

ANSON TECHNICAL INSTITUTE

SUPPLEMENT A
GENERAL CATALOG
1976-1978



"An Equal Opportunity Institution"

TABLE OF CONTENTS

	Page
Admissions1
Unclassified Student Status.2
Orientation.3
Counseling3
Social and Cultural Activities3
Student Residency Classification4
Student Records.5
Supervised Directed Study.6
Educational Programs7
Heating, Ventilating and Air Conditioning Technology.7
Printing Management	11
Course Descriptions.	14
Prerequisite Information	16

ADMISSIONS

Requirements

Anson Technical Institute, encompassing an "open door" policy, does not impose restrictive standards for admission to the college. Admission to Anson Technical Institute is open to all qualified persons 18 years of age or a high school graduate without regard to race, creed, color or sex. Before a student is admitted to any curriculum, an intensive interview with the counseling staff and/or Dean of Student Affairs is held to review the applicant's high school or post secondary education transcripts to determine if the student will experience success in their chosen curriculum.

A high school diploma or recognized equivalency is required for admission to all curriculum programs at Anson Technical Institute. An exception may be made for the individual who, upon evaluation by the professional staff of the Student Affairs Office, appears to possess the necessary competency, background, motivation, and maturity to succeed in a specific curriculum.

Procedure

To be admitted, individuals must:

1. Complete and return the application form.
 - a. High school transcript request and the medical history report.
2. Applicant should request a transcript sent from any other post secondary institution that he/she attended.
3. Have a pre-admissions counseling session with a counselor.
4. Due to special nature of some programs, there may be additional requirements. These include: Unclassified Student

status and License Practical Nursing Program. Refer to specific admission policies for these programs in the catalogue.

UNCLASSIFIED STUDENT STATUS

A student may enroll for up to two quarters as an unclassified student without specifying an educational objective. To continue beyond this point, the student must declare his/her objective and complete all regular admission procedures.

ORIENTATION

All new full time students are expected to participate in an orientation program each quarter conducted by the Student Affairs Staff and other college personnel. Part time students are urged to participate. Orientation will acquaint the student with administrative policies such as grading, financial aid, scheduling, attendance, and others which relate to student interests or requirements.

COUNSELING

Counseling and guidance services are provided by the college to aid students in determining their vocational and educational programs as well as assisting them in resolving problems of a personal nature which might affect progress toward their educational objectives. Request for these services should be directed to the Assistant Dean of Student Affairs for Counseling and Guidance.

SOCIAL AND CULTURAL ACTIVITIES

Anson Technical Institute offers a well-rounded program for the social and cultural development of the students. Lectures and exhibits of various kinds are held periodically during the year. Notice of these events will be posted on the bulletin board in the college lounge...or issued in the Student Affairs weekly bulletin.

INFORMATION REGARDING STUDENT RESIDENCY CLASSIFICATION

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials, are set forth in detail in A MANUAL TO ASSIST THE PUBLIC HIGHER EDUCATION INSTITUTIONS OF NORTH CAROLINA IN THE MATTER OF STUDENT RESIDENCE CLASSIFICATION FOR TUITION PURPOSES. (Copies of the applicable law and of implementing regulations are available for inspection in the STUDENT AFFAIRS OFFICE). The regulations (G. S. 116-143.1(b)) read in part as follows:

To qualify for in-state tuition a legal resident must have maintained his domicile in North Carolina for at least the 12 months immediately prior to his classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the State during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education; further, (1) if the parents (or court-appointed legal guardian) of the individual seeking resident classification are (is) bona fide domiciliaries of this State, this fact shall be prima facie evidence of domiciliary status of the individual applicant and (2) if such parents or guardian are not bona fide domiciliaries of this State, this fact shall be prima facie evidence of non-domiciliary status of the individual.

STUDENT RECORDS

Anson Technical Institute will comply with the Amendment to Public Law 93-380, (Privacy Rights of Parents and Students) which sets forth obligations for the maintenance and release of certain student information.

