NATIONAL TECHNICAL INSTITUTE FOR THE DEAF

PROGRAMS
COURSES
GENERAL INFORMATION

A COLLEGE OF ROCHESTER INSTITUTE OF TECHNOLOGY
Quick Reference
Telephone Directory

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<th>Department</th>
<th>Phone</th>
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<tr>
<td>NTID Main Phone</td>
<td>475-6400</td>
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<tr>
<td>Career Opportunities and Admissions</td>
<td>6700</td>
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<tr>
<td>Institute Director</td>
<td>6418</td>
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<td>Career Development Programs Administration</td>
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Academic Calendar 1982-83

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<th>Non-Matriculated Student Registration</th>
<th>Classes Begin</th>
<th>No Classes</th>
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<td>July 7</td>
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<td>Fall Quarter</td>
<td>Sept. 8 (new students)</td>
<td>Sept. 9 (returning students)</td>
<td>Sept. 10</td>
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<td>March 7</td>
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<td>May 17-20*</td>
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<tr>
<td>Summer Quarter</td>
<td>May 31</td>
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<td>Aug. 9</td>
<td>Aug. 10-12</td>
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</table>

*Commencement-May 21, 1983

Accreditation

The Institute is chartered by the legislature of the State of New York and accredited by the Middle States Association of Colleges and Schools. In addition to institutional accreditation, some curricula are accredited by appropriate professional accreditation bodies. Specific mention of these is included in the program descriptions, where applicable.
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About This Bulletin
This bulletin does not constitute a contract between Rochester Institute of Technology (RIT) and the students who are admitted to the National Technical Institute for the Deaf (NTID) on either a collective or individual basis. It represents RIT’s best academic, social, and financial planning for NTID at the time it was published. In order to keep programs current and relevant, course and curriculum changes, modifications of tuition, fee, dormitory, meal and other charges, plus unforeseen changes in other aspects of RIT life sometimes occur after the bulletin has been printed but before the changes can be incorporated in a later edition of the same publication. Because of this, RIT does not assume a contractual obligation with NTID students for the contents of this bulletin.

For more information concerning other programs of study at RIT, write or phone:

Rochester Institute of Technology
National Technical Institute for the Deaf
Office of Career Opportunities and Admissions
One Lomb Memorial Drive
Post Office Box 9887
Rochester, New York 14623
(716) 475-6631
The Partnership: The National Technical Institute for the Deaf at Rochester Institute of Technology

The National Technical Institute for the Deaf (NTID) is one of 10 colleges at Rochester Institute of Technology (RIT). NTID is the first effort to educate large numbers of deaf students within a college campus planned primarily for hearing students. Unique in the world, NTID is a vital part of RIT’s 1,300-acre campus in suburban Rochester, New York.

NTID provides educational opportunities for qualified deaf students from every state in the nation. The fact that NTID is located on a college campus designed primarily for hearing students is important to the students’ academic, personal, social, and communication development. The NTID academic programs, designed for deaf students, lead to certificates, diplomas, and associate degrees from RIT. An associate degree in interpreting for the hearing impaired is offered for hearing students.

Most NTID students take some courses along with hearing students in the other colleges of RIT: Applied Science and Technology, Business, Continuing Education, Engineering, Fine and Applied Arts, General Studies, Graphic Arts and Photography, and Science.

Some NTID-sponsored students are full or part-time students in the associate, bachelor’s, and master’s degree programs of these other colleges. Special educational support teams made up of NTID staff members help them in their studies in those other colleges.

Historically, 66 percent of the students entering RIT through NTID have graduated from these programs. An additional nine percent benefit from some preparatory work and then transfer to another postsecondary institution to complete their education.

A special feature of most RIT colleges, including NTID, is the cooperative (co-op) education program. Cooperative education, established at RIT in 1912, symbolizes its “learning by doing” philosophy. Learning centers offer students self-paced instruction, small group classes, and individual attention. These centers are set up for instruction in important areas such as English, math, physics, reading, science, telecommunications, and writing. Self-instruction labs encourage students to practice their communication skills.

The residence halls in this complex contain dormitory rooms, recreation areas, student lounges, and study and conference areas. Residence halls are available for single students, and on-campus apartments and townhouses are available for married students. The three residence halls shared by deaf and hearing students are: Mark Ellingson Hall, Peter N. Peterson Hall, and Alexander Graham Bell Hall.

The Hettie L. Shumway Dining Commons consists of a large dining room and complete food service facilities.

Other special features for deaf students include a visual emergency system in the academic building and residence halls, a sophisticated telecommunication system which links all parts of the RIT campus, and a hearing aid shop located in the academic building.

Wallace Memorial Library

RIT’s Wallace Memorial Library is a true multi-media learning center. It has many services and innovative procedures to increase its usefulness, including the largest microfilm collection and the greatest use of nonprint media of any area college library.

When students want to research a topic, they may find many resources in the catalog: printed matter in miniature on microfilm and microfiche, videocassettes, motion pictures, slides, filmstrips, sound/filmstrips, Super 8 cartridges with audiocassettes, and traditional books and magazines.

Reference librarians are on duty during the week and on weekends to assist students in the use of all library resources.
resources. More than 900 student study stations are located on the three floors of the library. Study stations include individual study carrels and group study rooms.

Student work in art and photography is exhibited in gallery display areas during the year. Outstanding student art work is permanently displayed within the building. There are several lounge areas.

The library contains a special collection of materials on the deaf. These materials serve NTID and support research by anyone wishing to study the problems of deafness. A librarian on the reference staff is available to communicate with and aid NTID students seeking assistance. A Special Collections area has the Archives, rare books, faculty writings, and RIT theses. The Graduate Chemistry Library supplements the main library.

The regular hours for the library are: 8 a.m.-11 p.m., Monday-Thursday; 8 a.m.-9 p.m., Friday; 9 a.m.-6 p.m., Saturday; and noon-9 p.m., Sunday. Special hours for exam time, breaks, and holidays are posted.

The Campuses

RIT's main campus is in suburban Rochester, New York. It has received several architectural awards and been called one of the most significant building accomplishments in the greater Rochester area. It was opened in 1968.

The Rochester campus includes nearly 1,300 acres of land, and will provide for growth and development for many years to come. The buildings will let RIT increase its enrollment in both day and evening divisions to about 20,000.

RIT's Rochester campus is located about five miles from downtown Rochester, on Jefferson Road (Route 252). It is only a short distance from shopping centers, motels, the New York State Thruway (Interchange 46), and Rochester's major expressways. There is public transportation to the campus and free parking on campus.

The Rochester campus has an academic/administration complex of 13 buildings arranged as three quadrangles. The residential complex has 16 interconnected buildings. It is reached by a quarter-mile path that passes tennis courts and playing fields.

RIT maintains a City Center at 50 West Main Street in downtown Rochester. It is reached easily by public transportation.

The Eisenhower campus is the most recent addition to RIT. It is located on the northwest shore of Cayuga Lake in the heart of New York's Finger Lakes region. It is two miles east of the village of Seneca Falls.

The 286-acre Eisenhower campus includes a nine-hole golf course, athletic fields, ponds, a small park, and lake frontage.

RIT financially. Many of these industries have offered cooperative employment. All have provided a friendly community atmosphere for RIT.

Rochester also is a cultural center. Rochester citizens support music, art, theatres, libraries, and museums.

What There Is to See and Do

Rochester and nearby: George Eastman House (with its International Museum of Photography); Susan B. Anthony House; Strasenburgh Planetarium; Rochester Museum and Science Center; Memorial Art Gallery; professional teams in soccer, hockey, basketball, and baseball; several summer theaters; golf courses; canoeing on the Genesee River; sailing on Lake Ontario; orchestral concerts (many free); parks and bike trails; excellent shopping malls; and other colleges with exchange privileges.

Twenty to fifty miles: Recreational opportunities throughout the Finger Lakes region, Stony Brook Park, Letchworth Park (“Grand Canyon of the East”), Hamlin and Sodus Beach parks, Sonnenberg Gardens, famous wineries, and Hill Cumorah Mormon Pageant.

Admission Requirements

To qualify for admission to RIT through NTID, students must meet certain standards agreed upon by RIT and the U.S. Department of Education. RIT considers these standards in finding out if an applicant will qualify for admission to RIT under the sponsorship of NTID.

1. Special Help
Students should have attended a school or class for deaf students and/or have needed special help because of being deaf.

2. Hearing Loss
Students must have a hearing loss that seriously limits their chance of success in college without special support services. There is a general agreement that an average hearing loss of 60 decibels (ASA) or 70 decibels (ISO) or greater across the 500, 1,000, and 2,000 Hz range (unaided) in the better ear is a major handicap to education.

3. Educational Background
Students' educational backgrounds should show that they can probably succeed in a program of study at NTID or one of the other colleges of RIT. Students who are admitted should have an overall eighth-grade achievement level or above. This means that the average score on an achievement test that includes reading, math, and language should be at an eighth-grade level.

4. Secondary Schooling
The NTID program at RIT is designed for students who have finished a secondary educational program. Students can be considered for admission before completing a secondary program if their secondary school authorities feel that they will gain more from the NTID program than by remaining in secondary school. Age and personal/social maturity are given special consideration in such a situation.

5. Maturity
Students must show that they are personally and socially mature enough to enter a program at NTID or one of the other colleges at RIT. This means that students must accept responsibility for themselves and their actions and respect the rights of others. The information is provided through students' personal references and performance in the Summer Vestibule Program (SVP). For more information on SVP, see page 13.

6. Citizenship
Students must be citizens or permanent residents of the United States.

Career Opportunities Advisors

The career opportunities advisors of NTID at RIT are important to students, parents, high school counselors, and vocational rehabilitation counselors. They have the most up-to-date information about careers, technical career education, admission requirements, and other related subjects.

Each advisor is assigned to different states. Career opportunities advisors visit schools all over the United States to discuss:
- technical career education
- communication development
- liberal arts education
- careers
- NTID and the other colleges of RIT
- other postsecondary programs for the deaf

They also meet with visitors and help prospective students and their parents learn about RIT and the many career programs it offers.

Career opportunities advisors also are admission counselors. They are responsible for answering all admission questions and applications for their assigned states. The career opportunities advisors are:

- Tom Connolly  (716) 475-6816
- Joe Dengler  (716) 475-6308
- Howard Mann  (716) 475-6273 (Voice and TTY)
- Liz O’Brien  (716) 475-6398

For more information on admission, or to find out the name of the career opportunities advisor assigned to your state, call: (716) 475-6700, 475-6236, or TTY 475-6713.

Application Tips

When to Apply
High school students should apply in the fall of their senior year. All other applicants, such as transfer students, should also apply in the fall for the Summer Vestibule Program or September enrollment.

Rolling Admissions
Applications are accepted and admission decisions are made all through the admission year. This process is called rolling admissions. Qualified applicants are accepted on a first-apply, first-admitted basis. A student's date of application is the date when all application information has been received by the Office of Career Opportunities and Admissions at NTID.

The Admission Year
The admission year is from October 1-June 30. Because of the rolling admissions policy, students should submit their applications in the fall.

Waiting List
RIT and the U.S. Department of Education decide the number of deaf students to be accepted for sponsorship by NTID every year. A waiting list is established when there are more qualified applicants than student places for NTID at RIT.

Standardized Testing
Students must make sure that their high schools send the scores of any standardized achievement tests such as: the Stanford Achievement Test, Advanced Battery; the California Achievement Test, Advanced Battery; or other major standardized achievement tests.

A decision on an application cannot be made without enough achievement test scores. The tests sent should be appropriate for a deaf student. The Scholastic Aptitude Test (SAT) of the College Entrance Examination Board often is given to deaf students in public high schools. This test usually is not appropriate because deafness strongly affects language and reading development. Therefore, the reading and language level of the CEEB test usually results in lower scores for deaf students.

Questions about Testing
Students should contact their career opportunities advisor for their state when they have questions about a particular standardized test.
Personal Interview
A personal interview with one of the NTID career opportunities advisors is available for each applicant. Students who plan to visit NTID and want interviews with career opportunities advisors should write or call for an appointment by contacting the Office of Career Opportunities and Admissions at (716) 475-6318, 475-6236, or TTY 475-6173.

Visiting the Campus
A visit to NTID and the rest of RIT is not required for admission. However, a visit very often can help students make the final decision about where to go to college.

Special visits and tours are available to students and their parents or to groups of students. Tours are regularly scheduled at NTID for 10 a.m. and 2 p.m., Monday and Thursday, and 10 a.m., Tuesday, Wednesday, and Friday.

Visits should be scheduled at least three weeks in advance, whenever possible.

Prospective students should notify the Visitations Specialist in the Office of Career Opportunities and Admissions by calling (716) 475-6318, or TTY 475-6173. All other visitors may contact the Visitors Center at (716) 475-6405, 475-6406, or TTY 475-2181.

Transfer from Another Postsecondary School
Students from other postsecondary educational programs or colleges are encouraged to apply for admission to RIT through NTID if

- they need support services such as interpreting or tutoring to help them in their college studies, and these services are not available at the school in which they are or were enrolled;
- they decide to change their program of study to one that is not offered at the college they currently attend, but is offered by NTID or another college of RIT;
- they have completed a postsecondary program and decide they want or need more training in their program of study. Through NTID, students can get advanced degrees by cross registering into any of RIT’s other colleges.

All transfer applicants must meet the admission requirements. For more information on requirements, see page 4.

Transfer Application Information

Transcripts
Transfer students must ask the registrar at their postsecondary schools to send transcripts of all courses to the Office of Career Opportunities and Admissions at NTID. Students who are now enrolled in courses should include course numbers.

College Catalog
Students also must send catalogs from the schools they have attended to the Office of Career Opportunities and Admissions at NTID. Students should write their names inside the catalog. The catalogs will be used to evaluate their transcripts for possible transfer of credit.

Transfer Credit
Students usually receive transfer credit for courses at another college or university if

- they completed the courses with a grade of "C" or better;
- the courses compare to courses in the student's new RIT program.

Transfer students will find out about transfer credit in their letter of acceptance to an RIT program. Transfer students in SVP will find out about transfer credit when they complete the secondary admissions process (see page 13).

For more information about transferring, students should contact the Office of Career Opportunities and Admissions at NTID.

Associate Degree Transfer
Students with an associate degree in an appropriate curriculum may qualify for transfer into the upper division of an RIT program of study under NTID’s sponsorship.
Student Checklist for Admission and Program Selection

1. To get an application packet for admission to RIT through NTID, write or phone the NTID Career Opportunities and Admissions Office or one of the NTID career opportunities advisors.

2. Fill out the application form. Send it to the Coordinator of Admissions for NTID (with a $25 application fee) in the return envelope provided.

3. Send the secondary school record form to your secondary school official; the audiological record form to a certified audiologist; the requests for personal references to four people; and the vocational rehabilitation (VR) information to a VR counselor.

4. Have the completed secondary school record, audiological record, personal references, and VR information sent directly to:
   
   Rochester Institute of Technology  
   National Technical Institute for the Deaf  
   Coordinator of Admissions  
   One Lomb Memorial Drive  
   Post Office Box 9887  
   Rochester, New York 14623

5. After receiving all the forms, NTID will make a decision on your application. NTID will write you about the decision.

6. If you do not meet admission requirements, a career opportunities advisor will help you find other postsecondary programs on request. Ask for a copy of A Guide for College Career Programs for Deaf Students.

7. If you meet admission requirements, you will be considered for entry into the Summer Vestibule Program (SVP). All accepted students must attend SVP if they have not already attended another college. Transfer students with limited college experience or unclear career goals may be required to attend SVP. See page 13 for more information about SVP.

8. When you are accepted, you must send an admission deposit of $100. The deposit will guarantee you a place in the new entering class. You must send the deposit by May 1. The deposit will be used toward your first quarter charges.

9. Acceptance into SVP does not automatically guarantee admission to the program you select during SVP. The final decision on your acceptance into a program of study in the fall quarter is the responsibility of each academic department. Admission to a program of study depends on passing SVP, having enough skills to begin the program, and space available in the program. If space is limited, students enter programs in the same order that their applications were officially received by the Office of Career Opportunities and Admissions. If you are qualified for a program of study but there is no space available, you may: Apply to another program of study; take necessary mathematics, science, and communication courses until there is space available in the program; or take a leave of absence until space becomes available in the program.

The standard academic year includes the fall, winter, and spring quarters. New students accepted to the Summer Vestibule Program will be charged according to the prorated fee schedule indicated above.

Students on co-op are not charged tuition or fees for that particular quarter, and will only be charged room and board and residence hall fees if they live on campus while they work.

Student medical insurance is underwritten directly by the federal government.

Incidental personal expenses for students average $80-90 per month. This accounts for such things as local transportation, laundry and dry cleaning, toiletries, entertainment, and hearing aid batteries.

Costs

The total cost of attending RIT under the sponsorship of NTID includes tuition, room, board, and academic fees. Tuition and fees for students are equal to the average charges for attending federal land grant colleges all over the country. Charges to NTID-sponsored students will be updated every year. The fixed charges for the 1982-83 year follow:

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<tr>
<th>Fixed Charges</th>
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<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
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<td>Orientation Fee³</td>
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<td>Orientation Room and Board Charge⁴</td>
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Required laboratory fees and books and supplies will have an impact on these figures and are outlined on the following pages.

¹The student fees are required of all full-time students.

²The fees include: Student Health, Student Activities, Athletic, College Union, and NTID Activities fees.

³Students living in the Institute Residence Halls will be charged a $5 fee; all other students will be charged a $12 off-campus resident fee.

⁴Charge to cover the cost of the Fall Orientation Program for freshmen and new students.

⁵Charge to cover the cost of the three-day orientation stay that precedes fall quarter registration for freshmen and new students.
Laboratory Fees
(per quarter)

Business Careers
- Applied Accounting $ 10
- Business Occupations 10
- Data Processing 15
- Office Practice and Procedures 10

Engineering Careers
- Architectural Technology* 35-60
- Civil Technology* 35-60
- Electromechanical Technology 50
- Engineering General 15
- Industrial Drafting 30
- Manufacturing Processes 60

Applied Science/Allied Health Careers
- Applied Science/Allied Health General 20
- Medical Laboratory Technology 30
- Pre-Medical Laboratory Technology 30
- Medical Record Technician 30
- Pre-Medical Record Technician 30
- Optical Finishing Technician 25
- Pre-Optical Finishing Technician 25
- Physics Learning Center 10
- Mathematics Learning Center 5

Visual Communication Careers
- Applied Art 45
- Media Production 75
- Photography 50
- Printing 100

*35 for first-year students; $60 for second and third-year students

Estimated Cost of Books and Supplies
The cost of books and supplies is the responsibility of the student. Estimated costs for normal progress in individual programs of study during the 1982-83 year are listed below. Because of the increasing costs of materials, students will find that books and supplies cost more than shown here for each of the colleges at RIT.

- Summer Vestibule Program $ 15
- Communication Courses 75
- Applied Science/Allied Health Careers
  - (all majors) 150
- Business Careers (all majors) 350
- Computer Careers 350
- Engineering Careers (all majors) 350
- Visual Communication Careers
  - Applied Art 400
  - Applied Photography 600
  - Media Production 600
  - Printing 150
- College of Applied Science and Technology (all majors) 350
- College of Business (all majors) 350
- College of Engineering (all majors) 350
- College of Fine and Applied Arts (all majors) 350
- College of General Studies (all majors) 350
- College of Graphic Arts and Photography
  - School of Printing 450
  - School of Photographic Arts and Sciences (Film and Television, Professional, Illustration majors) 1500
- College of Science (all majors) 350

Vocational Rehabilitation
1. Authorizations for Vocational Rehabilitation (VR) support must be on file with RIT’s VR billing coordinator for NTID before registration. If the VR billing coordinator for NTID has not received authorization before registration, the student must either:
   a. obtain a letter of commitment from his/her VR counselor and present it to the VR billing coordinator or
   b. be prepared to pay for the charges in question. If any authorization is received after the student has personally paid for these charges, a refund will be made to the student.
2. All uncovered charges (charges not expected to be paid by VR) must be paid by the student by the quarterly due date.
3. VR counselors should specify each charge they are assuming on their authorizations.
4. Clarification regarding VR authorizations and/or billing procedures should be addressed to:

Rochester Institute of Technology
VR Billing Coordinator for NTID
Bursar's Office
One Lomb Memorial Drive
Post Office Box 9887
Rochester, New York 14623
(716) 475-2080 (Voice)
475-2960 (TTY)
How To Pay

Fixed Charges
The Bursar’s Office of RIT maintains student accounts and prepares quarterly bills of fixed charges. The bursar may allow or disallow any student’s registration. Registration is based upon payment or non-payment of quarterly bills by due dates set by the bursar.

Estimated Quarterly Bill
Students who are sponsored by NTID at RIT receive the Estimated Quarterly Billing Packet approximately three weeks before the due date for the fall, winter, spring, and summer quarters. Students accepted to the Summer Vestibule Program will not receive an estimated bill. They should send payment for tuition, room, and board directly to the Bursar’s Office. The bursar also will be present at SVP registration to accept payments at that time. Checks should be made payable to Rochester Institute of Technology.

Deferred Payment Plan
Some students are not able to pay the total amount due by the due date. Therefore, RIT has made arrangements for deferred payment through a local bank. Students may defer no more than 50 percent of their anticipated balance unless they have received the required authorizations from Vocational Rehabilitation as noted below. For further information, call the RIT Bursar’s Office and ask for the VR Billing Coordinator for NTID.

Books and Supplies
Books and supplies are available at the RIT Bookstore. Students without Vocational Rehabilitation (VR) financial aid for course-related materials pay on a cash-only basis at the RIT Bookstore. They should use the cash checkout line. Students may use Visa and Master Charge cards.

Students with Vocational Rehabilitation (VR) or other financial aid for course-related materials use the Business Office counter in the RIT Bookstore. A Bookstore staff member will fill out an itemized purchase order.

Conditions for using itemized purchase order forms follow:

Purchases may be made up to the amount authorized per quarter or per year. Amounts in excess of authorization are cash-only purchases and are the responsibility of the student.

The authorization must be on record with the RIT Bookstore. If an authorization is forthcoming but not on record, the materials will be itemized, but the purchase is by cash only and the responsibility of the student. The student will be reimbursed upon receipt of VR authorizations by the Bookstore.

RIT Bookstore
Recommendations Concerning Vocational Rehabilitation

To the student:
1. Be sure to tell your VR counselor to send authorization at least two weeks before the beginning of each quarter or year. Authorization should be sent directly to:

   RIT Bookstore
   One Lomb Memorial Drive
   Post Office Box 9887
   Rochester, New York 14623

2. Provide your VR counselor with the starting dates for each quarter.

3. Know how much money your VR counselor is authorizing. Purchases for more than the amount of the authorization must be paid in cash.

4. Tell your VR counselor that books and supplies must be authorized on a separate voucher. They should not be included on voucher authorizing tuition, fees, etc.

5. If an authorization for books and supplies has not arrived by the start of classes of a given quarter, students should pay cash, and will be reimbursed by the Bookstore upon receipt of VR authorization.

To the VR Counselor:
1. Send authorizations at least two weeks prior to the beginning of each quarter. Accounts will not be opened until authorizations are received.

2. If your client is attending the Summer Vestibule Program, his/her program of study will not be known until mid-August. Therefore, it is suggested that you authorize $150 for books and supplies for the fall quarter to enable the Bookstore to open an account in time for your client’s use during fall quarter. After your client’s program of study is known, you may submit an “Adjusted Authorization” to the Bookstore.

3. Because per-quarter costs vary greatly (fall quarter usually is the highest), it is suggested that authorizations be made for the year, rather than on a per-quarter basis.

4. Authorizations for books and supplies for NTID-sponsored students at RIT must be sent directly to:

   RIT Bookstore
   One Lomb Memorial Drive
   Post Office Box 9887
   Rochester, New York 14623

   (716) 475-2501
   Federal ID #17-0643140.

Financial Aid

There are a variety of grant, loan, and other aid programs available to help students pay for their college education. The best way to find out about them is to check with the RIT Student Financial Aid Office.

The main objective of the Student Financial Aid Office is to help students and their parents plan for and meet the costs of attending NTID.

While students and parents are expected to contribute to college expenses as their resources permit, RIT’s Student Financial Aid Office can be of special assistance to students whose resources are insufficient to meet the cost of attending NTID.

There also is a full range of benefits available to eligible veterans and dependents of veterans attending NTID. RIT’s cooperative education programs offer participating students an opportunity to make a significant contribution to their total college expenses in addition to the valuable experience gained on the job.

Additionally, through the Central Placement Office, there are many part-time positions available to help defray expenses.

Inquiries for all types of financial assistance should be directed to:

Rochester Institute of Technology
Student Financial Aid Office
RIT/NTID Financial Aid Counselor
One Lomb Memorial Drive
Post Office Box 9887
Rochester, New York 14623

(716) 475-2186 or 475-6909 (TTY)
**NTID Grant-In-Aid**

Federal Grant-In-Aid Funds are the primary source of financial aid available for NTID students who do not have adequate financial resources from their parental or personal contribution and assistance from outside agencies.

Grant-In-Aid is awarded on the basis of financial need for one year only. Students must re-apply every year by completing the Financial Aid Form (FAF), and the NTID "In-House" application. The minimum amount awarded is $100, and the maximum amount is determined by the student’s financial need.

**Non-Residents**

There are no additional charges or fees for NTID students coming from states other than New York.

**To Apply for Aid**

Students are encouraged to apply for financial aid. Students and their families should not try to decide, by themselves, if they will qualify for aid. It is always best to let the Student Financial Aid Office and other agencies to which they have applied make the decision.

Denial of aid from one or more sources does not necessarily mean that students will be denied aid by all of the sources to which they have applied.

To be considered for financial aid, students must apply for it. To actually receive financial aid, students must be matriculated.

Although applications for financial aid are not processed until students have been accepted, students should not wait until receiving notification of acceptance to file for financial aid. Students should apply for financial aid at the same time they are applying to NTID. Students are urged to file financial aid applications between January 1 and March 1 of the year prior to entrance.

To be considered for financial aid offered through NTID, students must complete both the Financial Aid Form (FAF) and the NTID "In-House" financial aid application.

The FAF may be obtained from local high school guidance offices, local college financial aid offices, RIT’s Student Financial Aid Office, or by writing directly to the College Scholarship Service, Post Office Box 176, Princeton, New Jersey 08540.

Once the FAF has been completed, it should be mailed to the College Scholarship Service, either in Princeton, New Jersey, or Berkeley, California, depending on the student’s home state of residence. The complete address for each location of the College Scholarship Service is given on the front of the application booklet.

The NTID "In-House" financial aid application may be obtained from RIT’s Student Financial Aid Office. Students receive this form in their application packet.

This form should be returned directly to Rochester Institute of Technology, Student Financial Aid Office, One Lomb Memorial Drive, Post Office Box 9887, Rochester, New York 14623.

Freshmen and transfer students may expect notification of financial aid awards during April or May; and returning upperclass students may expect award notification during June or July.

NTID awards financial assistance on the basis of need. Financial need is defined as the difference between the cost of education and the amount of money that the student has available from outside resources. The cost of education includes tuition, fees, room, board, books and supplies, personal expenses, and transportation. (Transportation expenses are based on the student’s home state of residence.) Outside resources include the expected parental contribution based on income and assets, student’s assets, support from Vocational Rehabilitation (VR), SSI/SSD benefits, outside grants, and scholarships.

NTID urges students to pursue all available sources of financial aid before deciding to borrow through the Guaranteed Student Loan Program.

**Selection and Eligibility**

To be awarded financial aid, an individual must be admitted as a matriculated student. NTID makes every effort to continue financial assistance to students each year provided they remain in good academic standing and maintain satisfactory progress, file the required applications by the recommended deadlines, and demonstrate continued financial need.

A student is in good academic standing and is maintaining satisfactory progress if he/she has been accepted into a program of study (matriculated) and currently is enrolled in this institution. Awards are based primarily on financial need and the availability of funds.

**Responsibilities**

Recipients of financial aid from NTID are responsible for reporting any significant changes in their financial situation during the school year to the Director of Student Financial Aid, who will review and may revise the applicant’s financial aid accordingly. Significant changes would include increases or decreases in VR support, SSI/SSD benefits, or receipt of an outside scholarship.
Standards of Satisfactory Progress for the Purpose of Determining Eligibility for New York State Student Aid

Before being certified for payment each quarter, students must have accrued a minimum number of credits with a specified cumulative grade point average, based on the degree level they are pursuing.

<table>
<thead>
<tr>
<th>Certificate and Diploma Award - Quarter System</th>
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<tbody>
<tr>
<td>Before being certified for this payment</td>
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<tr>
<td>1st 2nd 3rd 4th 5th 6th</td>
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<tr>
<td>A student must have accrued at least this many credits</td>
</tr>
<tr>
<td>0 3 9 20 32 44</td>
</tr>
<tr>
<td>With at least this cumulative grade point average</td>
</tr>
<tr>
<td>0 .50 .75 1.00 1.20 1.30</td>
</tr>
</tbody>
</table>

Associate Degree - Quarter System

| Before being certified for this payment       |
| 1st 2nd 3rd 4th 5th 6th 7th 8th 9th          |
| A student must have accrued at least this many credits |
| 0 3 9 20 32 44 56 68 80                      |
| With at least this cumulative grade point average |
| 0 .50 .75 1.00 1.20 1.30 1.40 1.60 1.80      |

Baccalaureate Degree - Quarter System

| Before being certified for this payment       |
| 1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th 13th* 14th* 15th* |
| A student must have accrued at least this many credits |
| 0 3 9 20 32 44 56 68 80 92 104 116 132 148 164 |
| With at least this cumulative grade point average |
| 0 .50 .75 1.00 1.20 1.30 1.40 1.50 1.60 1.65 1.70 1.75 1.80 1.85 1.90 |

*Only students in the HEOP program at RIT are eligible for more than 12 quarters of undergraduate awards.
# Financial Aid at a Glance

**Institutionally Administered**

<table>
<thead>
<tr>
<th>Scholarship/Grant</th>
<th>Eligibility</th>
<th>Amount</th>
<th>Where to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>NTID Grant-In-Aid (Federally funded)</td>
<td>College students who meet federally established need requirement(s) due to insufficient support from outside sources</td>
<td>Minimum award is S100; maximum award varies.</td>
<td>File the Financial Aid Form and the NTID &quot;In-House&quot; Application.</td>
</tr>
<tr>
<td>Supplemental Educational Opportunity Grant (Federal)</td>
<td>College students of academic promise who are accepted for college study and who are in financial need</td>
<td>S200 to 2,000 per year</td>
<td>Through RIT by use of the Financial Aid Form (FAF). File FAF between January 1 and March 1 (prior to next year of attendance).</td>
</tr>
<tr>
<td>National Direct Student Loan (Federal)</td>
<td>College students who meet financial need requirements established by federal government</td>
<td>Up to $3,000 for first two years of undergraduate study. Maximum of $6,000 for 4 and 5 years of undergraduate study; $5,000 for graduate study.</td>
<td>Through RIT by use of the Financial Aid Form (FAF). File the FAF between January 1 and March 1.</td>
</tr>
<tr>
<td>College Work-Study Program (Federal)</td>
<td>College students in full and part-time degree programs who meet financial need requirements established by the federal government</td>
<td>Varies, depending on hours and wage rate. Wages range from 13.35 to 4.95 per hour.</td>
<td>Through RIT by use of the Financial Aid Form and through the Student Employment Center.</td>
</tr>
<tr>
<td>Other college part-time work</td>
<td>Considerable variation in kinds of positions, hours, and wages</td>
<td></td>
<td>Consult other RIT publications, Student Employment Office. RIT Central Placement Office.</td>
</tr>
<tr>
<td>ROTC</td>
<td>Students enrolling in ROTC and who are academically qualified</td>
<td>Tuition, fees, books, and monthly stipend</td>
<td>RIT Department of Military Science</td>
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</tbody>
</table>

**Federally Administered**

<table>
<thead>
<tr>
<th>Scholarship/Grant</th>
<th>Eligibility</th>
<th>Amount</th>
<th>Where to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSI/SSD</td>
<td>Determined by student's income, resources, and degree of disability</td>
<td>Amounts vary.</td>
<td>Social Security Administration</td>
</tr>
<tr>
<td>Social Security Education Assistance</td>
<td>Children whose parent(s) is/are deceased or retired</td>
<td>Amounts per month vary.</td>
<td>Social Security Administration</td>
</tr>
<tr>
<td>Pell Grant (formerly Basic Educational Opportunity Grant)</td>
<td>Undergraduate students who are pursuing their first bachelor's degree, in financial need, and attending postsecondary institutions.</td>
<td>J120 to $1,670 per year</td>
<td>File Financial Aid Form requesting submission to Basic Grant or file separate Basic Grant application.</td>
</tr>
<tr>
<td>Veterans Benefits</td>
<td>Veterans</td>
<td>Amounts per month vary upon full or part time status and number of dependents.</td>
<td>RIT Veteran Affairs Office</td>
</tr>
<tr>
<td>War Orphans Educational Assistance (Federal)</td>
<td>Children of certain deceased or disabled veterans.</td>
<td>Up to $220 per month</td>
<td>Veterans Administration</td>
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</tbody>
</table>
### State Administered Scholarships/Grants

<table>
<thead>
<tr>
<th>Scholarship/Grant</th>
<th>Eligibility</th>
<th>Amount</th>
<th>Where to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocational Rehabilitation</td>
<td>Determined by student’s and parent’s income, resources, and student’s disability.</td>
<td>Amounts vary.</td>
<td>Local Vocational Rehabilitation Office</td>
</tr>
<tr>
<td>Tuition Assistance Program (New York State)</td>
<td>New York State residents who show ability to pursue full-time programs</td>
<td>$250 to $2,200 per year</td>
<td>N.Y.S. Higher Education Services Corporation. 99 Washington Avenue, Albany, New York 12255</td>
</tr>
<tr>
<td>Regents College Scholarship (New York State)</td>
<td>New York State residents who plan to attend college and qualify through an examination in the senior year of high school</td>
<td>$250 to $1,000 per year</td>
<td>N.Y.S. Higher Education Services Corporation. 99 Washington Avenue, Albany, New York 12255</td>
</tr>
<tr>
<td>Regents Award for Children of Deceased and Disabled Veterans (New York State)</td>
<td>New York State residents who are children of certain deceased and disabled veterans</td>
<td>$450 per year</td>
<td>N.Y.S. Higher Education Services Corporation. 99 Washington Avenue, Albany, New York 12255</td>
</tr>
<tr>
<td>Other State Grants</td>
<td>Eligibility varies.</td>
<td>Amounts vary.</td>
<td>Consult your state’s education department</td>
</tr>
</tbody>
</table>

### Student Loans

| New York State Higher Education Services Corporation Student Loan | New York State residents in full and part-time degree programs | Undergraduates, up to $2,500 per year if dependent; $3,000 if independent. Graduates, up to $5,000 per year for master’s degree students | Most banks in New York State and N.Y.S. Higher Education Services Corporation. 99 Washington Avenue, Albany, New York 12255 |
CAREER DEVELOPMENT

Summer Vestibule Program

The Summer Vestibule Program (SVP) is an orientation program for new NTID students. During SVP, students learn about RIT programs and about themselves in order to select a program of study at RIT. The Admissions Committee decides if a student should come to SVP, and most students attend. Students with clear career goals and past college experience may not be required to attend SVP.

SVP students participate in Program Sampling, Career Planning Seminars, Introduction to Communication, General Education Seminars, and other academic and social activities.

In Program Sampling, students get hands-on experience in several majors. Sampling includes classroom and lab projects, field trips to local industries, and interaction with instructors and alumni. Sampling experiences provide information about the major and job opportunities. The sampling faculty also evaluate the SVP students' interests and their ability to succeed in the program.

In Career Planning Seminars, students learn about decision making. Career development counselors help students relate their interests, abilities, and values to academic programs and occupations. Students will combine sampling, test, and personal information to make career decisions and course selections for the fall.

Introduction to Communication helps students plan individualized programs to improve their communication skills.

General Education Seminars focus on important issues in college life.

There also are educational programs in the residence halls, such as a self-governance program, discussion groups, and special floor activities. The Community Living Program (self-governance) is an important part of SVP. Students learn about their responsibilities as adults in a residential college environment by voting on rules for their floor.

SVP students are not guaranteed acceptance in the fall quarter. First, they must satisfy the requirements of SVP. The requirements include attending all classes, taking all tests, following rules and policies, and showing mature personal behavior. Only motivated, serious SVP students will be allowed to return to RIT in the fall quarter.

SVP is work, but it is also fun. There are parties, dances, picnics, intramural sports, drama, camping, tennis, swimming, movies, and cultural activities.

Career Exploration

Some students are not ready to select a program of study (major) following SVP. These undecided students may participate in Career Exploration.

Career Exploration allows students to do intensive career searches and to understand themselves better. This is done through career and personal counseling, decision-making classes, field trips, program sampling, and interpretation of interest, aptitude, and achievement testing.

