1	MAT 1123 Machinist Mathematics	3
PHY 1102 Applied Science	4	BUS 1103 Small Business Operations	3
ENG 1102 Communication Skills	3		<u>17</u>
	<u>18</u>		



MECHANICAL DRAFTING (V-017)

Qualified persons in the above rough sketches, approximations, and straight line drawings, and detail and dimension drawings, also marking plans, etc., are used in making a product.

Management officials are expected to find some use in a portion of the course in solving design problems of minor products and processes. In some cases, draftsman training and some occupations will be needed. Some draftsmen will be needed as supporting personnel.

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours Credit
FIRST QUARTER		THIRD QUARTER	
DFT 1121 Drafting I	7	DFT 1131 Mechanical Drafting III	7
MAT 1102 Algebra	5	MAT 1104 Trigonometry	3
ENG 1101 Reading Improvement	2	PSY 1101 Human Relations	3
PHY 1101 Applied Science	4	MEC 1114 Shop Processes	3
ORE 1100 Orientation to Vocational Education	2	MEC 1115 Treatment of Ferrous Metals	3
	20		19
SECOND QUARTER		FOURTH QUARTER	
DFT 1122 Drafting II	7	DFT 1132 Mechanical Drafting IV	7
MAT 1103 Geometry	3	DFT 1125 Descriptive Geometry	3
MEC 1113 Shop Processes	3	MEC 1116 Treatment of Non Ferrous Metals	3
ENG 1102 Communications Skills	3	BUS 1103 Small Business Operations	3
PHY 1102 Applied Science	4		16
	20		

* This program offered in evening classes only



PRACTICAL NURSE EDUCATION (V-038)

The program is designed to provide an opportunity to qualified persons the opportunity to prepare for the Practical Nurse licensure examination. The program is a two-year program of study with an affiliation with Cabarrus Memorial Hospital and Rowan Memorial Hospital. Graduates of the program are eligible to take the licensing examination given by the N. C. State Board of Nursing. A passing score entitles the individual to receive a license and to use the legal title of Licensed Practical Nurse.

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours Credit
FIRST QUARTER		THIRD QUARTER	
ENG 1101 Reading Improvement	2	NUR 1106 Maternal and Child Care	6
PSY 1101 Human Relations	3	NUR 1107 Care of Patients with Medical-Surgical Conditions II	6
NUR 1101 Basic Science	6	NUR 1112 Clinical Experience	8
NUR 1102 Orientation to Vocational Relationships	2		<u>20</u>
NUR 1103 Introduction to Patient Care	8		
	<u>21</u>		
SECOND QUARTER		FOURTH QUARTER	
NUR 1104 Basic Principles of Drug Administration	3	NUR 1108 Care of Infants and Children	6
NUR 1105 Care of Patients with Medical-Surgical Conditions I	9	NUR 1109 Care of Patients with Medical-Surgical Conditions III	4
NUR 1111 Clinical Experience	8	NUR 1110 Vocational Relationships	2
	<u>20</u>	NUR 1113 Clinical Experiences	8
			<u>20</u>



WELDING TRADE (V-050)

The welding curriculum will train welding students specifically to get jobs in heavy work. The number of openings available is projected to increase rapidly during the 1990's as a result of the favorable outlook for the use of the welding process. About 7,000 job openings will occur each year.

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours Credit
FIRST QUARTER		THIRD QUARTER	
WLD 1120 Oxyacetylene Welding and Cutting	7	WLD 1124 Pipe Welding	7
MAT 1101 Fundamentals of Mathematics	5	WLD 1123 Gas Shielded Arc Welding	2
DFT 1104 Blueprint Reading Mechanical	1	MEC 1116 Treatment of Non-Ferrous Metals	3
ORI 1100 Orientation to Vocational Education	2	DFT 1118 Pattern Development and Sketching	1
PHY 1101 Applied Science	4	PSY 1101 Human Relations	3
ENG 1101 Reading Improvement	2		<u>16</u>
	21		
SECOND QUARTER		FOURTH QUARTER	
WLD 1121 Arc Welding	7	WLD 1122R Industrial Cooperative	5
MAT 1103 Geometry	3	MFC 1112 Machine Shop Processes	2
DFT 1117 Blueprint Reading Welding	2	BUS 1103 Small Business Operations	3
MET 1115 Treatment of Ferrous Metals	3		<u>10</u>
ENG 1102 Communications Skills	3		
	18		



