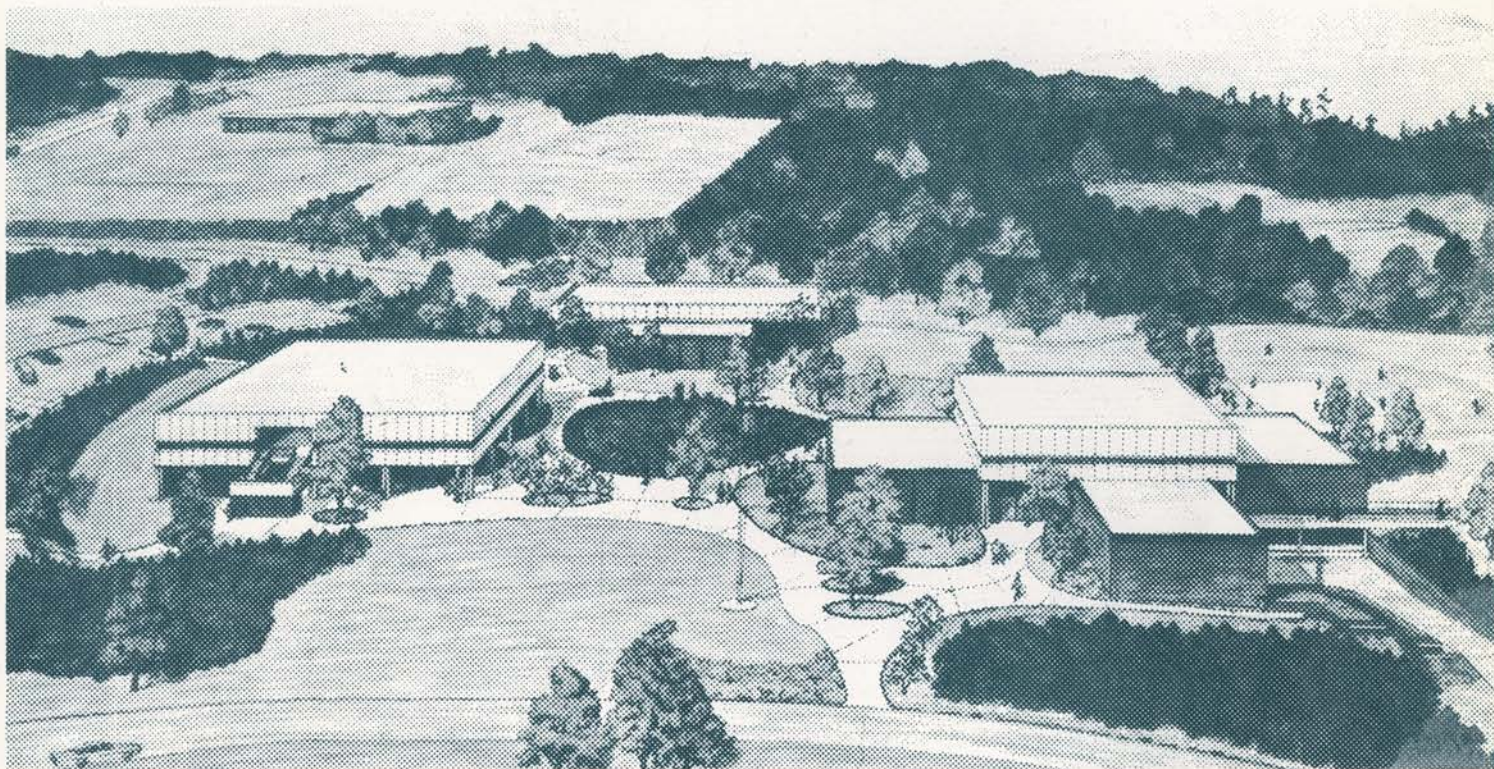


Center



SURRY COMMUNITY COLLEGE

DOBSON, N. C. 27017

TELEPHONE 386-4955

Surry Community College, an open-door comprehensive institution, is located in Dobson on Highway 601. The college's location makes it accessible to Mount Airy, Pilot Mountain, Elkin, Jonesville, Mountain Park and Boonville. These towns are located within a 15-mile radius of Dobson.

College Parallel Division — A 2-year program — conferring the Associate in Arts Degree. Graduates of this program should be able to successfully transfer to Senior Colleges awarding the Bachelor's degree.