Career Exploration students take courses in mathematics, English, general education, general studies, physical education, and communication. Students also participate in sampling courses and experiences, and may take introductory courses in specific technical departments. All Career Exploration students participate in extra-curricular and various college-oriented activities.

Students who choose Career Exploration are allowed one to three quarters to find a major. Students must write a career exploration plan explaining what they will do each quarter.
The Undergraduate Programs of RIT Offered by NTID

Students can choose from many programs available in each of the ten colleges of RIT. The following table shows all education programs designed for deaf RIT students that are officially registered with the New York State Department of Education under the Higher Education General Information Survey (HEGIS) codes shown below.

<table>
<thead>
<tr>
<th>Degree and HEGIS Code</th>
<th>Certificate</th>
<th>Diploma</th>
<th>A.A.S</th>
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<tbody>
<tr>
<td><strong>Division of Business Careers</strong></td>
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<tr>
<td>Applied Accounting</td>
<td>5002</td>
<td>5002</td>
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<tr>
<td>Business Occupations</td>
<td>5005</td>
<td>5101</td>
<td>5101</td>
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<tr>
<td>Data Processing</td>
<td>5101</td>
<td>5005</td>
<td>5005</td>
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<tr>
<td>Office Practice and Procedures</td>
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<tr>
<td><strong>Division of Science and Engineering Careers</strong></td>
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<tr>
<td>Architectural Drafting</td>
<td>5304</td>
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<tr>
<td>Architectural Technology</td>
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<td>5309</td>
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<tr>
<td>Civil Technology</td>
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<tr>
<td>Clinical Chemistry Assistant</td>
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<tr>
<td>Electromechanical Technology</td>
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<tr>
<td>Hematology Assistant</td>
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<td>Histologic Assistant</td>
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<td>5312</td>
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<td>Industrial Drafting</td>
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<tr>
<td>Industrial Drafting Technology</td>
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<tr>
<td>Manufacturing Processes</td>
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<tr>
<td>Medical Laboratory Technician</td>
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<td>Medical Record Technician</td>
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<td>Microbiology Assistant</td>
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<td>Optical Finishing Technology</td>
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<tr>
<td>Physician's Office Assistant</td>
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<tr>
<td><strong>Division of Visual Communication Careers</strong></td>
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<tr>
<td>Applied Art</td>
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<tr>
<td>Applied Photography</td>
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<td>Media Production Technology</td>
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<td>Printing Production Technology</td>
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<tr>
<td><strong>Support Services for the Hearing Impaired</strong></td>
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<tr>
<td>Interpreting for the Hearing Impaired</td>
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</table>
### Undergraduate and Graduate Programs of RIT Available to NTID-Sponsored Students in the Other Nine College of RIT

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<td><strong>College of Applied Science and Technology</strong></td>
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<td>Audiovisual Communications</td>
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<td>Career and Human Resource Development</td>
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<td>Computer-Science</td>
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<td>Computer Systems Management</td>
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<td>Computer Technology</td>
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<td>Civil Engineering Technology—Construction</td>
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<td>Civil Engineering Technology—Environmental</td>
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<td>Manufacturing Engineering Technology</td>
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<td>Mechanical Engineering Technology</td>
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<td>General Dietetics and Nutritional Care</td>
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</table>

* indicates availability.
College of Fine and Applied Arts
Art Education

- Ceramics and Ceramic Sculpture
- Double Craft Major
- Fine Arts—Medical Illustration
- Fine Arts—Painting
- Fine Arts—Printmaking
- Glass
- Graphic Design
- Industrial and Interior Design
- Metalcrafts and Jewelry
- Weaving and Textile Design
- Woodworking and Furniture Design

College of General Studies
- Criminal Justice
- Social Work

College of Graphic Arts and Photography
- Biomedical Photographic Communications
- Film and Television
- Newspaper Production Management
- Photographic Processing and Finishing Management
- Photographic Science and Instrumentation
- Photography
- Professional Photographic Illustration
- Professional Photography
- Printing
- Printing and Applied Computer Science
- Printing Education
- Printing Systems Management
- Printing Technology
- Technical Photography

College of Science
- Applied Mathematics
- Biology
- Biomedical Computing
- Chemical Technology
- Chemistry
- Clinical Chemistry
- Computational Mathematics
- Diagnostic Medical Sonography
- Materials Science and Engineering
- Medical Technology
- Nuclear Medicine Technology
- Physics

Eisenhower College*

*For information on offerings of the College of Continuing Education and Eisenhower College, please write to those colleges for an Official Bulletin or catalog.
Career preparation means that all aspects of an education are designed to prepare students for successful careers. NTID at RIT is a comprehensive institution of higher education offering career preparation in three related areas:

**Technical and Professional Education**

Technical and professional education programs are designed to meet the increasing demand for technicians, semi-professionals, and other persons for employment in industry, business, government, and the professions. Technical programs of study at RIT are available at the certificate, diploma, associate, bachelor's and master's degree levels. Students can prepare for careers in business, computer science, engineering, health, science, fine and applied art, printing, photography, media production, and public service.

**General Education**

General Education helps students learn more about themselves and the world around them through courses in language, literature, social sciences, humanities, and natural sciences. All curricula at NTID include appropriate general education courses. General education course requirements are described on page 60. General education also includes extracurricular activities such as residence programs, community service, outdoor education, and student leadership.

**Communication**

Communication experiences for NTID students develop and refine their skills in reading, writing, listening, speaking, speechreading, and manual/simultaneous communication. Communication course requirements are described on page 59.

---

### Technical Education

Preparing for a technical career requires specialized training called technical education. Technical education involves study and other training that teaches special skills. These skills prepare students to become specialists or experts in areas such as business, applied art, engineering, photography, and medical technology.

People with a technical education work in business and industry, government, education, or hospitals and labs. There are many places to work after a student completes a technical education program.

Technical education at RIT is not a vocational or trade school education. Technical careers require advanced education and special knowledge. The technical programs at NTID lead to the following degree levels:

#### Degree Levels

**Certificate**

This level includes planned programs of technical instruction of usually 45-60 credit hours. These programs allow students to acquire a minimum level of technical skill before entering the work force. In addition to technical courses, students are required to complete nine credit hours of General Education courses and their Communication requirements.

**Diploma**

This level includes planned programs of technical instruction of 90-135 credit hours. This provides students with a maximal level of technical competency for entry-level positions and minimal attainment in the field of General Education. In addition to 60-100 credit hours of technical courses, students must complete nine credit hours of General Education and approximately 20 credit hours of Communication courses.

**Associate in Applied Science Degree**

This level includes planned programs which permit students, upon completion, to transfer to upper division programs in a college of their choice. This program level provides from 115-180 credit hours of instruction. In addition to completing all technical courses satisfactorily, students must complete 20 credit hours of General Studies courses, nine credit hours of required General Education courses, and approximately 20 credit hours of Communication courses.

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### Pre-Technical Programs

Students admitted to RIT through NTID come from a variety of educational backgrounds. Sometimes, students show talent and interest in a technical level program but do not have all the necessary skills to begin the program of study. Therefore, some NTID technical departments have established pre-technical programs.

Pre-technical programs are designed to help students build basic skills in math, science, English, and general education before starting their technical courses. Pre-technical programs are different in each career area. A program may take from one to three quarters to complete. It may have a fixed curriculum or it may be designed to meet the needs of individual students.

Not all technical programs have pre-technical programs. Some departments build basic math, science, and technical skills into the regular technical curriculum.

#### Course Prerequisites

A prerequisite is a requirement—or its equivalent—that must be met before a student is admitted into a course. A prerequisite may be a specific high school course, another NTID course, or a demonstrated proficiency. Prerequisites may be waived on the basis of proficiency testing and/or the recommendation of an appropriate faculty member or department chairperson.

All students at the Institute are expected to demonstrate proficiency in basic communication, mathematics, and reading skills necessary to succeed in college-level courses. During preregistration counseling sessions, these skills may be evaluated by considering such things as previous educational records and results of assessment testing that may be administered by the Institute.

Courses must be taken in sequence according to prerequisites; courses taken out of sequence must be approved by the appropriate department chairperson.
Cross Registration

Qualified deaf students may take selected courses or enroll in programs offered by those colleges of RIT other than NTID. These students are called cross registered.

There are several reasons why students may want to cross register. They may want to take selected courses in another RIT college. They may wish to complete a program of study at NTID and then continue their education in another RIT college. They may want to enter a program in another RIT college after they finish high school or transfer directly from another college elsewhere into an RIT program.

To enroll in a program of study in another RIT college, a student meets with professors of the specific department of interest and a member of the NTID educational support team assigned to the college of his/her choice. The final decision on admission to a program in another college of RIT is made by the college in which the student seeks enrollment.

NTID students cross registered in courses in another RIT college have available to them the support services of interpreters, tutors, notetakers, speech and hearing specialists, and counselors.

Cooperative Work Experience

Cooperative work experience (co-op) is an important component of NTID students' career development at RIT. Almost every program of study requires at least one co-op experience before students can be certified for graduation. Co-op jobs range from one quarter (10 weeks) to five quarters (50 weeks) of actual job experience, depending on the requirements of the specific program. Most co-ops occur during summer quarter.

Co-op gives students the opportunity to apply classroom learning to actual job activities while testing and developing their technical, personal/social, and communication skills. Co-op also gives students a better understanding of job demands and the world of work. These experiences are beneficial to students as they make the transition from school to work after graduation. NTID students who have participated in cooperative work experiences often report that co-op is one of the more rewarding and valuable parts of their education at RIT.

Independent Study Courses

Occasionally, a student is interested in an area or topic within a program option which is not required within that option. The purpose of Independent Study courses at NTID is to allow students to study in these areas. The decision to enter into an Independent Study course must be a joint decision between the student and the instructor. By working together, an identifiable area of study may be agreed upon for which the student may receive credit toward the degree or certificate. The Independent Study course must be approved by the faculty member and department chairperson.

Special Topics Courses

Students also may explore topics of special interest in areas not offered through existing courses available to them. Departments usually offer a special topics course on an experimental basis to see how relevant, appropriate, beneficial, or feasible such a course might be. One to five quarter credit hours may be assigned for a special topics course.
Business Careers

Opportunities for employment in business and industry increase every day. Business Careers programs respond to the need in industry for people skilled in operating office equipment, keeping financial records, performing clerical duties, and using computers.

Students may choose a certificate program in Business Occupations, and diploma and A.A.S. degree programs in Office Practice and Procedures and in Applied Accounting.

Other RIT Programs

Business programs are available in RIT's College of Applied Science and Technology and College of Business. A support department is available to assist students registered in these colleges.

Pre-Technical Program: None

Course Descriptions: See page 82.

Business Occupations

Certificate Program

The certificate program in Business Occupations combines basic business office skills with an introduction to data entry concepts.

On-the-job Responsibilities

Type business communications, operate electronic calculators, maintain files, keep basic payroll records, enter data on computer terminals.

Places of Employment

Business, industry, government, and educational institutions

Graduates Qualify for These Positions

General office clerk, file clerk, recordkeeping clerk, data-entry clerk, and payroll records clerk

Prerequisite: None

Approximate Time: 6 quarters


Typical Course Sequence

<table>
<thead>
<tr>
<th>Fall Term</th>
<th>Winter Term</th>
<th>Spring Term</th>
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<tbody>
<tr>
<td>First Year</td>
<td>Cr. Hrs.</td>
<td>Second Year</td>
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<tr>
<td>0804-111</td>
<td>Beginning Typing I 2</td>
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<tr>
<td>0804-211</td>
<td>Business Procedures I 3</td>
<td>0804-212</td>
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<td>0817-105</td>
<td>Office Procedures Math 3</td>
<td>0804-101</td>
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<tr>
<td>0847-101</td>
<td>Job Search Process 1</td>
<td>Communication 2</td>
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<td>Communication 2</td>
<td>English 4</td>
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Second Year

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<th>Cr. Hrs.</th>
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*Recommended General Education Courses for Business Majors

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<thead>
<tr>
<th>Cr. Hrs.</th>
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<tbody>
<tr>
<td>0804-284</td>
<td>Fundamentals of Management 3</td>
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<tr>
<td>0804-286</td>
<td>Fundamentals of Marketing 3</td>
</tr>
<tr>
<td>0801-201</td>
<td>General Accounting 3</td>
</tr>
</tbody>
</table>
Office Practice and Procedures

The Office Practice and Procedures Program offers a diploma and an A.A.S. degree. This program provides students with a background in typewriting and general office skills and procedures, including an introduction to word processing operations and general accounting activities. Special emphasis is placed on the development of word processing skills at the associate degree level.

On-the-job Responsibilities
Type business communications; operate word processing equipment; create, update, and maintain records manually and electronically; and perform other office duties.

Places of Employment
Business, industry, schools, and government

Diploma Program
Graduates Qualify for These Positions
Clerk/typist, typist, correspondence typist, accounts receivable/payable clerk, general office clerk, file clerk, record-keeping clerk, data-entry clerk, and payroll records clerk

Prerequisites
• Successful completion of certificate in Business Occupations
• Grade of C or better in all Typing courses
• Grade of C or better in General Accounting I

Approximate Time: 7 quarters

Office Practice and Procedures: Diploma - NBTP (0804)

Typical Course Sequence

Fall Term | Winter Term | Spring Term
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0804-111 Beginning Typing I | 0804-112 Beginning Typing II | 0804-115 Beginning Typing III
Cr. Hrs. 2 | Cr. Hrs. 2 | Cr. Hrs. 2
0804-211 Business Procedures I | 0804-212 Business Procedures II | 0804-213 Business Procedures III
Cr. Hrs. 3 | Cr. Hrs. 3 | Cr. Hrs. 3
0817-105 Office Procedures Math | 0817-122 Algebra IA (optional) | 0804-110 Business English
Cr. Hrs. 3 | Cr. Hrs. 3 | Cr. Hrs. 3
0804-101 Orientation to Business | Communication | Communication
Cr. Hrs. 3 | Cr. Hrs. 2 | Cr. Hrs. 2
0847-101 Job Search Process | English | English
Cr. Hrs. 1 | Cr. Hrs. 4 | Cr. Hrs. 4
English
Cr. Hrs. 4
76
77
77

Summer
0804-299 Co-op Work Experience

Second Year

0804-221 Advanced Typing I | 0804-222 Advanced Typing II | 0804-286 Fundamentals of Marketing
Cr. Hrs. 3 | Cr. Hrs. 3 | Cr. Hrs. 3
0804-284 Fundamentals of Management | 0801-202 General Accounting II | or Law and Society
Cr. Hrs. 3 | Cr. Hrs. 3 | Cr. Hrs. 2
0801-201 General Accounting I | 0802-210 Data Processing for Business Occupations | Word Processing I
Communication
Cr. Hrs. 3 | Cr. Hrs. 3 | Cr. Hrs. 4
0801-202 General Accounting II | 0047-147 Business Occupations | Office Practice and Procedures Seminar
Communication
Cr. Hrs. 3 | Cr. Hrs. 3 | Cr. Hrs. 1
0802-210 Data Processing for Business Occupations | 0804-301 Communication | General Education
English
Cr. Hrs. 3 | Cr. Hrs. 3 | Cr. Hrs. 2
0801-201 General Accounting I | 0804-230 English Elective | Course Elective
Communication
Cr. Hrs. 3 | Cr. Hrs. 4 | Cr. Hrs. 2
15-16

*See page 20 for list of courses.
### Office Practice and Procedures

**A.A.S. Degree Program**

**Graduates Qualify for These Positions**
Word processing equipment operator, clerk/typist, typist, correspondence typist, accounts receivable/payable clerk, general office clerk, file clerk, recordkeeping clerk, data-entry clerk, and payroll records clerk.

**Prerequisites**
- Successful completion of diploma in Office Practice and Procedures
- Grade of C or better in all Typing and Word Processing courses

**Approximate Time:** 11 quarters

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**Office Practice and Procedures: A.A.S. - NBTP (0804)**

**Typical Course Sequence**

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<td>0804-112 Beginning Typing II</td>
<td>0804-113 Beginning Typing III</td>
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<tr>
<td>0804-211 Business Procedures I</td>
<td>0804-212 Business Procedures II</td>
<td>0804-213 Business Procedures III</td>
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<tr>
<td>0817-105 Office Procedures Math</td>
<td>0817-122 Algebra IA</td>
<td>0804-110 Business English</td>
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<td>0847-101 Job Search Process</td>
<td>0817-123 Communication</td>
<td>Algebra IB</td>
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<td>0804-101 Orientation to Business</td>
<td>English</td>
<td>Communication</td>
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| **Second Year** | | |
| **Cr. Hrs.** | **Cr. Hrs.** | **Cr. Hrs.** |
| 0804-221 Advanced Typing | 0804-222 Advanced Typing II | 0804-286 Fundamentals of Marketing |
| 1 | 3 | 3 |
| 0804-284 Fundamentals of Management | 0804-202 General Accounting II | Word Processing I |
| 3 | 3 | 4 |
| 0801-201 General Accounting I | 0802-210 Data Processing for Business Occupations | Office Practice and Procedures Seminar |
| 3 | 3 | 1 |
| Communication | Communication | Communication |
| 2 | 2 | 2 |
| English | English | English |
| 4 | 4 | 4 |
| | Physical Education | Physical Education |
| | 0 | 0 | 0 |
| | 15 | 15 | 17 |

| **Summer** | | |
| **Cr. Hrs.** | | |
| 0804-299 Co-op Work Experience | | |
| | | |

| **Third Year** | | |
| **Cr. Hrs.** | **Cr. Hrs.** | **Cr. Hrs.** |
| 0804-302 Word Processing II | 0804-303 Word Processing III | 0804-304 Word Processing IV |
| 4 | 4 | 4 |
| 0847-147 Law and Society | General Studies | Independent Study |
| 2 | 4 | Office Practice and Procedures |
| | General Studies | General Studies |
| | General Studies | 4 |
| | General Education | 4 |
| | Course Elective* | General Education |
| | 2 | Course Elective* |
| | 12 | 2 |

*See page 20 for list of courses.
### Applied Accounting

The Applied Accounting Program offers a diploma and an A.A.S. degree. This program provides graduates with a basic knowledge of general and cost accounting systems. Through job experience projects, students become familiar with data-entry techniques, computer applications, and payroll procedures.

### On-the-job Responsibilities
Prepare financial records and reports, gather and analyze information, and verify business records.

### Places of Employment
Business, industry, and government

### Other RIT Programs
A.A.S., B.S., and M.S. degrees in accounting are available through cross registration into RIT's College of Business.

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### Diploma Program

**Graduates Qualify for These Positions**
Accounts payable clerk, accounts receivable clerk, payroll clerk, general office clerk, file clerk, recordkeeping clerk, and data-entry clerk

**Prerequisites**
- Successful completion of certificate in Business Occupations
- Grade of C or better in General Accounting I and General Accounting II

**Approximate Time:** 7 quarters

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### Applied Accounting: Diploma - NBTA (0801)

#### Typical Course Sequence

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<th>First Year</th>
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<td>0804-112 Beginning Typing II 2</td>
<td>0804-113 Beginning Typing III 2</td>
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<tr>
<td>0804-211 Business Procedures I 3</td>
<td>0804-212 Business Procedures II 3</td>
<td>0804-213 Business Procedures III 3</td>
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<tr>
<td>0817-105 Office Procedures Math 3</td>
<td>0804-110 Business English 3</td>
<td>0817-122 Algebra A 3</td>
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<td>0847-101 Job Search Process 1</td>
<td>0801-202 General Accounting II 3</td>
<td>0801-251 Applied Accounting I 4</td>
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<td>English 4</td>
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**Summer**

| 0801-299 Co-op Work Experience |

**Approximate Time:** 7 quarters

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### Notes

*See page 20 for list of courses.*
Applied Accounting
A.A.S. Degree Program

Graduates Qualify for These Positions
Accounting technician, audit clerk, cost clerk, accounts payable clerk, accounts receivable clerk, payroll clerk, and general accounting clerk

Prerequisites
• Successful completion of diploma in Applied Accounting
• Grade of C or better in all Accounting courses

Approximate Time: 11 quarters

Other RIT Programs in Business Careers

College of Business

Accounting
Graduates of the public accounting option meet candidacy requirements for the CPA examination. The College of Business offers graduate programs leading to the master of business administration with an accounting option and the master of science with an emphasis in accounting. Degrees granted: A.A.S., B.S., M.S.

Business Administration
The program provides business basics in accounting, management, mathematics, economics, computer science, and behavioral science. Undergraduate students may concentrate in consumer services, finance, management, or marketing. A master of business administration program gives students a foundation common to profit and non-profit organizations. Degrees granted: A.A.S., B.S., M.B.A.

Food Service Administration
The program prepares graduates for managerial positions in restaurants and food service operations such as hotels, schools, business firms, and governmental agencies. Degrees granted: A.A.S., B.S.

General Dietetics and Nutritional Care
Graduates can develop within a spectrum of interests from service to management positions in hospitals, nursing homes, and in the growing field of community nutrition (sponsored by national, state, and local agencies). Large national restaurant chains often have dieticians in responsible staff positions. Degrees granted: A.A.S., B.S.

Photographic Marketing Management
These programs are designed to provide students with knowledge of the combination of economic, financial, and marketing principles necessary to establish and maintain a photographic wholesale or retail business. Degrees granted: A.A.S., B.S.

Retailing
The program prepares students for five broad areas within the retail field: merchandising, operations, finance, personnel, and sales promotion. These competencies will help graduates achieve middle and upper-middle management positions after some years of on-the-job experience. Degrees granted: A.A.S., B.S.

College of Applied Science and Technology

Master of Science in Business Technology
This option is planned for the graduate of a business program who wishes to teach in the two-year college. The M.S. has developed out of the expressed needs of the community/junior colleges for faculty persons educated in the broadest aspects of business education. Degree granted: M.S.

Master of Science in Career and Human Resource Development
This program provides the necessary courses and internship experiences to enable graduates to serve in a variety of positions related to career education and human resource development. Persons from personnel and training, as well as other employment areas in business, industry, and education, serve as faculty members and internship supervisors, and bring to the courses the practical as well as theoretical sides of their professions. Upon completion of the program, graduates have a well-rounded knowledge of the goals, procedures, and fundamentals of the various career fields. Full or part-time study is available. Degree granted: M.S.

Applied Accounting: A.A.S. Degree - NBTA (0801)

Typical Course Sequence

<table>
<thead>
<tr>
<th>Fall Term</th>
<th>Winter Term</th>
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<tr>
<td><strong>First Year</strong></td>
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<td>0804-211 Business Procedures I</td>
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*See page 20 for list of courses.
Computer Careers

Careers in which computers are used are increasing every day. Computers are an important part of business, industry, and other parts of the economy. Computer careers involve operating computers or writing programs which direct the computer to solve a problem.

Students may choose certificate, diploma, and A.A.S. degree programs in data processing.

Other RIT Programs

Other computer career programs are available through cross registration into RIT's School of Computer Science and Technology in the College of Applied Science and Technology. A support department is available to assist students cross registered into RIT's College of Applied Science and Technology.

Course Descriptions: See page 84.

Data Processing

On-the-job Responsibilities

Certificate and diploma: Work in the computer operations area controlling computers or in a variety of operations-related support areas.

A.A.S. degree: Prepare and/or modify computer programs in a business organization.

Places of Employment

Banks, insurance companies, large stores, manufacturing companies, public utilities, government agencies, and other data processing centers

Pre-Technical Program: None

Department Policy: Students desiring to repeat courses must have permission from the department chairperson.

Certificate Program

Graduates Qualify for This Position

Computer operator trainee

Suggested Prerequisites

- Algebra IA
- Programmer Aptitude Test score of 45 or higher
- Successful completion of a sampling experience in the Data Processing area, either through the Summer Vestibule Program or a departmental sampling program

Students with less than an English level 3 may have difficulty in this program.

Approximate Time: 5 quarters

Data Processing: Certificate - NBTD (0802)

Typical Course Sequence

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| **Typically fulfilled by** 0804-108 PAYROLL RECORDS MANAGEMENT |

25
Data Processing
Diploma Program

Graduates Qualify for This Position
Computer operator trainee

Suggested Prerequisites
• Algebra IA
• Programmer Aptitude Test score of 45 or higher
• Successful completion of a sampling experience in the Data Processing area, either through the Summer Vestibule Program or a departmental sampling program

Students with less than an English level 3 may have difficulty in this program.

Approximate Time: 7 quarters

Data Processing: Diploma - NBTD (0802)

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*Typically fulfilled by two quarters of General Accounting
**Typically fulfilled by 0804-108 Payroll Records Management
Typical Course Sequence

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*Typically fulfilled by two quarters of General Accounting
**Typically fulfilled by 0804-294 Fundamentals of Management

**Computer Systems**
The program prepares management systems analysts, information systems designers, and business applications programmers. The systems application area is selected from the other RIT programs. The master of science program in computer systems management provides students with professional competence in managing a computer installation or complex in industry, education, and government. Degrees granted: A.A.S., B. Tech., M.S.

**Master of Science in Information Science**
The program prepares students for work in the areas of business, industry, and education where information is managed by data systems. Graduates will be proficient in the areas of data base systems, data management, information storage, information retrieval, library management, information media, and displays. Degrees granted: Certificate, M.S.

**A.A.S. Degree Program**

Graduates Qualify for These Positions
Junior business programmer, programmer trainee, and applications programmer trainee

Suggested Prerequisites
- Algebra IA
- Programmer Aptitude Test score of 45 or higher
- Successful completion of a sampling experience in the Data Processing area, either through the Summer Vestibule Program or a departmental sampling program

Students with less than an English level 3 may have difficulty in this program.

**Approximate Time:** 10 quarters

**Other RIT Programs in Computer Careers**

**College of Applied Science and Technology**

**Computer Science**
The undergraduate program in general computer science prepares students to enter employment as research programmers or enter graduate schools for specialized training. The master of science program in computer science prepares graduates to pursue advanced technical and theoretical studies in the field, for purposes of employment or further graduate study at the doctoral level. Degrees granted: A.A.S., B.S., M.S.
Applied Science/Allied Health Careers

Students who have an interest in science and who also like doing things to help people can combine both interests in an applied science/allied health career. These careers can take students into a medical or health service setting, or into research.

Students may choose certificate, diploma, and A.A.S. degree programs in: Medical Laboratory Technology, Medical Record Technology, and Optical Finishing Technology. Other applied science/allied health careers are offered through cross registration into RIT’s colleges of Science, Graphic Arts and Photography, and Fine and Applied Arts. Support departments are available to assist students cross registered into these colleges.

Medical Laboratory Programs

Students may choose certificate, diploma, and A.A.S. degree programs to prepare for careers as a: physician’s office assistant, histologic assistant, hematology assistant, microbiology assistant, clinical chemistry assistant, and medical laboratory technician.

Pre-Technical Program

More than 90 percent of the students applying for Medical Laboratory programs require a pre-technical program, usually lasting three quarters. The program consists of biology, chemistry, math, English, communication, general education, and physical education.

Course Descriptions: See page 96.

Histologic Assistant: Certificate — NTSL (0816)

Typical Course Sequence

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First Year

| 0816-101 | Anatomy/Physiology and Disease I | 4 |
| 0816-111 | Basic Histology | 6 |
| 0817-170 | MLT Mathematics | 3 |
| 0817-211 | Communication | 2 |
| 0847-102 | English | 4 |
| 19       |           |     |

| 0816-102 | Anatomy/Physiology and Disease II | 4 |
| 0816-115 | Electrocardiography | 2 |
| 0816-211 | Histology II | 6 |
| 0847-107 | Life After College | 1 |
| 0817-02  | Communication | 2 |
| 0816-299 | MLT Co-op Work Experience | 0 | 19 |

Histologic Assistant

Certificate Program

On-the-job Responsibilities
Performs routine procedures in electrocardiography and histology.

Places of Employment
Hospital, industrial, private, and research clinical laboratories

Graduates Qualify for This Position
Histologic assistant

Prerequisites
- MLT Biology I, II, III
- MLT Chemistry I, II, III
- Algebra IA, IIB

Approximate Time:
7 quarters with pre-technical program
3 quarters without pre-technical program
Physician's Office Assistant
Certificate Program

On-the-job Responsibilities
Perform routine procedures in electrocardiography, urinalysis, and selected procedures in hematology and microbiology.

Places of Employment
Physicians' offices and group practice laboratories

Graduates Qualify for This Position
Physician's office assistant

Prerequisites
• MLT Biology I, II, III
• Chemistry I, II, III
• Algebra IIA, IIB

Approximate Time:
5 quarters with pre-technical program
2 quarters without pre-technical program

Physician's Office Assistant: Certificate — NTSL (0816)

Typical Course Sequence

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First Year

| 0816-101 Anatomy/Physiology and Disease I | 4 |
| 0816-121 Urinalysis | 2 |
| 0816-122 Hematology | 4 |
| 0817-170 Medical Laboratory Mathematics | 3 |
| Communication | 2 |
| English | 4 |
| 19 | | | | | |
Clinical Chemistry Assistant
Diploma Program

**On-the-job Responsibilities**
Perform routine procedures in urinalysis and clinical chemistry, and selected procedures in hematology and microbiology.

**Places of Employment**
Clinical laboratories of hospitals, private clinics and laboratories, physicians' offices, research laboratories, and some municipal laboratories performing water and waste material testing.

**Students Qualify for These Positions**
Clinical chemistry assistant and physician's office assistant

**Prerequisites**
- MLT Biology I, II, III
- Chemistry, I, II, III
- Algebra IIA, IIB

**Approximate Time:**
7 quarters with pre-technical program
4 quarters without pre-technical program

---

Hematology Assistant
Diploma Program

**On-the-job Responsibilities**
Perform routine procedures in urinalysis, hematology, and selected procedures in microbiology and immunohematology.

**Places of Employment**
Clinical laboratories of hospitals, private clinics and laboratories, physicians' offices, and research clinical laboratories

**Graduates Qualify for These Positions**
Hematology assistant and physician's assistant

**Prerequisites**
- MLT Biology I, II, III
- Chemistry I, II, III
- Algebra IIA, IIB

**Approximate Time:**
7 quarters with pre-technical program
4 quarters without pre-technical program

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Clinical Chemistry Assistant: Diploma — NTSL (0816)

**Typical Course Sequence**

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**Summer**

0816-299 MLT Co-op Work Experience

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Hematology Assistant: Diploma — NTSL (0816)

**Typical Course Sequence**

**Fall Term**

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**Winter Term**

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**Spring Term**

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**Summer**

0816-299 MLT Co-op Work Experience
Microbiology Assistant

Diploma Program

On-the-job Responsibilities
Perform routine procedures in urinalysis, microbiology, parasitology, and selected procedures in hematology.

Places of Employment
Clinical laboratories of hospitals, private clinics and laboratories, physicians' offices, research clinical laboratories, and some municipal laboratories performing water and waste material testing.

Students Qualify for These Positions
Microbiology assistant and physician's office assistant.

Prerequisites
- MLT Biology I, II, III
- Chemistry, I, II, III
- Algebra IIA, IIB

Approximate Time:
- 7 quarters with pre-technical program
- 4 quarters without pre-technical program

Microbiology Assistant: Diploma – NTSL (0816)

Typical Course Sequence

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Summer

0816-299 MLT Co-op Work Experience
Medical Laboratory Technician
A.A.S. Degree Program

On-the-job Responsibilities
Perform routine medical laboratory procedures in hematology, urinalysis, microbiology, histology, clinical chemistry, bloodbanking, serology, and parasitology.

Places of Employment
Clinical laboratories of hospitals, private clinics, physicians' offices, industrial clinical laboratories, municipal laboratories, and research clinical laboratories

Students Qualify for These Positions
Medical laboratory technician, clinical chemistry assistant, microbiology assistant, and hematology assistant

Prerequisites
- MLT Biology I, II, III
- Chemistry I, II, III
- Algebra IIA, IIB

Approximate Time:
10 quarters with pre-technical program
7 quarters without pre-technical program

Accreditation
The MLT program has applied for accreditation status from the American Medical Association Committee on Allied Health Education and Accreditation (CAHEA) in collaboration with the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Accreditation will allow graduates to write the MLT (ASCP) Certification Examination. Qualified second-year students in the MLT program will participate in an affiliated hospital experience as part of their educational program.

Medical Laboratory Technician: A.A.S. Degree – NTSL (0816)

Typical Course Sequence

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First Year

| 0816-101 Anatomy/Physiology and Disease I |
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| 0816-121 Urinalysis |
| 2 |
| 0816-122 Basic Hematology |
| 4 |
| 0817-170 MLT Math |
| 3 |
| 0847-101 Job Search Process |
| 1 |
| English |
| 4 |
| 18 |
| 17 |

| 0816-102 Anatomy/Physiology and Disease II |
| 4 |
| 0816-131 Microbiology I |
| 5 |
| 0816-135 Immunology |
| 3 |
| Communication |
| 2 |
| English or General Studies |
| 4 |
| 18 |
| 18 |

Second Year

| 0816-201 Clinical Chemistry I |
| 6 |
| 0816-202 Clinical Chemistry II |
| 5 |
| 0816-233 Microbiology III |
| 5 |
| 0816-224 Laboratory Simulation |
| 5 |
| Communication |
| 2 |
| 18 |
| 18 |

Second Year

| 0816-203 Clinical Chemistry III |
| 5 |
| 0816-105 Medical Parasitology |
| 2 |
| 0847-102 Life After College |
| 1 |
| General Studies |
| 4 |
| 15 |

Summer

| 0816-299 MLT Co-op Work Experience |
| 15 |
Medical Record Program

The medical record technician prepares, analyzes, and retrieves information from the patient health record to assist in the proper care of the patient. A medical record technician does not have direct patient contact. The A.A.S. program includes a cooperative work experience in a health care facility. The co-op experience is taken during the summer quarter between the two years in the program.

Pre-Technical Program

More than 90 percent of the entering students in the Medical Record program require a pre-technical program. It is normally three quarters long. It consists of mathematics (Algebra IA, IB); English or general studies; general education; communication; Biology I, II, and III; and physical education.

Accreditation

The Medical Record program of NTID at RIT is accredited by the American Medical Association Committee on Allied Health Education and Accreditation (CAHEA) in collaboration with the American Medical Record Association (AMRA). Students graduating from an accredited educational program for medical record technicians qualify to write the professional accreditation exam.

Medical Record Technician

A.A.S. Degree Program

On-the-job Responsibilities

Preparation of medical records for patient care evaluation studies; collection of statistical data including coding of diseases, procedures, diagnostic tests, and therapeutic measures; written and oral communications with professionals within and external to the medical field; manual or automated storage and retrieval of medical records; preparation and maintenance of specialized registries; and keeping records secure and confidential.

Places of Employment

Health care facilities including acute care, chronic care, specialized medical care, skilled nursing, rehabilitation, mental care, medical clinics, and Veterans Administration; research facilities; insurance companies; industry; automated health information centers; AMRA Executive Offices; medical record consulting firms; and medical record education facilities.

Prerequisites

- MRT Biology I, II, III
- Algebra IA, IB

Approximate Time:

10 quarters with pre-technical program
7 quarters without pre-technical program

Medical Record Technician: A.A.S. Degree – NTSR (0819)

Typical Course Sequence

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Optical Finishing Technology Programs

An optical finishing technologist makes eyeglasses prescribed by physicians and optometrists to correct vision defects. Technologists refine lenses to the specification of prescriptions as ordered by vision care specialists.

Students may choose certificate, diploma, and A.A.S. degree programs in optical finishing technology.

Pre-Technical Program
More than 90 percent of those applying for optical finishing require a pre-technical program. It generally is three quarters long and provides coursework in math, English, communication, and physical education.

Course Descriptions: See page 94.

Certificate Program

On-the-job Responsibilities
Follow the vision care specialist’s orders on the prescription, perform procedures requested by the laboratory supervisor that will help prepare the eyeglasses for use, and maintain laboratory and equipment according to industry (ANSI) standards.

Places of Employment
Offices of ophthalmologists, optometrists, and dispensing opticians; wholesale optical laboratories.

Graduates Qualify for Positions Requiring the Following Skills
Edging, hand refining, lens heat/chemical treatment, drop ball testing, and lens blocking

Prerequisites
• Algebra IA, IB
• Successful completion of a sampling experience in optical finishing, either through the Summer Vestibule Program or a departmental sampling program

Approximate Time:
5 quarters with pre-technical program
3 quarters without pre-technical program

Optical Finishing Technology: Certificate – NTSF (0827)

Typical Course Sequence

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Optical Finishing Technology
Diploma Program

On-the-job Responsibilities
Follow the vision care specialist's orders on the prescription, perform those procedures requested by the laboratory supervisor that will help prepare the eyeglasses for use, and maintain laboratory and equipment according to industry (ANSI) standards.