PRE-CURRICULUM COURSES

Departmental pre-curriculum courses may be recommended for a student's program of studies if entrance examination scores indicate such is merited in one or more subject areas. Such departmental work may include assignments to 100-level courses, departmental material study, small class sessions with other students having similar needs, or any other educational method judged appropriate by the Committee on the Evaluation of the Undergraduate Experience. The student may be awarded credit for these developmental subject areas, or be required to address examination scores in addition to regular coursework in the work. Any combination of studies — both developmental and departmental — may be proposed, according to the recommendation of the counselor.

Students who need this extra, pre-curriculum course work are urged to consult with the department work centers for coordination of their program. Work arrangements with the department work centers would be made that require the student to be involved in departmental courses should be the course with the foundation and other courses with the student in the regular curriculum program is insured.



CONTINUING EDUCATION

Continuing education today is a product of many forces and a collection of many items, as diverse as modern, its content far from static, from operative to literary, from personally self to philosophical reflection, from the study of external forces that drive society to the study of internal forces that drive individuals. Continuing education can as easily include courses in furniture reupholstering and navigative and speed reading as it can classes in effective speaking or elementary kitchen or community orchestra or intercultural relations or typing; it can take to science, political as well as natural. It can examine the world and the individual, its aims may be better jobs, increased understanding, more civic participation, better health, or more consumer savvy. The "education" in continuing education includes the basic subjects normally taught in secondary and high school — reading, writing and calculus as well as art or conversational Spanish. Also included are the advanced techniques needed today for adult vocational and the vocational and personal development instruction needed by all kinds of individuals, whether jobless manual laborers or overworked executives.

PROPOSED PROGRAMS

Technical

Electrical Engineering Technology
 Elementary Tertiary Technology

Vocational

Light Construction
 Operating Room Assistant
 Patient / Geriatric Aide

ELECTRICAL ENGINEERING TECHNOLOGY (T-044)

The program in electrical engineering technology is designed for jobs in the areas of research, design, development, production, maintenance, and substitution of electrical and power generation equipment.

The electrical engineering technology may work as a laboratory technician or as an engineering aide in research, design or development in direct support of equipment design. It also bridges between the engineer and the skilled craftsman. Training is oriented a minimum in maintenance of skills with requirement a strong background in electrical equipment design and operation.

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours Credit
FIRST QUARTER		FIFTH QUARTER	
MAT 101 Technical Mathematics	5	ENG 102 Composition	3
DFT 101R General Drafting I	3	ELN 207 Semiconductor Circuit Analysis	6
EGR 101R Introduction to Engineering Technology	2	ELN 214 Pulse and Wave Shaping Circuits	4
ELC 101 Fundamentals of Electricity	7	ELC 225 Electrical Controls and Circuits	6
ENG 101R Grammar and Composition	3		<u>19</u>
	20		
SECOND QUARTER		SIXTH QUARTER	
MAT 102 Technical Mathematics	5	PSY 206 Applied Psychology	3
PHY 101R Technical Physics I	4	ELC 235 Planning Electrical Installations I	5
DFT 102R General Drafting II	3	ELC 230 Electrical Power Systems	6
ELC 102 Fundamentals of Electricity	7	MEC 210 Fundamentals of Mechanisms	4
	19	ENG 103 Report Writing	3
			<u>21</u>
THIRD QUARTER		SEVENTH QUARTER	
MAT 103 Technical Mathematics	5	ENG 204 Oral Communications	3
PHY 102R Technical Physics II	4	ELN 208 Industrial Electronics	6
ELC 103 Electrical Control Devices	7	ELC 240 Electrical Analysis and Maintenance	4
ELC 104 Electrical Instruments and Measurements	4	ELC 236 Planning Electrical Installations	5
	20		<u>18</u>
FOURTH QUARTER			
PHY 202R Technical Physics III	4		
ELC 202R General Computer Applications	6		
MAT 104 Technical Mathematics	5		
ELC 203 Electrical Machines	6		
	21		

RESPIRATORY THERAPY TECHNOLOGY (T-091)

The Respiratory Therapist and the Respiratory Technician are allied health specialists employed in the treatment, management, control and care of patients with deficiencies and abnormalities associated with breathing.

