

ROWAN TECHNICAL INSTITUTE



General Information Bulletin

Jan 1972



Rowan Technical Institute

Salisbury, N. C. 28144
Telephone 636-6480

Administered by
BOARD OF TRUSTEES

Supported by
THE NORTH CAROLINA STATE BOARD OF EDUCATION
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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.

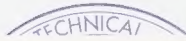
The open door policy does not mean that there are no restrictions on specific programs. It does mean that these restrictions are flexible enough to allow each student the opportunity to eliminate deficiencies through remedial work. When a student is able to meet the specific admission requirements for 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
Continuing Education



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.

Adult Education and Extension Courses

No registration fee or tuition will be charged for these courses. However, instructional material fees may be charged and vary according to the course offered.

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. Effective September 1, 1971, tuition for non-residents is \$100.00 per quarter for full-time enrollment. Beginning September 1, 1972 the tuition for non-residents will be \$137.50 per quarter for full-time enrollment.

STUDENT ACTIVITY FEE

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
- 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)
 - Salisbury Jaycees Memorial Scholarship Loan Fund

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 Student Personnel Office. 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.

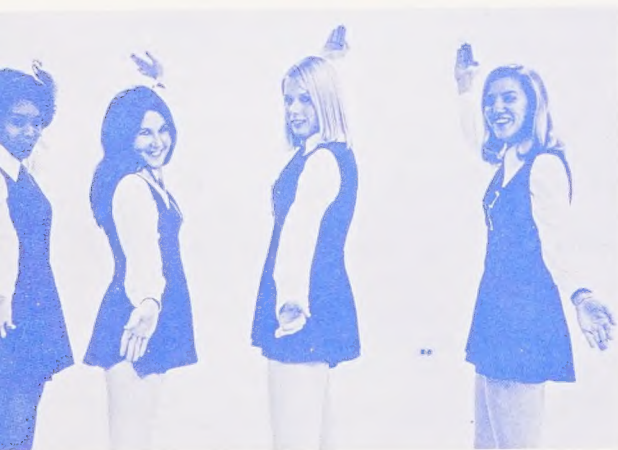
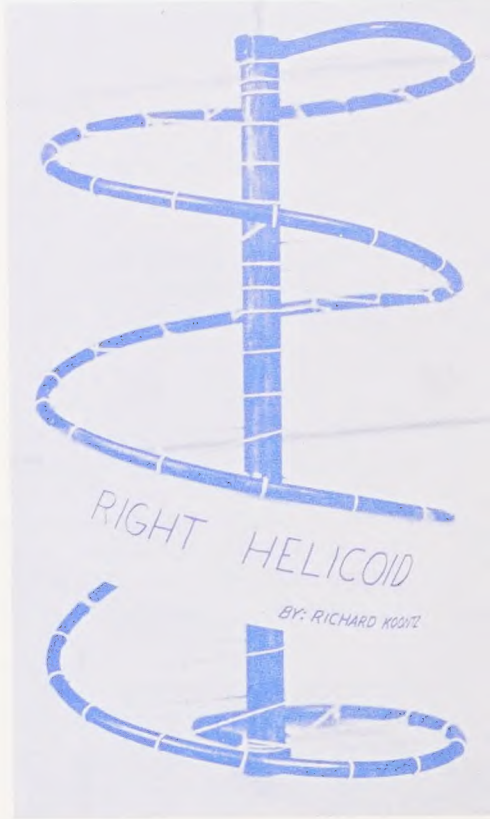
Tuition and Financial Aid

Student Activities

Technical Education

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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.

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 a conference basketball team. Other conference activities are under consideration.