Places of Employment
Offices of ophthalmologists, optometrists, and dispensing opticians; wholesale optical laboratories

Graduates Qualify for Positions Requiring the Following Skills
Vertometric evaluation, edging, hand refining, lens heat/chemical treatment, blocking, lens dyeing, and final checking and evaluation

Prerequisites
- Algebra IA, IB
- OFT Physics I, II
- Successful completion of a sampling experience in optical finishing, either through the Summer Vestibule Program or a departmental sampling program

Approximate Time:
10 quarters with pre-technical program
7 quarters without pre-technical program

Optical Finishing Technology: Diploma — NTSF (0827)

Typical Course Sequence

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Optical Finishing Technology
A.A.S. Degree

On-the-job Responsibilities
Follow the vision care specialist's orders on the prescription, perform all procedures as necessary to complete the request, maintain the laboratory and equipment according to industry (ANSI) standards, and provide quality performance in all areas of the finishing laboratory.

Places of Employment
Offices of ophthalmologists, optometrists, and dispensing opticians; wholesale optical laboratories

Graduates Qualify for Positions
Requiring the Following Skills
Vertometric evaluation, edging, lay-out, hand refining, lens heat/chemical treatment, blocking, lens dyeing, stockroom services, and final checking and evaluation

Prerequisites
- Algebra IA, IB
- OFT Physics I, II
- Successful completion of a sampling experience in optical finishing, either through the Summer Vestibule Program or a departmental sampling program

Approximate Time:
10 quarters with pre-technical program
7 quarters without pre-technical program

Other RIT Programs
Optical finishing programs are not available through cross registration into other RIT colleges.

Optical Finishing Technology: A.A.S. Degree — NTSF (0827)

Typical Course Sequence

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Summer
0827-299 Co-op Work Experience in OFT ~16

Second Year
0827-224 Optical Finishing Techniques IV | 0827-225 Lab Simulation I | 0827-226 Lab Simulation II |
| 5 | 5 | 5 |
| 0827-241 Management of Optical Stockroom Procedures | 0827-251 Optical Finishing Technology Seminar | 0827-243 Optical Finishing Inspection/Correction |
| 4 | 2 | 3 |
| 0818-166 Physics II | 0847-102 Life After College | Communication |
| 4 | 1 | 2 |
| 0847-101 General Studies | 0847-102 General Studies | General Studies |
| 4 | 4 | 4 |
| | | ~14 |
Other RIT Programs in Applied Science/Allied Health Careers

College of Science

Applied Mathematics, Computational Mathematics
Graduates qualify for positions in industry and business as well as graduate study. A combination of mathematics courses and electives in computer science enhances employment opportunities. Degrees granted: A.S., B.S.

Biology
Graduates qualify for occupations in medical research labs, food and agriculturally related industries, and pharmaceutical and environmental organizations, as well as for graduate study in biological disciplines and medical arts. Degrees granted: A.S., B.S.

Biology or Chemistry/Pharmacy
This five-year, inter-institutional dual-degree program in affiliation with the Massachusetts College of Pharmacy, prepares students with a thorough education in either biology or chemistry and pharmacy. Graduate pharmacists can choose from a variety of career areas, including community, clinical, sales, teaching, or marketing. The program is excellent preparation for entrance into graduate programs in pharmacology, dentistry, and medicine. Degrees granted: A.S., Dual B.S.

Biomedical Computing
Graduates are prepared to assume positions on the staffs of medical and industrial laboratories or hospital computer departments, or to work with physicians and other health professionals in a clinical environment and on medical research projects. Degree granted: B.S.

Chemical Technology
A three-year co-op curriculum leads to direct industrial employment. Emphasis is on qualitative and quantitative analysis skills and knowledge to perform industrial laboratory tasks. Degree granted: A.A.S.

Chemistry
Graduates qualify for higher level positions in several fields of chemistry, including professional industrial work in processing and laboratory operational research and experimental work, supervision of technical projects, managerial positions, and graduate study. The master of science program prepares students to increase the breadth and depth of their background and provides an opportunity to attack scientific problems of their own initiative. Degrees granted: A.S., B.S., M.S.

Diagnostic Medical Sonography
Graduates are trained in abdominal, obstetrical, and gynecological ultrasound scanning techniques and procedures in preparation for positions in hospitals, clinics, research, and administration. The baccalaureate option includes three years at RIT and one year of clinical internship. The certificate option includes one year of clinical internship. Degrees granted: Certificate, B.S.

Medical Technology
Graduates qualify for employment in hospital, industrial-medical, or research laboratories. Students spend three years at RIT and the last year in an approved hospital internship. Degree granted: B.S.

Nuclear Medicine Technology
This program prepares students to use radioactive materials in the diagnosis and treatment of disease. Graduates prepare and administer doses, operate nuclear medicine instruments, position patients for diagnostic procedures, and prepare information received from tests for the doctor’s interpretation. Students spend three years at RIT and one year in a hospital internship. Degree granted: B.S.

Physics
Graduates find employment opportunities with industrial, academic, and government agencies, or pursue graduate study in such areas as biophysics, atmospheric science, applied science, or industrial business administration. Degrees granted: A.S., B.S.

Pre-Medicine, Dentistry, Etc.
Students interested in pursuing a career in medicine, dentistry, optometry, osteopathic medicine, veterinary science, or podiatry may major in any College of Science or Institute program. No formal program exists specifically for preparation for these careers. The faculty Pre-Professional Advisory Committee counsels and assists RIT students in making application to professional schools. Degrees are awarded in the programs chosen by the students.

Master of Science in Clinical Chemistry
The clinical chemistry program prepares students with a baccalaureate degree in chemistry, biology, medical technology, nuclear medicine technology, or a related field for careers in middle management in clinical chemistry laboratories. Degree granted: M.S.

Master of Science in Materials Science and Engineering
This program, offered in conjunction with the colleges of Engineering and Science, offers interdisciplinary experience in materials studies, crossing over the boundaries of chemistry, physics, and electrical and mechanical engineering. Experimental courses in materials-related studies are offered, as well as opportunities for exploring avenues for greater harmony between industrial expansion and academic training. Degree granted: M.S.

College of Graphic Arts and Photography

Biomedical Photographic Communications
Graduates qualify for careers in media production, working with allied health teams in hospitals, medical and dental research centers, and other health institutions. Students can qualify for employment at the end of the second year and have the educational background necessary to apply for registration as biological photographers. Degrees granted: A.A.S., B.S.
Engineering Technologies Careers

Students selecting engineering technologies careers may choose one of three career areas. Construction Technologies careers involve helping to design and participating in the construction of buildings, roads, and bridges. Electromechanical Technologies careers involve working with engineers and researchers to provide technical support for the design, installation, and maintenance of machines using electrical, electronic, and mechanical devices. Industrial Technologies careers involve working with systems and special equipment used in industry throughout the country.

Students may choose diploma or A.A.S. degree programs in:

1. Construction Technologies Careers
   - Architectural Drafting
   - Architectural Technology
   - Civil Technology

2. Electromechanical Technologies Careers

3. Industrial Technologies Careers
   - Industrial Drafting
   - Industrial Drafting Technology
   - Manufacturing Processes

The A.A.S. programs in Industrial Drafting Technology, Electromechanical Technologies, Civil Technology, and Architectural Technology are accredited by the Technology Accreditation Commission of the Accreditation Board of Engineering and Technology (ABET).

Other engineering programs are available in RIT’s College of Engineering and College of Applied Science and Technology. The Department of Science and Engineering Support assists cross-registered students with tutoring, note-taking, and interpreting services.

C.O.R.E. Year Experience

Most students are required to enroll in the C.O.R.E. year sequence (Career Orientation and Exploration). This experience is three quarters in length and includes an in-depth sampling of program offerings within Engineering Technologies, as well as coursework in Mathematics, English, Communication, and General Education.

C.O.R.E. Year-Engineering Technologies (NETG)

Typical Course Sequence

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*Students may choose three of the following career exploration courses: 0808-100 (Architectural Technology), 0809-100 (Civil Technology), 0810-100 (Industrial Drafting Technology), 0811-100 (Electromechanical Technology), 0813-100 (Manufacturing Processes).

*The department encourages students to start Physics after completing Algebra IB. Students may register for Architecture Physics I or Civil Technology Physics 1 instead of General Education.
Construction Technologies

Careers

The programs in Construction Technologies provide opportunities for students to learn skills related to the design and construction of architectural (buildings) and civil (roads, bridges, etc.) projects. Students may choose a diploma program in Architectural Drafting or an A.A.S. degree program in Architectural Technology or Civil Technology.

Course Descriptions: See page 86.

Architectural Drafting

Diploma Program

On-the-job Responsibilities
Drawing detailed plans of buildings and other structures, working from architect's and designer's notes and sketches, lettering, model making, and knowledge of construction methods and materials

Places of Employment
Architectural and engineering firms, construction companies, and government agencies

Architectural Drafting: Diploma — NETD (0808)

Typical Course Sequence

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<td>0808-212 Architectural Materials II</td>
<td>0808-220 Principles of Structural Systems</td>
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<td>0808-221 Architectural Design Drafting I</td>
<td>0808-222 Architectural Design Drafting II</td>
<td>0808-223 Architectural Design Drafting III</td>
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<td>0808-224 Construction Computations</td>
<td>0808-375 Architectural History</td>
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<td>0808-225 Principles of Structural Systems</td>
<td>0847-102 Life After College</td>
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Graduates Qualify for This Position
Architectural drafter

Prerequisites
- Algebra IB
- English level 3

Approximate Time:
- 9 quarters with C.O.R.E. year experience
- 6 quarters without C.O.R.E. year experience

RIT does not offer advanced programs in Architecture or Architectural Technology.
Architectural Technology

A.A.S. Degree Program

This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET).

On-the-job Responsibilities

Work with architects and engineers to plan construction and remodeling of buildings and other structures, including preliminary drawings, design development drafting, working drawings, presentation graphics, model making, cost estimating, structural planning, and knowledge of construction methods and materials.

Places of Employment

Architectural, engineering, and construction companies; government agencies

Graduates Qualify for These Positions

Architectural drafter, architectural technician, construction engineering drafter, model maker, Tenderer, and planning aide

Prerequisites

• Algebra IIA
• English level 3

Approximate Time:

12 quarters with C.O.R.E. year experience
9 quarters without C.O.R.E. year experience

RIT does not offer an advanced program in Architecture or Architectural Technology.

Architectural Technology: A.A.S. Degree — NETA (0808)

Typical Course Sequence

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Civil Technology
A.A.S. Degree Program

This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering Technology (ABET). RIT offers an accredited bachelor degree program in Civil Engineering Technology in the College of Applied Science and Technology. Graduates of the A.A.S. program can apply for the bachelor degree program.

On-the-job Responsibilities
Use a variety of skills such as drafting, surveying, materials testing, inspection of construction, and knowledge of materials and methods used in construction.

Places of Employment
Government agencies; construction companies; engineering, surveying, and architectural firms; oil and steel industries; transportation agencies; materials testing laboratories

Graduates Qualify for These Positions
Design assistant, materials lab technician, construction inspector, civil drafter, assistant surveyor, and structural drafter

Prerequisites
• Algebra II A
• English level 3

Approximate Time:
12 quarters with C.O.R.E. year experience
9 quarters without C.O.R.E. year experience

Civil Technology: A.A.S. Degree — NETC (0809)

Typical Course Sequence

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</table>

*Students who enter this program without the C.O.R.E. year experience will need to take additional English and Communication courses. See page 102.
Electromechanical Technologies Careers

A variety of career options are offered through the Electromechanical Technology Program. This program involves work with systems and special equipment used in industry throughout the country.

Course Descriptions: See page 90.

Electromechanical Technology

A.A.S. Degree Program

This program has been accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering Technology (ABET).

On-the-job Responsibilities

Construct and maintain equipment, apply knowledge of mechanical and electronic principles, service test equipment and machinery, and install electromechanical equipment.

Places of Employment

Engineering and manufacturing industries, government agencies, and military labs

Graduates Qualify for These Positions

Research aide, engineering technician, quality control technician, service technician, engineering aide, automated equipment technician, and field service representative

Prerequisite

- Algebra IIB

Students with less than an English level 3 may have difficulty with this program.

Approximate Time:

12 quarters with C.O.R.E. year experience
9 quarters without C.O.R.E. year experience

Electromechanical Technology: A.A.S. Degree — NETM (0811)

Typical Course Sequence

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Second Year

| Cr. Hrs. |
| 17 |

0811-304 Electrical Circuits II 5
0811-317 Mechanisms 4
0811-210 Computational Techniques 4
0817-201 College Algebra, Trigonometry, and Analytic Geometry 3
0847-101 job Search Process** 1
15

Winter Term

| Cr. Hrs. |
| 77 |

0811-368 Electronics I 5
0811-321 Machines and Power Systems I 4
0817-202 College Algebra, Trigonometry, and Analytic Geometry II 3
0811-241 Tool Skills | 2 | 0811-209 | Technical Graphics | 2 |
| 0811-171 | Digital and Analog Systems | 4 | 0817-203 | College Algebra, Trigonometry, and Analytic Geometry III | 3 |
| 0817-128 | College Algebra, Trigonometry, and Analytic Geometry II | 3 | | General Studies | 4 |
| 0847-102 | Technical Elective | 4 | | General Studies | 4 |
| 0811-209 | Life After College | 1 | | General Studies | 4 |
| 0811-241 | Technical Elective | 4 | | 15 |

Summer

| Cr. Hrs. |
| 14 |

0811-299 Co-op Work Experience (Optional)***

Third Year

| Cr. Hrs. |
| 16 |

0811-322 Machines and Power Systems II 4
0811-325 E/M Devices and Systems II 4
0811-370 Electronics III 4

*Students who enter this program without the C.O.R.E. year experience will need to take additional English and Communication courses. See page 102.

**May be taken fall quarter of third year if not participating in a co-op program.

***May be assigned as requirement at discretion of program chairperson.
Industrial Technologies

Careers

The programs in Industrial Technologies involve work with systems and special equipment used in industry throughout the country. Students may choose diploma programs in Industrial Drafting and Manufacturing Processes, and an A.A.S. degree program in Industrial Drafting Technology.

Course Descriptions: See page 89.

Industrial Drafting

Diploma Program

On-the-job Responsibilities
Prepare detailed production drawings for manufactured products from sketches, drawings, and specifications prepared by others.

Places of Employment
Manufacturing industries, engineering firms, drafting shops, and government agencies

Graduates Qualify for This Position
Drafter trainee

Prerequisite
• Algebra II A
Students with less than an English level 3 may have difficulty with this program.

Approximate Time:
10 quarters with C.O.R.E. year experience
7 quarters without C.O.R.E. year experience

Industrial Drafting: Diploma — NETI (0810)

Typical Course Sequence

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Second Year

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*Students who enter this program without the C.O.R.E. year experience will need to take additional English and Communication courses. See page 102.
Industrial Drafting Technology
A.A.S. Degree Program

This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering Technology (ABET).

On-the-Job Responsibilities
Handle normal drafting assignments using drafting standards and engineering terms, gather data and information for drafting assignments, and do limited design work.

Places of Employment
Manufacturing industries, engineering firms, drafting shops, and government agencies

Graduates Qualify for This Position
Drafter

Prerequisite
• Algebra IIA

Students with less than an English level 3 may have difficulty in this program.

Approximate Time:
14 quarters with C.O.R.E. year experience
11 quarters without C.O.R.E. year experience

Industrial Drafting Technology: A.A.S. Degree — NETI (0810)

Typical Course Sequence

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</tr>
</tbody>
</table>

*Students who enter this program without the C.O.R.E. year experience will need to take additional English and Communication courses. See page 102.
Manufacturing Processes

Diploma Program

On-the-job Responsibilities
Set up and operate machine tools such as lathes, drill presses, milling machines; shape metal into machine parts, following working plans; and use special instruments to measure and check work.

Places of Employment
Manufacturing and metal-working industries

Graduates Qualify for These Positions
Assembler, machine tool operator, tool and die apprentice, mold making apprentice, and production machine operator

Prerequisite
• Algebra IB

Approximate Time:
10 quarters with C.O.R.E. year experience
7 quarters without C.O.R.E. year experience

Course Descriptions: See page 92.

Manufacturing Processes: Diploma — NETT (0813)

Typical Course Sequence

<table>
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*Students who enter this program without the C.O.R.E. year experience will need to take additional English and Communication courses. See page 102.

*Technical Electives: Student must take two or three suggested courses each quarter but must enroll in a minimum of 12 credit hours each quarter.
Other RIT Programs in Engineering Careers

College of Engineering

Computer Engineering
This program, jointly sponsored by the Department of Electrical Engineering and the School of Computer Science and Technology, offers a blend of computer science and electrical engineering which is designed to enable graduates to intelligently incorporate computers with engineering products. Degree granted: B.S.

Electrical Engineering
Undergraduate students first develop proficiency in mathematics, science, and engineering fundamentals. Fundamental electrical studies include electromagnetics, energy conversion, circuit theory, and electronics. Graduate programs leading to master of engineering and master of science degrees prepare students with insight, understanding, and competence to meet demands of current and future positions in engineering. Degrees granted: B.S., M.S., M.E.

Electrical Engineering A.A.S. Transfer Program
This specialized program provides a clearly defined route to the bachelor of science degree in Electrical Engineering for holders of an A.A.S. degree in electrical technology. Incoming students enroll in transfer adjustment courses the summer before entering as third-year students. Degree granted: B.S.

Industrial Engineering
Students learn design improvement and installation of integrated systems of persons, materials, and equipment. Students also develop specialized knowledge in mathematics and physical science with methods of engineering and design. Degrees granted: B.S., M.E.

Mechanical Engineering
Undergraduate students devote the first two years to the study of mathematics, physics, chemistry, and mechanics. There are two options in the upper year—applied mechanics and thermal fluid sciences. Graduate programs leading to master of engineering and master of science degrees prepare students with insight, understanding, and competence to meet demands of current and future positions in engineering. Degrees granted: B.S., M.S., M.E.

Microelectronic Engineering
This five-year program, offered in conjunction with the College of Graphic Arts and Photography and the College of Science, emphasizes the photolithographic aspects of microelectronic processing, and provides a broad background in optics, chemistry, device physics, computers, electrical engineering, and statistics. Students have hands-on experience in the design and production of integrated circuits, and are prepared to enter industry directly or to pursue graduate work in the field. Degree granted: B.S.

College of Applied Science and Technology

Civil Engineering Technology
The program offers two options—environmental controls and construction. The environmental option places emphasis on water and wastewater treatment. The construction option is oriented toward the building industry. Degree granted: B.Tech.

Electrical Engineering Technology
Early emphasis in this program is on further mastery in circuit theory, materials for design, and mathematics. Later courses are elective options in electronic power, communications, and digital computer design. Degree granted: B. Tech.

Energy Technology
This program prepares specialists in the field of residential, commercial, and industrial energy management and control. Degree granted: B. Tech.

Manufacturing Engineering Technology
The program prepares persons to apply sophisticated techniques to production processes. Courses emphasize computer-aided manufacturing, productivity, and related activities required to enter this increasingly complex field. Degree granted: B. Tech.

Mechanical Engineering Technology
Early emphasis in this program is on further mastery of mechanics, electricity, and mathematics. Later courses are elective options in either manufacturing or mechanical design. The practical and applied aspects of engineering are emphasized. Degree granted: B. Tech.

Packaging Science
The three options—management, design, or technical—prepare students for initial employment in such areas as management, sales, marketing, purchasing, graphic design, structural design, product development, and the technical and engineering phases of production. Degree granted: B.S.
Visual Communication
Careers

Art Careers

The art field has two major career areas: applied art and fine art. Applied artists create art to be used by other persons or companies for which they work. Fine artists create art to express themselves.

The NTID Applied Art Department prepares students for technical careers in applied art. Students may choose a certificate, diploma, or A.A.S. degree program in Applied Art. Other applied art careers, as well as fine art and crafts, are available through cross registration into the RIT College of Fine and Applied Arts. The NTID Visual Communication Support Department offers various support services to assist deaf students cross registered in the College of Fine and Applied Arts.

A special interest art house in the residence hall provides a living and learning experience for art students. More information on the Art House is available on page 74.

Pre-Technical Program

About 25 percent of the students wishing to enter the art program require a pre-technical program. It usually lasts one quarter. Students can meet pre-technical program requirements and take normal core courses at the same time.

Core Program

Core courses provide basic art experience to prepare the student for entry into a major. With the core experience as a basis, the student may choose continued studies in either the Applied Art Department or the College of Fine and Applied Arts.

In-House Co-op

The NTID Applied Art Department sponsors an In-House Co-op. In-House Co-op is a cooperative work program on campus where students get experiences with the real world of applied art. The co-op experience is similar to a job in a professional art studio. The co-op studio has the professional equipment necessary to complete various jobs for clients from all parts of the RIT community.

Examples of the services offered through the In-House Co-op are: graphic design and production, motion picture and videotape production (including animation), audio/visual packages, display and exhibition work, and handcrafted models. Students who work for In-House Co-op earn money while they learn important job skills.

Course Descriptions: See page 85.

Applied Art

Certificate Program

There is a need for people in entry-level positions in the applied art field. Large companies or agencies need people who can apply basic art skills to a specific job in support of other artists or art projects. The certificate program offers courses and experiences which are planned with each student. These plans are written in a learning contract or agreement. The certificate program prepares students with specific skills for specific jobs.

On-the-job Responsibilities

Assist with the production and assembling of artwork for advertisements, brochures, pamphlets, and magazines; and operate typesetting, photostat, and other equipment.

Places of Employment

Advertising agencies; large department stores; manufacturing, printing, and publishing firms; and educational institutions

Graduates Qualify for These Positions

Typesetting equipment operator, photostat camera operator, paste-up artist, and studio assistant

Prerequisite

• Successful completion of a sampling experience in the art area, either through the Summer Vestibule Program or a departmental sampling program

Approximate Time: 3 to 4 quarters

Applied Art: Certificate — NDAR (0849)

Typical Course Sequence

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</tbody>
</table>

*See page 49 for Applied Art electives.
**May be waived by department; Career Seminar and Employment Seminar courses are appropriate substitutes.
Diploma and A.A.S. Degree

On-the-job Responsibilities
Produce artwork for advertising, sales promotion, public relations, and display purposes; prepare visual materials for brochures, pamphlets, slide programs, instructional media, magazine and newspaper advertisements, displays, and posters; prepare artwork for printing; perform darkroom functions; operate typesetting, photostat, copy camera, and other applied art studio equipment.

Places of Employment
Advertising agencies; art studios; large department stores; manufacturing, printing, or publishing firms; educational institutions; and government agencies

Graduates Qualify for These Positions
Art apprentice, layout artist, mechanical artist, graphic artist, audiovisual media artist, and production artist

Prerequisites
• Successful completion of a sampling experience in the art area, either through the Summer Vestibule Program or a departmental sampling program
• Demonstrated skill in the following areas: two-dimensional design, three-dimensional design, freehand drawing, technical drawing, measurement, mathematics, program/career information, communication/language, personal/social skills, and motor skill characteristics. Each competency (skill) has certain activities associated with it. Success is measured according to evaluation criteria (a checklist of specific requirements) published by the department.

Approximate Time: 9 quarters

Applied Art: Diploma — NDAR (0849)

Typical Course Sequence

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<td>Job Search Process</td>
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<td>Art Survey II English</td>
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Third Year

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</table>

*See page 49 for Applied Art electives; 14 or more elective credits are required for the diploma.
**May be waived by department; Career Seminar and Employment Seminar courses are appropriate substitutes.
### Typical Course Sequence

#### Applied Art Technical Electives

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<tr>
<th>Course</th>
<th>Hrs.</th>
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Other RIT Programs in Art Careers

College of Fine and Applied Arts

**Ceramics/Ceramic Sculpture**
Graduates are self-employed as designercraftsmen, designers or technicians in industry, and teachers or administrators of craft programs. Professional competencies are developed in such areas as fabrication, chemistry, and application of glazes, organization of a ceramic shop for efficient production, ceramic raw material, kiln types, fuels, and construction. Degrees granted: A.A.S., B.F.A., M.F.A.

**Double Craft Major**
The School for American Craftsmen offers a limited number of double craft majors. Requests for the double craft major are reviewed after the successful completion of two years of study in one major concentration. Degree granted: B.F.A.

**Fine Arts**
Students may concentrate in printmaking, painting, or medical illustration, and take other art electives. Graduates qualify as professional artists and for careers in teaching. Degrees granted: A.A.S., B.F.A., M.F.A.

**Glass**
Graduates are self-employed designercraftsmen, designers or technicians in industry, and teachers or administrators of craft programs. Professional competencies are developed in organization and construction of the glass studio, function and care of tools, analysis of glass as a material, glass fabrication, glass design, cold-working techniques, mixing of batch glass, and color and fuming techniques. Degrees granted: A.A.S., B.F.A., M.F.A.

**Graphic Design**
The program prepares students to use design as a method for communicating thoughts, concepts, opinions, and information. Career fields include designing for industry, art agencies or studios, government, and social or nonprofit organizations. Graduates can serve as creative members of problem-solving teams or prepare for teaching at the college or university level. Degrees granted: A.A.S., B.F.A., M.F.A.

**Industrial and Interior Design**
The program prepares students to design for social, industrial, and environmental use. The environmental designer works with interior and exterior space, product design, and exhibit design. Concern is given to future planning for human needs on all levels. Degrees granted: A.A.S., B.F.A., M.F.A.

**Metalcrafts and Jewelry**
Graduates are self-employed designercraftsmen, designers or technicians in industry, and teachers or administrators of craft programs. Professional competencies are developed in use of equipment; metalcrafts techniques and production in various metals; and raising, forging, forming, plainishing, enameling, and design of jewelry, flatware, and hollow ware. Degrees granted: A.A.S., B.F.A., M.F.A.

**Weaving and Textile Design**
Graduates are self-employed designercraftsmen, designers or technicians in industry, and teachers or administrators of craft programs. Professional competencies are developed in such areas as fabric design, analysis of equipment and problems, pattern drafting, analysis of fibers, use of eight to ten harness looms, power looms, techniques of weaving, and design within price range. Degrees granted: A.A.S., B.F.A., M.F.A.

**Woodworking and Furniture Design**
Graduates are self-employed designercraftsmen, designers or technicians in industry, and teachers or administrators of craft programs. Professional competencies are developed in such areas as functions and care of woodworking tools, wood as a material, techniques of wood fabrication, design, layout, construction analysis, veneering and finishing, estimating, and production. Degrees granted: A.A.S., B.F.A., M.F.A.

**Master of Science in Teaching**
The program is designed as a means to obtain permanent certification to teach in New York State public schools or as concentration in the practice of the creative arts and crafts. Degree granted: M.S.T.
Photography Careers

People in photographic careers usually fit into two categories—people who take photographs and people who develop film and do other things in a photographic laboratory. Applied photography is a large support industry. It involves jobs such as developing film, making prints and slides, and enlarging photographs.

Students may choose certificate, diploma, and A.A.S. degree programs in Applied Photography within NTID. Other photography careers are offered through cross registration into the RIT College of Graphic Arts and Photography. Students cross registered in the College of Graphic Arts and Photography receive assistance from the Visual Communication Support Department.

A special interest group called Imagemakers provides a living and learning experience for photography students in the residence halls. More information on the Imagemakers is available on page 74.

Pre-Technical Program: None

Course Descriptions: See page 100.

Applied Photography

On-the-job Responsibilities
Work in the darkroom and develop film, make prints and slides, enlarge photographs, and mount slides.

Places of Employment
Commercial and custom color labs, in-house industrial labs, and photofinishing labs

Prerequisite
- Successful completion of a sampling experience in applied photography, either through the Summer Vestibule Program or a departmental sampling program

Certificate Program
Students concentrate in Mechanized Color Printing.

Graduates Qualify for These Positions
Paper processor operator, "S" printer operator, and BC-24 printer operator

Approximate Time: 3 quarters

Applied Photography: Certificate – NVCP (0821)

Typical Course Sequence

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</table>
Applied Photography
Diploma Program
Students concentrate in Custom Color Printing and Processing.

Graduates Qualify for These Positions
Color negative analyzer operator, custom copy camera operator, control strip reader/plotter, chemical mix person, roller transport processor operator, and dip and dunk processor operator

Approximate Time: 5 quarters

A.A.S. Program
Students concentrate in Custom Color Process Control.

Graduates Qualify for These Positions
Color negative analyzer operator, custom color print inspector/evaluator, custom copy camera operator, control strip reader/plotter, chemical mix person, process control technician, custom color printer technician, custom copy technician, roller transport processor operator, and dip and dunk processor operator

Approximate Time: 8 quarters
Other RIT Programs in Photography Careers

College of Graphic Arts and Photography

Biomedical Photographic Communications
The program prepares students for careers in media production, working with allied health teams in hospitals, medical and dental research centers, and other health institutions. Students can qualify for employment at the end of the second year and have the educational background necessary to apply for registration as a biological photographer. Degrees granted: A.A.S., B.S.

Film and Television
This program features an introduction to the disciplines of film and television with advanced work in either. The curriculum emphasizes production, and short periods of outside professional experience are encouraged, usually during the summer. The program is intended to acquaint students with film and television as creative media and to develop the skills of production. Degrees granted: A.A.S., B.S.

Photographic Processing and Finishing Management
Students develop a thorough knowledge of photographic processes, production techniques and procedures, and business, including aspects of promotion and selling in a competitive market. Degrees granted: A.A.S., B.S.

Photographic Science and Instrumentation
Students learn the application of physics, chemistry, and mathematics to photography; the materials and processes of photography; the application of photography; and the application of photographic processes to science and technology. Undergraduate course content is comparable to that of engineering programs—mathematics, physics, and chemistry of radiation-sensitive systems, optics, and image formation. The master of science program prepares students for higher level positions in the photographic industry or in the application of photography to problems of science and engineering. Degrees granted: A.A.S., B.S., M.S.

Professional Photographic Illustration
Students learn photographic skills to solve visual communication problems, leading to vocations in studio and mass media. Students develop innovative and individualized responses to visual problems, and are expected to become sensitive to contemporary graphic design. Degrees granted: A.A.S., B.F.A.

Professional Photography
Students learn skills in business, as well as photography, which enable them to seek employment in fields of their choice. This program demands a high degree of application to students' evolving abilities to obtain professional competence. Degrees granted: A.A.S., B.S.

Technical Photography
This program prepares students for entry into a variety of positions in technical photography, as distinct from providing highly specialized training for a specific position. These include both picture-making positions (scientific photography, high-speed photography, technical illustration, audiovisual production, and photographic testing) and non-picture-making-positions (technical writing, quality control, technical representative, sales, product development and testing, applied research, laboratory supervision, and management). Degrees granted: A.A.S., B.S.

Master of Fine Arts in Photography
The master of fine arts program in photography emphasizes photography as an art form. It provides each student an opportunity to pursue graduate study in photography as a means to personal, aesthetic, intellectual, and career development. Three majors are available within the program: photography, filmmaking, and museum practice. Degree granted: M.F.A.
Media Production Careers

Students who like photography, films, and printing, or have some artistic talents, may enjoy a media production career. Students may choose a diploma and A.A.S. degree program in media production technologies within NTID. Other media production careers are offered through cross registration into the College of Applied Science and Technology. A support department is available to assist cross-registered students.

Pre-Technical Program: None

Course Descriptions: See page 99.

Media Production Technologies

Diploma and A.A.S. Degree

On-the-job Responsibilities
Make videotapes, slides, photographic prints, motion pictures, transparencies, and a variety of graphic materials with the use of mechanical aids.

Places of Employment
Schools, industrial training-sales departments, and manufacturers of audio-visual materials

Graduates Qualify for These Positions
Media copy technician, audiovisual equipment operator, media photo technician, media production photo assistant, media production aide, and media graphics production technician

Prerequisite
• The first year of Applied Photography

Approximate Time:
6 quarters for diploma
9 quarters for A.A.S. degree

Typical Course Sequence

Media Production Technology: Diploma — NVCM (0828)

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Third Year

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*Technical Electives — NVCM (0828) — 300 Series
Printing Careers

Printing is the process of transferring images to paper or other materials, using ink. Books, magazines, newspapers, labels, and posters are a few examples of printing. Printing is one of the larger industries in the world, with a growing demand for skilled people to operate the many complex machines. Students are taught hands-on skills incorporating modern printing technology and machinery with the opportunity to specialize in two or more career fields in printing.

Students may choose certificate, diploma, and A.A.S. degree programs in Printing Production Technology within NTID. Other printing careers are offered through cross registration into the College of Graphic Arts and Photography. Students cross registered in the College of Graphic Arts and Photography receive assistance from the Visual Communication Support Department.

Pre-Technical Program: None

Course Descriptions: See page 101.
Printing Production Technology: Certificate —

On-the-job Responsibilities
Operate computer typesetters, prepare mechanical art, make original film, operate process cameras, operate photo processing equipment, strip films, make plates, and operate offset presses and bindery finishing machines.

Places of Employment
Plant print shops, commercial printing plants, newspapers, book and magazine printers, and U.S. government printing facilities

Students Qualify for These Positions
Process line photographer, process halftone photographer, paste-up artist, photoleterting machine operator, keyboard operator, phototypesetter operator, film make-up person, direct impression machine operator, black and white stripper, spot color stripper, process color stripper, platemaker, duplicator operator, small press operator, and bindery/finishing person

Prerequisite
• Successful completion of a sampling experience in printing production technology, either through the Summer Vestibule Program or a departmental sampling program

Approximate Time:
- 4 quarters for certificate
- 7 quarters for diploma
- 9 quarters for A.A.S. degree

Printing Production Technology: Diploma — NVCR (0822)

Typical Course Sequence

<table>
<thead>
<tr>
<th>Fall Term</th>
<th>Winter Term</th>
<th>Spring Term</th>
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<tbody>
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<td>Life</td>
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Second Year
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*Technical Electives: NVCR (0822) 251-256 series (principal field of study)
Typical Course Sequence

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<td>Photography</td>
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<td>0847-100</td>
<td>Dimensions of College Life</td>
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<td>0847-101</td>
<td>Job Search Process</td>
<td>Integrated Printing</td>
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<td>Communication</td>
<td>Lab I</td>
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*Technical Electives: NVCR (0822) 251-256 series (principal field of study)

Other RIT Programs in Printing Careers

College of Graphic Arts and Photography

Newspaper Production Management
The program prepares students for careers in technical management for the newspaper industry by developing an appreciation of tactics and strategies for evaluating and controlling production problems. It incorporates engineering approaches to problem solving. Degree granted: B.S.

Printing
The program prepares students for careers in printing production management by developing an appreciation of aesthetic qualities of good printing and application of science and engineering in graphic arts. Theory and practice in management and communication skills are taught. Degrees granted: A.A.S., B.S.

Printing and Applied Computer Science
This program prepares students for entry positions in printing systems analysis, production control, engineering liaison, customer engineering, marketing support, process engineering, and production design. These lead to positions as production managers, directors of computer technology, and operations managers. Degree granted: B.S.

Printing Systems Management
The program prepares students for careers that emphasize measurement and control techniques, problem solving, and optimization of operating conditions in the industrial technological environment in the printing industry. Degree granted: B.S.

Master of Science In Printing

Printing Technology or Printing Education
The master of science program in printing is a professional program designed to provide graduate education in printing for students whose undergraduate majors were in the arts, sciences, education, or other non-printing areas, as well as for graduates with a major in printing. Students may concentrate in either printing technology or printing education. Degrees granted: M.S., M.S.T. (printing education).
Interpreting for the Hearing Impaired

A.A.S. Degree Program

On-the-job Responsibilities
Provision of interpreting and/or other educational support services to hearing-impaired persons, primarily in educational settings, but also in other settings where such services are needed.

Places of Employment
Elementary, secondary, and post-secondary educational institutions; community service organizations; and vocational rehabilitation agencies.

Special Entrance Requirements
High school diploma or equivalent
Basic simultaneous communication competence

Approximate Time:
7 quarters (includes summer practicum)

Course Descriptions: See page 115.

A.A.S. Degree in Interpreting for the Hearing Impaired

Typical Course Sequence

<table>
<thead>
<tr>
<th>Fall Term</th>
<th>Winter Term</th>
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<td>NITP 281</td>
<td>Interpreting Practicum I</td>
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<td>NITP 283</td>
<td>Interpreting Seminar I</td>
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<tbody>
<tr>
<td>NITP 212</td>
<td>Voice Interpreting II</td>
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<tr>
<td>NITP 303</td>
<td>Voice Interpreting III</td>
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<tr>
<td>NITP 372</td>
<td>Theory of Deafness</td>
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<tr>
<td>SEG 201</td>
<td>Contemporary Science Course*</td>
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<tr>
<td>GLGC 520</td>
<td>Vocabulary Building*</td>
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| NITP 213 | Voice Interpreting III | 3 |
| NITP 331 | Expressive Transliterating | 3 |
| NITP 372 | The Professional Interpreter II | 3 |
| SEG 201 | Technical Concentration Requirements* # | 7 |
| | Total | 17 |

| NITP 341 | Introduction to Specialized Interpreting Settings | 3 |
| NITP 382 | Interpreting Practicum II | 5 |
| NITP 384 | Interpreting Seminar II | 1 |
| | Total | 8 |

*Courses may be offered and taken in quarters other than shown.
#Technical requirements vary from 6-15 hours depending on the concentration; maximum is represented.