College Technical Division — The programs in the technology areas are designed to prepare students with technical competence for immediate employment in either business, industry, government, the health occupations fields, or as owner-manager of their firms. General education subjects are included as necessary adjuncts to these occupational programs.

The student should thoroughly understand that technical programs are not intended to transfer later to senior colleges. Upon successful completion of a technical program of study, the Associate Degree in Applied Science is awarded.

College Vocational Division—The vocational programs are designed to prepare the graduate to enter and make progress in a skilled occupation. Up-to-date instructional equipment is used in classroom, laboratory, and shop activities. Included in the programs of study is instruction in related and applied general education subjects with a concentration of study in technical subjects and the development of manipulative skills.

Adult Education and Extension Division — Surry Community College is committed to the continuing education of all the citizens in its area of service. To fulfill this commitment, the college offers a variety of courses, institutes, conferences, clinics, forums, demonstrations, workshops and exhibits designed to meet adult educational needs and interests.

Surry Community College

Dobson, N. C. 27017

LEGAL SECRETARIAL PROGRAM

First Quarter

Eng 101	English I
Bus 102	Typewriting I
Bus 106	Shorthand I
T-Bus 105	Business Math
Bus 115	Business Law I

Second Quarter

Eng 102	English II
Bus 103	Typewriting II
Bus 107	Shorthand II
T-Bus 131-S	Secretarial Accounting I
Bus 116	Business Law II

Third Quarter

Eng 103	English III
Bus 104	Typewriting III
Bus 108	Shorthand III
T-Bus 132-S	Secretarial Accounting II
Bus 117	Business Law III

Fourth Quarter

Speech 101	Fundamentals of Speech
T-Bus 206	Dictation and Transcription
T-Bus 205	Advanced Typing
T-Bus 110	Office Machines I
T-EDP 104	Introduction to Data Processing Elective

Fifth Quarter

T-Eng 206	Business Communications
T-Bus 207-L	Dictation and Transcription
T-Bus 214-L	Secretarial Procedures
T-Bus 211-L	Office Machines — Stenoprint Machine
Bus 112	Filing

Sixth Quarter

T-Bus 208-L	Dictation and Transcription
T-Bus 206	Production Typing
T-Bus 215-L	Office Application Elective



SECRETARIAL - LEGAL

The Legal Secretary Curriculum is designed to offer the students the basic skills in typing, shorthand, dictation, transcription, and terminology needed for employment. In addition to the basic skills, training is given in legal terminology and vocabulary, legal transcription, typing legal forms, and general office procedures as related to a legal office. Training is also given in machine transcription and stenoprint or machine dictation. The basic and legal training is supplemented by related courses in mathematics, accounting, and personality development for a well-rounded program. An office application course in the sixth quarter gives the student an opportunity to get actual training and experience in a legal office.

The legal secretary will be qualified to enter any of a wide variety of positions in the legal profession.





Surry Community College *Dobson, N. C. 27017*

THE LIBRARY

The modern air-conditioned library with its wall-to-wall carpet and individual study carrels provides a quiet and pleasant place in which to browse or study. It has a seating capacity of 101 people.

The library is an integral part of the college educational program and is administered in the belief that its resources play an important part in a student's education. It houses a collection of over 12,000 volumes carefully selected for reference, enriching and broadening the curriculum, and recreational reading. The library subscribes to newspapers covering local, state, national and international levels. Over 200 periodicals and journals are received representing academic fields and general interests. A selection of bound volumes is maintained. In addition, the library has back issues of 35 magazines on microfilm. A microfilm reader-printer provides instant copies of any of these materials.

Students as well as faculty members are encouraged to suggest titles for purchase. Faculty and librarians work closely in selecting the materials to supplement the curriculum.

Two professional librarians, two assistants, and seven students comprise the library staff. It is open 57 hours a week. Hours are arranged to provide students and faculty in both day and evening divisions with needed materials and services.

The collection is kept live and active by periodic weeding of obsolete materials. The information (vertical) file provides a wealth of up-to-date pamphlets, reports, etc. in 286 subject areas.

The library is responsible for administering the audio-visual program. More than 90 films are owned and some 300 or more are available from the Surry County Film Library. Filmstrips, slides, tapes and recordings are available for class and individual use. A special room for listening to tapes and recordings is provided. Copying facilities are available for reproducing any material from the library collection.