The following documents will be maintained as part of the student's institutional record and will be subject to all state and federal regulations governing the safety and confidentiality of those records:

1. completed application
2. completed medical form
3. veterans records
4. statement of residency
5. transcripts
6. grade sheets and registration forms
7. counseling data sheets
8. test record
9. any statement of waiver by the student for release of records which also contains a list of those persons to whom the records were accessible.

Anson Technical Institute will use the above information for the sole purpose of assisting the student in the attainment of educational goals at this institution. The information gathered as listed above may be shared with appropriate professional personnel of the institution for the accomplishment of this goal.

Each student has the right to request and be permitted, within the limitations of Public Law 93-380, to review the above listed records in the presence of either the Dean of Student Affairs, Assistant Dean of Student Affairs of Counseling and Guidance, or any guidance counselor.

SUPERVISED DIRECTED STUDY

Supervised Directed Study is an alternate means of completing the requirements of credit courses which lead toward graduation. The specific title of the course and the credit value assigned will vary depending upon catalog listing or student-teacher selection. Students who are taking a course by directed study must be in conference with the instructor at scheduled office hours or by appointment.

Students desiring to pursue a course by Supervised Directed Study must register for the course during regular quarterly registration. Approval of the student's advisor, course instructor, and instructional Dean must be obtained prior to registration. Necessary forms and other information may be obtained at any time from the Dean of Student Affairs Office or at registration.

HEATING, VENTILATING AND AIR CONDITIONING TECHNOLOGY

Air-conditioning engineers define air conditioning as the process of controlling the temperature, humidity, cleanliness and distribution of air. In practice, this definition of air conditioning has resulted in a three billion dollar a year industry that plays a vital part in our country's daily life. Air conditioning is important for human comfort at work and play--in homes, schools, offices, and shops. It is vital for many manufacturing processes--from plastics and textiles to antibiotics and pudding mix. Air conditioning plays a highly important role in the transportation of people and products. Without air conditioning, computers could not function, jet airplanes couldn't carry passengers and summer heat waves would cause widespread illness. Medicines such as penicillin could not be manufactured. Valuable historic documents would fade and deteriorate. The air-conditioning industry is a young, vital one, with many challenges ahead. More efficient equipment and systems must be developed to condition homes, factories, schools, offices, shopping centers - even whole cities--and, at the same time, save energy. The use of solar and nuclear energy to cool buildings must be explored. Advances in the control of air pollution could someday come from the air-conditioning industry.

The air conditioning and refrigeration technician may be employed in areas of sales, installation, maintenance, production drafting, or systems design. He is involved with equipment for regulating temperature and humidity. He works with control systems, ducts and piping for distribution of air, water, steam, and refrigerants. His duties may be concerned with any or all of these systems and components.

Heating, Ventilating and Air Conditioning Technology

1st Quarter

		<u>Lec.</u>	<u>Lab</u>	<u>Cr.</u>
AHR 1220	Refrigeration Electrical Systems	2	6	4
AHR 1221	Refrigeration Systems	3	9	6
MAT 101	Technical Mathematics	5	0	5
PHY 101	Physics: Properties of Matter	2	2	3
		<u>12</u>	<u>17</u>	<u>18</u>

2nd Quarter

AHR 1222	Domestic & Commercial Ref. Installation & Servicing	3	9	6
AHR 1228	Automatic Controls	2	6	4
PHY 102	Physics: Work, Energy, & Power	3	2	4
DFT 101	Technical Drafting	1	4	3
		<u>9</u>	<u>21</u>	<u>17</u>

3rd Quarter

AHR 1223	Air Conditioning Systems	3	9	6
AHR 1226	All Year Comfort Systems	2	9	4
PSY 206	Applied Psychology	3	0	3
PHY 103	Physics: Electricity	3	2	4
ENG 204	Oral Communication	3	0	3
		<u>14</u>	<u>20</u>	<u>20</u>