<table>
<thead>
<tr>
<th>Tutoring/Notetaking Concentration</th>
<th>Educational Programs Concentration</th>
<th>Interdisciplinary Study Concentration</th>
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<tr>
<td>NITP 391</td>
<td>Principles of Tutoring/Notetaking</td>
<td>NITP 391</td>
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<tr>
<td>NITP 392</td>
<td>Tutoring/Notetaking Practicum</td>
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<td>GLGC 402</td>
<td>Conference Techniques</td>
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<td>GLGC 547</td>
<td>Practical Writing</td>
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NITP 211 | Voice Interpreting I | 3 |
NITP 252 | Aspects and Issues of Deafness II | 3 |
NITP 271 | The Professional Interpreter I | 3 |
NITP 341 | Introduction to Specialized Interpreting Settings | 3 |
NITP 382 | Interpreting Practicum II | 5 |
NITP 384 | Interpreting Seminar II | 1 |
NITP 391 | Principles of Tutoring/Notetaking | 3 |
NITP 395 | Mainstreaming: Educational Programs and Alternatives | 3 |
NITP 395 | Mainstreaming: Educational Programs and Alternatives | 3 |
Communication Development

Communication is important for success in college, on the job, and in the community. NTID at RIT recognizes the need for good communication and has established services covering all types of communication. Instruction and related services are provided in reading, writing, use of residual hearing, speechreading, speaking, and manual/simultaneous communication. The Communication Assessment and Advising Department and four communication instruction departments offer courses to students.

The Communication Assessment and Advising Department offers a course to help students understand communication and their own communication strengths and weaknesses. This department also offers a course to introduce students to hearing aid use. Communication skill assessments, hearing aid selection, a hearing aid shop, and individual communication advising are other services of this department.

Each student has a communication advisor. The communication advisor helps the student design a program of communication courses to meet the student’s own career development goals.

Students are assigned to a communication instruction department by their English score. English scores range from 14.8 to 34.3 and are based on the student's reading and writing test scores. Communication Instruction Department I serves students with English scores less than 23. Communication Instruction Department II serves students with English scores 23.0 to 25.9. Communication Instruction Department III offers courses for students with English scores 26.0 to 28.9, and Communication Instruction Department IV serves students with English scores 29.0 or greater. In each course, materials are appropriate for the student's own English language level.

Required Course

There is one course required of all NTID students. This course is 0840-100 Introduction to Communication. This course should be taken during the student's first quarter at NTID.

Required Courses Based on Need

English language courses (0841, 0842, 0843, and 0844-180 to 199) are required based on need. These courses are designed for students who do not demonstrate basic proficiency in reading and writing. Each quarter, the English placement tests are given. An English score of 32 or greater indicates basic proficiency. To complete this English language requirement, a student can: (1) obtain an English score of 32 or greater; (2) complete five quarters of English language courses with passing grades; or (3) complete three quarters of English language courses with passing grades but without showing significant progress. Students who have completed the requirement may take additional English language courses as electives.

Required Courses Based on Communication Assessment and Advising

Five additional communication courses are required of all NTID students. Students plan for these courses with their communication advisors. The five courses that a student takes depend on his/her communication skills and personal career development goals. A student should take one course focusing on overall communicative competency (0841, 0842, 0843, or 0844-101 to 119), one course in the improvement of speaking skills (0841, 0842, 0843, or 0844-120 to 139), two courses in the improvement of receptive aural-oral skills (0840, 0841, 0842, 0843, or 0844-140 to 159), and one course focusing on the improvement of manual/simultaneous communication or skills supplementary to English language usage (0841, 0842, 0843, or 0844-160 to 179). Additional courses in each of these areas may be taken as electives.

Communication Learning Centers

The Communication Program has several learning centers. Students and staff work in the Self-Instruction Lab to practice skills they have learned recently in listening, speaking, and manual/simultaneous communication. Assignments in the Reading and Writing Labs help students use their reading and writing skills independently. Students practice using telephone equipment in the Telecommunication Lab. Lab assignments are only one part of a communication course. The other parts of a course include working directly with the instructor in small groups or individually, and homework assignments.

Course Descriptions: See page 102.
General Education

Learning at RIT means more than gaining technical skills. Students need to develop personal/social skills and to understand and appreciate their culture. These skills allow students to enrich their lives and prepare for career change. There are many courses and experiences to help students learn more about themselves and the world around them.

At RIT, students gain experiences that will help them to:
- develop a better understanding of American and world cultures
- develop a better understanding of their own values and the impact of these values on their attitudes and behaviors
- develop independent learning skills
- develop ability for self-direction, lifelong learning, and personal fulfillment
- become socially skilled in their relationships with others and the environment
- develop a better understanding of and appreciation for aesthetics
- accept responsibility for their actions
- augment reading and writing skills to study, how to develop leadership skills, and how to manage their finances. There are also courses in theatre, music instruction, dance, community service, basic human sexuality, and practical law for daily use.

Required Courses
Students are required to take three General Education courses:
- **Dimensions of College Life** (NGGE-100) helps students adjust to college life and generally is taken during the first or second quarter at NTID.
- **The Job Search Process** (NGGE-101) teaches students many skills they need in finding a job.
- **Life After College** (NGGE-102), which is taken just before graduation, provides students with information they need to function both on and off the job.

Course Descriptions: See page 113.

Performing Arts

The Division of Performing Arts, which includes the Experimental Educational Theatre, offers training and experiences in theatre, music, and dance. Students may take courses in many aspects of theatre, including acting and stage production. Deaf and hearing students also perform in drama productions as actors, dancers, and musicians, and gain experience in makeup, costumes, set, and lighting design.

Many students play in musical groups or join the Signing-Singing Chorus. A dance program brings together students who are interested in classes and performance. An outreach program, Sunshine Too, offers graduates an opportunity to practice their skills across the country with a variety of audiences.

RIT's College of General Studies

Students enrolled in A.A.S. or bachelor's degree programs are required to take a number of courses in language and literature, social sciences, and humanities offered through RIT's College of General Studies.

Students seeking an A.A.S. degree through NTID are required to take five lower division General Studies courses: English Composition, Literature, and either two Social Science courses and one Humanities course; or two Humanities courses and one Social Science course.

Students have the opportunity to take their General Studies courses in sections taught by NTID faculty or in sections taught by faculty from the College of General Studies. All NTID instructors use simultaneous communication in the classroom. Students enrolled in the College of General Studies course sections may request the support services of NTID tutor/notetakers and interpreters.

General Studies course sections offered by NTID include:

**Language and Literature**
- Deaf Characters in Fiction and Film
- Creative Interpretation in Sign
- Contemporary American Novel
- World Literature
- English Composition
- Interpreting Literature in Sign Language
- Shakespeare: Tragedy
- Shakespeare: Comedy and History
- Great World Drama

**Social Sciences**
- Introduction to Psychology
- General Sociology

Students enrolled in cross-registered programs in colleges other than NTID should consult with their major department for information about required General Studies courses.

Liberal Education in the Humanities and Social Sciences

The College of General Studies at RIT provides students with a program of liberal education which develops their potential as intellectually aware and responsible human beings. It is, therefore, the foundation for the student's entire educational experience. As part of that broader experience, which may be called the student's general education, this program of liberal education is distinguishable from the student's professional education in that its purpose is to nurture not specifically professional knowledge or skill, but each...
The General Studies curriculum offers students the opportunity to acquire these abilities and understandings through courses in the humanities and social sciences. In addition to regular courses, students may engage in independent study. These are planned by both student and instructor and provide an opportunity for the student to develop initiative and imagination in a flexible program of study.

### Human Service Careers

Students who feel that it is important to help people live better lives may be interested in human service careers. Bachelor of science degrees in social work or in criminal justice are available through cross registration into the College of General Studies of RIT. Cross-registered students receive assistance from the General Studies Support Section.

**Bachelor of Science in Social Work**

Courses needed for the B.S. degree in Social Work can be found in the RIT Official Bulletin.

### On-the-job Responsibilities

Assist individuals, families, and groups to solve their social problems in a variety of ways; work with agencies and communities to meet the changing needs of people in a complex society; arrange for financial, medical, and rehabilitative assistance; and make appropriate referrals to services for people in need.

### Places of Employment

Public and private welfare agencies, hospitals and clinics, community centers, settlement houses, and schools and colleges.

### Bachelor of Science in Criminal Justice

Courses needed for the B.S. degree in Criminal Justice can be found in the RIT Official Bulletin.

### The New General Studies Curriculum

The new curriculum of study in the humanities and social sciences which all RIT students will pursue in the College of General Studies may be understood by examining the following description. Students in the various RIT associate and baccalaureate degree programs will complete this entire General Studies curriculum, or a modification of it, as applicable to their particular degree programs. Faculty academic advisors in the College of General Studies and in the other colleges of the Institute will assist students in interpreting the General Studies curriculum as it applies to their particular degree program. The new General Studies curriculum as outlined here was approved in March 1981 and will be implemented for all RIT students beginning in September 1982. The curriculum consists of 14 courses (54 quarter credits) arranged in five groups:

1. English Composition;
2. The core curriculum of six foundation courses in the humanities and social studies;
3. A disciplinary or interdisciplinary concentration of three advanced courses;
4. Three advanced electives;
5. The General Studies Senior Seminar and Project.

All are four-credit courses except the General Studies Senior Seminar and Project, which is a two-credit course.

### Courses

The courses of the curriculum are taught in the following disciplinary areas as well as in interdisciplinary fields of study.

### Concentrations

A concentration is a group of closely related advanced courses from which the student chooses three. The student's liberal/general education is enhanced by such concentrations in the following ways:

1. Students achieve greater depth in learning because they have, where necessary, taken the prerequisites for these courses and because they benefit from the accumulated depth of the three course concentrations themselves.
2. They achieve a kind of "minor" in an area of liberal education.
3. They are able to see cohesion among at least three of their advanced courses.

4. They are able to build on and to link new learning to their core courses.
5. They can develop more judgment and understanding in an area of the RIT or college goals.

Concentrations are pursued in the third, fourth, or fifth year of the baccalaureate programs and can take either of the following forms:

1. **Disciplinary Concentrations:** three related courses in a single discipline leading to an in-depth knowledge of the methods, problems, and achievements of that mode of inquiry.
2. **Interdisciplinary concentrations:**
   a. three interdisciplinary courses on a single broad theme or topic;
   b. three related courses from different disciplines, each of which speaks to some aspect of a common area, subject, or topic;
   c. a mixture of a and b.

A concentration is comprised of three courses chosen from the four to six courses that make up the concentration. The limited number of courses qualifying for the concentration increases the frequency with which they will be offered and the flexibility students will have in scheduling and registration. Some courses may qualify for several different concentrations. This will enable students to have flexibility in changing concentrations.
Disciplinary Concentrations
Prerequisites and the specific courses qualifying for each of the following disciplinary concentrations will be determined by the General Studies academic committees responsible for these areas of study. In each case, students choose three of the four to six courses that qualify for the concentration.

Communications
Economics
Fine Arts
History
Literature
Philosophy
Political Science
Psychology
Sociology/Anthropology

Interdisciplinary Concentrations
A number of interdisciplinary concentrations will be clustered around the goals of the Institute and the college. These concentrations involve in-depth study of a topic or area believed to represent an important realm of interdisciplinary learning for educated persons. Each of these interdisciplinary concentrations consists of four to six courses, from which the student chooses three. The specific courses composing each concentration will be formulated by faculty collaborating with one another so that the courses of the concentration are closely related. For example, there may be interdisciplinary concentrations in the following general areas related to the college goals, as well as in other areas now in the process of development:

- Aesthetic Values
- Western Heritage
- Influences on the Present and Future
- Interrelationship with Other Cultures
- Human Dynamics
- Ethical Values
- Science, Technology, and Society

Particular interdisciplinary concentrations also may be developed in Women’s Studies, Contemporary International Issues, Arts and the Environment, Religious Studies, The Ancient World, Future Studies, and Non-Western Civilizations.

Electives
The opportunity to choose three elective courses provides students with an element of choice in planning their General Studies program. Electives may be chosen from among core courses not previously taken, or concentration courses for which the student has the proper prerequisites, as well as from those courses designated “elective.”

General Studies Senior Seminar and Project
The purposes of the Senior Seminar and Project are:
- to give senior students the opportunity to prepare theses or projects that call for analysis and synthesis, and for the application of their General Studies experiences to major issues that may affect their professional careers;
- to provide seminars for all senior students on a general theme related to their required thesis or project;
- to provide an advanced experience of problem solving and value clarification.

The Senior Seminar will be designed and implemented on an annual basis by a Seminar Committee of faculty selected a year in advance by the dean and staff chairpersons. The main focus of the Senior Seminar will be the formulation and direction of the senior theses or projects. In support of this, the Seminar Committee may plan in advance a general theme for each academic year, and may choose related common texts to be read by students in the Seminar. Major lectures on topics related to the theme also may be scheduled.

The course will last one quarter and can be taken anytime during the senior year.

Selected faculty of the various colleges of the Institute may be invited to participate as consultants in the seminars.

General Studies Guidelines
Students who want an A.A.S. or B.S. degree take required courses in the College of General Studies. They have two choices. They can take course sections taught by NTID General Studies Instructional faculty (GSI), or they can take course sections taught by College of General Studies faculty with support services from General Studies Support Section faculty members (GSS).

1. Direct Services Sections of General Studies These are courses taught by NTID General Studies Instructional (GSI) faculty. Interpreters and tutor/notetakers usually are not required in these classes because the NTID faculty use simultaneous communication while they teach.

2. Support Services Sections of General Studies These are integrated (both hearing and deaf) courses taught by College of General Studies faculty. Support services (see page 64) often are provided by the NTID General Studies Support faculty. Students are encouraged to have a communication E score of 32 or higher before taking sections of English Composition and other General Studies courses taught by College of General Studies faculty. However, ultimately it is the student’s decision.

First General Studies Course
The first General Studies course that must be taken is English Composition (0502-220). Students must complete this course with a passing grade before they can register for any other general studies course. Before students take English Composition, they should have a minimum E-score of 26 (level 4), and should have completed their NTID communication requirements.
Athletics and Physical Education

Learning experiences provided through the Physical Education curriculum are an integral part of the total educational experiences and student life activities at RIT. The program consists of an array of courses developed to meet the growing needs of students. The focus of the curriculum is to help students develop and maintain fitness, to acquire physical skills in a variety of lifetime activities, and to provide principles and elements for utilizing free time in an enjoyable and constructive manner.

Required courses at RIT are built on the premise that the attainment of good health and fitness are basic elements in the "pursuit of excellence" in many aspects of RIT campus life.

The Department of Physical Education also offers an Adapted Physical Education Program for handicapped students. The program consists of developmental activities suited to the needs, interests, and capabilities of students with disabilities who may not be able to participate safely in the general physical education programs. Various recreational programs also are offered to the handicapped population in selected individual, dual, and team activities. Additional information in regard to these programs can be obtained from the Physical Education Department.

The curriculum is offered during all academic quarters, including the summer. Registration for classes is conducted in the main gymnasium at designated times following academic registration.

Requirements for Degrees

For the Associate Degree
All candidates for the associate degree enrolled through the day colleges are required to complete successfully three quarters, or the equivalent of one year, of physical education. This requirement is normally met during the first year of matriculation, but may be done at any time.

For the Baccalaureate Degree
All candidates for the baccalaureate degree enrolled through the day colleges must complete successfully six quarters, or the equivalent of two years, of physical education. This requirement is normally met during the first and second years of matriculation, but may be done at any time.

Transfer Students
All students who transfer to RIT from any other college or university also must comply with the physical education requirements for the associate or baccalaureate degree, either at RIT or as transferrable credit.

Transfer students who have earned an associate degree from another institution, and who are required to complete a work-study assignment, are required to complete only three quarters, or the equivalent of one year, of physical education at RIT.

Available Courses
Aerobic Dancing  Horseshoes
Afro-Carribean  Hunting
Dance  Hunting (Predator)
Archery  Ice Fishing
Army Conditioning Drills  Ice Hockey
Badminton  Ice Skating
Ballroom Dance  Judo
Basketball  Juggling
Basketball  Karate
Officiating  Kung Fu
Bicycling  Lacrosse
Billiards  Life Saving
Bowling  Modern Dance
Canoeing  Outdoor Living
CPR - Multi-Media Aid  Racquetball
Care and Prevention of Athletic Injuries  R.O.T.C. Rangers
Conditioning (Men)  Scuba Diving
Conditioning (Women)  (Advanced)
Cross-Country Skiing  Scuba Diving (Beginning)
Dance Company  Scuba Diving
Dance Performance I and II  (Advanced)
Disco-Swing Dancing  Skeet and Trap
Diving  (Beginning)
Emergency Medical Treatment  Skeet and Trap
(Advanced)
Fencing  (Advanced)
Field Hockey  Skiing (Downhill)
First Aid  Soccer
(Full)  Softball
Conditioning (Men)  Tennis
Conditioning (Women)  Touch Football
Emergency Medical Treatment  Volleyball
Fencing  Volleyball
(Full)  Softball
Field Hockey  Water Polo
First Aid  Water Safety
(Full)  Instruction
Fishing  Golf
Fitness for Life  Golf (Advanced)
Frisbee  Horseback Riding
Golf  (English)
Golf (Advanced)  Horseback Riding
Horseback Riding (English)  (Western)
Horseback Riding (Western)  Yoga
Classroom Assistance

RIT has developed, through NTID, a system of services to give students the best opportunity to receive and understand information in classes in the other colleges of RIT.

Classes

Students, instructors, and interpreters communicate with sign language, speech, fingerspelling, facial expression, body language, and all types of media.

Interpreters

Students may ask for interpreters if they are taking courses in RIT colleges other than NTID. The use of interpreters allows students more participation in class lectures and discussions than would be possible otherwise. The interpreter communicates, either simultaneously or orally, what others say. If necessary, interpreters voice for deaf students. Interpreting services also are provided for student activities, personal services, instructional television, religious services, theatre, sports, conventions, and cultural events. Interpreters assist students in the use of the telephone and help students in crisis situations.

Tutor/Notetakers

Students taking courses in RIT colleges other than NTID may request the services of trained tutor/notetakers. Usually, a hearing student who has been trained and already has taken the class is assigned to take notes. Trained students may tutor NTID students where appropriate. Other hearing students occasionally volunteer to take notes for NTID classmate. Professional staff members also may serve as notetakers or tutors in situations requiring a professional. Notetakers in the class allow deaf students to watch the interpreter or teacher while the notetaker writes down information. Students also are encouraged to take their own notes as much as possible. The tutor/notetaker is available after class to help with studying, and is encouraged to work closely with the classroom teacher and the deaf student.

Support Services

In each of the colleges of RIT other than NTID, Eisenhower College, and the College of Continuing Education, a group of NTID faculty members assists students registered in that college. This group of educational specialists know the college and the programs of study it offers. They

- help the faculty organize and present material that considers the needs of deaf students;
- help NTID students prepare for cross registration into programs of the other colleges of RIT;
- provide academic advising, interpreting, notetaking, and tutoring support services;
- work with employment specialists to assist students in securing employment (with the exception of the General Education Support Section).

The chart on the following page shows how students may begin in an NTID program and later cross register or matriculate in another college of RIT with support.
NTID Programs | RIT Colleges | RIT Programs
---|---|---
**Business**<br>- Applied Accounting<br>- Business Occupations<br>- Data Processing<br>- Office Practice and Procedures | College of Business | • Accounting<br>• Business Administration<br>• Food Service Administration<br>• Computer Science<br>• Information Science<br>• General Dietetics and Nutritional Care<br>• Graphic Marketing Management<br>• National Retailing<br>• Computer Technology<br>• Computer Systems Management<br>• Information Science<br>• Computational Mathematics<br>• Diagnostic Medical Sonography<br>• Materials Science and Engineering<br>• Medical Technology<br>• Nuclear Medicine Technology<br>• Physics

**Applied Science/Allied Health**<br>- Clinical Chemistry Assistant<br>- Hematology Assistant<br>- Histologic Assistant<br>- Medical Laboratory Technician<br>- Medical Records Technician<br>- Microbiology Assistant<br>- Optical Finishing Technology<br>- Physician's Office Assistant | College of Science | • Applied Mathematics<br>• Biology<br>• Biomedical Computing<br>• Chemical Technology<br>• Chemistry<br>• Clinical Chemistry<br>• Computer Engineering<br>• Electrical Engineering<br>• Industrial Engineering<br>• Mechanical Engineering<br>• Microelectronic Engineering<br>• Manufacturing Engineering Technology<br>• Mechanical Engineering Technology<br>• Packaging Science

**Engineering Technologies**<br>- Construction Technologies<br>• Architectural Drafting<br>• Architectural Technology<br>• Civil Technology | College of Engineering | • Computer Engineering<br>• Electrical Engineering<br>• Industrial Engineering<br>• Mechanical Engineering<br>• Manufacturing Engineering Technology<br>• Civil Engineering Technology (Environmental or Construction)<br>• Electrical Engineering Technology<br>• Energy Technology<br>• Industrial and Interior Design<br>• Metalcrafts and Jewelry<br>• Weaving and Textile Design<br>• Woodworking and Furniture Design

**Electromechanical Technology**<br>- Industrial Drafting Technologies<br>• Industrial Drafting<br>• Industrial Drafting Technology | College of Applied Science and Technology | • Civil Engineering Technology (Environmental or Construction)<br>• Electrical Engineering Technology<br>• Engineering Technology<br>• Industrial and Interior Design<br>• Metalcrafts and Jewelry<br>• Weaving and Textile Design<br>• Woodworking and Furniture Design

**Visual Communications**<br>- Applied Art<br>- Applied Photography<br>- Media Production Technology | College of Fine and Applied Arts | • Art Education<br>• Ceramics/Ceramic Sculpture<br>• Double Craft Major<br>• Fine Arts (Painting, Printmaking, Medical Illustration)<br>• Glass<br>• Graphic Design<br>• Industrial and Interior Design<br>• Metalcrafts and Jewelry<br>• Weaving and Textile Design<br>• Woodworking and Furniture Design

**General Education**<br>(Programs available through cross registration into the RIT College of General Studies)<br>- Criminal Justice<br>- Social Work | College of General Studies | • Criminal Justice<br>• Social Work

**College of Applied Science and Technology**<br>- Career and Human Resource Development | College of Business | • Career and Human Resource Development<br>• Human Services Administration

- Interpreting for the Hearing Impaired
Computer-Assisted Instruction

Computer-Assisted Instruction (CAI) is used for teaching and research at RIT. Many programs use the computer as a teaching aid.

The computer is used in a variety of ways. Students may use the computer to receive information and to study subjects such as mathematics and science. Computers also are used in civil engineering technology, chemistry, electronics, physics, and English.

Students can take tests by computer. These tests can be scored immediately. They help both the staff and the student make decisions about the student’s program.

Many students like the computer because it is individually paced. This means that students can learn at their own speed. Therefore, there is no pressure on them to compete with other students in class.

Computer-Assisted Instruction can be used to counsel students, too. Many students use the System for Interactive Guidance and Information (SIGI) each year to learn about themselves and about careers. Students using SIGI are supported by courses and counseling provided through the Career Exploration Program.

Counseling

Counseling means trying to help students solve problems. Counselors help students with problems such as how to get along better with people, how to adjust to college life, how to gain more self-confidence, and what program of study to choose.

NTID at RIT has counselors and a psychologist trained in psychology, counseling techniques, communication, and deafness.

Every NTID-sponsored student has a personal/career counselor. Career counselors and program faculty help students plan their educational programs. These counselors also are available to talk to students about personal problems.

A residence support counselor has an office in the residence hall. The residence counselor is available to talk to students about personal problems.

Counselors work with students in many ways, including:

- Career planning seminars. Groups of students (especially new students) meet with a counselor to make decisions about programs of study and possible careers. These groups also discuss differences between high school and college life.
- Individual counseling sessions. Students make an appointment to talk with a counselor about academic or personal problems.
- Special groups. Students can talk together about things that bother them, with counselors leading the discussion. Topics may include communicating, getting along with people, or choosing a program of study.

Sometimes the counseling staff has activities on a special topic, such as "how to cope with stress" or "male-female relationships."

Psychological Services

Mental health services and preventive mental health programming are provided for hearing-impaired students enrolled in NTID or cross registered in programs at RIT.

Direct services provided to students include clinical assessment, psychiatric consultation, and individual or group psychotherapy and counseling on a self-referred or other-referred basis.

Also provided are consultative services and limited psychoeducational and prescriptive intervention, in conjunction with other faculty and staff working with deaf students within the Institute. In-service programming in areas of mental health and psychosocial development is provided to faculty, staff, and where possible, to local mental health agencies serving the deaf. A crisis intervention service also is monitored by members of the staff.

Learning Centers

Learning centers give specialized academic support to the students' studies.

Mathematics Learning Center

Many students need help in mathematics. Therefore, NTID has developed a Mathematics Learning Center (MLC) for its students. The MLC helps students complete required courses for specific careers.

The MLC lets students learn at their own speed. Teachers are available in the MLC to help students who are having problems.

Students are required to come to the MLC three to five hours a week. The materials used are called study modules. A module is like a chapter from a textbook, and is written in language students can understand easily.

Students are allowed one and one-half quarters (15 weeks) to complete a course. If students can complete courses in less time, they can go on to another course.

There are two types of courses: preparatory and regular. Preparatory courses prepare students to enter a career program or higher level course. Regular courses are required for each specific program of study.

Physics Learning Center

The Physics Learning Center (PLC) offers courses, modules, and mini-lectures in physics. Students enrolled in engineering, applied science, and other NTID technical programs use the PLC. The PLC also helps prepare NTID-sponsored students who are seeking degrees through one of the other RIT colleges. These courses assist students who are enrolled in upper division courses offered by the College of Science. Students work in the PLC at their own speed on an individual basis. Courses are offered as needed, depending on student enrollment.

Communication Learning Centers

The Communication Program has three learning centers. Students and staff work in the Self-Instruction Lab to practice skills they have learned recently in listening, speaking, and manual/simultaneous communication. Assignments in the Reading and Writing Lab help students use independent reading and writing skills. Students practice using telephone equipment in the Telecommunication Lab. Lab assignments usually are one part of communication courses.

Joint Science Learning Center

The Joint Science Learning Center (JSLC) was developed by the College of Science and an NTID support department for the College of Science. It serves both hearing and deaf students. The JSLC is different from all other learning centers.

The JSLC is a resource area where College of Science faculty place materials for students to use as a supplement to classroom activities. Pre and post-lab slides often are solutions to homework assignments, and filmstrips, models, and additional reference texts also are available in the JSLC.

The JSLC is monitored by hearing and deaf science and engineering majors under the guidance of members of the Department of Science and Engineering Support. It is open weekdays whenever classes are in session.
General Education Resource Center

The General Education Resource Center (GERC) supports students enrolled in courses offered through the College of General Studies, Academic Department of Human Development, and the College of Continuing Education. The GERC is located in Peter N. Peterson Hall. It is a living/learning environment with a staff of professionals and students.

Tutoring is provided in social sciences, language and literature, and science and humanities. Formal courses are not offered. However, group instruction and special programs take place in the Center. Resource materials available through the GERC include reference texts, leisure reading materials, and videotape equipment.

Courses Taught in the Mathematics and Physics Learning Centers

Pre-Technical Mathematics

These courses prepare students to enroll in certain Business, Applied Science/Allied Health, and Engineering Technologies programs.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>NTMM 122, 123</td>
<td>Algebra IA, IB</td>
</tr>
<tr>
<td>NTMM 124</td>
<td>Geometry</td>
</tr>
<tr>
<td>NTMM 126, 127</td>
<td>Algebra IIA, IIB</td>
</tr>
<tr>
<td>NTMM 128</td>
<td>Trigonometry</td>
</tr>
</tbody>
</table>

Technical Mathematics

These courses are offered to students enrolled in selected programs of study.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>NTMM 104</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td>NTMM 105</td>
<td>Office Procedures Mathematics</td>
</tr>
<tr>
<td>NTMM 109</td>
<td>Medical Records Statistics</td>
</tr>
<tr>
<td>NTMM 163</td>
<td>Mathematics for Data Processing</td>
</tr>
<tr>
<td>NTMM 170</td>
<td>Medical Laboratory Mathematics</td>
</tr>
<tr>
<td>NTMM 201, 202, 203</td>
<td>College Algebra, Trigonometry, and Analytic Geometry</td>
</tr>
</tbody>
</table>

Physics

These courses provide specialized skills for students preparing for programs at NTID and the other colleges of RIT.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>NTSP 121</td>
<td>Architecture Physics I</td>
</tr>
<tr>
<td>NTSP 122</td>
<td>Architecture Physics II</td>
</tr>
<tr>
<td>NTSP 223</td>
<td>Architecture Physics III</td>
</tr>
<tr>
<td>NTSP 131</td>
<td>Technical Physics I</td>
</tr>
<tr>
<td>NTSP 132</td>
<td>Technical Physics II</td>
</tr>
<tr>
<td>NTSP 133</td>
<td>Technical Physics III</td>
</tr>
<tr>
<td>NTSP 134</td>
<td>Technical Physics IV</td>
</tr>
<tr>
<td>NTSP 145</td>
<td>Introduction to College Physics I</td>
</tr>
<tr>
<td>NTSP 146</td>
<td>Introduction to College Physics II</td>
</tr>
<tr>
<td>NTSP 147</td>
<td>Introduction to College Physics III</td>
</tr>
<tr>
<td>NTSP 148</td>
<td>Introduction to College Physics IV</td>
</tr>
<tr>
<td>NTSP 155</td>
<td>Industrial Drafting Physics I</td>
</tr>
<tr>
<td>NTSP 156</td>
<td>Industrial Drafting Physics II</td>
</tr>
<tr>
<td>NTSP 157</td>
<td>Industrial Drafting Physics III</td>
</tr>
<tr>
<td>NTSP 165</td>
<td>Optical Finishing Physics I</td>
</tr>
<tr>
<td>NTSP 166</td>
<td>Optical Finishing Physics II</td>
</tr>
<tr>
<td>NTSP 171</td>
<td>Civil Technology Physics I</td>
</tr>
<tr>
<td>NTSP 172</td>
<td>Civil Technology Physics II</td>
</tr>
<tr>
<td>NTSP 273</td>
<td>Civil Technology Physics III</td>
</tr>
<tr>
<td>NTSP 374</td>
<td>Civil Technology Physics IV</td>
</tr>
<tr>
<td>NTSP 399</td>
<td>Independent Study-Physics</td>
</tr>
</tbody>
</table>
Instructional Services

Instructional Development and Evaluation
NTID takes the time to think about what and how students are learning. Evaluation of courses and programs offered at NTID is an important part of the teaching/learning process. NTID is discovering new ways of presenting information to students and is looking for ways its courses can be improved.

NTID’s instructional developers lead teams of faculty, designers, and production specialists in the design and evaluation of new and imaginative instructional technology for use in the education of deaf students.

Media Production
The Media Production Department provides complete photographic and graphic services; develops instructional products designed specifically for the deaf learner; trains faculty and provides them with resources so they can independently produce media materials; and develops and evaluates new photographic and non-photographic hardware and systems.

Media Services
The Media Services Department assists the NTID community with the acquisition, development, and use of instructional print and non-print materials. The Department also offers a range of audiovisual equipment support services, including classroom projection systems, multi-image programming, sound support systems, and telecommunication devices.

The Staff Resource Center houses 1,500 volumes, reports, and journals relating to deafness and training as well as a 900-item software collection of adapted videotapes, filmstrips, slides, filmloops, etc. The National Center on Employment of the Deaf collection also is housed in this resource room.

Instructional Television
The Instructional Television Department (ITV) operates a broadcast-quality TV production facility. It provides support for the instruction of deaf students through specialized TV program production, captioning of film and TV programs, and other instructional services.

Services include TV equipment loan, computer-assisted instruction, and captioning research. ITV also operates a TV laboratory studio and a closed circuit TV system programmed especially for deaf audiences. Programming includes live interpreted newscasts as well as captioned entertainment and informational programs.
Research

NTID at RIT conducts research for two reasons: to understand better the role of deafness in educational and employment settings, and to develop creative and imaginative teaching techniques. Research focuses on three basic areas: learning, communications, and institutional evaluation.

In the area of learning, educational researchers develop procedures to improve students' abilities to understand and remember information from lectures and texts.

In communications, researchers study hearing, speech, and language, as well as manual and oral expression and reception.

In institutional evaluation, researchers investigate how well technical education programs prepare students for jobs, and identify what areas need improvement.

Many of the completed research projects will be applied at other schools for the deaf throughout the United States.

For student involvement in research, see page 78.

Professional and Staff Development

Teaching Effectiveness

NTID offers programs in teaching effectiveness to the faculty. The program provides training for new faculty; facilitates the process of teacher supervision; improves and enhances the skills of veteran faculty members; and offers training to teachers of students in mainstreamed classes.

NTID also has developed programs to train professionals to work with deaf students nationwide.

Internship Programs

Internship programs allow NTID to support the training of professional personnel. These personnel can influence the employment of deaf persons throughout the nation. Internship programs include graduate internships and professional internships.

Graduate internships offer master's and doctoral degree students an opportunity to practice their professional skills with a population of deaf college students.

Professional internships offer a unique opportunity for professionals from education, business, and industry to develop and practice their professional skills. The program provides supervised experience with deaf college students and NTID staff members.

For further information on NTID internship programs, contact:

Rochester Institute of Technology
National Technical Institute for the Deaf
Coordinator of Internship Programs
One Lomb Memorial Drive
Post Office Box 9887
Rochester, New York 14623
(716) 475-6307 (Voice and TTY)
The National Project on Career Education

The National Project on Career Education (NPCE) is supported jointly by NTID and the Pre-College Programs at Gallaudet College in Washington, D.C. Teams of career education (CE) participants from 60 schools and programs for K-12 hearing-impaired students from 42 states were trained by NPCE to be trainers and consultants in career education. More than 400 people make up the NPCE network.

The long-range goal for NPCE is for each state to have a model CE program and a cadre of CE facilitators who can assist the personnel in other schools having hearing-impaired students to develop and implement plans for a comprehensive K-12 CE program, and infuse CE concepts into the school curriculum.

NPCE teams are contracted to deliver "ripple" workshops to personnel in their local schools. Follow-up, on-site, technical assistance is provided when member teams need consulting help. Several training materials for further development of CE skills and implementation of CE programs also have been developed. For a list of products and services available from NPCE, contact:

Rochester Institute of Technology
National Technical Institute for the Deaf
National Project on Career Education
One Lomb Memorial Drive
P.O. Box 9887
Rochester, New York 14623
(716) 475-6840

Joint Educational Specialist Program for the Deaf

The University of Rochester and RIT have developed a graduate program designed to improve the quality of education and services for deaf people. Graduates of the program receive master's degrees, and are qualified to work as professionals with deaf people at the secondary school level in:

• teaching deaf and hearing secondary students in areas such as English, mathematics, science, and social studies;
• facilitating the provision of special support services for the deaf, such as tutoring, notetaking, interpreting, speech training, and educational audiology;
• serving as resources on deafness to schools involved in mainstreaming deaf students into regular school systems.

Graduates work in secondary schools serving deaf students, or function as instructional leaders, working with colleagues to enrich and upgrade the quality of education for deaf people nationwide.

For further information, contact:

University of Rochester
Director, Joint Educational Specialist Program
422 Lattimore Hall
Rochester, New York 14627
(716) 275-4009 (Voice and TTY)
Life outside the classroom includes a variety of activities that appeal to both deaf and hearing students. Dances, parties, films, concerts, plays, exhibits, athletic events, and other social functions are scheduled during the academic year. These events are sponsored by the College Activities Board, the Residence Hall Association, the Greek Council, special interest clubs of many kinds, and department and professional associations. Three national sororities and six national fraternities offer social activities and promote high scholastic and social standards among members.

Major social events on the activities calendar include Homecoming, Winter Weekend, and Spring Weekend. An activities calendar is published quarterly.

The College-Alumni Union

The College-Alumni Union services events sponsored by and for the entire campus community — students, faculty, administrative groups, alumni, and guests. Staff members are available to assist and advise the various individuals and groups in planning and coordinating their activities. In addition, a complete information service is located in the main foyer. The facility houses the 525-seat Ingle Auditorium; a self-service bookstore; a complete gameroom for bowling, billiards, and table tennis; a unisex hairstyling salon; a candy and tobacco counter; three separate dining areas comprised of the main cafeteria, the Ritskellar, and the Clark Dining Room; and meeting rooms and lounges. In addition to offices for the staff, there are the Offices of Career Education, Special Events, Student Affairs, Orientation, Chaplains, Complementary Education, College Activities Board, Student Directorate, WITR Radio Station, Student Television Systems, the RIT Yearbook Technila, the student magazine Reporter, and the Off-Campus Student Association.