The college orientation program includes instruction on how to use the library, its policies and procedures, the content of the collection and an introduction to some of its reference materials.

Library materials are primarily for use by students and faculty, but they are also available to the community.

Plans have been completed for the installation of a dial access—language laboratory system to supplement the closed-circuit TV system and the TV recording equipment already on hand.

The library staff is dedicated to insuring continued growth in size and quality of library holdings and to provide the strongest learning resources possible to each student.



Surry Community College

Dobson, N. C. 27017

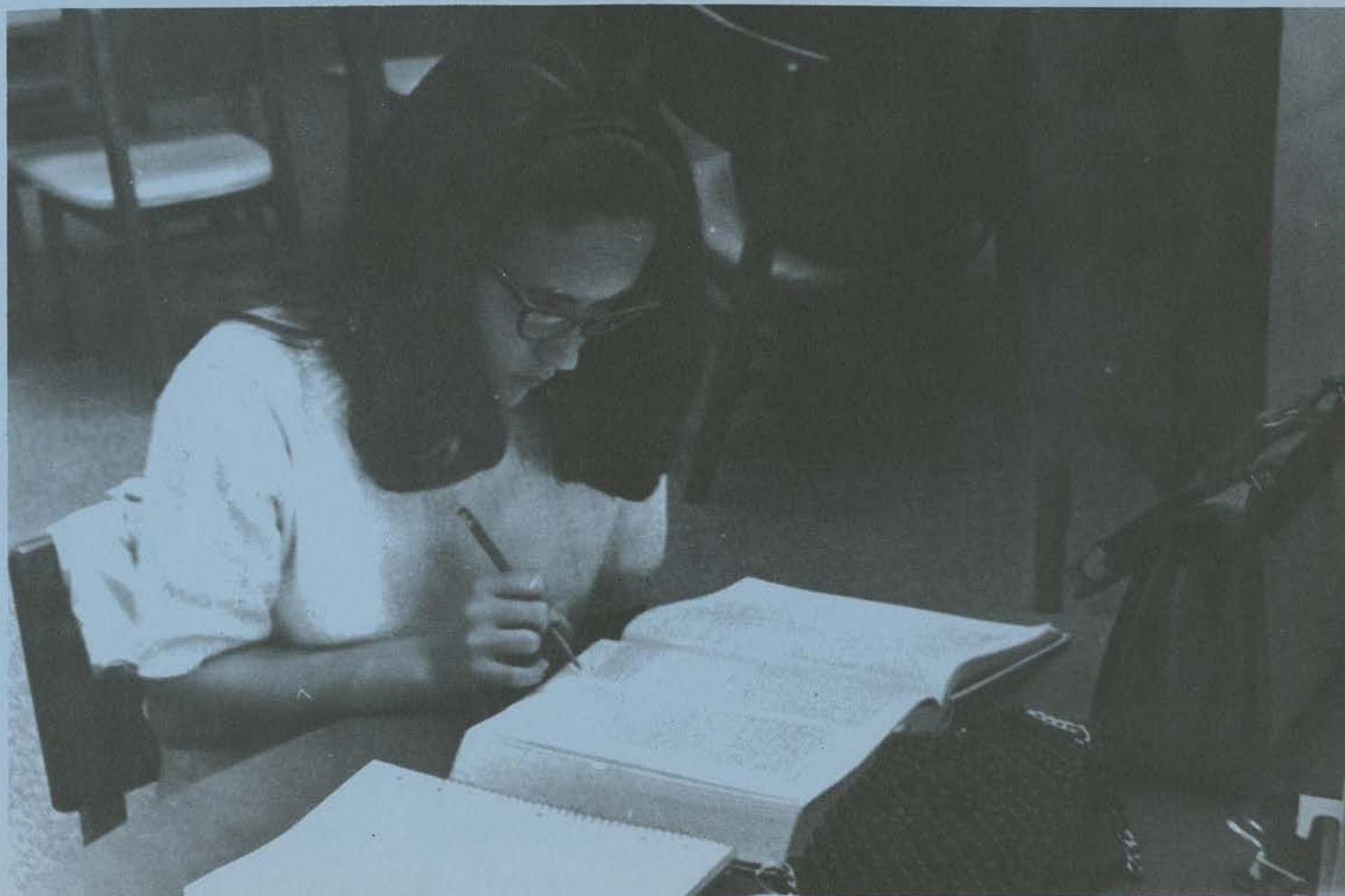
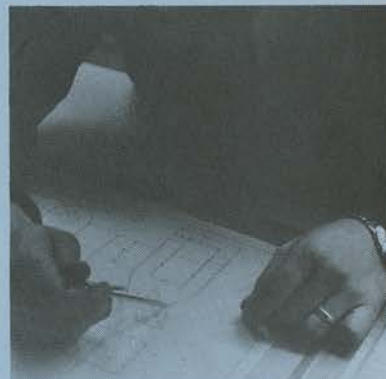
COLLEGE TRANSFER PROGRAM