Respiratory therapy technicians will be able to administer gas therapy, humidity therapy, aerosol therapy, and intermittent positive pressure artificial ventilation, special therapeutic procedures and cardio-pulmonary resuscitation. He will be capable of administering drugs which are given through inhalation procedures. Further, he will be able to perform tasks related to patient care, such as the following: monitor and adjust the patient involved in giving respiratory therapy. The respiratory therapy technician will be trained to clean, sterilize and generally maintain respiratory therapy equipment. He will be expected to keep adequate and accurate records of patient's therapy and such other department records as may be required.

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours Credit
FIRST QUARTER		FIFTH QUARTER	
BIO 105 Anatomy and Physiology I	4	INT 205 I. T. Theories and Principles II	5
CHM 231 Chemistry	4	INT 225 Library Research I	2
ENG 101R Grammar and Composition	3	INT 218 Practicum	6
HEA 109 Health Services and Ethics	1	INT 269 Pulmonary and Cardiovascular Pathophysiology and Pulmonary Mechanics	6
MAT 113 Mathematics I	3		<u>19</u>
BUS 183M Terminology and Vocabulary (Medical)	3		
	<u>16</u>		
SECOND QUARTER		SIXTH QUARTER	
BIO 106R Anatomy and Physiology II	4	INT 233 Chest Physiotherapy	2
ENG 102 Composition	3	INT 208 Emergency Medicine and Resuscitation	3
HEA 116 Fundamentals of Patient Care	2	INT 250 Intensive Respiratory Care	3
MAT 114 Mathematics II	3	INT 215 I. T. Theories and Principles III	3
BUS 284M Terminology and Vocabulary (Medical)	3	INT 235 Library Research II	1
PHY 101R Technical Physics I	4	INT 228 Practicum	4
	<u>19</u>	INT 268 Pulmonary Function	3
			<u>19</u>
THIRD QUARTER		SEVENTH QUARTER	
HEA 107 First Aid (N)	0	INT 263 Advanced I. T. Techniques and Theories	3
HEA 169 Fundamentals of Disease Processes	4	INT 241 I. T. Department Operations	2
PHY 106 Physics II	3	INT 287 I. T. Pharmacology	1
PSY 169 Social Psychology of Health and Illnesses	4	INT 245 Library Research III	2
HEA 139 Topographical Anatomy	2	INT 211 Pediatrics	2
HEA 149 General Pharmacology	3	INT 238 Practicum	6
	<u>16</u>		<u>16</u>
FOURTH QUARTER		EIGHTH QUARTER	
INT 139 Cardiopulmonary Anatomy and Physiology	2	INT 294 Advanced Respiratory Care	2
INT 111 I. T. Orientation	6	INT 248 Practicum	5
INT 105 I. T. Theories and Principles I	6	BUS 235 Business Management I	3
PHY 107 Physics III	2	INT 296 Special Clinical Rotation	7
	<u>16</u>		<u>17</u>

(N) -- Non Credit

LIGHT CONSTRUCTION (V-029)

Those persons who are interested in construction and maintenance of small buildings should find this program to their liking. Particular emphasis is placed on the construction of residential and small commercial buildings.

Preparatory training in the basic building trades of carpentry, masonry, concrete work, and knowledge of plumbing and electrical installation and maintenance

Employment may be obtained with contractors that specialize in the light construction building trades. These contractors employ carpenters, masons, concrete workers, plumbers, heating and air conditioning workers and electricians. Graduates may be employed as apprentices in some areas with advanced credit. Workers in these trades are in demand not only for installation but also building maintenance mechanics in small industries, apartments and hotels, public buildings and hospitals.

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours Credit
FIRST QUARTER - ROUGH CARPENTRY		FOURTH QUARTER - WELDING	
Art 1111 Carpentry	10	WLD 1115R Gas Arc Cutting and Welding	10
MAT 1111A Fundamentals of Math	3	ELC 1101 Basic Electricity	3
Art 1112 Blueprint Reading	3	ELC 1117 Blueprint Reading and Welding	2
MAT 1111B Mathematics for the Trades	2		15
	15	FIFTH QUARTER - PLUMBING	
SECOND QUARTER - FINISH CARPENTRY		PLU 1111R Plumbing Installations	10
Art 1111 Carpentry	10	MAT 1117 Construction Estimating	3
MAT 1111A Fundamentals of Math	2	Mech 1115R Mechanical and Electrical Installations	3
Art 1112 Blueprint Reading and Estimating	3		16
Art 1111 Mathematics for the Trades	3	SIXTH QUARTER - CABINETMAKING	
	15	Art 1111R Cabinetmaking	7
THIRD QUARTER - MASONRY		Art 1114R Residential and Commercial Construction	5
MAT 1111A Fundamentals of Math	10	Art 1124R Painting and Decorating	4
MAT 1111B Mathematics for the Trades	4	Bus 1115 Small Business Operations	3
Art 1111 Carpentry	3		19
	17		