NTID Student Congress

The NTID Student Congress (NSC) is a student government for deaf students interested in leadership activities. The purposes of NSC are

- to help interested students communicate their needs, ideas, and concerns about campus life to faculty, administrators, and other student organizations within RIT;
- to provide interested students with opportunities for developing leadership skills;
- to encourage student activities on campus;
- to encourage integration by providing deaf students with opportunities to interact socially and culturally with hearing students.

NSC is divided into six areas:

- **Academic Affairs** focuses on coursework and teaching methods. It investigates student concerns about the quality of coursework and advises academic departments on improving and developing new curricula.
- **Athletic Affairs** develops athletic activities and encourages deaf students to form teams to participate in intramurals and tournaments sponsored by the Eastern Athletic Association of the Deaf. Other athletic events are the biennial Deaf Hockey Tournament and the annual "Gallaudet-RIT" sports weekend.
- **Cultural Affairs** plans cultural events and contests involving art, photography, and music. It also coordinates an annual "Miss NTID Pageant" and weekly captioned films.
- **Legal and Organizational Affairs** refers deaf students with legal needs to the right persons and coordinates the activities of NSC-sponsored organizations and clubs.
- **Media Affairs** prepares public announcements for NSC-sponsored events through posters and the NTID TV Center. The NSC TV Advisory Committee, formed by Media Affairs, consults with the NTID Instructional Television Department to select and develop appropriate educational, entertainment, and news programs which are captioned and interpreted.
- **Social Affairs** plans social activities, such as picnics, dances, and parties. A committee is formed every year to plan an annual "NSC Banquet" to honor outstanding NTID students.

The Student Directorate

The Student Directorate is the governing body for RIT students. It communicates the needs and desires of the student body to RIT administrators, faculty, and staff, and communicates the decisions of the administration to the students. It organizes the student body to formulate and express student opinion on campus issues affecting students, and administers the Student Hearing Board, which provides for the self-discipline of the student body.

All full-time undergraduate students become members of the RIT Student Directorate through payment of the Student Activities Fee. Part-time, non-matriculated, or graduate students may become members of the Student Directorate, if they wish to participate in student-sponsored activities, by paying the Student Association Fee.

The Black Awareness Coordinating Committee

The Black Awareness Coordinating Committee is organized to foster an awareness of the role of black men and women in the total society, and to create a greater understanding among black students at RIT. Each year, the Committee sponsors several social and cultural programs designed to achieve these objectives.
Intercollegiate Athletics

Intercollegiate athletics are an integral part of the total educational environment at RIT. Participation on a team or as a spectator greatly enhances campus spirit and student life.

The Institute is in the process of upgrading its intercollegiate athletic program, emphasizing men’s hockey, basketball, soccer, and lacrosse. Increased emphasis is being placed on women’s sports with the intent of identifying those areas with the greatest potential for development.

RIT offers intercollegiate competition during the fall, winter, and spring seasons. In the fall, the Institute competes in men’s cross country and soccer. Women’s competition is offered in soccer, volleyball, and tennis. Winter activities include hockey, basketball, swimming, and wrestling for men, and swimming and hockey for women. In the spring, men’s teams compete in track, baseball, lacrosse, and tennis. Women’s sports feature softball and track.

RIT’s teams, known as the Tigers, are members of the National Collegiate Athletic Association (NCAA), Eastern College Athletic Conference (ECAC), Independent College Athletic Conference (ICAC), Association of Intercollegiate Athletics for Women (AIAW), United States Intercollegiate Lacrosse Association (USILA), and New York State College Hockey Association (NYSCHA). The ICAC, RIT’s prime conference of competition, also includes Alfred University, Clarkson College, Hobart and William Smith Colleges, Ithaca College, Rensselaer Polytechnic Institute, and St. Lawrence University. The Tigers joined the conference in 1971.

With the exception of men’s hockey, all teams compete in Division III of the NCAA, ECAC, and AIAW. The hockey program was elevated to Division II in 1980-81.

Eligibility for intercollegiate competition is governed by NCAA, ECAC, and AIAW rules. A student must be full time (minimum 12 quarter hours of credit), day school enrolled, and making satisfactory progress toward a baccalaureate degree.

Throughout the years, Tiger teams have experienced continued success within the conference and nationally. RIT has won numerous conference titles and boasts more than 30 All-Americans.

Support Services for Physical Education and Athletics

NTID provides physical education and athletic support services (interpreters, notetakers, and tutors) for deaf students in RIT physical education classes. In addition, support in intramurals and athletic activities is provided.

Intramurals and Recreation

The Intramural Program at RIT provides a range of individual and team activities designed to meet the structured and competitive needs of students who do not wish to participate in intercollegiate athletics. This program is a vital part of the recreational opportunities and services afforded to all students to help balance academic endeavors with relaxing and enjoyable leisure activities.

The Intramural Program is attractive and popular. The activities offered in the program include basketball, volleyball, softball, ice hockey, flag football, swimming, broom hockey, and inner tube water polo. Information relative to the scheduled times and registration dates for these activities will be posted and announced to the student body.

All indoor and outdoor recreational facilities are available to students for informal, leisure time endeavors during scheduled periods throughout the academic year. To ensure the safe and effective use of facilities, students are required to have their I.D. cards with them. Indoor facilities include: 25-yard swimming pool, wrestling room, ice rink, two gymnasia, bowling alleys, game and billiard room, and an exercise and fitness center. Outdoor facilities feature: 12 tennis courts; quarter-mile, all-weather track; Softball fields, and numerous other fields for flag football, soccer, field hockey, baseball, and lacrosse. Facilities are available at the Eisenhower College campus.

Daily facility hours for recreation are posted in the physical education building, and any changes to the schedule will be posted on the reservation board in the lobby of the gymnasium.

Locker facilities are available and may be rented upon payment of a locker gym pass fee. These arrangements may be completed by contacting the equipment room supervisor in the basement of the physical education complex.

Cultural Activities

The cultural activities offered at RIT provide students with opportunities that will greatly enrich their lives. Deaf and hearing students perform in the NTID Combo. A singing/signing choir also is popular among students and staff. Students perform, or are part of the stage crew, for several major theatrical productions, and the RIT Dance Company performs two or three times a year.

Cultural programs, exhibitions, and on-campus gallery shows are provided for student enjoyment.

The NTID Art Gallery attracts exhibitors from all over the United States. The gallery shows change monthly and include painting, photography, and sculpture. Student artwork also is exhibited in the gallery.

Educational Travel

The Educational Travel Program at RIT is designed to help students reach out and experience the world around them. It offers students an opportunity “to get an inside view of the outside world.”

Educational Travel offers reasonably priced, convenient travel that is truly educational. Examples of past Educational Travel trips include: a visit to the Amish country of Lancaster, Pennsylvania; a backstage Broadway tour in New York City; a whale-sighting expedition to Provincetown, Massachusetts; and a visit to the Art Gallery of Ontario in Toronto, Canada.

These travel and learning experiences are open to all members of the RIT and Rochester communities, and provide an opportunity to meet and become friends with people from a wide range of backgrounds and professions. The “pre-trip teach-ins” are informal, but informative—giving students “behind the scenes” details that could not be learned easily on their own. All programs and trips are interpreted for deaf participants.

Special Speakers Series

The Special Speakers Series brings well-known individuals to RIT’s campus each quarter. The purpose of this program is to expand the world view of deaf people in order to help them understand themselves and other people better.

Selected guest speakers in the past have included a concentration camp survivor, a prisoner of war, an ex-cult member, a marathon swimmer, a cross-country runner, and a man who crossed the Atlantic Ocean in a balloon. The Speakers Series also has brought mime groups, vaudeville, dance performers, and the most famous ballet dancer in the world, Mikhail Baryshnikov.

The Special Speakers Series is planned and advertised at the beginning of each year.
Student Life

A variety of exciting and challenging programs are available to help NTID students develop their personal and social skills. Students can become involved in experiences which enhance their awareness about themselves, others, and the world around them. Some examples include programs related to: getting along with others, weight control, human sexuality, and drugs and alcohol. Resident advisors provide students with information about these programs.

Community Services

Students have opportunities to help others and develop themselves through participation in Community Services. Interested students do volunteer work in schools, hospitals, and other community agencies. Students can present workshops on deafness to community organizations as a part of special group projects. Students who become involved in Community Services can receive NTID academic credit or RIT Complementary Education Certification for their service.

Outdoor Experiential Education Program

All students at RIT have many opportunities to develop personal and social skills through outdoor education programs. The Outdoor Experiential Education Program (OEE) offers a variety of activities aimed at developing leadership skills, environmental awareness, and a sense of joy and challenge in living, working, and playing in a natural environment. Cross-country skiing, flat and white water canoeing, hiking, camping, and rock climbing are some of the areas in which students and staff learn together. NTID academic credit or RIT Complementary Education Certification for OEE experiences can be arranged.

Student Services

Housing

Residence hall living is an important part of a student's total educational experience. NTID attempts to provide students with a living environment that will contribute positively to each student's personal, social, and academic growth.

All first-year deaf students at RIT are required to live in residence halls, except those living with their families. Students other than first-year must have a signed release form in order to live off campus.

The residence halls are divided into "houses." Each house has approximately 40-50 students and a resident advisor. Resident advisors are students specially chosen for their maturity and responsibility. Resident advisors are trained to help other students living in their houses.

Some residential areas are coeducational, with men and women living in separate houses on the same floor.

Students also may choose to participate in special interest houses located in the dormitories. Special interest houses include the Art House, Imagemakers, and the Accounting House. Several other houses are provided for sororities, fraternities, and social clubs.

The Intercom facility, in Mark Ellingson Residence Hall, provides TDD and interpreter-assisted telephone services for hearing-impaired students. Intercom serves outgoing phone calls only. Several public pay phones with TTY link-ups also are available throughout the RIT campus. Messages from incoming phone calls are handled by the 24-Hour Desk (Mark Ellingson Residence Hall). The 24-Hour Desk also operates a limited lend-out system for portable TDDs.

Nearly all the rooms in the residence halls are doubles. However, some rooms do have a limited number of single rooms. These single rooms are not available to entering students. During the fall quarter, a few entering students may be assigned three to a room.

All corridors and rooms are carpeted. A bed, desk, chair, dresser, closet, and window covering are provided for each student in a room. Reading lamps are not provided.

Each corridor in the residence halls has its own bathroom with showers. Each house has its own lounge furnished for study and relaxation.

Coin-operated laundry facilities are available in the basement.

Students living in the residence halls are required to be on a meal plan. They may choose either a 15 or 20-meal per week plan. The 15-meal plan includes three meals a day, Monday through Friday only. The 20-meal plan includes three meals a day, Monday through Saturday, along with brunch and dinner on Sunday. Storage or cooking of food in the rooms is not permitted. However, several kitchenette areas are available in the residence halls for occasional cooking of snack foods.

Each accepted student will receive a packet of information about residence hall living, rules, and regulations. The rules and regulations conform to the laws of the local, state, and federal governments. They are aimed at the safety and comfort of students and the educational goals of RIT. Students who break residence rules and regulations face judicial action and possible dismissal from the residence halls or from RIT.

Housing for married students, as well as certain single students, faculty, and staff is available in RIT-owned apartments and townhouses. A brochure describing the three complexes, Colony Manor, Perkins Green, and Riverknoll, is available from:

Rochester Institute of Technology
Residence Life Office
Grace Watson Hall
One Lomb Memorial Drive
Post Office Box 9887
Rochester, New York 14623
(716) 475-2572

Residence halls are closed:

• during Christmas break;
• between spring and summer quarters (except for students enrolled both quarters); and
• between summer quarter/SVP and fall quarter (interim housing is available at extra charge for all but SVP students).
The Art House
The Art House is a special living area within RIT’s dormitories. It is designed to assist first-year NTID art students to adjust to the RIT community.

The Art House consists of one floor in Alexander Graham Bell Hall. It houses approximately 50 students. Its students represent almost every art program available at RIT. Deaf and hearing upper-class students, as well as first-year students, live in the house. Students are allowed to use facilities, including a seminar/tutoring/study room, a fully equipped work studio, and a lounge with a display area for student work.

Art House residents have visits and informal discussions with professional artists and designers, recent graduates, and other people related to the profession. These experiences provide insight into art careers. In addition, the integrated hearing and deaf living environment provides all house members with opportunities to understand each other’s backgrounds while sharing a common interest in art as a career.

Imagemakers
Imagemakers is a special living area within RIT’s dormitories where hearing and deaf RIT photography and media production students live and work together.

Imagemakers is on the sixth floor of Mark Ellingson Hall and houses 25 students. It is self-governing, which gives the students the responsibility of learning to manage themselves. Living in an integrated hearing and deaf environment also provides members with opportunities to understand one another’s backgrounds while sharing common interests.

Accounting House
The Accounting House is a special living area within RIT’s dormitories. It is designed for NTID students pursuing an associate degree in applied accounting or a bachelor’s degree in accounting.

The house is on the second floor of Mark Ellingson Hall. An advanced student from the College of Business tutors students in the house five nights a week. The house is closely associated with the accounting club. Members of the Accounting House and club share many interests and activities.

Student Health Service
The Student Health Service helps students make decisions about health, provides counseling about health and medical matters, treats health problems, and refers students to consultants in specialized fields, if necessary.

All medical information is confidential and will not be released without student consent. Exceptions to this rule are made only when reports are required by the public health laws of New York State. Students should complete the Medical History and Evaluation form. Current, complete, and honest background medical information is important for the Student Health Service to provide proper care.

The health team at Student Health Service includes primary care physicians, nurse practitioners, registered nurses, consulting psychiatrists, a gynecologist, and an emergency medical technician. Professional personnel oriented to the needs of the deaf are included on the staff. Students are seen on a walk-in basis between 8:30 a.m.-4 p.m., Monday through Friday. Between 4-4:30 p.m., only emergency care will be provided. From 4:30 p.m.-midnight, Monday through Friday, emergency care is provided in the residence halls by an emergency medical technician located on the first floor of Nathaniel Rochester Hall.

Health Insurance
A brochure describing benefits of an RIT-sponsored plan is mailed to each student before registration. All students are enrolled automatically and billed unless a written refusal and proof of alternate insurance is provided to the Bursar. NTID pays the medical insurance for its students.

Day Care
The Horton Child Care Center is a preschool and kindergarten for children of students, faculty, and staff at RIT. It is located in Riverknoll housing, next to the academic buildings. The Center offers all-day and half-day programs for children ages 2 years, 9 months through 4 years, and has an after-school care program for children ages 6 to 8. It is open all four academic quarters. The summer quarter has a day camp format and is open to children 2 years, 9 months through 8 years. Some tuition aid is available.

Inquiries and application can be made by writing:

Rochester Institute of Technology
Horton Child Care Center
85 Kimball Drive
Rochester, New York 14623
(716) 424-1244

Campus Safety
There is a professional security and safety staff on duty 24 hours a day. These RIT employees constantly patrol all campus areas. RIT does not take responsibility for lost or stolen personal belongings of students, faculty, or staff. Students are encouraged to have their own insurance policies.

Campus Safety also provides informational programs on rape prevention, crime prevention, fire safety, operation identification, student escorts, and emergency notification for parents trying to reach students. For on-campus emergencies requiring immediate medi-
AFTER COLLEGE

Employment Opportunities

Historically, more than 95 percent of RIT's deaf graduates entering the labor force have found jobs. Of the 1,319 NTID-sponsored students who graduated from 1969 through 1981, 1,054 were available for employment and 1,033 were employed. RIT provides placement services through NTID for graduates who still seek employment. The majority of the 265 graduates who were not seeking employment were continuing their education, and the majority of those were studying at RIT.

This high employment rate largely is the result of deaf RIT graduates having technical skills which are beneficial to employers. Also, NTID's highly individualized placement program teaches students job search skills. Employment advisors help students develop strategies to find jobs, and help employers understand the programs of NTID and the other colleges of RIT, the graduates' technical and communication skills, and deafness in general.

Table I shows what has happened to these graduates. One thousand fifty-four (1,054), or 80 percent, decided to look for employment. Two hundred sixty-five (265), or 20 percent, did not enter the work force at graduation.

The career placement success rate is more than 95 percent for graduates seeking employment. Table II shows the area of the economy where graduates have found jobs. Eighty-three percent are employed in jobs in business and industry. Eleven percent of working graduates are employed by the government, and approximately six percent have jobs in education. More graduates are placed in jobs in business and industry every year as students become more aware of the growing opportunities available to them in this area of the economy.

As indicated in Table I, 265 NTID-sponsored graduates did not enter the work force when they graduated. Table III shows what these graduates are doing. Eighty-two percent of the non-working graduates continued their education. Fifty-five percent of this group chose to continue their education in another college of RIT, while 45 percent continued their education at other schools. Students in this group continue their education in two ways. Some students study for higher undergraduate and graduate degrees. Other students change career plans and begin a new program of study. Table III also shows that eight percent of the graduates have not entered the labor force because they are homemakers, and four percent are temporarily not looking for employment. Six percent of the graduates have chosen not to seek employment or continue their education on a long-term basis.
National Center on Employment of the Deaf

The National Center on Employment of the Deaf (NCED) is designed to promote successful employment of RIT's deaf graduates, as well as qualified deaf people nationwide. To meet this objective, the Center offers a range of services to employers, professionals serving the deaf, and qualified deaf persons. These services include:

Employer Development
NCED meets with employers on campus and on site to assist in recruiting, hiring, and accommodating qualified deaf people. Specific services include job analysis, special seminars on the implications of deafness for employment, and an active on-campus orientation and recruiting program.

Training
In-depth training programs for employment representatives and direct supervisors of deaf people provide a detailed understanding of deafness and its implications for the work environment. In addition, training is provided for professionals serving the deaf regarding the development of productive relationships with employers on behalf of deaf clients or students.

Continuing Career Development
The Continuing Career Development function facilitates the upward mobility of NTID graduates, and provides employers of deaf individuals with strategies to promote their continuing career growth. In addition to direct consulting, the Guidelines for Expanding Career Opportunities for Hearing-Impaired Employees, a reference which answers often-asked questions about the accommodation of deaf employees, is available to employers.

Career Matching
NCED provides a service that matches qualifications of deaf people having post-secondary certification to needs of employers nationwide. The Career Matching System is designed especially to facilitate career and geographic mobility.

Information Service
Current literature and media related to employment of deaf people are updated annually for the NCED Bibliography. This annotated reference is available through the RIT Bookstore. In addition, direct applied research efforts are underway for future publications.
ACADEMIC POLICIES/RULES

Class Attendance
Students are expected to meet the attendance requirements of their individual programs.

All students are responsible for attending their scheduled classes regularly and on time. Absences do not excuse students of responsibility for meeting normal requirements in any course.

Courses and schedules may change to allow flexibility in meeting individual students' program needs. Students may be required to attend evening, Saturday, or special classes. Individual faculty members may establish their own class requirements.

There also are rules and regulations about behavior in the residence halls and about use of general campus facilities. These rules are published in Facts, the RIT student handbook. Students receive the handbook at registration.

Grading System
Grades represent the student's progress in each course. Grades are given to students on a Grade Report Form at the end of each quarter. The letter grades are:

A = Excellent
B = Good
C = Satisfactory
D = Minimum Passing
E = Conditional Failure
F = Failure
I = Incomplete
W = Withdrawn
R = Registered
Z = Audit
S = Satisfactory
T = Transfer
X = Credit by Examination

Grade Point Average
Each course has a credit hour value. Credit hours are based on the number of hours per week in class, laboratory, or studio, and the amount of outside work expected of the student.

Certain letter grades produce the quality points per credit hour, as follows:

A = 4 quality points
B = 3 quality points
C = 2 quality points
D = 1 quality point
E and F count as 0 in figuring GPA. R, W, Z, S, T, X, and I grades are not used in figuring GPA.

The grade point average is the total quality points earned divided by the total quarter credit hours a student attempts.

\[ \text{GPA} = \frac{\text{total quality points earned}}{\text{total credit hours attempted}} \]

Students receive Institute (RIT), program (of study), and principle field of study grade point averages. The Institute average reflects all coursework completed at RIT. The program average reflects all completed coursework applicable to graduation in a student's academic program. The academic program refers to the course requirements specified by the degree-granting college and noted in the Institute catalog. The principal field of study average reflects coursework completed in a student's specialized field of study.

The grade point average is used in determining academic standing for the Dean's List, academic probation, and suspension. RIT does not send grade reports to parents, vocational rehabilitation counselors, or other third parties. Students are expected to share such reports as they see fit.

Principal Field of Study
For programs offered at NTID, the principal field of study is defined as the required and elective technical courses applicable toward graduation in a specific academic program. General Education, Communication, and General Studies courses are not included. The principal field of study for pre-technical and pre-college includes all technical coursework required for the student to become eligible for acceptance into a specific degree-granting program.

Student Files
A personal file is kept for each student. The file contains confidential and non-confidential information about the student's program, academic history, and progress. Information in the student file is used by faculty and professional staff for admissions, job placement, and evaluation of student progress. The privacy of student records is guaranteed by the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment). This act makes sure that students can see certain information in their files, and the student gives permission before information in the file is sent out.

Institute Writing Policy
The writing policy of Rochester Institute of Technology is meant to ensure that all graduates develop sufficient skill in the use of the English language to function as educated members of society and to meet any special demands for written communication likely to be placed upon them in their intended careers.

Students must demonstrate that they have the writing skills needed for successful entry into their chosen careers. At least three academic quarters before the student's anticipated completion of baccalaureate degree requirements, the departmental faculty will determine whether the student is meeting departmental writing standards. A full description of these standards and certification procedures is available from each department. Students whose writing does not meet these standards will have to take the appropriate remedial measures recommended by the department. Students who entered the Institute in Fall 1978 or later must meet the departmental writing standards before they can graduate.

The nature and standards of departmental writing requirements will be consistent with Institute policy and will be reviewed by the Institute Writing Committee.
Leave of Absence or Withdrawal

Sometimes a student must leave NTID before completing the requirements for a certificate, diploma, or associate degree. When a student leaves NTID permanently, this is called a "withdrawal." When a student leaves NTID for one, two, three, or four quarters, this is called a "leave of absence" (LOA).

NTID will allow a student to go on LOA when the student:

- has a temporary problem that will prevent progress in his/her major;
- shows the motivation, interest, and ability that is necessary to complete the program.

The student's major department will save a place for the student up to a maximum of four quarters. Such a student may return to the Institute without re-application.

A student who leaves NTID for any reason and does not receive permission for "LOA" will receive the status "withdrawn." Such a student may or may not plan to return. A "withdrawn" student who wants to return to college must re-apply.

Academic Probation and Suspension Policy

All students are expected to maintain certain academic standards established by RIT. All students are subject to the following probation and suspension policies of RIT:

Matriculated undergraduate full-time and part-time degree students will be placed on probation or suspended from the Institute according to the following criteria. All actions are taken at the end of the quarter; however, a student may petition the dean of the college for reconsideration of probation or suspension should the removal of an incomplete grade (I) raise the appropriate GPA above those stated below. Each matriculated student will generate three different grade point averages. The Institute average reflects all coursework completed at RIT applicable to graduation in a student's current academic program. The current academic program refers to the Institute and college degree course requirements specified by the degree-granting college and noted in the Institute catalog. The third average, in the principal field of study, reflects coursework completed in a student's specialized field of study.

1. Any student whose program quarterly GPA falls below a 2.00** or whose cumulative GPA in the principal field of study (based on at least 20 credit hours attempted in the principal field at RIT) falls below 2.00 will be placed on probation.

2. Any student who has been placed on probation according to (1) above is removed from probation for achievement of both a 2.00 program quarterly GPA and a 2.00 cumulative GPA in the principal field of study, based on at least 20 credit hours attempted in the principal field at RIT.

3. Any student who is on probation according to (1) above and who is not removed from probation in the two succeeding periods of study in which credit is earned will be suspended from RIT for a period of not less than one quarter.

4. Any student who has been placed on probation after having been removed from probation and whose program cumulative GPA is below 2.00 will be suspended. Any student who has been placed on probation after having been removed from probation and whose cumulative GPA is 2.00 or above will be granted one quarter to be removed from probation or he/she will be suspended from RIT.

5. Any student whose program quarterly GPA falls below 1.00 will be suspended from RIT.

6. Any student who has been re-admitted to his/her original program after having been suspended and then goes on probation will be suspended from RIT.

7. A suspended student may not enroll in any academic course at the Institute while on suspension. When there is evidence that the student's scholastic problems are the result of inappropriate program choice or other extenuating circumstances, the suspension may be waived or the student may be admitted to another program or allowed to take courses on a non-matriculated basis, if approved by the dean of the college in which the enrollment is requested. In evaluating the request for waiver of suspension, the dean may seek the recommendation of the Counseling Center or staff as to the appropriate-ness of the program for the career goals of the student under consideration.

8. A student may apply to the dean of admission for re-admission at the end of his/her suspension. Re-admission must be approved by the dean of the college the student wishes to attend upon returning. (This may be the student's original college or another.)

Research Involvement

NTID at RIT is federally funded. Federal guidelines say NTID should study problems and find solutions that will help improve the education and careers of all deaf people. Therefore, a number of people at NTID conduct research.

RIT expects each NTID student to help in NTID's research. Sometimes this means taking tests and being part of research studies. Students will be helping other deaf people by participating in research.

Helping NTID's researchers is not done for a grade. It does not take much of any student's time. NTID always respects a student's privacy. The research will not hurt a student's health or interfere with academic study.

Institutional and Civil Authority

Students must recognize that they are members of the local, state, and federal communities. They must live according to the law. They do not receive special privileges because they are students or temporary residents.

Student Conduct

Students always are expected to act in a way that reflects well on themselves and RIT. Students are expected to be responsible for their actions and to have concern for the behavior of others. Any student who does not follow the expectations, rules, or policies of RIT may be warned, placed on probation, or, in serious cases, dismissed from RIT.
Institute Standards for Student Conduct

RIT's Educational Mission
It is the mission of RIT "to prepare men and women for living and working in a democratic and technological society" by offering curricula which "... meet the need for technological and other specialized knowledge and skills within the broader framework of humanistic values." To achieve its mission, the Institute establishes guidelines that provide for the orderly conduct of its instructional and campus life activities. As an educational community, it strives for a campus environment that is free from coercive, exploitive behavior by its members. Moreover, it sets high standards that challenge students to develop values that will enhance their lives professionally and enable them to contribute constructively to society. Historically, RIT has aspired to the goal of teaching students for the "making of a living and the living of a life, not as two distinct processes, but as one. This goal includes the emotional, physical, spiritual, and social development of students. The Institute prepares its students for leadership in their careers and in community life and, therefore, high standards of personal development, as well as academic excellence, are set that go well beyond the standards of the larger society. Faculty and staff members are expected to set examples for students in the pursuit of their personal and academic development. Although RIT acknowledges and respects the diversity of backgrounds, lifestyles, and personal moral values of those who comprise the Institute community, and respects the rights of individuals to hold values that differ from those expressed by the Institute. However, in their activities and duties as students, they are expected to observe Institute policies and standards.

Principles Underlying Institute Conduct Policies
1. Students are expected to assume responsibility for their own conduct and also to have concern for the behavior of others. Such responsibility includes efforts to encourage positive behavior and to prevent or correct conduct by others that is detrimental.
2. The Institute places high priority on self-regulation by its members and intends that campus life will provide opportunities for students to exercise individual responsibility.
3. The Institute acknowledges the diversity of backgrounds, lifestyles, and personal moral values of those who comprise the Institute community, and respects the rights of individuals to hold values that differ from those expressed by the Institute. However, in their activities and duties as students, they are expected to observe Institute policies and standards.

4. The Institute has legitimate concern for personal behavior beyond the impact the behavior has on the rights and freedoms of others. When an individual's pattern of behavior is self-destructive, interferes with the achievement of one's educational objectives, or adversely affects the quality of life on campus, the Institute may intervene to correct or prevent such behavior.
5. The Institute values and safeguards the personal privacy of its members. Rooms in campus housing will not be entered by Institute personnel without the permission of the residents, or without authorization from the Vice President for Student Affairs, or unless a legal search warrant has been obtained.

6. The conduct of students at events which are sponsored off campus by RIT organizations must adhere to the same standards and policies as events held on campus, and infractions are subject to Institute action.

7. For students living in campus housing, campus life standards have special significance. The residence hall environment is highly interpersonal and the behavior of every individual in some way usually influences the quality of residence life for others. Therefore, standards and policies for residence life are stated explicitly and are communicated to students through residence halls publications.

Summary of Conduct Policies
In keeping with the principles listed above, the following broad areas of conduct for students are enunciated. Although they are not all-inclusive, they indicate in general terms the standards of student conduct that are important to the desired quality of campus life and to the educational mission of RIT. More explicit conduct policies are contained in Facts, the RIT student handbook; the residence halls "Terms of Occupancy"; and other official Institute documents.
Human Rights and Dignity
The Institute expects all students to practice high regard for the human dignity of other people. It seeks to prevent all types of discrimination on the basis of race, sex, religion, age, handicap, and national origin. Attempts are made to resolve conflicts between individuals and groups with differing backgrounds and views through discussion and clarification of values and attitudes. However, repeated disregard for the rights and dignity of others will result in disciplinary action in accordance with Institute policies and procedures.

Personal Conduct
Through its policies, the Institute requires conduct that contributes positively to the personal welfare of students, enhances the quality of the campus living environment, and respects the rights of others. Conduct that infringes on the rights of others or endangers any individual will not be permitted. The sanctions associated with student misconduct are outlined in Institute policies, and actions are taken in accordance with the RIT Judicial Process. The following statements on sexual behavior, alcohol and drug use, appropriate study environments, safety, and student regard for property are a further expansion of the Institute’s position on the personal conduct of students.

Sexual Behavior
The Institute acknowledges that students’ sexual attitudes and values are a matter of personal choice. However, responsible sexual behavior, no less than in other areas of human interaction, must take into account the dignity, privacy, and rights of others. No individual should be subjected to exploitive actions. Unacceptable behavior and living arrangements are further defined within the terms of occupancy for the various Institute housing units.

Alcohol and Drug Abuse
Individual students will be held responsible for their behavior even though their judgment may be impaired because of the use of alcohol or other drugs. Registration procedures for all RIT events set forth the responsibilities and procedures to be followed by the sponsoring group at an activity where alcohol is served. No student should feel pressured to consume alcohol or other drugs.

Institute policies on drug and alcohol use conform to the laws of the State of New York. The Institute is not a haven from the law, and both New York State law and Institute policy will be enforced. Those students who evidence problems with alcohol or drugs will be offered, and if necessary, required to avail themselves of counseling or other appropriate treatment. Even though individual students may be receiving such assistance, they will be held accountable for their behavior through established Institute judicial procedures.

Study Environment
Students need a campus environment that is conducive to studying. This is especially important in those facilities that are designated primarily for study. In the residence halls, each separate living unit must establish in writing the policies it will maintain to provide adequate study conditions according to the basic standards established by the Institute.

Safety
Safety is of critical importance at all places on campus, but it is particularly important in the residence halls, because the carelessness of one individual can threaten the lives of hundreds of others. Willful violations of safety, such as causing false fire alarms, will result in immediate action according to judicial procedures. Safety inspections of individual rooms and group living areas will be conducted periodically by authorized Institute personnel.

Student Regard for Property
Students are expected to exercise appropriate care of Institute property and regard for the property of others. A student-developed property damage policy in the residence halls holds accountable those students responsible for damage.
### COURSES

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### Course Numbering

In addition to its title, each course is identified by two numbers. The **alpha-numeric course number** which appears before the course descriptions in each discipline is the official Institute course number. This number will appear on grade reports, transcripts, and other official correspondence. This is what the alpha-numeric number means:

- **First letter:** College offering the course
- **Second and third letters:** School or department of that college
- **Fourth letter:** Discipline of interest
- **First number:** Course level: 0 = Non-credit, 1 = Diploma; 2 or 3 = Lower level degree courses
- **Second and third numbers:** Course differentiation and sequencing

Directly below the course title in the course description is the **registration number**. You must use this number when you register for a course, because the Institute's computer cannot read the alpha-numeric number.
Accounting Technology

General Accounting I
Registration #0801-201
This course is an introduction to accounting for both accounting and non-accounting majors. Topics covered are the basic accounting equation, the recording of transactions using debits and credits, general and subsidiary ledgers, and the accounting cycle, including recording transactions for service and merchandising enterprises in general and specialized journals, preparing trial balances, adjusting and closing processes, and preparing basic financial statements.
Class 6, Credit 3 (F)

General Accounting II
Registration #0801-202
This is a continuation of General Accounting I for both majors and non-majors. Topics covered include the calculation of interest on notes and the discounting of notes, adjustments for uncollectable accounts, merchandise inventory systems and calculations, depreciation or amortization of assets, and internal control and the voucher system. Coursework includes a practice set designed to summarize General Accounting I and II in a simulated business situation.
Class 6, Credit 3 (W)
Prerequisite: 0801-201

Fundamentals of Economics I, II
Registration #0801-231, 232
This two-course sequence gives an overview of macro- and micro-economic concepts. Current events are used to illustrate economic problems related to production, price determination, money supply, credit, banking, and taxation.
Class 3, Credit 3 (0801-231-W, 0801-232-S)
Prerequisite: 0804-101

Applied Accounting I
Registration #0801-251
This course for accounting majors is a continuation of General Accounting I and II. Topics covered include a review of the accounting cycle and financial reports, the components of a payroll system and the calculation and recording of employee earnings and employer payroll taxes, the preparation of federal payroll reports, and the recording and adjusting of deferreds and accruals. Coursework includes a practice set designed to summarize General Accounting I and II and Applied Accounting I in a simulated business situation.
Class 4, Credit 4 (S)
Prerequisite: Grade of C or better in 0801-202

Applied Accounting II
Registration #0801-252
This course introduces students to cost accounting with an emphasis on job order costing. Topics covered include manufacturing statements, cost theory, and integration of materials, labor, and overhead to job cost situation. The course culminates with practical application of course content through a practice set.
Class 6, Credit 4 (F)
Prerequisite: Grade of C or better in 0801-251

Applied Accounting III
Registration #0801-253
This course is a continuation of cost accounting with particular concentration on process costing and managerial aspects of cost accounting. Topics covered include average and FIFO costing methods, equivalent units, multiple products, changes in units, standard costing, budgeting, cost classification, and practical applications.
Class 6, Credit 4 (W)
Prerequisite: Grade of C or better in 0801-252

Applied Accounting IV
Registration #0801-254
This course introduces managerial accounting topics and is a review of previous accounting content. Topics covered include financial analysis, accounting concepts and principles, statement of changes in financial position, and direct costing.
Class 4, Credit 4 (S)
Prerequisite: Grade of C or better in 0801-253

Applied Accounting Techniques
Registration #0801-260
This course provides students with an opportunity to reinforce and apply accounting topics and skills previously studied. Students work in a simulated accounting office as accounting clerks and perform a variety of general and process costing duties.
Class 6, Credit 2 (S)
Prerequisite: Grade of C or better in 0801-253

Co-op Work Experience
Registration #0801-299
See page 19 for course description.
Credit 0 (F, W, S, Su)

Business Occupations

Orientation to Business
Registration #0804-101
This course is a broad overview of American business and its environment. It provides the student with a basic knowledge of the history, organization, and operation of business and its particular vocabulary.
Class 3, Credit 3 (F, W, S)

Payroll Records Management
Registration #0804-103
This course provides practical working knowledge and skills necessary to perform the various recordkeeping, calculating, and reporting activities associated with payroll systems. Students will perform both manual and automated payroll recordkeeping procedures.
Class 4, Credit 3 (F, W, S)
Prerequisite: 0804-104 or approval of instructor

Business English
Registration #0804-110
This course emphasizes typewriting style and word division, capitalization, number and abbreviation style, punctuation style, proofreading, and editing skills. Designed specifically for students enrolled in Business Occupations Department courses.
Class 3, Credit 3 (W, S)

Beginning Typing I, II, III
Registration #0804-111, 112, 113
This course is for students with no previous typing experience and for those who type below 30 net words per minute. The course focuses on keyboard training, established methods to improve rhythm and stroking patterns, and techniques to develop speed and accuracy. Various typing formats and business correspondence will be presented.
Class 5, Credit 2 (0804-111-F, 0804-112-W, 0804-113-S)
Prerequisites: 0804-111 for 0804-112
0804-112 for 0804-113

Introduction to Data Processing
Registration #0804-124
This course gives students a background in data processing. It presents the concepts and techniques in the processing of data, and is directed to the needs and requirements of the students.
Class 2, Credit 2 (F, W, S)

Business Procedures I, II, III
Registration #0804-211, 212, 213
This sequence of courses develops basic skills in current business procedures related to the basic clerical office function. Skills include current records management systems, the correct use of business machines, the introduction of the accounting equation, and the manual and automated computerized keeping of payroll records, accounts receivable, and accounts payable records. The learner develops skills that are applicable to a variety of office settings.
Class’s, Credit 3 (F, W, S)
Prerequisites: 0804-211 for 0804-212
0804-212 for 0804-213
Advanced Typing I  
Registration #0804-221
The emphasis of this course is on the improvement of basic skills and the application of these skills to a variety of realistic office projects. Students type correspondence, reports, manuscripts, business forms, and tabulations.
Class 5, Credit 3 (F, W, S)  
Prerequisite: Grade of C or better in 0804-113

Advanced Typing II  
Registration #0804-222
This course emphasizes advanced typing skills and the application of these skills to projects related to the general office, the technical office, and financial/accounting office. An introduction to word processing (correspondence applications) also is provided. Students must exit with a net speed of 50 words per minute for five minutes.
Class 5, Credit 3 (F, W, S)  
Prerequisite: Grade of C or better in 0804-221

Office Practice and Procedures Seminar  
Registration #0804-230
This course gives students an opportunity to prepare for employment through field trips and guest lectures. Topics for discussion are identified by students enrolled in the seminar. Topics covered may include personal/social skills necessary for job success, time management, and others. Students are expected to participate in planning for each class session.
Class 2, Credit 1 (S)  
Prerequisite: Diploma student status

Fundamentals of Management  
Registration #0804-284
This course focuses on theory and practice basic to the management process. Students use case studies, lectures, and simulations to study the planning, organizing, directing, staffing, and controlling functions. The course also introduces students to motivation and leadership theory as it relates to the role of a manager.
Class 3, Credit 3 (F, W)  
Prerequisite: 0804-101

Fundamentals of Marketing  
Registration #0804-286
This course is an introduction to the field of marketing and its strategy. Topics include consumer behavior and its effect in the marketplace, product research and planning, pricing, distribution channels, marketing institutions, advertising and promotion, and organization.
Class 3, Credit 3 (S)  
Prerequisite: 0804-101

Applied Business Techniques  
Registration #0804-291
This course gives students an opportunity to review skill-oriented coursework prior to graduation and job entry. Skill review includes production and speed typing, business machines, payroll procedures, records management techniques, and word processing operations and applications. Job preparation activities are completed with the assistance of the employment opportunities specialist.
Class 4, Credit 2 (S)

Co-op Work Experience  
Registration #0804-299
See page 19 for course description.
Credit 0 (Su)

Word Processing I  
Registration #0804-301
This course provides self-paced instruction in the operation of the IBM Mag Card II, Memory Typewriters, and Displaywriter. The course includes study and practice in memory typing and playback, working with cards, working with storage, and revision work using the two-pass procedure.
Class 4, Credit 4 (F, W, S)  
Prerequisite: 0804-222

Word Processing II  
Registration #0804-302
This course provides self-paced instruction in the applications of IBM Mag Card II, Memory Typewriters, and Displaywriter. The course of study includes instruction in the basic applications of repetitive letters, standard paragraphs, and revision work using the scanning procedure.
Class 4, Credit 4 (F, W, S)  
Prerequisite: 0804-301

Word Processing III  
Registration #0804-303
This course provides self-paced instruction in the advanced application of the IBM Mag Card II, Memory Typewriters, and Displaywriter. The course includes instruction in the advanced application of tables and columnar projects, decimal tab, revision refinements, correspondence application, and forms application.
Class 4, Credit 4 (F, W, S)  
Prerequisite: 0804-302

Word Processing IV  
Registration #0804-304
This course is an office simulation whereby students complete business correspondence production work in a self-paced instructional mode. Projects are based on performance objectives completed in Word Processing I, II, and III.
Class 4, Credit 4 (F, W, S)  
Prerequisite: 0804-303

Independent Study  
Registration #0804-399
See page 19 for course description.
Credit Variable  
Prerequisite: A.A.S. degree student status
Data Processing

Problem Solving with Computers (PSC) I, II, III
Registration #0802-151, 152, 153
This three-quarter sequence introduces students to the logical problem-solving tools available to computer programmers. Students solve problems in the business area by flowcharting and programming solutions on a computer in a business-oriented language. The elements of a high level language, including table handling techniques and internal sorting, are taught.