Freshmen and sophomore students enrolled in the College Parallel Program at Surry Community College pursue a general college curriculum. This curriculum parallels the various programs offered by the Senior Colleges on the freshman and sophomore level. Some of these students will have entered Surry Community College with definite academic or professional goals in mind. The flexibility offered in the College Parallel Program enables such a student to choose a program which leads to the degree of Bachelor of Arts or a degree of Bachelor of Science in any one of many academic or professional areas.

Many students, on the other hand, enter Surry with only tentative plans for long range programs. For this group, as well as for those whose original plans are changed by circumstances or shift of interests, the College Parallel Program provides a basic pattern of required courses and electives to make possible almost any necessary change of program.

Students at Surry Community College receive the personal assistance and encouragement of their advisors, and the counseling department in selecting courses, maintaining required scholastic standards, and planning a complete educational program. Every effort is made to place each student in classes appropriate to his level of college preparation and achievement.

A student entering the College Parallel Program is expected to complete two years of work at Surry Community College. A "C" average is required for graduation. Successful completion of the 2-year College Parallel Program should enable students to transfer as a junior to a 4-year institution.



Surry Community College

Dobson, N. C. 27017

Secretarial Science — Executive Program 6 Quarters

First Quarter

Eng 101	English I
Bus 102	Typewriting I
Bus 106	Shorthand I
T-Bus 101S	Introduction to Business
T-Bus 105	Business Math
Bus 115	Business Law

Second Quarter

Eng 102	English II
Bus 103	Typewriting II
Bus 107	Shorthand II
T-Bus 131S	Secretarial Accounting I Elective
Bus 101	Introduction to Business

Third Quarter

Eng 103	English III
Bus 104	Typewriting III
Bus 108	Shorthand III
T-Bus 132S	Secretarial Accounting II
T-EDP 104	Introduction to Data Processing

Fourth Quarter

Eng 204	Fundamentals of Speech I
T-Bus 206E	Dictation and Transcription
T-Bus 205	Advanced Typewriting
T-Bus 110	Office Machines Filing Elective

Fifth Quarter

T-Eng. 206	Business Communications
T-Bus 207E	Dictation and Transcription
T-Bus 214	Secretarial Procedures
T-Bus 211	Office Machines II Elective

Sixth Quarter

T-Bus 208E	Dictation and Transcription
T-Bus 206	Production Typing
T-Bus 215E	Office Application Elective — Social Science



SECRETARIAL — EXECUTIVE

The demand for qualified secretaries in our ever-expanding business world is becoming more acute. The purpose of this curriculum is to outline a program that will provide training in the accepted procedures required by business and industry.

The Executive Secretary Curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

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



Surry Community College

Dobson, N. C. 27017

First Quarter

ENG 101	English I
T-MAT 101	Technical Mathematics I
PHY 101	Physics: Properties of Matter
T-DFT 101	Technical Drafting I
T-ELC 101	Fundamentals of Electricity I

Second Quarter

ENG 102	English II
T-MAT 102	Technical Mathematics II
PHY 102	Physics: Work, Energy, Power
T-DFT 102	Technical Drafting II
T-ELC 102	Fundamentals of Electricity II

Third Quarter

ENG 103	English III
T-MAT 103	Technical Mathematics III
T-ELN 101	Electronic Instruments and Measurements
T-ELN 105	Control Devices