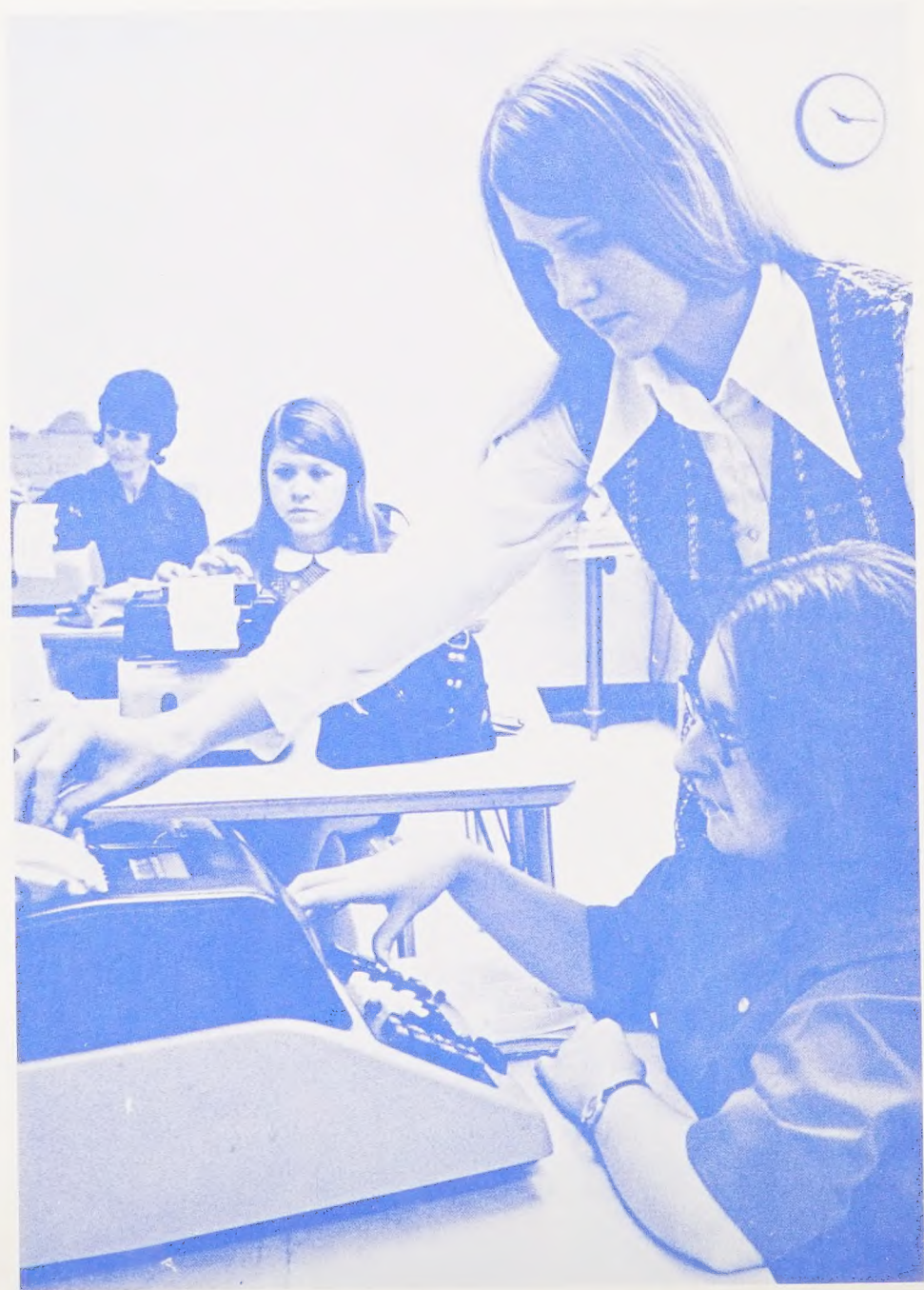
Cheerleaders are selected every year to support the basketball team.

Student Activities

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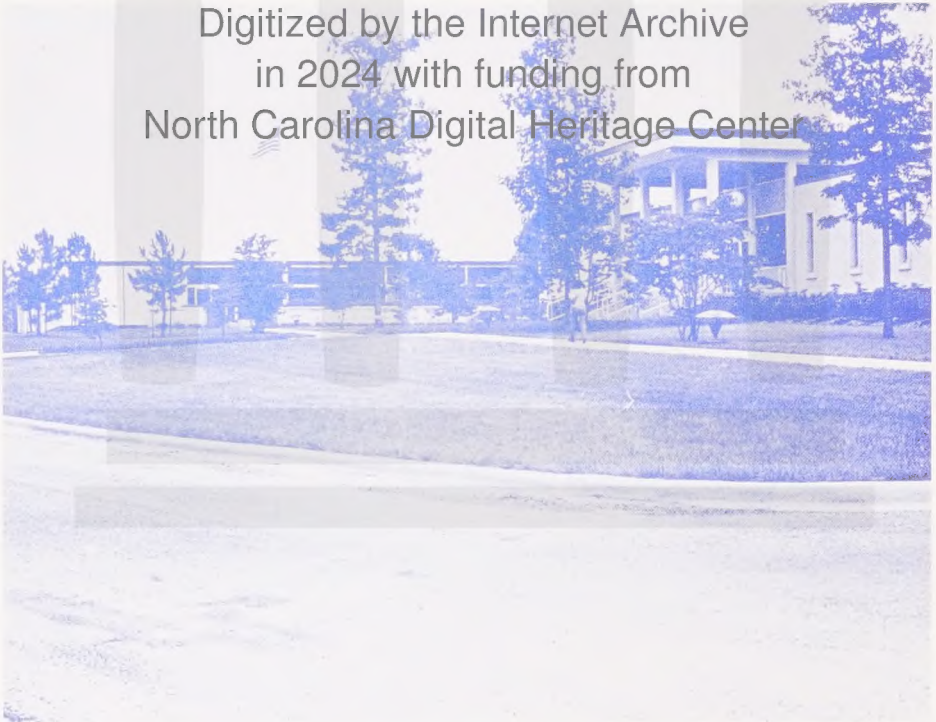
TECHNICAL EDUCATION

Technical programs are not intended for transfer to a four year college or university. The ultimate objective 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 & Design Technology
Electronic Data Processing-Business
Electronics Technology
Executive Secretarial Science
Fire & Safety Engineering Technology
Fire Science Technology
Industrial Management Technology
Manufacturing Engineering Technology
Marketing & Retailing Technology
Medical Secretarial Science

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Technical Education
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ASSOCIATE DEGREE NURSING PROGRAM