Class 5, Lab 0, Credit 4 (0802-151-F, 0802-152-W, 0802-153-S)
Prerequisites: For 0802-152, C grade or better in 0802-151
For 0802-153, C grade or better in 0802-152

Computer Operations I, II, III
Registration #0802-191, 192, 196
This three-quarter sequence provides students with a basic understanding of the operation of modern computers. Students are given hands-on experience with a computer system and classroom work on the basics of job control language, console operation, and operating systems. The emphasis is twofold: training operators, and providing programmers with knowledge of operations and its impact on programming.

Class 1, Lab 1, Credit 1 (0802-191-F)
Class 1, Lab 2, Credit 2 (0802-192-W)
Class 2, Lab 2, Credit 2 (0802-196-S)
Prerequisites: For 0802-192, C grade or better in 0802-191 and 0802-151
For 0802-196, C grade or better in 0802-192

Computer Operations IV
Registration #0802-197
This course presents the operating implications of computers in the business environment. Company and data processing department structures are discussed. The roles and responsibilities of an operator as a professional and problem solver are explained. This course is intended for students entering computer operations careers. This course may consist of classwork, appropriate laboratory experiences, and field trips.

Class 2, Lab 2, Credit 4 (F, S)
Prerequisites: C grade or better in 0802-196 and S grade in 0802-299, or department approval

Data Processing for Business Occupations
Registration #0802-210
This course is an introduction to the use of computers in business-related applications. Concepts of interacting with the computer function of a business as well as hands-on use of computers are presented.

Class 3, Credit 3 (W)
Prerequisite: Second-year standing in the Business Occupations Department

Data Files I and II
Registration #0802-211, 212
This course sequence concentrates on the programming techniques used to create, update, and process information kept on computer-based files. Students use a high-level language to write programs for manipulating sequential and direct access files. Students complete programming projects in the organization, storage, updating, and processing of files. System utility programs are studied and used, and on-line processing of files is performed.

Class 5, Credit 4 (0802-211-F, 0802-212-W)
Prerequisites: For 0802-211, C grade or better in 0802-153
For 0802-212, C grade or better in 0802-211

Business Data Processing Project I, II
Registration #0802-288, 289
These courses provide an opportunity for students to extend their problem-solving and programming skills. Students are involved in many of the situations they will find on the job. Project I students will concentrate on maintenance programming activity. Working with programs written by others, students test, modify, and document working programs and complete partially finished programs. Students convert programs from one computer to another. By maintaining programs, students have an opportunity to become aware of programming habits that ease the maintenance task. Project II is designed to allow students to work individually or as team members in implementing advanced topics in computer programming. Students also may become more actively involved in design aspects, and may serve with each other as team members with both analysis and programming responsibilities.

Class 3, Credit 3 Project I - (S), Project II - (W)
Prerequisites: For 0802-288, C grade or better in 0802-212
For 0802-289, C grade or better in 0802-288

Systems Design for Programmers
Registration #0802-298
This course develops an understanding of the information flow in a business as systems of related processing of data. Students learn the relationship of a single computer program to the information needs of business by analyzing systems in business application areas. Students learn the design limitations imposed by different computer systems. In addition, the programming documentation required to adequately describe a system to its users, systems analysts, programmers, and operators is presented.

Class 3, Credit 3 (S)
Prerequisite: C grade or better in 0802-212

Co-op Work Experience
Registration #0802-299
See page 19 for course description.
Credit 0 (Su)

Assembly Language for Business Programmers
Registration #0802-310
Students solve business problems by writing assembly language programs. The course presents computer architecture and its impact on assembly language programming. The reduction of higher level languages to machine language is illustrated. Students will use this knowledge to debug and improve the efficiency of higher level language programs.

Class 7, Credit 4 (F)
Prerequisite: C grade or better in 0802-212

Data Processing Seminar (optional)
Registration #0802-390
The seminar provides a relevant framework for students' previous data processing courses and also prepares students for continued growth on the job by emphasizing new directions in data processing. Students may study independently a topic agreed on by the student and instructor.

Class 1 to 3, Credit Variable (F,W,S)
Prerequisite: C grade or better in 0802-212

Independent Study
Registration #0802-399
See page 19 for course description.
Credit Variable (F, W, S)
Applied Art

Basic Design I, II, III
Registration #0849-111, 112, 113
This is an introduction to the concepts and elements of design as they relate to a vocation in applied art. Emphasis will be on exploration and analysis of all design principles such as point, line, shape, texture, space, and color and how they apply to two- and three-dimensional applications.

Lab 3, Credit 2 (0849-111-F, 0849-112-W, 0849-113-S)
Prerequisites: 0849-111 for 0849-112
0849-112 for 0849-113

Basic Drawing I, II, III
Registration #0849-121, 122, 123
This is a fundamental course which introduces students to freehand and mechanical drawing concepts, methods, and techniques. Emphasis is placed on hand-eye coordination, rendering techniques, and various drawing media. A variety of forms are used, including still life objects, architectural forms, landscape, and the human figure.

Lab 6, Credit 3 (0849-121-F, 0849-122-W, 0849-123-S)
Prerequisites: 0849-121 for 0849-122
0849-122 for 0849-123

Media Processes I, II, III
Registration #0849-131, 132, 133
The basic tools, materials, and equipment used in the professional applied art studio are introduced to students. Emphasis is placed on identification, vocabulary, maintenance, and correct use of media, mechanical tools, photostat equipment, typesetting machines, and a variety of materials.

Lab 6, Credit 3 (0849-131-F, 0849-132-W, 0849-133-S)
Prerequisites: 0849-131 for 0849-132
0849-132 for 0849-133

Career Seminar I, II, III
Registration #0849-141, 142, 143
This course provides experience in the development of a personal career plan in art. Students will explore personal interests, aptitudes, and art program opportunities through presentations, field trips, discussion, and research of art careers. This course emphasizes systematic decision making related to art careers and awareness of the aesthetic environment.

Class 2, Credit 1 (0849-141-F, 0849-142-W, 0849-143-S)
Prerequisites: 0849-141 for 0849-142
0849-142 for 0849-143

Air Brush/Retouching
Registration #0849-204
This course provides levels of proficiency from familiarization with the airbrush as a tool to professional retouching and illustration. Emphasis is on care and maintenance, dyes, paints, masks, working surfaces, and a variety of working techniques. This course is an elective.

Class 3, Credit 2
Prerequisites: 0849-112, 0849-122, 0849-132

Layout Applications I, II, III
Registration #0849-211, 212, 213
This is a basic course applying design concepts, principles, and methods developed in the first year. The emphasis is on practices and procedures evident in a professional art studio, such as the use of grid systems, production of accurate comps, and indicating typographic specifications, as well as developing quality workmanship and meeting deadlines.

Lab 3, Credit 2 (0849-211-F, 0849-212-W, 0849-213-S)
Prerequisites: 0849-211 for 0849-212
0849-212 for 0849-213

Freehand Lettering
Registration #0849-214
Students are introduced to the basic processes of freehand lettering. The emphasis is on identification, care, and the use of various lettering tools such as carpenter’s pencil, speedball pen, and lettering brush. Use of basic methods of stroking, letter spacing, word spacing, line spacing, and rendering of both serif and sans serif letter forms are taught. This course is an elective.

Class 3, Credit 2
Prerequisite: 0849-131

Mechanical Preparation I, II, III
Registration #0849-221, 222, 223
The fundamentals of mechanical construction are taught in this course. Emphasis is on vocabulary, techniques, and printing production methods. The course involves simulated on-the-job projects using a variety of production skills, including one-color mechanicals, multi-color mechanicals, imposition set-up, form ruling, die cut drawing, and package mechanicals.

Lab 6, Credit 3 (0849-221-F, 0849-222-W, 0849-223-S)
Prerequisites: 0849-133 for 0849-221
0849-221 for 0849-222
0849-222 for 0849-223

Finished Lettering
Registration #0849-224
This is an introduction to the processes, tools, equipment, and methods for producing finished lettering for reproduction. Included are exercises designed to develop skills in rendering scripts, sans serif, serif, and decorative letter forms. This course is an elective.

Class 3, Credit 2
Prerequisite: 0849-214

Introduction to Typography I, II, III
Registration #0849-231, 232, 233
This is a study of the use of typography in applied art; the origins of typographic form, type classifications, production processes, measurement systems, and type specification methods. Students receive practice in design, copy marking, planning formats, copy fitting, and the use of various sources of type.

Lab 3, Credit 2 (0849-231-F, 0849-232-W, 0849-233-S)
Prerequisites: 0849-113 and 0849-133 for 0849-231
0849-231 for 0849-232
0849-232 for 0849-233

Mechanical Perspective
Registration #0849-234
Students learn the use of mechanical drawing methods for visualizing three-dimensional form in perspective. Course experiences include orthographic projection and one-point and two-point perspective, based on forms ranging from simple geometric solids to more complex forms containing angled planes and circles (ellipses). Emphasis is on understanding the ways in which a perceived object can be translated into a technically accurate drawing. This course is an elective.

Class 3, Credit 2
Prerequisite: 0849-121

Art Survey I, II, III
Registration #0849-241, 242, 243
This is a survey of major historical developments in the visual arts as they relate to applied art. Students are introduced to research methods used in the field of art, as the basis for design concept development.

Class 2, Credit 2 (0849-241-F, 0849-242-W, 0849-243-S)
Prerequisites: 0849-241 for 0849-242
0849-242 for 0849-243

Applied Arts Photography
Registration #0849-244
This is a basic course in the use of photographic processes as they relate to the applied artist. Emphasis is on understanding and using the camera, black and white film processing, contact printing, and enlarging. Students practice with darkroom procedures and methods for obtaining a basically well-crafted photographic image. This course is an elective.

Class 4, Credit 2
Drawing Applications
Registration #0849-254
This is an advanced course refining the freehand and technical drawing concepts, methods, and techniques developed in Basic Drawing I, II, and III. Emphasis is on the individual's development of drawing skills, applied to a variety of personal directions, within applied art. This course is an elective.
Class 3, Credit 2
Prerequisite: 0849-123

Three-Dimensional Applications
Registration #0849-264
This course extends basic concepts, principles, and methods as they apply to the three-dimensional form. Emphasis is on material characteristics, tool/material processes, construction techniques, and basic model making. This course is an elective.
Lab 3, Credit 2
Prerequisite: 0849-113

Mechanical Drawing Methods
Registration #0849-274
Students are introduced to mechanical processes for depicting three-dimensional forms on a flat surface. The course includes drafting methods, such as oblique and isometric forms, based on simple and complex forms. Also included are experiences in developing three-dimensional models based on a mechanical drawing. Emphasis is on understanding the relationship between the three-dimensional form and the two-dimensional image. This course is an elective.
Class 3, Credit 2
Prerequisite: 0849-234

Graphic Applications I, II, III
Registration #0849-311, 312, 313
This is an advanced course stressing layout and mechanical skills within the context of a work simulated environment. Emphasis is on studio procedures, development of professional skills, and work habits, as well as refinement of individual portfolios.
Lab 10, Credit 5 (0849-311-F, 0849-312-W, 0849-313-S)
Prerequisites: 0849-213, 0849-223, 0849-233, 0849-243 for 0849-311
0849-311 for 0849-312
0849-312 for 0849-313

Employment Seminar I, II, III
Registration #0849-321, 322, 323
Students are oriented to the total working/living environment of the professional applied art field. The course emphasizes processes for securing and maintaining employment, as well as other living skills, and familiarization with the community's art resources. Activities include portfolio and resume preparation, interviewing techniques, guest lectures, field trips, presentations, discussions, and personally directed research.
Class 6, Credit 3 (0849-321-F, 0849-322-W, 0849-323-S)
Prerequisites: 0849-213, 0849-223, 0849-233, 0849-243 for 0849-321
0849-321 for 0849-322
0849-322 for 0849-323

NETA (0808)

Architectural Technology

Career Exploration: Architectural Technology
Registration #0808-100
This course provides students with information regarding careers in architectural technology. Experiences provided may include field trips, hands-on experiences, career information presentations, and interaction with graduates of the program and professionals in the field. These experiences will help students understand work activities, working conditions, and the work setting.
Lab 3, Credit 1 (F, W, S)

Construction Terminology
Registration #0808-110
This course introduces students to the basic technical vocabulary for the construction industry. Topics include drafting equipment and procedures, materials, structural components, mechanical and electrical systems, site work, construction equipment, and procedures.
Class 4, Credit 4 (F)

Construction Drafting I
Registration #0808-111
This course introduces students to the basic drafting techniques for construction projects. Topics include line quality, lettering, scale measurement, dimensioning, drafting media and equipment, graphic reproduction methods, sheet layout, floor plans, site plans, sections, and isometric views. Students will start to develop a portfolio of their best work.
Lab 6, Credit 2 (F)
Corequisite: 0808-110

Construction Drafting II
Registration #0808-112
In this course, students continue to learn and practice basic drafting techniques for construction projects. Topics include field measurement and measured drawings, preliminary drawings, basic rendering, base maps, perspectives, and site plans.
Lab 6, Credit 2 (W)
Prerequisite: 0808-111
Corequisite: 0808-201

Construction Drafting III
Registration #0808-113
Students continue to learn and practice basic drafting techniques. They also learn to make three-dimensional models. Topics include building models, topographic models, presentation drawings from sketches, freehand drawings, measured drawings from field measurements, topographic contour maps from spot elevations, and design development drawings from preliminary drawings.
Lab 6, Credit 2 (S)
Prerequisite: 0808-112
Corequisite: 0808-202

Construction Methods and Procedures I
Registration #0808-201
This is the first of two courses which orient students to the processes of building project development in design offices and at construction sites. This course concentrates on the processes of preliminary design, design development, production of contract documents, and bidding. Topics include roles of owners, consultants, and contractors; working drawings; specifications; analysis of total project; and bidding.
Class 3, Credit 3 (W)
Prerequisite: 0808-110

Construction Methods and Procedures II
Registration #0808-202
This course continues the orientation of students to the total building project development. In this course, students learn about construction processes. Topics include fabrication, placement, support, and fastening of building parts; identification and understanding of construction equipment; and scheduling of construction operations.
Class 3, Credit 3 (F)
Prerequisite: 0808-201

Architectural Materials I
Registration #0808-211
This course provides information about materials used in construction. Students learn the characteristics, origins, sources, standard shapes, sizes, and units of measure for materials and manufactured products. Students use the standard referencing and indexing system for materials and products.
Class 3, Credit 3 (F)
Prerequisite: 0808-202
Architectural Materials II
Registration #0808-212
In this course, students apply information from the previous course, Architectural Materials I. Topics include building codes, comparison of materials, selection of materials and products for specific applications, and detailing.
Class 3, Credit 3 (W)
Prerequisite: 0808-211

Principles of Structural Systems
Registration #0808-220
Students identify and describe the major structural systems and their components. These systems include steel-frame, cast-in-place concrete, pre-cast concrete, masonry, steel joists, trusses, light frame, and heavy timber. Students read structural framing plans, details, and schedules.
Class 4, Credit 4 (S)
Prerequisite: 0808-212

Architectural Design Drafting I
Registration #0808-221
This is the first of three courses in which students learn drafting production techniques, production scheduling, and self-monitoring of progress. The course, students produce a set of preliminary architectural drawings for a single project. Drawings include site plans, floor plans, elevations, building sections, wall sections, and exterior perspective. Students develop the basis for working drawings from these preliminary drawings.
Lab 12, Credit 4 (F)
Prerequisite: 0808-113
Corequisite: 0808-211

Architectural Design Drafting II
Registration #0808-222
Students continue learning and practicing drafting production techniques. In this course, they produce a full set of architectural working drawings from the design development in the previous course, Architectural Design Drafting I. Drawings include cover sheet, plans, elevations, sections, details, and schedules. Students are responsible for scheduling and monitoring their own progress.
Lab 12, Credit 4 (W)
Prerequisite: 0808-221
Corequisite: 0808-212

Architectural Design Drafting III
Registration #0808-223
Students continue learning and practicing drafting production techniques. In this course, they produce working drawings for the mechanical, electrical, and structural parts of a building. The building project is the same as in the previous courses, Architectural Design Drafting I and II.
Lab 12, Credit 4 (S)
Prerequisite: 0808-222
Corequisite: 0808-220

Construction Computations
Registration #0808-224
This course introduces students to the basic techniques for calculating linear, area, volume, and angular quantities. Students apply basic math, algebra, geometry, right angle trigonometry, law of sines, and law of cosines.
Class 2, Credit 2 (W)
Prerequisites: 0817-124, 0817-127

Planning Project
Registration #0808-340
This course introduces students to the basic techniques for planning surveys. These include base map preparation, data collection from field surveys and public records, data analysis and transformation, graphic presentation of data, project organization, and work discipline skills. Students work as a team to perform an original planning survey. The team cooperates with a local planning agency. Students work in the field and in the lab.
Lab 15, Credit 5 (F)
Prerequisite: 0808-223

Architectural Projects I, II
Registration #0808-351, 352
In each of these courses, students complete a building design project. Activities include field inspection and measurement, measured drawings, preliminary design, presentation drawings, design development, models, and working drawings. The courses simulate the environment of an architectural office.
Lab 15, Credit 5 (0808-351-W, 0808-352-S)
Prerequisites: 0808-340 for 0808-351
0808-351 for 0808-352

Architectural History
Registration #0808-375
Students learn the major elements of architectural styles and building technologies throughout the history of western architecture. This provides a background for discussion of current topics in the field of building design and construction.
Class 2, Credit 2 (S)

Building Estimating
Registration #0808-376
Students learn and apply basic concepts and skills for calculating the cost of a building project. Topics include elements of project cost, quantity survey techniques, material costs, installation costs, unit cost information sources, cost analysis, adjustments for locality, historical cost indexes, contingencies, overhead, and profit.
Class 2, Credit 2 (S)
Prerequisite: 0817-128 or 0808-224

Building Equipment
Registration #0808-377
Students learn to identify and understand the basic equipment and operation of the mechanical and electrical systems in a building. These systems include water supply, drainage, fire protection, heating, ventilating, air conditioning, power, lighting, and conveying systems. Students become acquainted with the graphic representation for these systems in working drawings.
Class 3, Credit 3 (F)
Prerequisite: 0808-202

Architectural Technology Seminar
Registration #0808-390
This course helps students prepare for their job search and for employment. Topics related to job search include applications, resumes, interviews, and use of a portfolio. Topics related to the world of work include taxes, insurance, employee benefits, credit ratings, marriage, and deaf professionals.
Class 1, Lab 3, Credit 2 (W)

Building Estimating Seminar
Registration #0808-393
This course helps students understand the cost of a building project. Topics include elements of project cost, quantity survey techniques, material costs, installation costs, unit cost information sources, cost analysis, adjustments for locality, historical cost indexes, contingencies, overhead, and profit.
Class 2, Credit 2 (S)
Prerequisite: 0817-128 or 0808-224

Civil Technology
Career Exploration: Civil Technology
Registration #0809-100
This course provides students with information regarding a career in civil technology. Experiences provided may include field trips, hands-on experiences, career information presentations, and interaction with graduates of the program and professionals in the field. These experiences help students understand work activities, working conditions, and the work setting.
Lab 3, Credit 1 (F, W, S)

Surveying I
Registration #0809-231
This is the first of two courses in which students learn the basic techniques of land measurement. Topics include technical vocabulary, distance measurement, angular measurement, differential leveling, traverse surveying, and computations. Students have hands-on experience with surveying equipment in the field.
Class 3, Lab 3, Credit 4 (S)
Prerequisite: 0817-128
Corequisite: 0809-241

Surveying II
Registration #0809-232
Students continue to learn the basic techniques of land measurement. Topics include electronic distance measurement (EDM), theodolites, modern levels, deed conveying systems. Students become acquainted with the graphic representation for these systems in working drawings.
Class 1, Lab 6, Credit 3 (F)
Prerequisites: 0809-231,0809-241
Corequisite: 0809-242

NETC (0809)
Mapping I
Registration #0809-241
Students learn the basic techniques of making drawings to describe land and land improvements. Topics include computation of angles, distances, bearings, area, coordinates, and closure error; reduction of field notes; contour mapping; profiles, slopes, and drainage networks; cut and fill calculations; and site planning. Students draw with pencil and ink on a variety of media.
Class 1, Lab 3, Credit 2 (S)
Prerequisite: 0808-113

Mapping II
Registration #0809-242
Students apply skills learned in the previous course, Mapping I, to complete a site planning project. Requirements for the project include topographic, traverse, and highway mapping; cut and fill calculations; drafting with pencil and ink on a variety of media; and graphic reproduction.
Class 1, Lab 3, Credit 2 (F)
Prerequisites: 0809-201, 0809-241
Corequisite: 0809-232

Statics
Registration #0809-250
This course requires students to apply physical concepts of equilibrium in co-planar force systems to structural members. Topics include vectors, forces, moments, equilibrium of particles and rigid bodies, distributed forces, centroids, and centers of gravity. Students calculate reactions, moments, and internal forces in beams, trusses, and frames.
Class 3, Lab 3, Credit 4 (F)
Prerequisites: 0817-124, 0817-128, and 0818-223 or 0818-172

Strength of Materials
Registration #0809-260
Students apply physical concepts of matter to calculate how forces affect structural members. Topics include stress, strain, behavior of common engineering materials, moment of inertia, section modulus, and basic beam theory. Students calculate the maximum tensile, compressive, and shear stresses, and deflection in simple members. They also calculate deflection of beams, and select simple tension, compression, and bending members and their connections.
Class 3, Lab 3, Credit 4 (W)
Prerequisite: 0809-250

Soil Mechanics
Registration #0809-283
This course introduces students to the characteristics of soils related to construction projects. Topics include visual and laboratory classification of soils, compaction, sub-surface investigation, percolation, and soil nomenclature. Students perform laboratory experiments and tests, and write laboratory reports.
Class 3, Lab 3, Credit 4 (W)

Engineering Materials
Registration #0809-284
Students investigate the basic engineering properties of Portland cement concrete, Portland cement mortar, and asphaltic cement concrete. They learn and practice standard laboratory testing procedures and write laboratory reports.
Class 2, Lab 6, Credit 4 (S)
Prerequisite: 0809-283

Civil Technology Seminar
Registration #0809-285
This course provides an overview of the field of civil technology. Students learn how the field is related to the profession of civil engineering. The course also introduces research and laboratory report writing, resume writing, and interviewing skills.
Class 1, Lab 3, Credit 2 (F)

Programming for Civil Technicians
Registration #0809-290
This course introduces basic computer programming skills. Topics include keyboard operation, expressions, variables, programs, branching, input, subscripted variables, loops, and flow charting. Students have hands-on experience on the computer.
Class 2, Lab 3, Credit 3 (S)

Structural Design Drafting I, II, III
Registration #0809-321, 322, 323
In this sequence of courses, students apply the principles of statics and strength of materials and drafting skills. Students learn the basic principles of structural design, estimating quantities, preparation of structural and shop drawings, and structural inspection. The first course and half of the second course concentrate on steel structures. The rest of the second course and the third course concentrate on concrete structures.
Class 2, Lab 6, Credit 4 (0809-321-F, 0809-322-W, 0809-323-S)
Prerequisites: 0809-260 for 0809-321
0809-321 for 0809-322
0809-322 for 0809-323

Fundamentals of Fluid Mechanics
Registration #0809-340
This course introduces students to the basic principles of fluid statics and fluid flow. Topics include hydrostatic pressure, forces on submerged surfaces, buoyancy, laminar and turbulent flow of incompressible fluids, fluid measurements, and open channel flow. Students perform experiments in the lab.
Class 3, Lab 3, Credit 4 (F)

Highway Design and Construction
Registration #0809-350
This course introduces students to the basic practices in the design and construction of roads. Topics include horizontal and vertical alignments, typical sections, hydrology, quantity estimating, and intersection design.
Class 3, Lab 3, Credit 4 (W)
Prerequisite: 0809-232

Principles of Environmental Technology
Registration #0809-385
This course introduces students to the factors affecting the quality of the environment. Topics include testing, regulation, and management of water supplies, waste water, soil erosion, solid wastes, atmospheric pollutants and noise; energy measurement and conservation; visual resource analysis; and environmental impact analysis. Field observations are an important part of this course.
Class 3, Lab 3, Credit 4 (S)
Prerequisite: 0809-340

Construction Seminar
Registration #0809-390
This course helps students prepare for their job search and for employment. Topics related to job search include applications, resumes, interviews, and use of a portfolio. Topics related to the world of work include taxes, insurance, employee benefits, credit ratings, marriage, and deaf professionals.
Class 1, Lab 3, Credit 2 (W)
Industrial Drafting Technology

Career Exploration: Industrial Drafting Registration #0810-100
This course provides students with information regarding a career in industrial drafting. Experiences provided may include field trips, hands-on experiences, career information presentations, and interaction with graduates of the program and professionals in the field. These experiences will help students understand work activities, working conditions, and the work setting.
Lab 3, Credit 1 (F, W, S)

Basic Drafting I
Registration #0810-101
This course provides an introduction to the principles and techniques of basic drafting for students majoring in other technical programs. The emphasis is on understanding how drawings are made and used in industry.
Lab 6, Credit 2 (F)
Prerequisite: 0817-123

Basic Drafting II
Registration #0810-102
This is a continuation of Basic Drafting I for students who desire or need greater depth of knowledge of drafting in industry. Topics include auxiliary views, sections, isometric and pictorial drawings with greater attention to drawing quality, and applied mathematics.
Lab 6, Credit 2 (F)
Prerequisites: 0810-101, 0817-126

Manufacturing Processes I, II
Registration #0810-131, 132
Students are exposed to various traditional and non-traditional manufacturing processes. Students develop an appreciation for tolerancing of manufactured parts.
Lab 3, Credit 1 (0810-131-F, 0810-132-W)
Prerequisites: 0817-128 for 0810-151, 0810-131 for 0810-132

Basic Technical Drafting I
Registration #0810-141
Students learn basic skills of engineering drafting through instruction and drafting projects. Students are introduced to the use of tools and equipment, constructions, orthographic projection, lettering, and basic dimensioning practices.
Class 3, Lab 6, Credit 3 (F)
Prerequisites: 0817-126, 0818-156

Basic Technical Drafting II
Registration #0810-142
The major topics of this course are orthographic projection and dimensioning systems. Auxiliary views, sections, and developments are introduced through the use of instructions and projects. Students produce industrial quality drawings.
Class 1, Lab 6, Credit 3 (W)
Prerequisite: 0810-141

Basic Technical Drafting III
Registration #0810-143
Students develop the skills required to produce industrial quality working drawings, which include assembly and detail drawings. Students solve problems related to tolerances, mating parts, fasteners, and standard engineering fits through the use of a project.
Class 1, Lab 6, Credit 3 (S)
Prerequisite: 0810-142

Materials and Processes I
Registration #0810-151
Students develop a working knowledge of the various materials and related manufacturing processes used in industry.
Class 3, Credit 3 (F)
Prerequisite: 0818-156

Materials and Processes II
Registration #0810-152
Students investigate the properties of metals and plastics, and their characteristics and methods of fabrication.
Class 3, Credit 3 (W)
Prerequisite: 0810-151

Technical Drafting I
Registration #0810-201
Students measure and draw parts for a machine. In this lab group project, students produce tolerated working drawings for simple assembly drawings.
Class 15, Credit 5 (F)
Prerequisite: 0810-143

Technical Drafting II
Registration #0810-202
Students prepare sub-assembly drawings, final assembly drawings, and check layouts of selected mechanical equipment based on detail drawings. This lab simulates group participation in an industrial setting.
Lab 13, Credit 4 (W)
Prerequisite: 0810-201

Technical Drafting III
Registration #0810-203
Students draw schematics, wiring diagrams, and harnesses found in industrial, electrical, and electronic drafting.
Class 1, Lab 10, Credit 4 (S)
Prerequisite: 0810-202
Corequisite: 0810-211

Technical Drafting IV
Registration #0810-204
Students design welded structures from realistic engineering requirements. They work in the lab to produce a team-based welding assembly and supporting detail drawings.
Lab 8, Credit 2 (F)
Prerequisite: 0810-203

Technical Drafting V
Registration #0810-205
Students solve a complex design problem from realistic engineering data, applying knowledge of power transmission components and mechanisms. This lab course creates a concept layout supported by engineering data.
Lab 9, Credit 3 (W)
Prerequisite: 0810-204

Technical Drafting VI: Seminar Project
Registration #0810-206
The student designs a working layout of a complex power transmission problem based on an engineering concept layout. This lab course provides a fully documented layout suitable for drafters to draw all individual parts.
Lab 15, Credit 5 (S)
Prerequisite: 0810-205

Supervised Study in Drafting
Registration #0810-211
Students learn about electrical and electronic component selection and application. They design printed circuit boards from simulated industrial specifications and individualized instruction.
Lab 2, Credit 1 (S)
Prerequisite: 0810-202
Corequisite: 0810-203

Statics
Registration #0810-213
Students learn the basic principles of statics including: resultants and equilibrium of force systems, trusses containing two-force members, structures containing three-force members, centroids, moments of inertia, and dry friction.
Class 6, Credit 5
Prerequisite: 0817-202

Strength of Materials
Registration #0810-214
Students learn the basic concepts of strength of materials, including stress and strain analysis, both elastic and plastic, with emphasis on elastic analysis of axially loaded members, connectors, beams, and columns.
Class 6, Credit 5
Prerequisite: 0810-213
Mechanisms  
Registration #0810-215  
Students learn about basic mechanical components such as linkages and levers, and combinations of these devices as they are applied in modern machines. Analysis of force, deflection, velocity, and acceleration is stressed.  
Class 3, Lab 4, Credit 5 (F)  
Prerequisite: 0817-202

Machine Design I  
Registration #0810-221  
This is a study of the analytical design of bearings, clutches, couplings, brakes, springs, gearing systems, and power shafting.  
Class 3, Lab 3, Credit 4 (W)  
Prerequisite: 0810-213  
Corequisite: 0810-214

Machine Design II  
Registration #0810-222  
Students learn methods of constructing machine parts and specifications of materials and manufacturing processes.  
Class 3, Lab 3, Credit 4 (S)  
Prerequisite: 0810-221

Electromechanical Technology  
NETM (0811)  
Career Exploration: Electromechanical Technology  
Registration #0811-100  
This course provides students with information regarding a career in electromechanical technology. Experiences provided may include field trips, hands-on experiences, career information presentations, and interaction with graduates of the program and professionals in the field. These experiences will help students understand work activities, working conditions, and the work setting.  
Lab 3, Credit 1 (F, W, S)

Digital and Analog Systems  
Registration #0811-171  
This course is an introduction to logic components and how they are used in machines. Students will study gates, switches, counters, flip-flops, multiplexers, demultiplexers, truth tables, Boolean algebra, logic families, and the difference between analog and digital systems.  
Class 3, Lab 4, Credit 4 (W)  
Prerequisite: 0810-370

Technical Graphics  
Registration #0811-209  
This course is an introduction to electronic and mechanical drawings. Students learn how to draw using drafting standards. Students learn about electronic symbols, component outlines, block diagrams, schematic diagrams, cable drawings, military standards, and integrated circuits.  
Lab 6, Credit 2 (S)  
Prerequisites: 0810-101, 0811-368

Computational Techniques  
Registration #0811-210  
This course emphasizes how the computer can be used to solve problems. Students learn a programming language and develop programming skills. Students are required to solve engineering problems through hands-on computer experiences.  
Class 3, Lab 3, Credit 4 (F)  
Prerequisite: 0817-128

Mechanical Components  
Registration #0811-211  
This course introduces mechanical devices used in electromechanical equipment. The basic topics covered include torque, work, power, gears, cams, and drive systems. Students will develop basic breadboarding skills.  
Class 3, Lab 4, Credit 4 (S)  
Prerequisites: 0817-127, 0818-132

Electrical Circuits I  
Registration #0811-213  
This course introduces students to the theory and use of direct current circuits. Students learn about direct current units and measurements, basic circuit laws, networks, Thévenin's theorem, and superposition theorem.  
Class 3, Lab 6, Credit 5 (S)  
Prerequisites: 0817-127, 0818-132

Electromechanical Concepts  
Registration #0811-234  
This course introduces students to the use of optics in engineering applications. Students learn about refraction, reflection, imaging, fiber optics, light emitting diodes, lasers, and optically controlled solid state electronic devices.  
Class 3, Lab 2, Credit 4 (S)  
Prerequisites: 0811-325, 0811-370

Tool Skills  
Registration #0811-241  
This course introduces students to the use of basic hand tools used by electromechanical technicians. Students learn about safety, measuring, layout techniques, cutting, finishing metal, fasteners, drilling, counterboring, countersinking, tapping, soldering, and wiring. The course requires the completion of several projects.  
Lab 6, Credit 2 (W)  
Prerequisite: 0817-122

Co-op Work Experience  
Registration #0811-299  
This course may be required for certain students. See page 19 for course description.  
Credit 0 (F, W, S, Su)

Electrical Circuits II  
Registration #0811-304  
This course emphasizes the theory and use of alternating current circuits. Students learn about inductance, capacitance, alternating current circuits, series, and parallel resonant circuits.  
Class 3, Lab 6, Credit 5 (F)  
Prerequisite: 0811-213