OPERATING ROOM ASSISTANT (V-073)

This curriculum is designed to prepare a person by an organized educational program to share in the care of the patient in the operating room by functioning as a member of the surgical team under the direct and continuous supervision of the registered nurse and the physician.

The student will develop the knowledge and basic skills necessary to perform the role of an operating room assistant in the common surgical procedures.

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours Credit
FIRST QUARTER		SECOND QUARTER	
SUR 1101 Principles of Operating Room Technique	9	NUR 1104 Basic Principles of Drug Administration	3
SUR 1108 Nursing Procedures	1	SUR 1104 Surgical Procedures I	12
SUR 1103 Microbiology	4	SUR 1105 Clinical Practice I	6
BIO 1102 Anatomy and Physiology	4		<u>21</u>
ENG 1105 Medical Communication Skills	3	THIRD QUARTER	
	<u>21</u>	SUR 1106 Clinical Practice II	13
		SUR 1107 Surgical Procedures II	4

**PATIENT / GERIATRIC AIDE
(V-075)**

The assisting role of the Patient Geriatric Aide is the focus of each course, with emphasis on limitations imposed by legal control of health workers, by policies of employing agencies and institutions, and by the short period of educational preparation.

Employment opportunities for the graduate include such areas as public health agencies, social service agencies, private agencies providing home services, institutions which provide care for dependent individuals, and families who need assistance with tasks not requiring professional supervision. Possible job titles for such roles include clinical aide, home aide, health aide, homemaker's assistant, cottage parent, house parent, or geriatric aide. Community opportunities for employment vary according to the types and numbers of local resources utilizing nonprofessional personnel to provide service to families and individuals. It is expected that the graduate who accepts employment in an agency or institution will receive thorough orientation, as this program is not designed to prepare the individual to function in any specific agency. Such on-the-job training should clarify and extend the employee's role by building on the basic preparation provided in this program.

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours Credit
FIRST QUARTER		SECOND QUARTER	
PAF 1001 General Patient Care	12	PAT 1002 Geriatric Patient Care	12
PSY 1101 Human Relations	3	ECON 1001 Consumer Economics	2
ENGL 1101 Reading Improvement	2	ENGL 1102 Communication Skills	3
			1-

TENTATIVE CALENDAR OF EVENTS

1974 - 1975

FALL QUARTER

September	3	Tues.	Faculty and Staff Orientation
	4	Wed.	New Student Orientation and Pre-Registration
	5	Thurs.	Registration (Day and Evening)
	6	Fri.	Faculty Preparation
	9	Mon.	Instruction Begins
	12	Thurs.	Last day for late registration
	16	Mon.	Last day for course change
October	15	Tues.	Mid-quarter progress reports - last day to remove incompletes
November	4	Mon.	Pre-registration for Winter Quarter (Day and Evening)
	5	Tues.	Pre-registration continued (Evening courses only)
	22	Fri.	End of Fall Quarter (55th day)
	25	Mon.	Faculty Records Day
	26	Tues.	Faculty Preparation

WINTER QUARTER

December	2	Mon.	Registration (Day and Evening)
	3	Tues.	Instruction Begins
	5	Thurs.	Last day for course change and late registration
	20	Fri.	Instruction ends for Christmas holidays
January	2	Thurs.	Instruction resumes
	20	Mon.	Mid-quarter progress reports - last day to remove incompletes
February	10	Mon.	Pre-registration for Spring Quarter (Day and Evening)
	11	Tues.	Pre-registration continued (Evening courses only)
	28	Fri.	End of Winter Quarter (56th day)
March	3	Mon.	Faculty Records Day