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 101	3	NUR 202	11
BIO 104	5	NUR 202	11
NUR 101	7	SSC 201	3
PSY 101	3	ENG 204	3
NUR 100	1		17
	<u>19</u>		
SECOND QUARTER (WINTER)		SIXTH QUARTER (WINTER)	
ENG 102	3	NUR 204	10
BIO 105	4	NUR 203	3
NUR 102	7	SSC 202	3
PSY 102	3		3
	<u>17</u>		19
THIRD QUARTER (SPRING)		SEVENTH QUARTER (SPRING)	
PSY 103	3	NUR 205	4
NUR 109	3	SSC 205	3
BIO 106	4	NUR 207	10
NUR 103	8		17
	<u>18</u>		
FOURTH QUARTER (SUMMER)			
NUR 201	10		
NUR 104	3		
PSY 201	5		
	<u>18</u>		

BUSINESS ADMINISTRATION

The specific objectives of the Business Administration curriculum are to develop: (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 duties might include: making up and filing reports, tabulating and posting data in various books, sending out bills, checking calculations, adjusting accounts, 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, manufacturing, and communications.

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours Credit
FIRST QUARTER		FIFTH QUARTER	
ENG 101 Grammar	3	BUS 243 Advertising	4
BUS 102 Typewriting	3	ENG 206 Business Communications	3
BUS 110 Office Machines	3	BUS 235 Business Management I	3
BUS 101 Introduction to Business	5	BUS 229 Taxes	4
MAT 110 Business Mathematics	5	Elective **	3
BUS 100 Orientation to Business Education	1		17
	20	SIXTH QUARTER	
SECOND QUARTER		SSC 205 American Institutions	3
ENG 102 Composition	3	Elective **	3
BUS 120 Accounting	6	BUS 271 Office Management	3
BUS 115 Business Law	3	BUS 232 Sales Development	3
ECO 102 Economics	3	BUS 236R Business Management II	3
EDP 104 Introduction to Data Processing Systems	4		15
	19	SEVENTH QUARTER	
THIRD QUARTER		BUS 272 Principles of Supervision	4
ENG 103 Report Writing	3	Elective **	3
BUS 123 Business Finance	3	PSY 206 Applied Psychology	3
ECO 104 Economics	3	Business Elective	3
BUS 121R Partnership Accounting	6	Elective **	3
BUS 116 Business Law	3		16
	18	FOURTH QUARTER	
ENG 204 Oral Communications	3	ENG 204 Oral Communications	3
Elective **	3	Elective **	3
BUS 239 Marketing	5	BUS 239 Marketing	5
BUS 122R Corporation Accounting	6	BUS 122R Corporation Accounting	6
BUS 124 Business Finance	3	BUS 124 Business Finance	3
	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.

Vocational Education

Continuing Education

DRAFTING AND DESIGN TECHNOLOGY

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		FIFTH QUARTER	
EGR 101	1	PSY 206	3
ENG 101	3	DFT 205	4
MAT 101	5	DFT 211	4
PHY 101R	4	MEC 210	4
DFT 101	4	MEC 235	4
MEC 101	3		19
	20		
SECOND QUARTER		SIXTH QUARTER	
ENG 102	3	ISC 201	3
MAT 102	5	DFT 206	6
PHY 102R	4	MEC 211	4
DFT 102	4	MEC 214R	3
MEC 102	3	ELC 202R	4
	19		20
THIRD QUARTER		SEVENTH QUARTER	
ENG 103	3		3
MAT 103	5	DFT 212	4
PHY 103R	4	EGR 102R	4
MEC 110	4	ELC 203R	4
DFT 103	4		4
	20		15
FOURTH QUARTER			
ENG 204	3		
DFT 201	4		
DFT 204	4		
MEC 205	4		
CHM 111	5		
	20		

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

ELECTRONIC DATA PROCESSING — BUSINESS

The curriculum is designed to provide the student with the requisite knowledge for holding a job in a number of occupational specialties required by a large computer system including key punch operator, computer operator, programmer, systems analyst, and supervisor. Emphasis in the curriculum is on the computer programming function, but the student is provided also with 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		FIFTH QUARTER	
ENG 101 Grammar	3	BUS 235 Business Management I	3
MAT 101 Technical Mathematics	5	EDP 203R Data Processing Application II	3
EDP 104 Introduction to Data Processing Systems	4	EDP 201R Computer Systems II	3
BUS 101 Introduction to Business	5	ECO 102 Economics	3
BUS 100 Orientation to Business Education	1	Elective **	3
	18		15
SECOND QUARTER		SIXTH QUARTER	
ENG 102 Composition	3	BUS 236R Business Management II	3
MAT 102 Technical Mathematics	5	EDP 204R Systems and Procedures	4
BUS 120 Accounting	6	ECO 104 Economics	3
EDP 101R Computer Language I	4	SSC 205 American Institutions	3
	18	BUS 225 Cost Accounting	4
			17
THIRD QUARTER		SEVENTH QUARTER	
ENG 103 Report Writing	3	PSY 206 Applied Psychology	3
BUS 125R Statistics	3	BUS 272 Principles of Supervision	4
BUS 121R Partnership Accounting	6	Data Processing Elective **	4
EDP 102R Computer Language II	4	Business Elective **	3
	16	EDP 209 Computer Language IV	4
			18
FOURTH QUARTER		* Elective courses must be selected with advisor's approval from the associate degree curriculum.	
ENG 104 Technical Composition	4		
BUS 122R Corporation Accounting	6		
EDP 202R Data Processing Application I	3		
EDP 200R Computer Systems I	3		
	15		