Fourth Quarter

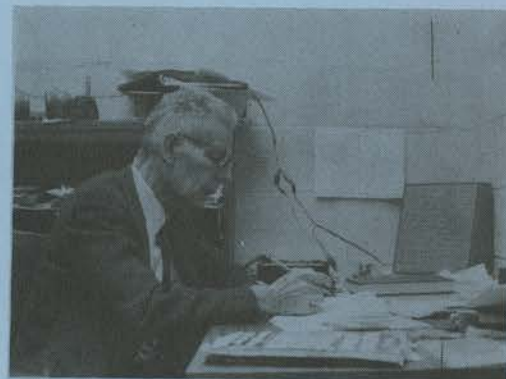
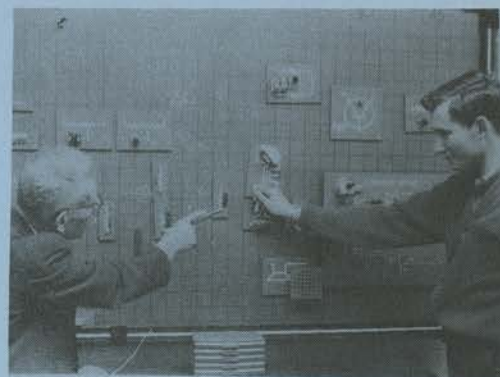
ENG 204	Fundamentals of Speech I
T-MAT 201	Technical Mathematics IV
T-PHY 104	Physics: Light and Sound
T-ELN 205	Applications of Vacuum Tubes and Transistors

Fifth Quarter

	Social Science Elective
T-ELN 210	Semiconductor Circuit Analysis
T-ELN 214	Wave Shaping and Pulse Circuits Elective

Sixth Quarter

	Social Science Elective
T-ELN 215	Wave Shaping and Pulse Circuits
T-ELN 220	Electronic Systems Elective



ELECTRONICS TECHNOLOGY

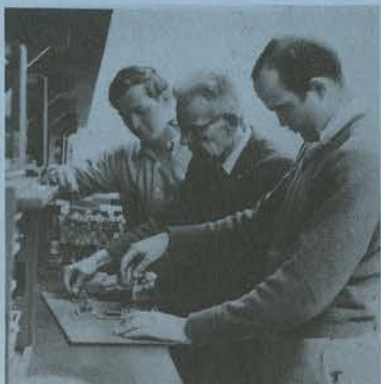
The field of electronics has developed at a rapid pace since the turn of the century. Developments in the field of electronic controls and the demands for new products in the consumer market have revolutionized the industry.

Many opportunities exist for men and women with a technical education. This curriculum provides a basic background in electronic theory and practical applications of electronics for business and industry. Graduates are capable of handling a variety of positions that involve the operation, design, research, testing and sale of electronic equipment.

Sample job titles are: Communications Systems Engineer, Customer Service Engineer, Electronic Field Engineer, Junior Engineer, Technical Aide, Engineering Aide, Technical Sales Representative, Computer Technician, Technical Writer.

The courses in this curriculum are not designed for transfer to a senior college or university, but may be acceptable in some engineering schools.

Applicants for the Electronics Technology program should have a strong background in English, mathematics, and science, and should have demonstrated good performance in these and other subjects.



Surry Community College

Dobson, N. C. 27017



(Associate in Applied Science)

First Quarter

ENGL 101 English II
 T-MAT 101 Technical Mathematics II
 PHY 101 Physics: Work, Energy, Power
 T-DFT 101 Technical Drafting II
 T-MEC 101 Machine Processes II

Second Quarter

ENGL 102 English I
 T-MAT 102 Technical Mathematics I
 PHY 102 Physics: Properties of Matter
 T-DFT 102 Technical Drafting I
 T-MEC 102 Machine Processes I

Third Quarter

ENG 103 English III
 T-MAT 103 Technical Mathematics III
 PHY 103 Physics: Electricity
 T-PHY 106 Applied Mechanics
 T-DFT 103 Technical Drafting III