4th Quarter

AHR 1224	Air Conditioning Troubleshooting	3	9	6
AHR 1225	Duct Design & Installation	2	6	4
AHR 1230	Forced Air Heating Systems	1	3	2
BUS 101	Introduction to Business	3	0	3
WLD 1101	Basic Gas Welding	0	3	1
WLD 1103	Refrigeration Welding	1	3	2
		<u>10</u>	<u>24</u>	<u>18</u>

5th Quarter

AHR 2211	Heating Systems	3	6	5
AHR 2212	Residential & Commercial Air Conditioning Systems	3	6	5
BUS 235	Business Management	3	0	3
ENG 101	Grammar	3	0	3
		<u>12</u>	<u>12</u>	<u>16</u>

6th Quarter

AHR 2213	All Weather Systems Heat Pump	3	6	5
AHR 2214	Residential Commercial Air Distribution	3	6	5
AHR 2215	Hydronic Heating Systems	2	3	3
ENG 102	Composition	<u>3</u>	<u>0</u>	<u>3</u>
		11	15	16
	<u>Total Credit Hours</u>			<u>105</u>

PHY 100 Physics: Properties of Matter 2 2 3

A fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids at rest and in motion, gas laws and applications. Laboratory experiments and specialized problems dealing with these topics are part of this course.

PHY 102 Physics: Work, Energy, Power 3 2 4

The major areas covered in this course are work, energy, and power. Instruction includes such topics as statics, forces, center of gravity, and dynamics. Units of measurement and their applications are a vital part of this course. A practical approach is used in teaching students the use of essential mathematical formulas.

PHY 103 Physics: Electricity 2 4

Basic theories of electricity, types of electricity, methods of production, and transmission and transforming of electricity. Electron theory, electricity by chemical action, electricity by friction, electricity by magnetism, induction voltage, amperage, resistance, horse-power, wattage, and transformers are major parts of the course.

AHR 2215 Hydronic Heating Systems 2 3 3

This course treats principles of installation and design of one-pipe and two-pipe hydronic heating systems. Emphasis is placed on special piping procedures and control systems for hydronics.

PRINTING MANAGEMENT

The graphic arts industry is large and varied and provides excellent opportunities for the individual with ability and training. The Printing Management Curriculum is designed to prepare the student for initial employment, usually in the category of trainee or assistant in the management offices. He progresses through earned promotions to work requiring increasing experience and responsibility. The program of instruction includes both classroom and laboratory experience with practical application to the graphic arts industry. In addition, field trips, speakers, and movies enrich the program.

Printing Management Technicians perform many of the planning and supervisory tasks necessary in the printing and allied industries. Depending on the size of the organization, the technician may work directly with management or with skilled craftsmen, or function as a liaison between them. The technician is involved in the handling of customer inquiries and other front office operations such as estimating cost, production, inventories; scheduling; control; and recordkeeping. The graduate may perform functions in ordering printing production supplies; measuring and scaling copies; production capacity and operation of plant machinery; and uses various tables, charts, and devices for calculating time factors and production costs for a variety of printing jobs.

PRINTING MANAGEMENT

Fall Quarter

			<u>Lec.</u>	<u>Lab</u>	<u>Cr.</u>
PRN	155	Line Offset Camera	2	6	4
PRN	161	Offset Press	2	6	4
ENG	101	Grammar	3	0	3
MATH	101	Technical Mathematics	5	0	5
ART	100	Elements of Art	5	0	5
			<u>17</u>	<u>12</u>	<u>21</u>

Winter Quarter

CAT	122	Dimensional Design	1	4	3
PRN	156	Halftone Offset Camera	2	6	4
PRN	162	Halftone Presswork	2	6	4
PRN	171	Estimating	3	0	3
DFT	101	Technical Drafting	1	4	3
ENG	102	Composition	3	0	3
			<u>12</u>	<u>20</u>	<u>20</u>