ELECTRONICS TECHNOLOGY

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		FIFTH QUARTER	
EGR 101	1	ENG 103	3
MAT 101	5	ELN 210	7
PHY 101R	4	ELN 214	3
DFT 101R	3	ELN 220	6
ELC 101	7	MAT 202R	1
	20		20
SECOND QUARTER		SIXTH QUARTER	
MAT 102	5	PSY 206	3
PHY 102R	4	ELN 215	3
DFT 102R	3	ELN 230	7
ELC 102	7	ELN 235	7
	19		20
THIRD QUARTER		SEVENTH QUARTER (SUMMER OF SECOND YEAR)	
ENG 101	3	ENG 204	3
MAT 103	5	ELN 231	7
PHY 103R	4	ELN 240	5
ELN 105	7		18
	19		
FOURTH QUARTER			
ENG 102	3		
MAT 201	5		
ELN 101	3		
ELN 205	7		
	18		

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

EXECUTIVE SECRETARIAL SCIENCE

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 personality 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 clerical occupations. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office tasks, screening telephone calls, handling numerous routine duties, private and confidential reports, and a variety of business details on her own initiative. Positions are available in 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			
ENG 101 Grammar	3	ENG 206 Business Communications	3
BUS 102 Typewriting	3	BUS 207E Dictation and Transcription (Executive)	1
MAT 110 Business Mathematics	5	BUS 214 Secretarial Procedures I	4
BUS 101 Introduction to Business	5	BUS 115 Business Law	3
BUS 110 Office Machines	3	BUS 209 Machine Transcription	3
BUS 100 Orientation to Business Education	1		<hr style="width: 100%;"/>
	20		17
SECOND QUARTER			
ENG 102 Composition	3	SIXTH QUARTER	
BUS 103 Typewriting	3	SSC 205 American Institutions	3
BUS 106 Shorthand	4	BUS 208E Dictation and Transcription (Executive)	4
BUS 120 Accounting	6	BUS 271 Office Management	3
EDP 104 Introduction to Data Processing Systems	4	BUS 215 Secretarial Procedures II Elective **	4 3
	20		<hr style="width: 100%;"/>
THIRD QUARTER			
ENG 103 Report Writing	3	SEVENTH QUARTER	
BUS 107 Shorthand	4	PSY 206 Applied Psychology Social Science Elective **	3 3
BUS 104 Typewriting	3	Elective **	6
BUS 121R Partnership Accounting	6	PSY 112 Personality Development	3
ECO 104 Economics	3		<hr style="width: 100%;"/>
	19		15
FOURTH QUARTER			
ENG 204 Oral Communications	3		
BUS 206E Dictation and Transcription (Executive)	4		
BUS 205 Advanced Typewriting	3		
BUS 112 Filing Elective **	3 3		
	16		

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

Vocational Education

Continuing Education

FIRE & SAFETY ENGINEERING TECHNOLOGY

This curriculum provides a basic background in fire protection, safety, and related subjects. Specific skills are developed in many phases of the occupation. Students are trained to determine fire and safety hazards and to analyze methods of eliminating hazards.

Opportunities in the field of fire engineering technology are broad in scope. Employment may be found with insurance companies, industrial firms, governmental agencies, educational organizations, fire equipment manufacturers, research foundations and municipal and state departments. The Fire and Safety Engineering Technology curriculum is planned to fill the needs of the individual for employment with these types of organizations.

The fire and safety engineering technician inspects various types of occupancies for fire and safety hazards, checks existing fire and safety codes and resource materials for methods of eliminating fire and safety problems, and applies principles of protection in a logical sequence to arrive at solutions.

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours Credit
FIRST QUARTER			
EGR 101 Introduction to Engineering Technology	1	ENG 204 Oral Communications	3
ENG 101 Grammar	3	FIP 220 Fire Fighting Strategy	4
MAT 101 Technical Mathematics	5	DFT 101 General Drafting I	4
PHY 101R Technical Physics I	4	CHM 112 General Chemistry II	5
FIP 102 Municipal Fire Protection	3	FIP 108R Structural Fire Protection and Material Rating	4
FIP 101 Introduction to Fire Protection Hazards	3		<hr style="width: 100%; border: 0.5px solid black;"/>
	19		20
SECOND QUARTER			
ENG 102 Composition	3	PSY 206 Applied Psychology	3
MAT 102 Technical Mathematics	5	FIP 235 Inspection Principles and Practices	5
PHY 102R Technical Physics II	4	FIP 229 Hydraulics, Principles of	4
ELC 111 Applied Electricity	4	DFT 102 General Drafting II	4
FIP 205 Industrial Hazards	4	CHM 231 Organic Chemistry	4
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	20		20
THIRD QUARTER			
ENG 103 Report Writing	3	SIXTH QUARTER	
FIP 105 Applied Electricity for Fire Protection	4	FIP 215 Social Science Elective ** Chemistry of Flammable Materials	3 5
CHM 111 General Chemistry I	5	FIP 233 Water Distribution	4
FIP 226 Industrial Safety	3	FIP 110 Insurance	4
FIP 107R Construction Codes and Fire Protection Standards	2	FIP 244 Fire Alarm Systems	4
EGR 102R Introduction to Computers	4		<hr style="width: 100%; border: 0.5px solid black;"/>
	<hr style="width: 100%; border: 0.5px solid black;"/>		20
	21	SEVENTH QUARTER	
		FIP 246 Social Science Elective ** Portable and Fixed Extinguishing Systems	3 4
		FIP 231 Sprinkler and Standpipe Systems	4
		FIP 216 Chemical and Radiation Hazards	4
		FIP 250 Special Problems in Fire Protection	3
			<hr style="width: 100%; border: 0.5px solid black;"/>
			18