Fourth Quarter

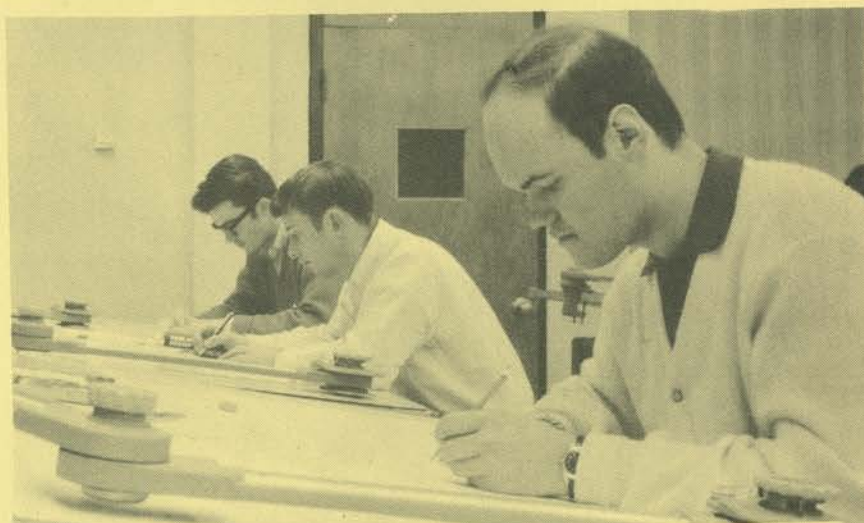
ENGL 204 Fundamentals of Speech I
 T-DFT 201 Technical Drafting IV
 T-DFT 204 Descriptive Geometry
 T-MEC 205 Strength of Materials
 T-MEC 210 Physical Metallurgy

Fifth Quarter

T-DFT 205 Social Science Elective
 T-DFT 211 Design Drafting I
 T-MEC 211 Mechanisms
 Physical Metallurgy
 Elective

Sixth Quarter

T-DFT 206 Social Science Elective
 T-MEC 235 Design Drafting II
 Hydraulics and Pneumatics
 Elective
 Elective



DRAFTING AND DESIGN — MECHANICAL

This curriculum has been designed to train persons to obtain employment and to enable the individual student to develop a high proficiency after employment in the industry. Because technicians associate with administrative personnel, scientists, engineers, and skilled workmen, courses in general education have been included. Courses containing essential information from related areas, such as mathematics, physics, and mechanics are also necessary and have been included to provide the student with an academic foundation for his training.

Mechanical drafting and design technicians are concerned with the preparation of drawings for design proposals, for experimental models and items for production use.

These technicians perform many aspects of drafting in a specialized field, such as the developing of the drawing of a section, sub-assembly or major component. Investigating design factors and availability of material and equipment, production methods and facilities are frequent assignments. They assist in

the design of units and controls from specifications by utilizing drawings of existing units and reports on functional performance. They may draw components in industrial fields based on engineers' original design concepts or specific ideas. Also, they may be assigned as coordinators for the execution of related work of other design, production, tooling, material and planning groups. Technicians with experience in this classification may often supervise the preparation of working drawings.

These technicians are employed in many types of manufacturing, fabrication, research, development and service industries. Substantial numbers also are employed in communications, transportation, public utilities, consulting engineering firms, and federal, state, and local governments.

Applicants for the Drafting and Design program should have a strong background in English, mathematics, and science, and should have demonstrated good performance in these subjects.

Vocational Division — The objectives of the vocational programs at Surry Community College are to prepare individuals for initial employment in recognized skilled occupations, to re-train for entering new occupations, to advance in a given occupation by updating or upgrading of skills and knowledge, to develop an understanding of the American free enterprise system, and to develop an interest in the betterment of our society.

Vocational programs require one full year of participation for students on a full-time basis. Courses will be available during the day and during the evening for students desiring to enroll on a part-time basis.

For further information, inquiries in specific areas should be addressed to the office indicated at Surry Community College, Dobson, N. C. 27017.

Administrative Matters and General Information	President
Business Matters	Business Manager
Admissions, Catalogs	Director of Student Personnel Service
Records, Transcripts	Registrar
Public Relations	President
Academic Information	Academic Dean
Placement	Director of Student Personnel
Student Aid	Director of Student Personnel
Evening Classes	Director of Evening Programs
High School Completion	Director of Adult Education
Extension Classes	Director of Adult Education

TELEPHONES:

Area Code 919

386-4955

386-2425

Dobson, N. C.

Surry Community College

Dobson, N. C. 27017

ELECTRICAL INSTALLATION & MAINTENANCE

The rapid expansion of the national economy and the increasing development of new electrical products is providing a growing need for qualified people to install and maintain electrical equipment. By mid-1960, more than 350,000 were employed as either construction electricians or maintenance electricians. Between 5,000 and 10,000 additional tradesman are required each year to replace those leaving the industry. It is expected that the total requirements for electrical tradesmen will reach 500,000 by 1966 and 700,000 by 1970. The majority of the electrical tradesmen today are trained through apprenticeship or on-the-job training programs.