SPRING QUARTER

March	4	Tues.	Faculty Preparation
	5	Wed.	Registration (Day and Evening)
	6	Thurs.	Instruction Begins
	11	Tues.	Last day for course change and late registration
	27	Thurs.	Instruction ends for Spring Holidays
April	1	Tues.	Instruction resumes
	15	Tues.	Mid-quarter progress reports - last day to remove incompletes
May	5	Mon.	Pre-registration for Summer Quarter (Day and Evening)
	6	Tues.	Pre-registration continued (Evening courses only)
	23	Fri.	End of Spring Quarter (55th day)
	26	Mon.	Faculty Records Day

SUMMER QUARTER

May	28	Wed.	Faculty Preparation
	29	Thurs.	Registration (Day and Evening)
June	30	Fri.	Instruction begins
	3	Tues.	Last day for course change and late registration
July	3	Thur.	Mid-quarter progress reports - last day to remove incompletes
			Instruction ends for Summer Holidays - End 1st 5 week term
	14	Mon.	Instruction resumes - Registration for 2nd 5 week term (Day and Evening)
	16	Wed.	Last day for course change and late registration
August	4	Mon.	Pre-registration for Fall Quarter (Day and Evening continuing students)
	5	Tues.	Pre-registration continued (Evening courses only)
	15	Fri.	End of Summer Quarter - End of 2nd 5 week term
	16	Sat.	Faculty Records Day
	16	Sat.	Graduation Ceremony - Evening
	18-22	Mon.-Fri.	Faculty Development and Preparation

TENTATIVE CALENDAR OF EVENTS 1975 - 1976

FALL QUARTER

September	2	Tues.	Faculty and Staff Orientation
	3	Wed.	New Student Orientation and Pre-registration
	4	Thurs.	Registration (Day and Evening)
	5	Fri.	Faculty Preparation
	8	Mon.	Instruction begins
	11	Thurs.	Last day for late registration
	15	Mon.	Last day for course change
October	14	Tues.	Mid-quarter progress reports - last day to remove incompletes
November	3	Mon.	Pre-registration for Winter Quarter (Day and Evening)
	4	Tues.	Pre-registration continued (Evening courses only)
	21	Fri.	End of Fall Quarter (55th day)
	24	Mon.	Faculty Records Day
	25	Tues.	Faculty Preparation

WINTER QUARTER

December	1	Mon.	Registration (Day and Evening)
	2	Tues.	Instruction begins
	4	Thurs.	Last day for course change and late registration
	19	Fri.	Instruction ends for Christmas Holidays
January	5	Mon.	Instruction resumes
	21	Wed.	Mid-quarter progress reports - last day to remove incompletes
February	2	Mon.	Pre-registration for Spring Quarter (Day and Evening)
	3	Tues.	Pre-registration continued (Evening courses only)
March	1	Mon.	End of Winter Quarter (55th day)
	2	Tues.	Faculty Records Day
	3	Wed.	Faculty Preparation

SPRING QUARTER

March	8	Mon.	Registration (Day and Evening)
	9	Tues.	Instruction begins
	11	Thurs.	Last day for course change and late registration
April	14	Wed.	Mid-quarter progress reports - last day to remove incompletes
	15	Thurs.	Instruction ends for Spring Holidays
	20	Tues.	Instruction resumes
May	3	Mon.	Pre-registration for Summer Quarter (Day and Evening)
	4	Tues.	Pre-registration continued (evening courses only)
	26	Wed.	End of Spring Quarter (55th day)
	27	Thurs.	Faculty Records Day

SUMMER QUARTER

June	2	Wed.	Faculty Preparation
	3	Thurs.	Registration (Day and Evening)
	4	Fri.	Instruction begins
	8	Tues.	Last day for course change and late registration
	5	Mon.	Independence Day Holiday
July	9	Fri.	Mid-quarter progress reports - last day to remove incompletes
			End of 1st five-week term - Instruction ends for Summer Holidays
	19	Mon.	Instruction resumes - Registration for 2nd five-week term
	21	Wed.	Last day for course change and late registration
August	2	Mon.	Pre registration for Fall Quarter (Day and Evening continuing students)
	3	Tues.	Pre registration continued (Evening courses only)
	20	Fri.	End of Summer Quarter - End of 2nd five-week term
	21	Sat.	Faculty Records Day
			Graduation Ceremony - Evening
	23-27	Mon-Fri.	Faculty Development and Preparation