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

FIRE SCIENCE TECHNOLOGY

The rapidly developing age of scientific developments changes the ways of man and continually brings about a need for further changes. The Public Fire Service is no exception.

The opportunities are excellent for the individual with adequate training and ability in Fire Science Technology. Students seeking gainful employment 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		FOURTH QUARTER	
ENG 101 Grammar	3	ENG 204 Oral Communications	3
PHY 101R Technical Physics I	4	CHM 111 General Chemistry I	5
MAT 101 Technical Mathematics	5	FIP 201 Fire Detection and Investigation	3
FIP 115 Fire Prevention Programs	3	FIP 230 Hydraulics and Water Distribution Systems	4
FIP 101 Introduction to Fire Protection Hazards	3	FIP 103 Construction Codes and Material Rating	3
	18		18
SECOND QUARTER		FIFTH QUARTER	
ENG 102 Composition	3	Social Science Elective **	3
PSY 206 Applied Psychology	3	FIP 220 Fire Fighting Strategy	4
BUS 272 Principles of Supervision	4	FIP 218 Chemistry of Hazardous Material	4
FIP 211 Grading of Fire Defenses	3	FIP 231 Sprinkler and Standpipe Systems	4
FIP 102 Municipal Fire Protection	3	FIP 208 Municipal Public Relations Technical Elective **	3
	16		21
THIRD QUARTER		SIXTH QUARTER	
ENG 103 Report Writing	3	Social Science Elective **	3
FIP 105 Applied Electricity for Fire Protection	4	FIP 235 Inspection Principles and Practices	5
DFT 118 Drafting and Blueprint Interpretation	2	FIP 245 Automatic Alarm and Extinguishing Systems	4
FIP 120 Municipal Finance	5	FIP 225 Fire Protection Law	3
FIP 135 Training Programs and Methods of Instruction	3	BUS 233 Personnel Management	3
	17	Technical Elective **	3
			21

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

INDUSTRIAL MANAGEMENT TECHNOLOGY

The Industrial Management curriculum is designed to develop the individual's abilities in business and industrial management, psychology, production methods, and the general and social education that broadens one's perspective. This training should provide one with the opportunity to enter an industrial occupation and, with experience, assume the responsibilities that go with 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		FOURTH QUARTER	
EGR 101 Introduction to Engineering Technology	1	ENG 204 Oral Communications	3
ENG 101 Grammar	3	ISC 203 Motion Study	4
MAT 101 Technical Mathematics	5	BUS 272 Principles of Supervision	4
PHY 101R Technical Physics I	4	Technical Electives **	4
DFT 101 General Drafting I	4	CHM 111 General Chemistry I	5
ECO 102 Economics	3		20
	20		
SECOND QUARTER		FIFTH QUARTER	
ENG 102 Composition	3	PSY 206 Applied Psychology	3
MAT 102 Technical Mathematics	5	ISC 202 Quality Control	4
PHY 102R Technical Physics II	4	FIP 226 Industrial Safety	3
DFT 102 General Drafting II	4	Technical Electives **	8
EDP 104 Introduction to Data Processing Systems	4		18
	20		
THIRD QUARTER		SIXTH QUARTER	
ENG 103 Report Writing	3	Social Science Elective **	3
MAT 103 Technical Mathematics	5	MEC 213 Production Planning	5
PHY 103R Technical Physics III	4	Technical Electives **	10
BUS 115 Business Law	3		18
ISC 120 Principles of Industrial Management	5		
	20	SEVENTH QUARTER	
		Social Science Elective **	3
		ISC 220 Management Problems	5
		Technical Electives **	8
			16