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

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

First Quarter

ELC 1112	Direct and Alternating Current
ENG 1101	Reading Improvement
MAT 1115	Electrical Math
PHY 1101	Applied Science I

Second Quarter

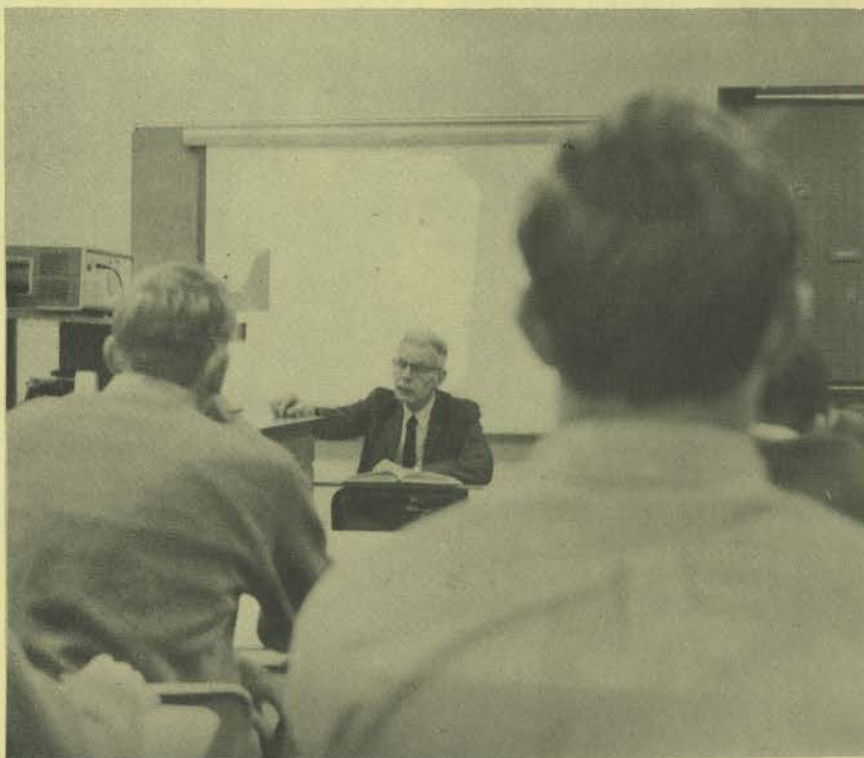
ELC 1113	Alternating Current and Direct Current Machines and Controls
DFT 1110	Blueprint Reading: Building Trades
ENG 1102	Communication Skills
PHY 1102	Applied Science II

Third Quarter

ELC 1124	Residential Wiring
ELN 1118	Industrial Electronics
PSY 1101	Human Relations
DFT 1113	Blueprint Reading: Electrical

Fourth Quarter

ELC 1125	Commercial and Industrial Wiring
ELN 1119	Industrial Electronics
BUS 1103	Small Business Operations

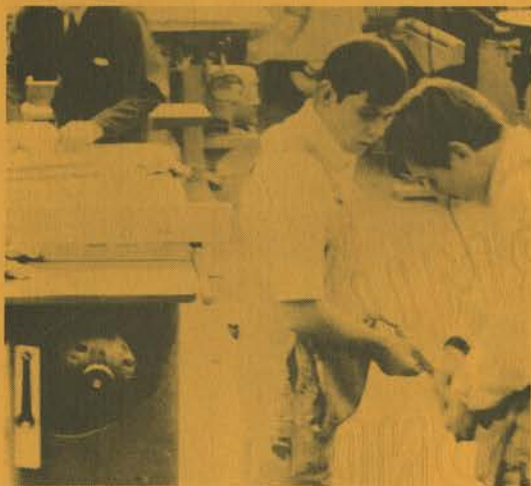




Cooperative Carpentry is designed to develop the Carpentry skills covering the full range of the industry from raw materials to the finished product. This course will include special training in mathematics, blueprint reading, methods of construction, cabinet making, estimating, building codes and a thorough knowledge in building materials. Successful completion of this program should enable the individual to find employment in a variety of positions in the building construction trades.

How the Program Operates

Cooperative Carpentry is a 12-months program beginning in June. The students alternate one week in on-the-job training and one week in classroom and laboratory instruction. The program consists of a minimum of 700 clock hours on-the-job and 600 clock hours of on-campus instruction. The cooperating on-the-job training contractor agrees to start these carpentry students at the minimum wage with increases as progress warrants, provide Workman's Compensation and Social Security benefits while training on the job. A diploma is granted upon the successful completion of the one-year study.