Spring Quarter

PRN	157	Offset Darkroom Techniques	2	6	4
PRN	163	Color Printing	2	6	4
CAT	201	Typography & Lettering	2	2	3
BUS	102	Typewriting	2	3	3
CAT	204	Advertising Copy	2	4	3
			<u>10</u>	<u>19</u>	<u>17</u>

Summer Quarter

PRN	158	Darkroom Special Effects	2	6	4
PRN	164	Special Press Operation	2	6	4
BUS	101	Introduction to Business	3	0	3
CAT	137	Specialty Drawing	1	4	3
PHO	116	Basic Photography	1	4	3
			<u>9</u>	<u>20</u>	<u>17</u>

Fall Quarter

ENG	203	Business Communications	3	0	3
BUS	243	Advertising	3	0	3
PRN	210	Printing Organization & Planning 3	2	4	4
PRN	220	Screen Printing Process	1	4	3
BUS	121	Accounting Principles II or Bus. Elective	3	2	4
			<u>13</u>	<u>8</u>	<u>17</u>

Winter Quarter

			<u>Lec.</u>	<u>Lab</u>	<u>Cr.</u>
BUS	233	Personnel Management	3	0	3
BUS	115	Business Law	3	0	3
BUS	120	Accounting Principles I or Bus. Elective	3	2	4
ENG	204	Oral Communications	3	0	3
PSY	206	Applied Psychology or Social Science Elective	3	0	3
PRN	240	Printing Plant Maintenance	<u>1</u>	<u>4</u>	<u>3</u>
			16	6	19

Total Credit Hours

104

COURSE DESCRIPTIONS

PRN 210 Printing Organization & Planning

A course to familiarize the student with the procedure for taking inventory, ordering supplies and equipment, and setting up and designing a print shop. Each student will be required to design, organize and fill out supply and equipment requisitions needed to begin a photo-offset print shop.

PRN 240 Printing Plant Maintenance

Upon completion of this course the student will be able to "troubleshoot" and repair darkroom, platemaking, printing and finishing equipment. Daily and weekly oiling and maintenance schedules will be developed for all equipment.

PRN 220 Screen Printing Processes

This course is a complete study of silk screen printing methods. Paper stencils, hand-cut stencils and photographic stencils will be produced. The student will be able to make and repair his own screens upon completion of the course.

Course Descriptions - Court Stenography Electives

BUS 130 - Advanced Touch Dictation and Transcription 3 2 4

A continuation of BUS 129. This course continues to emphasize the necessity for accuracy in transcription from unfamiliar and familiar sources.

BUS 131 - Professional Touch Dictation and Transcription 3 2 4

A continuation of BUS 130. This course continues to emphasize the necessity for accuracy in transcription from unfamiliar and familiar sources.

HVAC TECHNOLOGY

AHR 2211 Prerequisite: AHR 1220-1230 or Instructor's Permission
AHR 2212 Prerequisite: AHR 1220-1230 or Instructor's Permission
AHR 2213 Prerequisite: AHR 1220-1230 or Instructor's Permission
AHR 2214 Prerequisite: AHR 1220-1230 or Instructor's Permission
AHR 2215 Prerequisite: AHR 1220-1230 or Instructor's Permission