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

MANUFACTURING ENGINEERING TECHNOLOGY

Persons working in Manufacturing Engineering Technology positions are considered part of management. Their function on the management team involves the processes by which a product is made and the coordination of 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		FIFTH QUARTER	
EGR 101	1	PSY 206	3
ENG 101	3	MEC 210	4
MAT 101	5	DFT 211	4
PHY 101R	4	MEC 235	4
DFT 101	4	ISC 202	4
MEC 101	3		19
	20	SIXTH QUARTER	
SECOND QUARTER		ISC 201	3
ENG 102	3	MEC 213	5
MAT 102	5	MEC 211	4
PHY 102R	4	MEC 214R	3
DFT 102	4	ELC 202R	4
MEC 102	3		4
	19		19
THIRD QUARTER		SEVENTH QUARTER	
ENG 103	3	ISC 201	3
MAT 103	5	DFT 212	4
PHY 103R	4	ENG 204	3
MEC 110	4	EGR 102R	4
MEC 103	4	ELC 203R	4
	20		4
FOURTH QUARTER			18
MEC 205	4	**Elective courses must be selected with advisor's approval from the associate degree curriculum.	
CHM 111	5		
ISC 203	4		
WLD 200	4		
MEC 200	2		
	19		

MARKETING AND RETAILING TECHNOLOGY

Marketing and Retailing Technology is a two-year course of study designed to prepare individuals for entry level positions related to sales, advertising, and retailing.

Opportunities for employment are increasing in the Piedmont area. Individuals will be needed to fill additional jobs in the field of marketing, retailing, and advertising. Job opportunities in this field are retail trainees, advertising trainees, copywriters, banking, credit department, finance, hotel, tourist and travel industry, insurance, selling - retail, wholesale, and industrial, also in transportation and communications.

Students who desire to enter the business world will find this course of 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 Credit
FIRST QUARTER			
ENG 101 Grammar	3	EDP 104 Introduction to Data Processing Systems	4
BUS 105R Retailing I	3	ENG 206 Business Communications	3
MAT 110 Business Math	5	BUS 243 Advertising	4
BUS 101 Introduction to Business	5	BUS 235 Business Management I	3
BUS 110 Office Machines	3	BUS 262 Fashions in Retailing	3
BUS 100 Orientation to Business Education	1		17
	20		
SECOND QUARTER			
ENG 102 Composition	3	BUS 232 Sales Development	3
BUS 120 Accounting	6	BUS 271 Office Management	3
BUS 115 Business Law	3	BUS 241 Sales Promotion Management	3
ECO 102 Economics	3	BUS 260 Commercial Design and Display I	3
BUS 109R Retailing II	3	SSC 205 American Institutions	3
	18	Elective **	3
			18
THIRD QUARTER			
BUS 247 Business Insurance	3	BUS 272 Principles of Supervision	4
BUS 123 Business Finance	3	BUS 261 Commercial Design and Display II	4
ECO 104 Economics	3	Elective **	3
BUS 121R Partnership Accounting	6		17
BUS 219 Credit Procedures and Problems	3		
	18		
FOURTH QUARTER			
ENG 204 Oral Communications	3		
BUS 122R Corporation Accounting	6		
BUS 239 Marketing	5		
BUS 249 Buying and Merchandising	3		
	17		
FIFTH QUARTER			
SIXTH QUARTER			
SEVENTH QUARTER			

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

MEDICAL SECRETARIAL SCIENCE

The Medical Secretarial Science curriculum is designed to develop required skills such as typing, dictation, and transcriptions, as well as medical terminology and vocabulary. The special training in secretarial subjects is supplemented by needed related courses in mathematics, accounting, business law, personality development, and human relations.

The Medical Secretary may be employed in a variety of positions such as in physicians' offices, private and public hospitals, federal, state, and local health programs, insurance offices, and pharmaceutical firms. The duties of the graduate may include taking dictation, transcribing, and typing letters, memoranda and medical reports; meeting office callers, screening telephone calls, scheduling appointments, maintaining medical records and insurance reports, as well as certain financial records.

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours Credit
FIRST QUARTER		FIFTH QUARTER	
ENG 101 Grammar	3	ENG 206 Business Communications	3
BUS 102 Typewriting	3	BUS 207M Dictation and Transcription (Medical)	4
MAT 110 Business Mathematics	5	BUS 214 Secretarial Procedures I	4
BUS 101 Introduction to Business	5	BUS 115 Business Law	3
BUS 110 Office Machines	3	BUS 209 Machine Transcription	3
BUS 100 Orientation to Business Education	1		17
	20		
SECOND QUARTER		SIXTH QUARTER	
ENG 102 Composition	3	SSC 205 American Institutions	3
BUS 103 Typewriting	3	BUS 208M Dictation and Transcription (Medical)	4
BUS 106 Shorthand	4	BUS 271 Office Management	3
BUS 120 Accounting	6	BUS 215 Secretarial Procedures II	4
EDP 104 Introduction to Data Processing Systems	4	ECO 104 Economics	3
	20		17
THIRD QUARTER		SEVENTH QUARTER	
ENG 103 Report Writing	3	Social Science Elective**	3
BUS 104 Typewriting	3	PSY 206 Applied Psychology	3
BUS 107 Shorthand	4	Business Elective **	6
BUS 121R Partnership Accounting	6	PSY 112 Personality Development	3
BUS 183M Terminology and Vocabulary (Medical)	3		15
	19		
FOURTH QUARTER			
ENG 204 Oral Communications	3		
BUS 206M Dictation and Transcription (Medical)	4		
BUS 205 Advanced Typewriting	3		
BUS 112 Filing	3		
BUS 284M Terminology and Vocabulary (Medical)	3		
	16		