Opportunities

1. Prepares students for entry into the carpentry occupational field.
2. Provides students with on-the-job training as well as relevant classwork in building trades.
3. Opportunity to learn while the student earns.
4. Faster upgrading on the job.
5. Graduates of this program will be eligible for three additional years of apprenticeship training in carpentry (the college will assist students in developing this apprenticeship training.)

ADVISORY COMMITTEE

J. W. Shepherd, Contractor, Elkin, North Carolina
 Jack Greenwood, Contractor, Mount Airy, North Carolina
 John Clark, Contractor, Mount Airy, North Carolina
 Robert Lovill, Contractor, Mount Airy, North Carolina
 Charles Stanley, Contractor, Dobson, North Carolina

ENTRANCE REQUIREMENTS

This program is open to any high school graduate or person 18 years of age or older who shows promise of successfully completing the program.

COST

Cooperative Carpentry Tuition \$32 per quarter.
 Out-of-State Tuition \$105.00 per quarter.



Surry Community College

Dobson, N. C. 27017

First Quarter

WLD 1120	Oxyacetylene Welding & Cutting
MAT 1101	Fundamentals of Mathematics
DFT 1104	Blueprint Reading: Mechanical
PHY 1101	Applied Science I
ENG 1101	Reading Improvement

Second Quarter

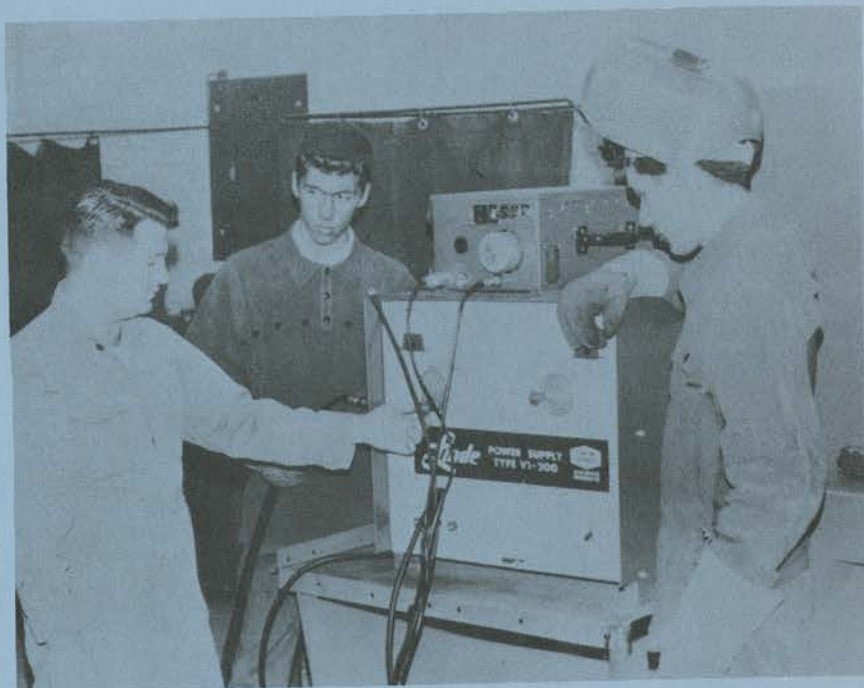
WLD 1121	Arc Welding
MAT 1103	Geometry
DFT 1117	Blueprint Reading: Welding
PHY 1102	Applied Science II
ENG 1102	Communication Skills

Third Quarter

WLD 1124	Pipe Welding
WLD 1123	Inert Gas Welding
WLD 1112	Mechanical Testing and Inspection
DFT 1118	Pattern Development and Sketching
PSY 1101	Human Relations

Fourth Quarter

WLD 1122	Commercial and Industrial Practices
WLD 1125	Certification Practices
MEC 1112	Machine Shop Processes
BUS 1105	Industrial Organizations



WELDING

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

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

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

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

The principal duty of the welder using manual techniques is to control the melting by directing the heat from either an electric arc or gas welding torch, and to add filler metal where necessary to complete the joint. He should possess a great deal of manipulative skill with a knowledge of jigs, welding symbols, mathematics, basic metallurgy, and blueprint reading.