BUSINESS

BUS 103	Prerequisite:	BUS 102 or Instructor's Permission
BUS 104	Prerequisite:	BUS 103 or Instructor's Permission
BUS 105	Prerequisite:	BUS 104 or Instructor's Permission
BUS 107	Prerequisite:	BUS 106 or Instructor's Permission
BUS 108	Prerequisite:	BUS 107 or Instructor's Permission
BUS 119	Prerequisite:	BUS 118 or Instructor's Permission
BUS 121	Prerequisite:	BUS 120 or Instructor's Permission
BUS 122	Prerequisite:	BUS 121 or Instructor's Permission
BUS 127	Prerequisite:	BUS 126 or Instructor's Permission
BUS 128	Prerequisite:	BUS 127 or Instructor's Permission
BUS 129	Prerequisite:	BUS 128 or Instructor's Permission
BUS 130	Prerequisite:	BUS 129 or Instructor's Permission
BUS 131	Prerequisite:	BUS 130 or Instructor's Permission
BUS 137	Prerequisite:	BUS 136 or Instructor's Permission
BUS 138	Prerequisite:	BUS 137 or Instructor's Permission
BUS 139	Prerequisite:	BUS 138 or Instructor's Permission
BUS 140	Prerequisite:	BUS 122 or Instructor's Permission
BUS 184	Prerequisite:	BUS 183 or Instructor's Permission
BUS 194	Prerequisite:	BUS 193 or Instructor's Permission
BUS 206	Prerequisite:	BUS 108 or Instructor's Permission
BUS 207	Prerequisite:	BUS 206 or Instructor's Permission
BUS 208	Prerequisite:	BUS 207 or Instructor's Permission
BUS 209	Prerequisite:	BUS 104 or Instructor's Permission
BUS 210	Prerequisite:	BUS 104 or Instructor's Permission
BUS 222	Prerequisite:	BUS 122 or Instructor's Permission
BUS 223	Prerequisite:	BUS 222 or Instructor's Permission

BUS 225 Prerequisite: BUS 121 or Instructor's Permission
BUS 228 Prerequisite: BUS 122 or Instructor's Permission
BUS 231 Prerequisite: BUS 122 or Instructor's Permission
BUS 240 Prerequisite: BUS 239 or Instructor's Permission
BUS 248 Prerequisite: BUS 247 or Instructor's Permission
BUS 255 Prerequisite: BUS 121 or Instructor's Permission

ECO 202 Prerequisite: ECO 201 or Instructor's Permission

ISC 207 Prerequisite. BUS 272 or Instructor's Permission
ISC 231 Prerequisite: ECO 201 or Instructor's Permission

ENG 106 Prerequisite: ENG 105 or Instructor's Permission
ENG 205 Prerequisite: ENG 105 or Instructor's Permission
MAT 101 Prerequisite: H. S. Algebra or Instructor's Permission
MAT 102 Prerequisite: H. S. Math or Instructor's Permission
MAT 103 Prerequisite: MAT 102 or Instructor's Permission
MAT 105 Prerequisite: 2 yrs. H.S. Algebra or Instructor's Permission
MAT 107 Prerequisite: H. S. Algebra or Instructor's Permission
MAT 108 Prerequisite: H. S. Algebra or Instructor's Permission
PHY 101 Prerequisite: H. S. Algebra or Instructor's Permission
SPA 102 Prerequisite: SPA 101 or Instructor's Permission

PHOTOGRAPHY

PHO 117	Prerequisite: PHO 116 or Instructor's Permission
PHO 118	Prerequisite: PHO 116 or Instructor's Permission
PHO 132	Prerequisite: PHO 116 or Instructor's Permission
PHO 140	Prerequisite: PHO 116 or Instructor's Permission
PHO 210	Prerequisite: PHO 116 or Instructor's Permission
PHO 212	Prerequisite: PHO 116 or Instructor's Permission
PHO 214	Prerequisite: PHO 116 or Instructor's Permission
PHO 216	Prerequisite: PHO 116 or Instructor's Permission
PHO 218	Prerequisite: PHO 116 or Instructor's Permission
PHO 220	Prerequisite: PHO 116 or Instructor's Permission
PHO 222	Prerequisite: PHO 116 or Instructor's Permission
PHO 224	Prerequisite: PHO 116 or Instructor's Permission
PHO 226	Prerequisite: PHO 116 or Instructor's Permission
PHO 228	Prerequisite: PHO 116 or Instructor's Permission
PHO 130	Prerequisite: PHO 116 or Instructor's Permission

PRINTING

PRN 210	Prerequisite: PRN 155-158 and PRN 161-164 or Instructor's Permission
PRN 240	Prerequisite: PRN 155-158 and PRN 161-164 or Instructor's Permission