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

Vocational Education

Continuing Education



VOCATIONAL EDUCATION

The objective of vocational education is to provide students with necessary 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 Biwan Technical Institute include the following:

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



Vocational Education

Continuing Education

AIR CONDITIONING AND REFRIGERATION MECHANICS

The growing need for servicing 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 air type systems. On large installation jobs, the mechanic must read and interpret blueprints of 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
ENG 1101 Reading Improvement	2	PSY 1101 Human Relations	3
ORI 1100 Orientation to Vocational Education	1	WLD 1101 Basic Welding	1
PHY 1101 Applied Science	4		<u>16</u>
DFT 1104 Blueprint Reading: Mechanical	1	FOURTH QUARTER	
	<u>20</u>	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 & Fabrication	5
AHR 1113 Calculations & Estimating	5	BUS 1103 Small Business Operations	3
ENG 1102 Communication Skills	3		<u>18</u>
ELC 1102 Applied Electricity	3		
DFT 1116 Blueprint Reading: Air Conditioning	2		
	<u>19</u>		



AUTOMOTIVE MECHANICS

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	
PME 1101 Internal Combustion Engines	7	AUT 1123 Automotive Chassis and Suspension Systems	6
MAT 1101 Fundamentals of Mathematics	5	AUT 1121 Braking Systems	4
ORI 1100 Orientation to Vocational Education	1	PSY 1101 Human Relations	3
ENG 1101 Reading Improvement	2	AHR 1101 Automotive Air Conditioning	3
PHY 1101 Applied Science	4	WLD 1101 Basic Welding	1
	19		17
SECOND QUARTER		FOURTH QUARTER	
PME 1102 Engine Electrical and Fuel Systems	9	AUT 1124 Automotive Power Train Systems	6
ENG 1102 Communication Skills	3	AUT 1125 Automotive Servicing	6
DFT 1101 Schematics and Diagrams: Power Mechanics	1	BUS 1103 Small Business Operations	3
PHY 1102 Applied Science	1		15
	17		



ELECTRICAL INSTALLATION AND MAINTENANCE

The graduate of the Electrical Installation and Maintenance program will be qualified to enter the electrical trades where he will assist in the planning, layout, installation, checkout, and maintenance of systems in residential, commercial, or industrial plants. He will have an understanding of the fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage, current, power, and power factor of single and poly phase alternating circuits. He will have a basic knowledge of motor and motor control systems; industrial electronic control systems; business procedures, organization, and practices; communication 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 eligible 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		THIRD QUARTER	
ELC 1124 Residential Wiring	8	ELC 1113 Alternating Current and Direct Current Machines and Controls	9
ENG 1101 Reading Improvement	2	ELN 1118 Industrial Electronics	5
ORI 1100 Orientation to Vocational Education	1	PSY 1101 Human Relations	3
MAT 1115 Electrical Math I	5		17
PHY 1101 Applied Science	4		
	<u>20</u>		
SECOND QUARTER		FOURTH QUARTER	
ELC 1112 Direct and Alternating Current	9	ELC 1125 Commercial and Industrial Wiring	9
MAT 1116 Electrical Math II	5	ELN 1119 Industrial Electronics	5
ENG 1102 Communication Skills	3	BUS 1103 Small Business Operations	3
PHY 1102 Applied Science	4	DFT 1113 Blueprint Reading: Electrical	1
	21		18



MACHINIST TRADE

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 shop industry. Students will develop skill in bench work, layout, drilling, lathe work, milling, shaping, planing, broaching, and grinding. Operating principles of machine tools, use of measuring and testing 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		17
	20	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	1		17



MECHANICAL DRAFTING

Draftsmen translate the ideas, rough sketches, specifications, and calculations of engineers, architects and designers into working plans which are used in making a product.

Employment of draftsmen is expected to rise rapidly as a result of the increasingly complex design problems of modern products and processes. In addition, as growth of engineering and scientific occupations continues, more 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
ORI 1100 Orientation to Vocational Education	<u>1</u>	MEC 1115 Treatment of Ferrous Metals	3
	19		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		<u>16</u>
	20		