Mechanisms  
Registration #0811-317  
This course emphasizes the motion of machine parts. Students learn about linkages and levers, and the relation of these parts to velocities, accelerations, and forces.  
Class 3, Lab 4, Credit 4 (F)  
Prerequisite: 0811-211

Machines and Power Systems I  
Registration #0811-321  
In this course, students learn how power is transmitted by using fluids (liquids and gases). Topics covered include the character of the fluids, pumps, valves, cylinders, motors, and the piping used. Students also learn how digital logic is used to control fluid power valves and equipment.  
Class 3, Lab 4, Credit 4 (W)  
Prerequisite: 0811-317

Machines and Power Systems II  
Registration #0811-322  
In this course, students learn how power is transmitted by electricity. Basic topics covered include generators, motors, transformers, and distribution lines. Both alternating and direct current machines are covered.  
Class 3, Lab 4, Credit 4 (F)  
Prerequisite: 0811-324
Electromechanical Devices and Systems I
Registration #0811-324
This course introduces students to automatic controls. Students learn about electrical, thermal, hydraulic, and mechanical transducers. Emphasis is on the similar operating characteristics of all kinds of transducers. Students express results using mathematics and graphics.
Class 3, Lab 4, Credit 4 (S)
Prerequisites: 0811-321, 0811-368

Electromechanical Devices and Systems II
Registration #0811-325
This is the second course in the sequence on the topic of automatic controls. Students learn about the effects on a controlled process when different ways are used to connect the input transducer to the output transducer. The course covers open loop and closed loop systems. Graphic techniques are used to help understand systems.
Class 3, Lab 4, Credit 4 (F)
Prerequisite: 0811-324

Electromechanical Systems Laboratory I
Registration #0811-327
This is the first course in a two-quarter sequence. The course introduces students to the theory of microprocessor-based control systems. Students learn about software techniques applied to electromechanical systems. This laboratory course emphasizes systems analysis and troubleshooting.
Lab 6, Credit 2 (W)
Prerequisites: 0811-325, 0811-370

Electromechanical Systems Laboratory II
Registration #0811-328
This course emphasizes the construction, testing, and troubleshooting of microprocessor-based systems. Students identify and solve problems, and report solutions independently. This course is project-based and ties together many of the concepts learned in the electromechanical technology program.
Lab 6, Credit 2 (S)
Prerequisite: 0811-327

Circuit Analysis
Registration #0811-330
This course emphasizes the analysis of complex circuits. Students learn about Kirchhoff’s Laws, independent and dependent sources, power, equivalent sources and resistances, Thevenin’s theorem, Norton’s theorem, superposition theorem, mesh analysis, and nodal analysis.
Class 4, Credit 4 (W)
Prerequisite: 0811-370

Mechanics
Registration #0811-332
This elective course covers the characteristics of forces and force systems. Emphasis is placed on vectors, levers, moments, free body diagrams, couples, friction, and structure analysis. Problem-solving techniques are stressed throughout the course.
Class 4, Credit 4 (W)
Prerequisite: 0811-317

Strength of Materials
Registration #0811-333
This course introduces students to the reactions of engineering materials to different types of loading. The course emphasizes the use of standard handbooks, stress and strain relationships, Poisson’s ratio, safe loading, and expected deflection of beam and column-shaped machine parts.
Class 3, Lab 3, Credit 4 (S)
Prerequisite: 0811-332

Advanced Electronics
Registration #0811-334
This course emphasizes the interface between microprocessors and electromechanical devices. Students work on projects which include circuit design, software design, breadboarding skills, and troubleshooting techniques.
Class 3, Lab 3, Credit 4 (S)
Prerequisites: 0811-327, 0811-370

Electronics I
Registration #0811-368
This course introduces students to basic diode and transistor circuits. Students learn about semiconductor theory, diode circuits, bipolar transistors, transistor biasing circuits, and AC signal amplifiers. Students develop basic measurement and breadboarding skills.
Class 3, Lab 6, Credit 5 (W)
Prerequisite: 0811-304

Electronics II
Registration #0811-369
This course introduces students to AC amplifiers and their characteristics. Topics of study include transistor AC equivalent circuits, small signal amplifiers, power amplifiers, push-pull amplifiers, and field effect devices. Students develop basic measurement and breadboarding skills.
Class 3, Lab 6, Credit 5 (S)
Prerequisite: 0811-368

Electronics III
Registration #0811-370
This course introduces students to the theory and application of linear integrated circuits. Students learn about operational amplifier characteristics and applications, regulators and control circuits, and a variety of linear integrated circuits. Students are required to use manufacturers’ data sheets and develop proper breadboarding skills.
Class 3, Lab 4, Credit 4 (F)
Prerequisite: 0811-369
Numerical Control

Numerical Control I
Registration #0812-151
Students develop the skills required to manually program incremental and absolute N/C systems. Program tapes are produced on punch/read typewriters and on the N/C machine, and include point to point, linear, and circular interpolation operations.
Class 4, Lab 3, Credit 4 (W)
Prerequisites: 0813-134, 0817-128

Numerical Control II
Registration #0812-152
Students use the Compact II programming language through time sharing on a remote computer to prepare program tapes. Pattern translations and rotations, including sets and contouring, are stressed.
Class 4, Lab 3, Credit 4 (S)
Prerequisite: 0812-151

Manufacturing Processes

Career Exploration:
Manufacturing Processes
Registration #0813-100
This course provides students with information regarding a career in manufacturing processes. Experiences provided may include field trips, hands-on experiences, career information presentations, and interaction with graduates of the program and professionals in the field. These experiences will help students understand work activities, working conditions, and the work setting.
Lab 3, Credit 1 (F, W, S)

Manufacturing Processes I,II,III
Registration #0813-131, 132, 133
Students develop the basic skills necessary to use traditional machine tools. Laboratory instruction simulates an industrial environment.
Class 1, Lab 8, Credit 4 (0813-131-F, 0813-132-W, 0813-133-S)
Prerequisites: For 0813-131, 0817-123
For 0813-132, 0813-131
For 0813-133, 0813-132

Manufacturing Processes IV,V
Registration #0813-134, 135
Students will be able to supply the theory associated with the set-up and operation of lathes, milling machines, drill presses, grinders, and bench work. Greater emphasis will be placed on accuracy and tolerance of machine parts. Safety is stressed throughout the courses.
Class 1, Lab 8, Credit 4 (0813-134-F, 0813-135-W)
Prerequisites: For 0813-134, 0813-133
For 0813-135, 0813-134

Manufacturing Processes VI
Registration #0813-136
This course introduces students to non-traditional machining. Students will be able to apply the theory associated with the set-up and operation of electrical discharge machining, secondary operation lathe, tracer lathe, automatic screw machine, punch press, and 3-D engraving.
Class 1, Lab 8, Credit 4 (S)
Prerequisite: 0813-135

Blueprint Reading I,II
Registration #0813-139, 140
Students develop the skills required to read and interpret prints of machine drawing details and assemblies.
Class 1, Lab 3, Credit 2 (0813-139-F, 0813-140-W)
Prerequisites: For 0813-139, 0817-123
For 0813-140, 0813-139

Industrial Materials
Registration #0813-151
This course introduces students to the many materials used in industry and the reasons why the final cost of producing a part is influenced by material selection. Metals, plastics, and ceramics will be covered from the perspective of physical, mechanical, and dimensional properties.
Class 3, Lab 1, Credit 2 (W)
Prerequisite: 0813 134

Welding I
Registration #0813-153
Students learn about basic oxyacetelyne and shielded metal arc welding processes. They will be able to set up and operate equipment properly. Safety rules pertaining to welding are emphasized.
Lab 4, Credit 2 (W)
Prerequisite: 0813-134

Precision Measurement
Registration #0813-154
Students develop the skills necessary to measure to the highest tolerances commonly found in industry. Students measure parts or groups of parts using industrial equipment. Analysis of measurements and problem solving is stressed.
Class 1, Lab 3, Credit 2 (S)
Prerequisite: 0813 132

Welding II
Registration #0813-155
Students develop skills in gas tungsten arc welding, gas metal arc welding, and resistance welding. The course emphasizes proper operation of equipment and related safety.
Lab 4, Credit 2 (S)
Prerequisite: 0813-153
Technical Mathematics

Mathematics Learning Center
The first courses, listed as Pre-Technical Mathematics, are preparatory for enrollment in certain Business, Applied Science/Allied Health, and Engineering programs. The other courses, listed as Technical Mathematics, are included in various programs as required by the department.

Business Mathematics
Registration #0817-104
This course covers all the topics described in Office Procedures Mathematics, with the addition of the following: retailing and marketing mathematics, depreciation, merchandise inventory valuation, discounting notes, and business insurance.
Class 3, Credit 3 (F, W, S, Su)

Office Procedures Mathematics
Registration #0817-105
This is a course to improve fundamental skills in arithmetic. Students learn to apply these skills to situations in office procedures. Topics covered are basic mathematical computations, a review of fractions and decimals, calculations involving percentages, simple interest, compound interest, methods of remuneration, commissions, discounts, and payroll records.
Class 3, Credit 3 (F, W, S, Su)

Medical Records Statistics
Registration #0817-109
This is an introductory course in statistics needed by the medical records technician. Topics taught include advanced arithmetic operations, use of electronic calculators, tabular organization and graphical representation of data, frequency distributions, mean, mode, median, variance, and standard deviation.
Class 3, Credit 3 (F, W, S, Su)

Algebra IIA, IIB
Registration #0817-126, 127
This is the second two-quarter sequence of basic courses in algebra. The topics taught are much the same as in Algebra I except the depth of study is greater. Additional topics covered are logarithms, complex numbers, quadratic functions with their graphs, ratios and proportions, and higher order factoring.
Class 5, Credit 3 (F, W, S, Su)

Trigonometry
Registration #0817-128
This is a basic course in trigonometry. Topics covered include an introduction to the six trigonometric functions, use of trigonometric tables, graphs of trigonometric functions, trigonometric identities, solution of right and oblique triangles, trigonometric equations, and area of a triangle.
Class 5, Credit 3 (F, W, S, Su)

Mathematics for Data Processing
Registration #0817-163
This course provides basic mathematical skills relevant to the field of data processing. The course emphasizes arithmetic operations in various number systems and logical formulation of problems.
Class 3, Credit 3 (F, W, S, Su)

College Algebra, Trigonometry, and Analytic Geometry
Registration #0817-201, 202, 203
This is a three-course sequence in college algebra and trigonometry. Topics covered are similar to those studied in 0817-126, 127, 128, but in some cases are more detailed. Additional topics covered are natural logarithms, solutions of systems of non-linear equations, series and sequences, limits, theory of equations, and selected topics in analytic geometry.
Class 3, Credit 3 (F, W, S, Su)
Biography

MLT Biology I
Registration #0814-107
This course treats the following topics: metric system, mitosis, meiosis, cell theory, nitrogen, water, and carbon and energy cycles. Principles of general chemistry are studied as they relate to biology. Laboratory work includes the microscopic study of various plant and animal cells, bacterial slides, and histological slide preparations, in addition to line specimens.
Class 4, Lab 4, Credit 4 (F)

MLT Biology II
Registration #0814-108
This course includes aspects of biochemistry; the synthesis and metabolism of carbohydrates, fats, and proteins; the synthesis of DNA and ATP; and the stages of photosynthesis. The laboratory focuses on the comparative anatomy of invertebrates and vertebrates: annelids, molluscs, arthropods, insects, sharks, frogs, and fetal pigs.
Class 4, Lab 4, Credit 4 (W)

MLT Biology III
Registration #0814-109
This course treats the concepts and principles of general genetics, anatomy, physiology, histology, and microbiology. An in-depth dissection of the cat is performed in order for students to be better able to relate the principles learned to the anatomy and physiology of the human. A survey of the principles of medical laboratory technology is presented to prepare students for their majors in the fields of allied health.
Class 4, Lab 4, Credit 4 (S)

NTSF (0815)

Chemistry

MLT Chemistry I
Registration #0815-115
This course is for students preparing to pursue the Medical Laboratory Technology program. The course includes an introduction to exponential notation, measurement, the fundamental laws and concepts of matter and energy, formula writing, chemical bonding, and the mole concept. Laboratory work includes general laboratory techniques of density, separation of components of mixtures, gravimetric determination of chloride and sulfate, and the molecular weight of a vapor.
Class 4, Lab 4, Credit 4 (F, W)
Prerequisite: 0817-123
Corequisite: 0817-126

MLT Chemistry II
Registration #0815-116
This is a continuation of MLT Chemistry I. This course focuses on solubility, concentration of solutions, calculations involving acid-base titrations, and an introduction to chromatography techniques. Laboratory procedures include chemical reaction rates, acid-base titrations, chelometric titrations, and paper and column chromatography.
Class 4, Lab 4, Credit 4 (W, S)
Prerequisites: 0815-115, 0817-126
Corequisite: 0817-127

MLT Chemistry III
Registration #0815-117
This is a continuation of MLT Chemistry II. This course focuses on redox reactions, electrochemistry, fundamental instrumental analysis using colorimeters, pH meters, and spectrophotometers. This course also introduces the classes of organic compounds and their properties. Elementary radiation chemistry also will be covered. Laboratory procedures include redox titrations, voltaic cells, and preparation and properties of selected organic compounds.
Class 4, Lab 4, Credit 4 (S, Su)
Prerequisites: 0815-116, 0817-127

Introduction to College Chemistry I
Registration #0815-215
This course is for students enrolled in programs requiring review or preparation for College of Science chemistry courses. The course includes principles of measurement, composition of matter, energy changes, behavior of gases, atomic structure, and bonding. Laboratory work includes experiments related to topics covered.
Class 4, Lab 4, Credit 4 (F, W)
Prerequisite: Math completion or concurrent registration in 0817-127

Introduction to College Chemistry II
Registration #0815-216
This is a continuation of Introduction to College Chemistry I with the study of solutions and equilibrium principles. Also included are stoichiometric solution calculations involving ionization and solubility product constants, and acid-base pH calculations. Laboratory work will include qualitative analysis of common cations and anions.
Class 4, Lab 4, Credit 4 (W, S)
Prerequisites: 0815-215, 0817-127

College of Science chemistry courses. The course includes principles of measurement, composition of matter, energy changes, behavior of gases, atomic structure, and bonding. Laboratory work includes experiments related to topics covered.
Class 4, Lab 4, Credit 4 (F, W)
Prerequisite: Math completion or concurrent registration in 0817-127

Introduction to College Chemistry II
Registration #0815-216
This is a continuation of Introduction to College Chemistry I with the study of solutions and equilibrium principles. Also included are stoichiometric solution calculations involving ionization and solubility product constants, and acid-base pH calculations. Laboratory work will include qualitative analysis of common cations and anions.
Class 4, Lab 4, Credit 4 (W, S)
Prerequisites: 0815-215, 0817-127

Introduction to College Chemistry III
Registration #0815-217
This course provides an introduction to quantitative analysis utilizing both gravimetric and volumetric techniques. Topics include evaluation of analytical data, gravimetric analysis, acid-base titrations, redox titrations, and principles of colorimetry and spectrophotometry.
Class 4, Lab 4, Credit 4 (S, Su)
Prerequisites: 0815-216, 0817-127

Optical Finishing Technology

Introduction to Optical Finishing Technology I
Registration #0827-105
Students learn the functions and names of various ophthalmic lens systems, vocabulary terms related to vision conditions, and the relationship between a vision condition and the lens system used to correct a vision problem. This course emphasizes a continuation of career sampling in Optical Finishing Technology.
Class 2, Credit 2 (F)

Introduction to Optical Finishing Technology II
Registration #0827-106
Students learn about federal laws and regulations governing the quality of finished lenses, techniques used to treat lenses for safety, and the procedures used to test for lens quality.
Class 2, Credit 2 (S)

Optical Math I
Registration #0827-111
The focus of this course is on the rules of transposition, including transposition of lens powers, monocular and binocular pupillary distances (P.D.s), and decentralization of lenses for P.D.s. Students apply these rules in determining the algebraic and content accuracy of the ophthalmic prescription.
Class 4, Credit 3 (F)
Prerequisites: 0817-122, 0817-123

Optical Math II
Registration #0827-112
Students learn to apply math functions related to the vertometer, heat treat process, and layout marker. Students restate (transpose) compound prescription powers in alternate dioptic form and receive practice in the use of the lens measure relative to lens curve.
Class 4, Credit 3 (W)
Prerequisite: 0827-111

Prescription Analysis I
Registration #0827-115
Students learn the techniques of analyzing effective powers on both single vision and multifocal ophthalmic prescriptions. Students determine the accuracy of the information given and decide if it is sufficient for processing through the optical laboratory.
Class 4, Credit 3 (E)
Prescription Analysis II  
Registration #0827-116  
Students continue to analyze and write ophthalmic prescriptions in various forms with an emphasis on ortholite plastic, and cataract and trifocal prescriptions.  
Class 4, Credit 3 (W)  
Prerequisite: 0817-115

Lens Design  
Registration #0827-117  
Students learn about lens curves through the use of a series of three-dimensional models and a workbook. Students practice determining lens powers.  
Class 5, Credit 3 (S)  

Optical Finishing Techniques I  
Registration #0827-121  
Students learn the techniques of using the vertometer, layout marker, heat treat unit, pattern maker, and hand beveling machines. Emphasis is placed on reshaping lenses as required.  
Class 6, Credit 5 (W)

Optical Finishing Techniques II  
Registration #0827-122  
Students learn and practice techniques of refining by hand the characteristics of edged lenses for precise fit into designated frames. The course includes pin beveling and the reshaping of lenses as required by the prescription.  
Class 6, Credit 5 (S)

Optical Finishing Techniques III  
Registration #0827-123  
This course provides practice in the total processing of actual eyeglass prescriptions from uncut stage through completion and final inspection. Students practice various methods of assembling lenses into plastic (Zylolite) frames, symmetrical alignment of the finished product, and repair and restoration techniques for damaged or distorted plastic frames. Students rotate positions to demonstrate competence in all phases of operation.  
Class 9, Credit 5 (W)  

Optical Finishing Laboratory Simulation I  
Registration #0827-225  
This course provides practice in the total processing of actual eyeglass prescriptions from uncut stage through completion and final inspection. Students practice various methods of assembling lenses into plastic (Zylolite) frames, symmetrical alignment of the finished product, and repair and restoration techniques for damaged or distorted plastic frames. Students rotate positions to demonstrate competence in all phases of operation.  
Class 9, Credit 5 (W)  

Optical Finishing Laboratory Simulation II  
Registration #0827-226  
Students process typical prescriptions with a wide variety of detail, as encountered in actual laboratory practice. Students select materials to be used on each prescription and show competence in processing tasks, including assembly, repair, and restoration techniques indigenous to frames manufactured with both plastic and metal parts. Variation in prescriptions and terminology will be used. Students resolve problems presented by the instructors.  
Class 9, Credit 5 (S)  

Optical Finishing Terminology I, II, III  
Registration #0827-161, 162, 163  
The course emphasizes comprehension, spelling, and application of terminology related to optical finishing technology, visual disorders, and trade names common to the optical industry.  
Class 5, Credit 3 (0827-161-F, 0827-162-W, 0827-163-S)  
Prerequisites: 0827-161 for 0827-162 0827-162 for 0827-163

Optical Finishing Techniques IV  
Registration #0827-224  
Concepts taught in Optical Finishing Techniques III are further developed with an emphasis on layout techniques including multifocal and specialized vocational lens systems. Students learn to identify metal frame types by generic names. Procedures for lens insertion, frame alignment, and proper use of assembly-alignment tools are emphasized.  
Class 9, Credit 5 (F)  
Prerequisite: 0827-123

Management of Optical Stockroom Procedures  
Registration #0827-241  
Students learn to select appropriate blanks and lenses as required by work order. The major topics are introductory theory, application of inventory maintenance and control, selection of frames, and frame parts.  
Class 6, Credit 4 (F)  
Prerequisites: 0827-112, 0827-116

Optical Finishing Inspection and Correction  
Registration #0827-243  
Students evaluate finished prescription orders as final inspector, comparing all optical and mechanical details with written specifications. Emphasis is placed on accuracy, the quality of workmanship, and the inspector’s ability to recommend and produce any changes he/she may find necessary. Study will include acceptable tolerance levels.  
Class 5, Credit 3 (S)
Medical Laboratory Technology

Anatomy/Physiology and Disease I, II
Registration #0816-101, 102
This is a disease-related physiology course dealing with human anatomy. Emphasis is placed on anatomical structure, function, and related diseases.
Class 2, Lab 2 (0816-101-F, 0816-102-W)

Introduction to Medical Parasitology
Registration #0816-105
This course introduces students to the host/parasite relationship, life cycle, and identification of protozoa and metazoa parasites. Preserved microscopic slides, 35mm captioned slides, and laboratory preparations are utilized.
Class 1, Lab 2, Credit 2 (S)

Basic Histology
Registration #0816-111
Theory and practice in tissue preparation for paraffin techniques are presented. Laboratory techniques include preparation of solutions, stains, sectioning, slide mounting, and staining of various tissues. Students develop skills in the operation, use, and care of histologic instruments.
Class 12, Credit 6 (S)

Electrocardiography
Registration #0816-115
This course emphasizes use of the machine and techniques for selecting and monitoring of tracings of simple heart maladies.
Class 4, Credit 2 (W)

Urinalysis
Registration #0816-121
This course provides theory and practice in the estimation of urinary constituents, microscopic examination, and additional tests of clinical significance.
Class 4, Credit 2 (F)

Hematology
Registration #0816-122
This course is a study of routine blood tests, including white count, red count, hematocrit, hemoglobin, sedimentation rate, differential count, and the calculations of the hematocytometer. Emphasis also is placed on recognition of normal and abnormal cellular elements of the blood.
Class 8, Credit 4 (F)

Advanced Hematology
Registration #0816-123
This course provides instruction and practice in automated methods of the Coulter Counter dilutors, quality control, red cell description, reticulocyte counts, and test procedures in coagulation. The course emphasizes the correlation between laboratory work and diseases such as anemia, leukemia, bleeding, and coagulation disorders.
Class 9, Credit 5 (S)
Prerequisite: 0816-122

Microbiology I
Registration #0816-131
This course is a study of microscopic organisms such as viruses, bacteria, yeasts, fungi, and algae. Clinical microbiology includes procedures for the study of common disease-causing organisms. Techniques in the laboratory include media preparation, sterilization, culturing, mounting, staining, agglutination, and biochemical reactions.
Class 9, Credit 5 (W)

Immunology/Serology
Registration #0816-132
This course provides instruction in immunological reactions of blood substances. Students learn about autoimmune systems of the body and perform laboratory procedures, including tests such as the heterophile antibody, febrile antibody, RA factor, RPR, monospot, ASO, and rubella.
Class 2, Lab 3, Credit 3 (S)

Blood Bank Procedures
Registration #0816-133
This course provides instruction in the composition of blood and properties of the red cell membrane. Emphasis is placed on antigen/antibody reactions, ABO blood group system, blood test procedures for Rh grouping, typing for cross-match, and preparation of blood for transfusion.
Class 2, Lab 3, Credit 3 (S)

Electron Microscopy
Registration #0816-140
This course emphasizes techniques for studying cellular ultrastructure. The fundamentals of specimen preparation, fixation, embedding, microtoming, staining, photographic processing, and printing are treated. The electron microscope is compared to light microscopy. The principle and operational mechanics of the electron microscope and its components are explored in depth.
Class 1, Lab 5, Credit 3 (F, W, S)
Prerequisites: 0814-109, 0816-111

Photomicroscopy
Registration #0816-141
This course is a specialized study in photgraphing histological specimens, animal and plant, in color and black and white. Procedures include not only brightfield, but also darkfield and phase microscopy. The course includes treatment of film processing and printing techniques.
Class 1, Lab 2, Credit 3 (F, W, S)
Prerequisite: 0814-109

Clinical Chemistry I, II, III
Registration #0816-201, 202, 203
This three-quarter sequence of courses provides theory and practice in the use of procedures from analytical, organic, and physiological chemistry. Instrumentation procedures are used to analyze the chemical constituents of the body.
Class 12, Credit 6 (0816-201-F)
Class 9, Credit 5 (0816-202-W, 0816-203-S)
Prerequisites: 0816-201 for 0816-202
0816-202 for 0816-203

Histology II
Registration #0816-211
This is a continuation of Basic Histology with emphasis on histochemistry, special stains, and tissue preparation techniques.
Class 12, Credit 6 (W, S)
Prerequisite: 0816-111

Laboratory Simulation
Registration #0816-224
This course is a review and summary of all specialties included in the total Medical Laboratory Technology program. Students are rotated into all departments in the clinical laboratory environment. Students meet one hour per week with the Medical Laboratory Technology faculty on campus. The remaining six hours each week are spent on rotation in an affiliated hospital or clinical laboratory under supervised conditions.
Class 1, Lab 6, Credit 3 (S)

Microbiology II
Registration #0816-232
This course is an in-depth study of medical bacteriology and the related diseases. Theory and practice is provided in specimen collection, culturing, staining, media preparation and selection, normal flora, identification procedures for disease-producing organisms, susceptibility testing, agglutination reactions, and reporting results.
Class 12, Credit 6 (F)
Prerequisite: 0816-131

Microbiology III
Registration #0816-233
This course is a continuation of Microbiology II with an emphasis on special techniques for anaerobic organisms, mycobacteriology, myology, and virology. The theory portion of the course includes the study of diseases and their symptoms.
Class 9, Credit 5 (W)
Prerequisite: 0816-232

Co-op Work Experience
Registration #0816-299
This required activity provides students with the opportunity to gain practical work experience in a clinical laboratory. Activities include exposure to techniques and procedures, including hematology, chemistry, microbiology, urinalysis, blood bank, and serology. Often the experience is arranged to occur in a clinical laboratory within the student’s home community.
Lab: Thirteen weeks (40 hours/week—minimum 520 hours)
Credit 0 (Su)
Technical Physics

**Architecture Physics I**
Registration #0818-121
This is a practical course for architectural technology students which includes principles of heat transfer through walls, insulation, linear expansion of materials, and humidity.
Class 5, Credit 3 (F, W, S, Su)
Prerequisite: 0817-123

**Introduction to College Physics I**
Registration #0818-146
This is a theory-based course in the study of fluids and fluid flow, states of matter, the laws and principles of thermodynamics, and calorimetry.
Class 5, Credit 3 (F, W, S, Su)
Prerequisite: 0818-145

**Technical Physics I**
Registration #0818-131
This is a course in mechanics, measurement systems, dynamic and static forces, rotational kinematics, simple harmonic motion, energy, power, and rectilinear motion. The course is required for Electromechanical Technology.
Class 5, Credit 3 (F, W, S, Su)
Prerequisite: 0817-123

**Technical Physics II**
Registration #0818-132
This is a course in the fundamentals of thermodynamics, heat flow, expansion, machines, friction, gas laws, electrostatics, magnetic fields, and the operation and construction of electric motors and generators. The course is required for Electromechanical Technology.
Class 5, Credit 3 (F, W, S, Su)
Prerequisite: 0818-131

**Optical Finishing Physics II**
Registration #0818-166
This is a course in the structure of the human eye and its functions, prescription of spectacle lenses for near-sightedness, far-sightedness, astigmatism, and other eye problems. The course covers basic principles of optical instruments, magnification, polarization and sunglasses, the electromagnetic spectrum, and the theory of colors. Both geometrical (ray) optics and physical (wave) optics are taught.
Class 5, Credit 3 (F, W, S, Su)
Prerequisite: 0818-165

**Industrial Drafting Physics I**
Registration #0818-155
This course covers measurements (metric and English), the use of the micrometer and vernier calipers, dynamic and static forces, rotational motion, gears and friction, vector analysis, and rectilinear motion.
Class 5, Credit 3 (F, W, S, Su)
Prerequisite: 0818-123

**Industrial Drafting Physics II**
Registration #0818-156
This course teaches the fundamentals of temperature, heat flow, mechanical equivalent of heat, linear expansion, gas laws, hydrostatics, and electrical and mechanical principles of motors.
Class 5, Credit 3 (F, W, S, Su)
Prerequisite: 0818-155

**Industrial Drafting Physics III**
Registration #0818-157
This course is an introduction to alternating and direct current electric circuits and their components with an emphasis on schematic symbols fordrafters. The course also includes a discussion of electric motors and generators, and applications of electrical theory to building and industrial design work.
Class 5, Credit 3 (F, W, S, Su)

**Civil Technology Physics I**
Registration #0818-171
This is a course in metric and English measurements, temperature, heat expansion, calorimetry, pressure, the gas laws, humidity, and meteorology.
Class 5, Credit 3 (F, W, S, Su)
Prerequisite: 0817-123

**Civil Technology Physics II**
Registration #0818-172
The following concepts are taught in this course: static forces, concurrent and coplanar systems, equilibrium, bending and clamping moments, reaction forces, symmetrical and non-symmetrical loads, machines, friction, and rectilinear and rotational motion of bodies.
Class 5, Credit 3 (F, W, S, Su)
Prerequisite: 0818-171
Architecture Physics III
Registration #0818-223
This is a practical course for the student in architectural technology. It covers various topics in mechanics applied to architectural situations, static forces, cantilever beams, bending moments, stress and strain, vector analysis, and machines.
Class 5, Credit 3 (F, W, S)
Prerequisite: 0818-122

Civil Technology Physics III
Registration #0818-273
The following topics are taught in this course: elasticity, rigidity, hydrostatics, fluid dynamics, density, specific gravity, optics for surveying, photometry, and acoustics.
Class 5, Credit 3 (F, W, S)
Prerequisite: 0818-172

Independent Study
Registration #0818-399
Students may choose to study special topics such as computer applications to physics problems, energy, environmental science, and consumer metrics.
Credit Variable (F, W, S)

NTSR (0819)

Medical Record Technology

Biology I
Registration #0819-106
This is the first in a three-quarter series of courses. The lecture, discussion, and laboratory format is supplemented by related independent study and research. Topics covered in this course are: biogenesis, the living world, scientific methodology, human limitations, morphology, cytology, histology, cellular genetics, and human genetics. Macroscopic and microscopic observation of prepared and live specimens is performed.
Class 7, Credit 4 (F)

Biology II
Registration #0819-107
This course begins with a study of human reproduction and embryology which leads to the maintenance and integration function of digestion, nutrition, respiration, transport, circulation, and excretion. Medical terminology is introduced through discussions of exemplary pathological conditions.
Class 7, Credit 4 (W)

Biology III
Registration #0819-108
The final course of this sequence covers the concepts of organization and integration of the internal environment and endocrinology. The concept of responsiveness and control by the nervous system is considered and human behavior is introduced. The area of environmental biology is explored through discussion of physical and biotic environments, populations, and communities. The history of medicine, basic disease processes, drugs, and future implications completes the list of topics. Laboratory activities include the dissection of a cat.
Class 7, Credit 4 (S)

Anatomy/Physiology and Disease I, II
Registration #0819-111, 112
This is a two-quarter, in-depth study of human anatomy and physiology using a systematic approach to basic disease processes. Emphasis is placed on related medical terminology and clinical procedures.
Class 5, Credit 4 (0819-111-F, 0819-112-W)
Prerequisite: 0819-111 for 0819-112

Medical Record Science I
Registration #0819-141
The career in medical record technology is introduced through discussion and laboratory practice. Topics covered are introduction to the medical record profession, the medical record, the problem-oriented medical record, the patient admission and discharge procedures, and hospital organization and function.
Class 9, Credit 5 (F)

Medical Record Science II
Registration #0819-142
This course includes discussion and practical experience in coding of diseases and operations, indexing of the code numbers, and the various methods used in numbering, filing, and retaining the patient charts.
Class 9, Credit 5 (W)

Medical Record Science III
Registration #0819-143
This unit of study includes discussion and experience in collecting, computing, and presenting health statistics for medical staff analysis and interpretation, and patient care evaluation methods.
Class 9, Credit 5 (S)

Medical Terminology I, II, III
Registration #0819-161, 162, 163
These are the first three quarters of a six-quarter sequence. Etymology, definition, pronunciation, and correct utilization of medical terms are stressed. Terms are discussed in the areas of basic disease processes and pathology, descriptive modifiers, examination, diagnosis, treatment, surgical procedures, anesthesiology, physical medicine, oncology, pharmacology, radiology, and psychiatry.
Class 3, Credit 3 (0819-161-F, 0819-162-W, 0819-163-S)
Prerequisites: 0819-161 for 0819-162 0819-162 for 0819-163

Medical Record Science IV
Registration #0819-244
Students learn about the medical staff organization, self-governance, and responsibilities of medical care evaluation. The accreditation of hospitals by JCAH, AOA, and state licensing agencies is taught.
Class 3, Lab 6, Credit 5 (F)

Medical Record Science V
Registration #0819-245
This course emphasizes laboratory experiences in tumor registry, development and use of disaster plans used in health care facilities, and management/supervision of a medical record department.
Class 3, Lab 6, Credit 5 (W)

Medical Record Science VI
Registration #0819-246
The final course includes legal aspects of the medical record, a study of the different types of health care facilities, and trends in health care delivery systems.
Class 3, Lab 6, Credit 5 (S)

Medical Terminology IV, V, VI
Registration #0819-264, 265, 266
This is a review of terms encountered in Medical Terminology I, II, and III supplemented by secondary vocabulary selected from the same topical areas. Etymology, definition, and pronunciation are again reinforced, while correct utilization is stressed through composition.
Class 3, Credit 3 (0819-264-F, 0819-265-W, 0819-266-S)
Prerequisites: 0819-264 for 0819-265 0819-265 for 0819-266

Co-op Work Experience
Registration #0819-299
Students gain experience and practical training in medical record procedures of an acute health care facility. This program requirement occurs during the summer quarter following the student's first year in the major.
See page 19 for complete course description.
Lab: Ten weeks (40 hours/week-minimum 400 hours) (Su)
Media Production Technology

Introduction to Media Registration #0828-110
This is a sampling course for the media production major. It introduces the basic media skills and some of their applications.
Lab 8, Credit 4 (F, W, S)

Duplicating Techniques Registration #0828-201
Students work with equipment and materials used for duplication of various media. Skills include the use of mimeo, ditto, diazo, thermal, and other reproduction techniques.
Lab 4, Credit 2 (F, W, S)

Audiovisual Equipment Operation and Maintenance Registration #0828-202
The operation, preventive maintenance, and first-line maintenance of all standard audiovisual equipment is included in this course. Preventive maintenance includes the organization of usage records to determine when to change items such as projection bulbs before they burn out while in use. First line maintenance includes the changing of some sub-assemblies of broken parts, but does not include any form of major overhaul.
Lab 4, Credit 2 (F, W, S)

Basic Media Graphics Registration #0828-203
Students are introduced to the use of basic graphics tools and techniques, including lettering, inking, chart tapes, and shading films. Operational skill is gained through supervised practice. Techniques for effective application of the tools used in this work also are taught and practiced.
Lab 8, Credit 4 (F, W, S)

Basic Media Photography Registration #0828-204
Effective and systematic procedures and methods of photography are presented. The course includes equipment and materials selection, subject arrangement, basic lighting, picture- and slide-story preparation, and the production of finished displays. Processing and development techniques are taught prior to this course.
Lab 8, Credit 4 (F, W, S)

Basic TV and Film Techniques Registration #0828-205
Students practice the use of Super 8 movie equipment and related editing equipment as well as the operation of basic TV recording and playback equipment. Basic production techniques are taught with the emphasis on continuity. Experience is gained through the use of the TV and film media to solve real problems.
Lab 8, Credit 4 (F, W, S)

Media Resources Registration #0828-206
Students learn how to evaluate and best utilize resources and media available in the work environment. All kinds of media are discussed in relation to selection and use of the best materials to solve a given problem.
Class 3, Credit 2 (F, W, S)

Media Workshop I Registration #0828-209
This is a practical work experience which normally is taken in the last quarter of the program, and requires integration of all basic skills learned in the various media. A series of realistic problems is presented for each individual to solve.
Lab 8, Credit 4 (F, W, S)

Media Work Experience Registration #0828-299
This is an elective quarter devoted to real work experience under the supervision of qualified technicians and professionals. Students from geographic areas where placement is difficult are expected to elect this course as a means of meeting a potential employer in a circumstance that does not require permanent commitment. Also, students who have good technical skills but need more practical personal/social experience will be expected to elect this course.
Credit 0 (F, W, S)

Audiovisual Selection, Storage, and Acquisition Registration #0828-302
Systems for selecting and storing AV hardware and software are considered. Practice is gained in the use of AV catalogs and the evaluation of software materials. Various maintenance and storage systems are reviewed for both software and hardware.
Lab 4, Credit 2 (F, W, S)

Media Practice and Comparison Registration #0828-306
A comprehensive list of accepted media practices is introduced. Those practices then are reviewed in terms of how they apply to learning principles, media selection, and media design. Part of the course is devoted to defining the roles of the media production technician, the media professional, and other client professionals, and how they relate to one another.
Lab 8, Credit 4 (F, W, S)

Media Applications Projects Registration #0828-309
This course is normally taken in the last quarter of the program. It requires practical solution of problems in media graphics, still photography, motion picture, and television. Each student must produce appropriate media materials when given projects in a typical working format.
Lab 8, Credit 4 (F, W, S)

Basic Color Printing Registration #0828-318
Basic color printing techniques are introduced and practiced. Experience is gained using both negative and reversal printing and print processing techniques.
Lab 8, Credit 4 (F, W, S)
Applied Photography

Basic Photography Registration #0821-101
This first course in photography teaches the basic use of the 35 mm camera. Students develop skills in film loading, using the built-in light meter, and exposure factors.