**This program offered in evening classes only.



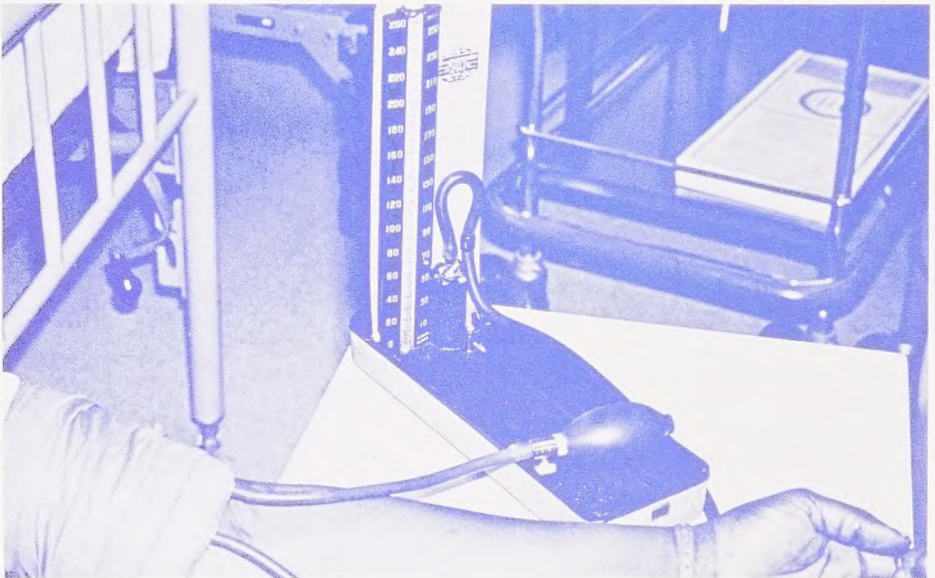
PRACTICAL NURSE EDUCATION

The objective of the Practical Nurse Education program is to make available to qualified persons the opportunity to prepare for the Practical Nurse occupation. During the one-year period of study, students take courses in basic nursing and related subjects at the Institute. They also receive a wide range of guided nursing experiences in the hospital setting provided by affiliation with Cabarrus Memorial Hospital, Rowan Memorial Hospital, and Stanly County 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			
ENG 1101 Reading Improvement	2	NUR 1106 Maternal and Child Care	9
PSY 1101 Human Relations	3	NUR 1107 Care of Patients with Medical-Surgical Conditions II	11
NUR 1101 Basic Science	6		20
NUR 1102 Orientation to Vocational Relationships	2		
NUR 1103 Introduction to Patient Care	8		
	21		
SECOND QUARTER			
NUR 1104 Basic Principles of Drug Administration	3	FOURTH QUARTER	
NUR 1105 Care of Patients with Medical-Surgical Conditions I	17	NUR 1108 Care of Infants and Children	9
	20	NUR 1109 Care of Patients with Medical-Surgical Conditions III	9
		NUR 1110 Vocational Relationships	2
			20



WELDING TRADE

The widespread use of the welding process enables welders to get jobs in every state. The number of welding jobs is expected to increase rapidly through the 1970'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	7	WLD 1124	7
MAT 1101	5	WLD 1123	2
DFT 1104	1	MEC 1116	3
ORI 1100	1	DFT 1118	1
PHY 1101	4	PSY 1101	3
ENG 1101	2		<u>16</u>
	<u>20</u>		
SECOND QUARTER		FOURTH QUARTER	
WLD 1121	7	WLD 1122R	5
MAT 1103	3	MEC 1112	2
DFT 1117	2	BUS 1103	3
MEC 1115	3		<u>10</u>
ENG 1102	3		
	<u>18</u>		



GUIDED STUDIES

This is a full-time, non-credit program consisting of three quarters. The daily schedule consists of approximately four and one-half contact hours divided equally in the three subject areas of mathematics, English, and social science; Mathematics to include a review of arithmetic, algebra, geometry, and trigonometry; English to include a review of basic English mechanics, sentence and paragraph structure, composition, vocabulary, and reading improvement; Social science designed to orient the student to the principles of post high school learning experience. In this course an attempt is made to broaden the student's cultural background as well as assist the student in making an accurate and realistic assessment of himself in relation to a variety of educational goals.

Suggested Sequence of Required Courses

Course Title	Quarter Hours Credit	Course Title	Quarter Hours Credit
FIRST QUARTER			
ENG 011	5	Assigned according to Occupational Goal:	
MAT 011	5	ELN 012	3
SSC 011	5	DFT 012	2
GUI 011	2	BUS 012	5
		NUR 012	3
Assigned according to Occupational Goal:			
ELN 011	3	THIRD QUARTER	
DFT 011	2	ENG 013	5
BUS 011	5	MAT 013	5
NUR 011	3	PHY 012	4
		GUI 013	2
SECOND QUARTER			
ENG 012	5	Assigned according to Occupational Goal:	
MAT 012	5	ELN 013	3
PHY 011	4	DFT 013	2
GUI 012	2	BUS 013	5
		NUR 013	3

CONTINUING EDUCATION

Rowan Technical Institute is committed to the continuing education of all citizens in its area of service through the General Adult Education Division and the Occupational Education Division. To fulfill this commitment, the Institute offers a variety of courses, workshops, and exhibits designed to meet educational needs and interests of the community. Consulting committees are used to assure that such educational services are closely related to adult needs and that adult participation is maximized.

Through these Divisions, students find opportunities to retrain and update themselves in employment, develop leadership and civic responsibility, grow in basic knowledge, improve in home and community life, expand knowledge in general education, and develop creativity in the fine arts.

Courses are offered when there is community need and interest. Some courses and services, because of great demand, are offered on a continuing basis. Other courses and services may be initiated by requests from individuals and groups. Rowan Technical Institute cooperates with public schools, public libraries, senior colleges, religious groups, health and welfare groups, civic clubs, community clubs, law enforcement agencies, fire service groups, business and industrial groups and other adult education agencies to provide educational services for greater numbers of people.

P. O. Box 1555
Salisbury, N. C. 28144