Class 1, Lab 2, Credit 2 (F, W, S)

Introduction to Film Processing Registration #0821-102
This introduction to processing emphasizes scientific processing without requiring extensive technical knowledge. Students practice mixing chemistry, identifying black and white film types, and finding and using manufacturers' developing recommendations. Repeatable results are required very early. The densitometer is introduced as a measuring tool.

Class 1, Lab 2, Credit 2 (F, W, S)

Introduction to Black and White Printing Registration #0821-103
Students practice the basics of using an enlarger. The course emphasizes handling printing papers and the neatness and care of materials.

Class 3, Lab 4, Credit 4 (F, W, S)

Introduction to Copy Work Registration #0821-104
Skills learned in Basic Photography and Black and White Printing are extended to meet the special requirements of copy work. Film selection, lighting skills, negative evaluation, and negative fault compensation are introduced.

Lab 4, Credit 2 (F, W, S)

Photographic Process Control I Registration #0821-231
This second course in the process control sequence is devoted to the practice of principles and skills learned in the first course. Students use the first hour each day to collect monitoring information from ongoing processes. That information is assimilated and process recommendations are made to control the processes. The recommendations of each student are reviewed in class and the processes then are adjusted.

Lab 16, Credit 8 (F, W, S)
Prerequisite: 0821-232

Photographic Process Control II Registration #0821-233
This is the third of three courses preparing the student to be a process control technician. Various scientific control methods are introduced. These include control charts, use of Z manuals, and replenishment procedures. Basic statistics are introduced.

Lab 16, Credit 8 (F, W, S)
Prerequisite: 0821-236

Black and White Printing Registration #0821-106
Printing skills are extended to the use of various easels, manipulation of exposure, and multi-contrast papers. Sensitometry and its use in printing is introduced. Print finishing techniques are practiced.

Class 3, Lab 4, Credit 4 (F, W, S)
Prerequisite: 0821-103

Introduction to Mechanized Printing and Processing Registration #0821-108
This is a secondary sampling course. Students in the certificate program are given an opportunity for hands-on sampling at an advanced level before their final program choice.

Lab 8, Credit 4 (F, W, S)

Introduction to Color Printing and Processing Registration #0821-109
This is a sampling course for the custom color option. Students learn and practice the basic color printing and processing skills.

Lab 8, Credit 4 (F, W, S)
Prerequisite: 0821-106

Mechanized Printing Registration #0821-230
Students learn and practice the skills for the following job functions: color paper processor operator, BC-24 printer operator, 5S printer operator, print evaluator/inspector, and control strip reader/plotter.

Class 4, Lab 12, Credit 8 (F, W, S)

Mechanized Processing Registration #0821-231
Students learn and practice skills for the following job functions: color negative analyzer operator, custom color printer operator, BC-24 printer operator, 5S printer operator, print evaluator/inspector, and control strip reader/plotter.

Class 4, Lab 12, Credit 8 (F, W, S)
Prerequisite: 0821-109

Custom Color Printing and Processing I Registration #0821-232
This course teaches the skills necessary for the following job functions: chemical mix person, roller transport processor operator, rack and tank processor operator, control strip reader/plotter, and custom color printer operator. The subtractive process of color printing is introduced.

Lab 16, Credit 8 (F, W, S)
Prerequisite: 0821-236

Custom Color Printing and Processing II Registration #0821-233
This course teaches the skills necessary for the following job functions: chemical mix person, roller transport processor operator, rack and tank processor operator, control strip reader/plotter, and custom color printer operator. Each student will have extensive practice in printing with a variety of films and papers.

Lab 16, Credit 8 (F, W, S)
Prerequisite: 0821-236

Photographic Process Control I Registration #0821-231
This is the first of three courses preparing the student to be a process control technician. Various scientific control methods are introduced. These include control charts, use of Z manuals, and replenishment procedures. Basic statistics are introduced.

Lab 16, Credit 8 (F, W, S)
Prerequisite: 0821-232

Mechanized Printing Registration #0821-230
Students learn and practice the skills for the following job functions: color paper processor operator, BC-24 printer operator, 5S printer operator, print evaluator/inspector, and control strip reader/plotter.

Class 4, Lab 12, Credit 8 (F, W, S)

Mechanized Processing Registration #0821-231
Students learn and practice skills for the following job functions: color negative analyzer operator, custom color printer operator, BC-24 printer operator, 5S printer operator, print evaluator/inspector, and control strip reader/plotter.

Class 4, Lab 12, Credit 8 (F, W, S)
Prerequisite: 0821-109

Custom Color Printing and Processing I Registration #0821-232
This course teaches the skills necessary for the following job functions: chemical mix person, roller transport processor operator, rack and tank processor operator, control strip reader/plotter, and custom color printer operator. The subtractive process of color printing is introduced.

Lab 16, Credit 8 (F, W, S)
Prerequisite: 0821-236

Photographic Process Control I Registration #0821-231
This is the first of three courses preparing the student to be a process control technician. Various scientific control methods are introduced. These include control charts, use of Z manuals, and replenishment procedures. Basic statistics are introduced.

Lab 16, Credit 8 (F, W, S)
Prerequisite: 0821-232

Mechanized Printing Registration #0821-230
Students learn and practice the skills for the following job functions: color paper processor operator, BC-24 printer operator, 5S printer operator, print evaluator/inspector, and control strip reader/plotter.

Class 4, Lab 12, Credit 8 (F, W, S)

Mechanized Processing Registration #0821-231
Students learn and practice skills for the following job functions: color negative analyzer operator, custom color printer operator, BC-24 printer operator, 5S printer operator, print evaluator/inspector, and control strip reader/plotter.

Class 4, Lab 12, Credit 8 (F, W, S)
Prerequisite: 0821-109

Custom Color Printing and Processing I Registration #0821-232
This course teaches the skills necessary for the following job functions: chemical mix person, roller transport processor operator, rack and tank processor operator, control strip reader/plotter, and custom color printer operator. The subtractive process of color printing is introduced.

Lab 16, Credit 8 (F, W, S)
Prerequisite: 0821-236

Photographic Process Control I Registration #0821-231
This is the first of three courses preparing the student to be a process control technician. Various scientific control methods are introduced. These include control charts, use of Z manuals, and replenishment procedures. Basic statistics are introduced.

Lab 16, Credit 8 (F, W, S)
Prerequisite: 0821-232

Mechanized Printing Registration #0821-230
Students learn and practice the skills for the following job functions: color paper processor operator, BC-24 printer operator, 5S printer operator, print evaluator/inspector, and control strip reader/plotter.

Class 4, Lab 12, Credit 8 (F, W, S)

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Students learn and practice skills for the following job functions: color negative analyzer operator, custom color printer operator, BC-24 printer operator, 5S printer operator, print evaluator/inspector, and control strip reader/plotter.

Class 4, Lab 12, Credit 8 (F, W, S)
Prerequisite: 0821-109

Custom Color Printing and Processing I Registration #0821-232
This course teaches the skills necessary for the following job functions: chemical mix person, roller transport processor operator, rack and tank processor operator, control strip reader/plotter, and custom color printer operator. The subtractive process of color printing is introduced.

Lab 16, Credit 8 (F, W, S)
Prerequisite: 0821-236

Photographic Process Control I Registration #0821-231
This is the first of three courses preparing the student to be a process control technician. Various scientific control methods are introduced. These include control charts, use of Z manuals, and replenishment procedures. Basic statistics are introduced.

Lab 16, Credit 8 (F, W, S)
Prerequisite: 0821-232

Mechanized Printing Registration #0821-230
Students learn and practice the skills for the following job functions: color paper processor operator, BC-24 printer operator, 5S printer operator, print evaluator/inspector, and control strip reader/plotter.

Class 4, Lab 12, Credit 8 (F, W, S)

Mechanized Processing Registration #0821-231
Students learn and practice skills for the following job functions: color negative analyzer operator, custom color printer operator, BC-24 printer operator, 5S printer operator, print evaluator/inspector, and control strip reader/plotter.

Class 4, Lab 12, Credit 8 (F, W, S)
Prerequisite: 0821-109

Custom Color Printing and Processing I Registration #0821-232
This course teaches the skills necessary for the following job functions: chemical mix person, roller transport processor operator, rack and tank processor operator, control strip reader/plotter, and custom color printer operator. The subtractive process of color printing is introduced.

Lab 16, Credit 8 (F, W, S)
Prerequisite: 0821-236

Photographic Process Control I Registration #0821-231
This is the first of three courses preparing the student to be a process control technician. Various scientific control methods are introduced. These include control charts, use of Z manuals, and replenishment procedures. Basic statistics are introduced.

Lab 16, Credit 8 (F, W, S)
Prerequisite: 0821-232

Mechanized Printing Registration #0821-230
Students learn and practice the skills for the following job functions: color paper processor operator, BC-24 printer operator, 5S printer operator, print evaluator/inspector, and control strip reader/plotter.

Class 4, Lab 12, Credit 8 (F, W, S)

Mechanized Processing Registration #0821-231
Students learn and practice skills for the following job functions: color negative analyzer operator, custom color printer operator, BC-24 printer operator, 5S printer operator, print evaluator/inspector, and control strip reader/plotter.

Class 4, Lab 12, Credit 8 (F, W, S)
Quality Control Custom Color Application Registration #0821-236
This course is devoted to process control applications needed in custom color labs. Most instruction uses an on-the-job experience format. Upon completion of this course, the graduate qualifies for the job functions of custom color printer technician, custom copy technician, and photographic process control technician.
Lab 16, Credit 8 (F, W, S)

Quality Control Mechanized Applications Registration #0821-237
The process control skills are reviewed and extended to meet the requirements of the job function of the photographic process control technician. Any skills needed to qualify as a BC-24 and a 5S printer technician are taught, including electronic exposure timing. Students will balance and monitor printers in a variety of applications.
Class 4, Lab 12, Credit 8 (F, W, S)

Independent Study Registration #0821-399
See page 19 for course description. Credit Variable

Stripping and Litho Plates I Registration #0822-143
This course presents the skills in the job functions of single color strippers and platemakers. In stripping, this includes positioning, mounting, and registering positives and negatives to light resist and clear bases. Manual step and repeats, burn-out masks, and proofs are practiced. In plate-making, preparation of the exposure unit, exposing, and processing all standard types of plates is expected.
Class 3, Lab 6, Credit 5 (F, W, S)

Press I Registration #0822-144
The skills to be a duplicator operator are presented. Included are various duplicators which are widely used by in-plant and commercial printers. A systematic method of preparation, operation, and maintenance is emphasized. The operation of a small power stitcher, paper drill, paper cutter, and Baum-type folder are taught as part of this course.
Class 3, Lab 6, Credit 5 (F, W, S)

Photocomposition II Registration #0822-251
This course presents the skills for the job functions of keyboard operator and phototypesetter operator. Special keyboard functions of various machines are presented and practiced for familiarity. Special function codes are used to drive different phototypesetters. Complete operation of several phototypesetters is required.
Class 3, Lab 9, Credit 5 (F, W, S)
Prerequisite: Touch typing skill

Photocomposition III Registration #0822-252
This course offers the skills included in the job functions of film make-up person and direct impression machine operator. The layout and paste-up skills learned in Photocomposition I are used in new, more complex applications. The operating principles and practice with direct impression machines are provided.
Class 3, Lab 9, Credit 5 (F, W, S)
Prerequisite: Touch typing skill

Camera II Registration #0822-255
This course continues with the following line photographer skills: fineline photography methods, the use of PM filters, and the production of direct positives. The course introduces contact printing tools, materials, and processes.
Class 3, Lab 9, Credit 5 (F, W, S)

Camera III Registration #0822-256
Half-tone photography is introduced. Presented is the calibration of the camera and processing for effective production of halftones, screen prints, auto-screen, and special effects. Students use state-of-the-art computer systems to control the tone reproduction quality acceptable to the industry.
Class 3, Lab 9, Credit 5 (F, W, S)
Stripping and Litho Plates II
Registration #0822-261
This course is an introduction to spot or flake color stripping and platemaking. Position tolerances are reduced to .064 inch. Students mount negatives and positives on a clear base using the grid. They prepare manual and pin register step and repeat, using two or more flats, depending on the number of colors used. Room light film, different proofing methods, proper angles and correct percent tints, and shop standards are presented and practiced. To successfully complete the course, students must demonstrate accurate registration of spot or flake color positives and negatives, with and without mechanical aids.
Class 3, Lab 9, Credit 5 (F, W, S)

Stripping and Litho Plates III
Registration #0822-262
This course is an introduction to four-color stripping and platemaking. Position tolerances are reduced to .003 inch. Precision pin register systems, exact color charts, clear color reverses, and surprinting are presented and practiced. To successfully complete the course, students must demonstrate accurate registration of four-color process positives and negatives, with and without mechanical aids.
Class 3, Lab 9, Credit 5 (F, W, S)

Press II
Registration #0822-265
This course is an introduction to the small press. Systematic methods of small press preparation and operation are taught. Students are taught how to read and use a micrometer. Adequate practice time is provided for students to reach a level of competence required for placement as beginning press operators.
Class 3, Lab 9, Credit 5 (F, W, S)

Press III
Registration #0822-266
This course emphasizes the use of close registration systems. Four-color process printing will be done, but not at normal production rates. Students are taught how to use a packing gauge, and instructed in the use of a densitometer for measuring ink densities. Opportunity is provided to gain sufficient skills to do routine troubleshooting.
Class 3, Lab 9, Credit 5 (F, W, S)

Integrated Printing Lab (IPL) I, II, III, IV, V
Registration #0822-170, 269, 270, 271, 272
The integrated printing laboratory is a simulated work experience. Each student is expected to work from a job ticket. Job procedures, good skills, production rates, and work habits are emphasized. The scope of the job increases in each IPL course.
Lab 3, Credit 2 (F, W, S)
Prerequisites: For 0822-269, 0822-170
For 0822-270, 0822-269
For 0822-271, 0822-270
For 0822-272, 0822-271

Co-op Work Experience
Registration #0822-299
The work experience should occur soon after completion of Level I (certificate skills level). See page 19 for course description.
Credit 0 (Su)

Independent Study
Registration #0822-399
Independent Study is a special project to increase students' printing production skills or knowledge in an area of content not included in existing courses. See page 19 for course description.
Credit Variable (F, W, S, Su)

NCPG (0840)
Communication Assessment and Advising

Introduction to Communication
Registration #0840-100
This course helps students understand their communication skills. Basic information about the communication process, English language, sign language, hearing, and speech is taught. Students learn about communication courses at NTID. Finally, students design a program of courses to improve their communication skills. This is a required course for all new NTID students.
Class 2, Credit 2 (F, W, S, Su)

Orientation to Hearing Aids
Registration #0840-140
This course is for students who have not used a hearing aid in a long time. It helps them learn to use a hearing aid daily. Students learn all about hearing aids: how to take care of them, guarantees, earmolds, and repairs. Students have the opportunity to borrow different aids and to use a hearing aid every day. These activities help students decide the best, most comfortable hearing aid for their use. Students who have not used a hearing aid in the last three years may enroll in this course with the recommendation of an audiologist.
Class 2, Credit 2 (F, W, S)

Independent Study—Communication
Registration #0840-399
This course is for students who have special needs and cannot find another communication course to meet those needs. Students are required to write a contract describing what the course will cover. The contract must be signed by the student, the instructor, and the chairperson of the department. Students interested in this course should talk to their communication advisor. The following sections are available: 01 Overall Communicative Competency, 02 Speaking Skills, 04 Receptive Aural-Oral Skills, 06 Manual/ Simultaneous Skills, 07 Supplemental English Language Skills, and 08 English Reading and Writing Skills.
Credit 1-4 (F, W, S, Su)

NCPF (0841)
Communication Instruction
Department I

Courses in Overall Communicative Competency

Basic Interpersonal Communication
Registration #0841-120
This course is designed to help students communicate with people who do not know sign language. It helps students understand their own communication skills and to decide the most successful way to handle a variety of daily situations. Students practice writing, speech, speechreading, and non-verbal strategies to communicate ideas. Students with speech intelligibility scores less than 55% should complete a speechreading course before enrolling in this course.
Class 2, Credit 2 (W, S)

Courses in Improvement of Speaking Skills
CID I Speech Therapy I
Registration #0841-121
This course is a continuation of CID I Speech Therapy I. Instruction is provided for individual needs. Students must have the CID I chairperson's approval to enroll in this course. Students also must have speech intelligibility scores less than 3.6.
Class 2, Credit 2 (W, S)
Prerequisite: 0841-120

CID I Speech Therapy II
Registration #0841-122
This course is a continuation of CID I Speech Therapy I. Instruction is provided for individual needs. Students must have the CID I chairperson's approval to enroll in this course. This course also must have speech intelligibility scores less than 3.6.
Class 2, Credit 2 (W, S)

Speaking/Listening Complement for English I: Modern Life
Registration #0841-135
This course combines English and speech. Students use speech to express ideas, and use speechreading and listening to understand others. Students practice the basic patterns of English structures. Self-Instruction Lab is required. Students must have speech intelligibility scores greater than 3.5 or permission from the instructor.
Class 2, Lab 1, Credit 2 (F)
Corequisite: English I: Modern Life 0841-180
Speaking/Listening Complement for English 2: Modern Life
Registration #0841-136
This course provides practice in speaking and speechreading the grammar structures from English 2: Modern Life. Self-Instruction Lab is required. This course is for students with speechreading scores greater than 34% and speech intelligibility scores greater than 3.5 or with permission from the instructor.
Class 2, Lab 1, Credit 2 (F)
Corequisite: English 2: Modern Life
#0841-190

Speaking/Listening Complement for English 2: American Living
Registration #0841-137
This course provides practice in speaking and speechreading the grammar structures from English 2: American Living. Self-Instruction Lab is required. This course is for students with speechreading scores greater than 34% and speech intelligibility scores greater than 3.5 or with permission from the instructor.
Class 2, Lab 1, Credit 2 (W)
Corequisite: English 2: American Living
#0841-193

Courses in Improvement of Receptive Aural-Oral Skills

CID I Basic Auditory Training I
Registration #0841-142
This course is designed to improve listening and speaking skills for words. Students receive individual practice listening for important sounds, speechreading words, and saying words correctly. Students practice ways to communicate with hearing people more easily. Students with hearing better than 100 dB, hearing discrimination less than 25%, and speech intelligibility scores 3.5 or less may take this course. Students also need to use a hearing aid most of the time. Other students interested in this course should discuss it with the instructor.
Class 2, Lab 1, Credit 2 (F, W, S)

CID I Intermediate Auditory Training I
Registration #0841-144
In this course, students practice listening skills for sentences. Students receive individual practice listening to sentences. Students can choose different topics like sports, finding an apartment, and going to a restaurant. Practice material ranges from easy to difficult. Students with hearing discrimination scores from 25% to 70% may take this course. Students also need to use a hearing aid most of the time.
Class 2, Lab 1, Credit 2 (F, W, S)

CID I Intermediate Speechreading I
Registration #0841-146
This course is designed to help students improve their visual skills to understand speakers. Students practice speechreading individual words and everyday sentences. In this course, students are taught about speechreading strategies to help them communicate with people who do not know sign language. Students also practice basic speech production skills. A course in Basic Interpersonal Communication is highly recommended after finishing this course. Students with speechreading scores with or without sound) less than 35% can enroll in this course.
Class 2, Lab 1, Credit 2 (F, W, S)

CID I Intermediate Speechreading I
Registration #0841-148
This course helps students learn to speechread common sentences. Practice involves speechreading sentences and conversations about job interviews, work, or school. Students practice strategies to help them communicate with people who do not know sign language. Also, students practice basic speech production in everyday situations. Students with speechreading scores (with or without sound) from 35% to 54%, and speech intelligibility scores greater than 2.0 may enroll in this course.
Class 2, Lab 1, Credit 2 (F, W, S)

Courses in Improvement of Manual/Simultaneous Skills

CID I Basic Simultaneous Communication
Registration #0841-160
This course introduces students to sign language. It is designed to help develop a basic sign language vocabulary for social, classroom, and work situations. Basic principles of sign language are learned. Also, this class teaches how to use speech and signs together. Students with manual reception scores less than 41% may enroll in this course.
Class 2, Lab 1, Credit 2 (F, Su)

CID I Intermediate Simultaneous Communication
Registration #0841-161
This course is for students who already know some signs and who want to improve their sign language skills. Students work on sign fluency (speed and smoothness), finger-spelling, and the use of signs and speech together. More advanced vocabulary and the multiple meanings of some signs are taught. Students with manual reception scores from 41% to 78% may enroll in this course.
Class 2, Lab 1, Credit 2 (F, W)

Courses in Improvement of Reading and Writing Skills

English 1: Modern Life—Speaking/Listening Complement
Registration #0841-180
This course focuses on basic English grammar for reading, writing, speaking, speechreading, and listening. Students study basic patterns of English sentences that they need for modern life in college. Reading and Writing labs are required. This course is for students with English scores 20 or less. The course concentrates on improving writing and developing reading skills. Reading and Writing labs are required. The Reading Lab work is related to the classroom grammar units. This course is for students with English scores 20 or less.
Class 5, Lab 2, Credit 4 (S)

English 1: Modern Life
Registration #0841-181
In this course, students study basic patterns of English sentences that they need for modern life in college. Students practice reading for understanding, writing correct answers to questions, and communicating ideas clearly in writing. Reading and Writing labs are required. This course is for students with English scores 20 or less.
Class 5, Lab 2, Credit 4 (F)

English 1: Our World
Registration #0841-183
In this course, students work on English they need for their personal goals in the world. Students study basic patterns of English sentences, reading for understanding, writing correct answers to questions, and communicating ideas clearly in writing. Reading and Writing labs are required. This course is for students with English scores 20 or less.
Class 5, Lab 2, Credit 4 (F)

English 2: Modern Life—Speaking/Listening Complement
Registration #0841-190
This course is designed to improve English skills for constructing sentences and using new vocabulary. This course provides instruction in two areas: (1) the structure of sentences with two verbs and a connector, and (2) analyzing vocabulary words independently. The course concentrates on improving writing and developing reading skills. Reading and Writing labs are required. The Reading Lab work is related to the classroom grammar units. This course is for students with English scores from 20.1 to 22.9, speechreading scores greater than 34%, and speech intelligibility scores greater than 3.5.
Class 4, Lab 2, Credit 2 (F)
English 2: Modern Life
Registration #0841-192
This course is designed to improve English skills for constructing sentences and using new vocabulary. It provides instruction in two different areas: (1) the structure of sentences with two verbs and a connector, and (2) analyzing vocabulary words independently. The course concentrates on improving writing and developing reading skills. Reading and Writing labs are required. The Reading Lab work is related to the classroom grammar units. The course is taught using both American Sign Language (ASL) and English. This course is for students with English scores from 20.1 to 22.9 and good ASL skills.

Class 4, Lab 2, Credit 4 (F, W)

English 2: American Living—Speaking/Listening Complement
Registration #0841-193
This course is designed to improve English skills for constructing sentences with new vocabulary. This course provides instruction in two different areas: (1) the use of verbs in different kinds of sentences, and (2) analyzing vocabulary words independently. There is a heavy emphasis on reading. Writing skills also are practiced. Reading and Writing labs are required. The Reading Lab work is related to the classroom grammar units. This course is for students with English scores from 20.1 to 22.9.

Class 4, Lab 2, Credit 4 (F)

English 2: American Living
Registration #0841-194
This course is designed to improve English skills for constructing sentences with new vocabulary. The course provides instruction in two areas: (1) the structure of sentences with two verbs and a connector, and (2) analyzing vocabulary words independently. The course concentrates on improving writing and developing reading skills. Reading and Writing labs are required. The Reading Lab work is related to the classroom grammar units. The course is taught using both American Sign Language (ASL) and English. This course is for students with English scores from 20.1 to 22.9 and good ASL skills.

Class 4, Lab 2, Credit 4 (W)

English 2: American Living—ASL Complement
Registration #0841-195
This course is designed to improve English skills for constructing sentences with new vocabulary. This course provides instruction in two areas: (1) joining two sentences with connectors like before, after, then, because, and so, and (2) the meaning of idioms and their use in sentences. The course concentrates on improving writing and developing reading skills. Reading and Writing labs are required. The Reading Lab work is related to the classroom grammar units. This course is for students with English scores from 20.1 to 22.9.

Class 4, Lab 2, Credit 4 (W)

English 2: Our World
Registration #0841-196
This course is designed to help students improve their skills in writing English and using English words. It provides instruction in two areas: (1) the use of verbs in different kinds of sentences, and (2) analyzing vocabulary words independently. There is a heavy emphasis on reading. Writing skills also are practiced. Reading and Writing labs are required. The Reading Lab work is related to the classroom grammar units. This course is for students with English scores from 20.1 to 22.9.

Class 4, Lab 2, Credit 4 (W)

English 2: Reading, Writing, and Speaking
Registration #0841-197
The purpose of this course is to improve skills in reading, writing, and speaking. Students practice basic English sentences to answer questions and communicate ideas clearly. Reading, Writing, and Self-Instruction labs are required. This course is for students with English scores from 20.1 to 22.9, writing scores 6.0 and less, and speech intelligibility scores 3.5 and greater.

Class 4, Lab 3, Credit 4 (F, W, S)

CID I Independent Study
Registration #0841-399
This course is for students who have special needs and cannot find another communication course to meet those needs. Students are required to write a contract describing what the course will cover. The contract must be signed by the student, the instructor, and the chairperson of CID I. Students interested in this course should talk to their communication advisor. The following sections are available: 01 Overall Communicative Competency, 02 Speaking Skills, 04 Receptive Aural-Oral Skills, 06 Manual/ Simultaneous Skills, 07 Supplemental English Language Skills, and 08 English Reading and Writing Skills.

Credit 1-4 (F, W, S, Su)

CID II Basic Interpersonal Communication
Registration #0842-101
This course provides students with information about the communication process and some basic principles of interpersonal communication. Students learn how to begin, maintain (continue), and end conversations in social, school, and work situations. Students also evaluate their own communication skills and select the best ways to improve communication in different situations. This course is open to all CID II students.

Class 2, Credit 2 (F, W, S)

CID II Basic Communication for Group Presentation
Registration #0842-115
In this course, students practice giving short speeches to groups of people. Students also learn how to organize information and present ideas to an audience. Students observe other speakers and evaluate speeches. This course is open to all CID II students. Students must complete English requirements before taking this course.

Class 2, Lab 1, Credit 2 (F, W, S)

Courses in Improvement of Speaking Skills

CID II Speech Therapy I
Registration #0842-120
This course helps students improve their speech. Special tests help the teacher evaluate individual needs. Students meet with a speech instructor for two hours per week and practice in the lab for one hour a week. Instruction may include training in voice, pitch control, articulation (speech sounds), or loudness control. Students practice words, phrases, sentences, and conversations. Students with speech intelligibility scores less than 4.1 may enroll in this course.

Class 2, Lab 1, Credit 2 (F, W, S)

CID II Speech Therapy II
Registration #0842-121
This course is a continuation of CID II Speech Therapy I. Students work on their individual speech needs. Students must have speech intelligibility scores less than 4.1 to enroll in this course.

Class 2, Lab 1, Credit 2 (F, W, S)
Prerequisite: 0842-120

CID II Speech Therapy III
Registration #0842-122
This course is a continuation of CID II Speech Therapy II. Students continue to work on their individual speech needs. Students must have speech intelligibility scores less than 4.1 to enroll in this course.

Class 2, Lab 1, Credit 2 (F, W, S)
Prerequisite: 0842-121
CID II Pronunciation
Registration #0842-125
This course helps students develop independent ability to pronounce words correctly. Students practice how to use the dictionary to pronounce words. They also study pronunciation rules. These rules help students pronounce words correctly without a dictionary. Correct pronunciation also is useful for listening, speechreading, and learning vocabulary. Students with speech intelligibility scores greater than 3-5 may enroll in this course.
Class 2, Lab 1, Credit 2 (F, W, S)

CID II Speech and Vocabulary Improvement I
Registration #0842-128
This course helps students improve their speaking and listening skills. Students also learn the meanings of new words. They listen to pre-recorded material on tapes and use a workbook with the same materials. Students record their speech and then listen to it. They practice listening to themselves and correcting their own speech errors. Students with speech intelligibility scores greater than 3.5 and hearing discrimination scores greater than 14% may enroll in this course.
Class 2, Lab 1, Credit 2 (F, W, S)

CID II Speech and Vocabulary Improvement II
Registration #0842-129
This course is a continuation of CID II Speech and Vocabulary I. Students will continue to work on speaking and listening skills. Students must receive a recommendation from the instructor of Speech and Vocabulary Improvement I to enroll in this course.
Class 2, Lab 1, Credit 2 (F, W, S)
Prerequisite: 0842-128

CID II Basic Auditory Training I
Registration #0842-143
This course is a continuation of CID II Basic Auditory Training I. Students continue to work on listening skills for important sounds and words. Students must receive a recommendation from the instructor of Basic Auditory Training I to take this course.
Class 2, Lab 1, Credit 2 (W, S)
Prerequisite: 0842-142

CID II Intermediate Auditory Training I
Registration #0842-144
This course helps students improve their ability to understand sentences. Students practice listening to words and sentences. They choose units on different topics (for example, getting an apartment and eating in restaurants). Students work individually. Students with hearing discrimination scores from 25% to 70% may enroll in this course. Students also must use a hearing aid all or most of the time.
Class 2, Lab 1, Credit 2 (F, W, S)

CID II Intermediate Auditory Training II
Registration #0842-145
This course is a continuation of CID II Intermediate Auditory Training I. Students continue to work on sentence comprehension. Students must receive a recommendation from the instructor of Intermediate Auditory Training I to take this course.
Class 2, Lab 1, Credit 2 (W, S)
Prerequisite: 0842-144

CID II Basic Speechreading I
Registration #0842-146
This course helps students understand speakers' lip movements. Students practice different speechreading strategies (methods). They practice with individual words and everyday sentences. Also, students practice how to understand facial expressions, gestures, and body language. The class discusses how to communicate with hearing people in different situations. Students who have speechreading scores (with or without sound) from 10% to 34% may enroll in this course.
Class 2, Lab 1, Credit 2 (F, W, S)

CID II Intermediate Speechreading I
Registration #0842-147
This course is a continuation of CID II Basic Speechreading I. This course helps students to further develop their visual skills to understand speakers. Students must receive a recommendation from the instructor of Basic Speechreading I to take this course.
Class 2, Lab 1, Credit 2 (S)
Prerequisite: 0842-146

CID II Intermediate Speechreading II
Registration #0842-148
This course is a continuation of Intermediate Speechreading I. Students continue to work on sentences, conversations, and stories. Students must receive a recommendation from the instructor of Intermediate Speechreading I to take this course.
Class 2, Lab 1, Credit 2 (S)
Prerequisite: 0842-148

CID II Basic Simultaneous Communication
Registration #0842-150
The purpose of this course is to improve students' ability to speechread messages in their technical majors. Students practice key words and phrases from specific technical and professional situations. Practice materials include paragraphs that are spoken by different speakers. Students work individually in the Speechreading Lab. Students with speechreading scores greater than 54% may enroll in this course. Students also must complete at least three quarters in a major before taking this course.
Class 2, Lab 1, Credit 2 (W, S)

Courses in Improvement of Receptive Aural-Oral Skills

CID II Basic Auditory Training I
Registration #0842-142
This course helps students improve listening skills for important sounds and words. Students find out which sounds are difficult for them. Students also practice "looking" and "listening" strategies (methods). These should help students to see and hear the differences between certain sounds or words. Students work individually. Students with hearing better than 100 dB, hearing discrimination scores less than 25%, and speechreading-with-sound scores less than 75% may enroll in this course.
Class 2, Lab 1, Credit 2 (F, W, S)

CID II Basic Simultaneous Communication
Registration #0842-160
This course introduces students to sign language. Students develop a basic sign language vocabulary for social, classroom, and work situations. Students learn the basic principles of sign language and how to use speech and signs together. Students with manual reception scores less than 41% may enroll in this course.
Class 2, Lab 1, Credit 2 (F, Su)
Courses in Improvement of Reading and Writing Skills

English 3: Improvement of Reading and Writing
Registration #0842-180
This course uses vocabulary and grammar common in social, academic, and professional situations. Course readings deal with the place of the individual in the business world. For example: What are the social and business worlds related? How should a person act in business situations? Questions like these also form the basis for assignments in writing. Students must take Reading and Writing labs. This course is for students with English scores from 23.0 to 25.9.
Class 4, Lab 2, Credit 4 (F, W)
Prerequisite: 0842-181, 186, or 191

Courses in Supplemental English Language Skills

CID II Intermediate Simultaneous Communication
Registration #0842-161
This course is for students who already know some signs and who want to improve their sign language skills. Students learn approximately 300 signs and work on using signs fluently (speed and smoothness). Students also practice fingerspelling and using signs and speech together (simultaneous communication). Students learn the English words for signs and practice signing clearly in English. Students with manual reception scores from 41% to 78% may register for this course.
Class 2, Lab 1, Credit 2 (F, W)

CID II Understanding English Through Sign Language
Registration #0842-165
In this course, students work to improve their knowledge of English by using sign language. Students learn English words for signs that they already know and use daily. Students practice changing from sign language to written English. Students also learn signs for technical and more difficult English words. English and American Sign Language grammar are compared and discussed. Students with manual reception scores greater than 77% may register for this course.
Class 2, Lab 1, Credit 2 (F, W, S)

Courses in English

CID II English Idioms and Signing
Registration #0842-171
In this course, students study common idioms that are spoken, written, and signed. Students use the Dictionary of Idioms and worksheets to help them use idioms correctly. Emphasis is on signing English idioms correctly. Students with manual reception scores greater than 77% may enroll in this course.
Class 2, Lab 1, Credit 2 (F, W, S)

CID II Advanced Vocabulary
Registration #0842-174
This course helps students understand and use advanced vocabulary. Students learn the meanings of common roots, prefixes, and suffixes. Work on general vocabulary and vocabulary related to specific majors is available. Speech, speechreading, and listening skills are reinforced. This course is for students with speech intelligibility scores greater than 3-4 and hearing discrimination scores greater than 0%.
Class 2, Lab 1, Credit 2 (W, S)

English 3: Modes of Business Communication
Registration #0842-188
This course uses vocabulary and grammar common in social, academic, and professional situations. Course readings deal with communication technology and terms of business communication. For example: What are some of the machines used in modern business communication? Are there special ways to communicate person-to-person in business situations? Questions like these also form the basis for assignments in writing. Students must take Reading and Writing labs. This course is for students with English scores from 23.0 to 25.9.
Class 4, Lab 2, Credit 4 (F, W)
Prerequisite: 0842-181, 186, or 191

English 3: Speaking-Listening Group
Registration #0842-191
This course uses vocabulary, sentence structure, pronunciation, and speech reception that occur with quantitative concepts (mathematical ideas). Students read carefully selected paragraphs for maximum understanding, do guided writing, and practice speaking, speechreading, and listening. Students practice understanding mathematical ideas for college and job-related word problems. Students also learn how to use their college library. Reading and Writing labs are required. This course is for students with English scores from 23.0 to 25.9, speech intelligibility scores greater than 3.4, and speechreading scores greater than 34%. Students must be in their first quarter in CID II.
Class 4, Lab 2, Credit 4 (F, W, S)
CID II Independent Study Registration #0842-399

This course is for students who have special needs and cannot find another communication course to meet those needs. Students are required to write a contract describing what the course will cover. The contract must be signed by the student, the instructor, and the chairperson of CID II. Students interested in this course should talk to their communication advisor. The following sections are available: 01 Overall Communicative Competency, 02 Speaking Skills, 04 Receptive Aural-Oral Skills, 06 Manual/Simultaneous Skills, 07 Supplemental English Language Skills, and 08 English Reading and Writing Skills.

Credit 1-4 (F, W, S, Su)

NCPC (0843)

Communication Instruction Department III

Courses in Overall Communicative Competency

CID III Basic Interpersonal Communication—Unintelligible Speech Registration #0843-101

This course provides training and practice in solving communication problems. Students analyze their strengths and weaknesses in communicating with deaf and hearing people. Activities include discussions, role playing, and out-of-class communication experiences. Students explore ways to communicate better in social, job, and business situations. This is a small group course. Students with spontaneous speech intelligibility scores from 1.0 to 2.5 and manual reception scores greater than 74% may enroll in this course. 

Class 2, Credit 2 (F, W, S)

CID III Basic Interpersonal Communication—Semi-Intelligible Speech Registration #0843-102

This course is the same as Basic Interpersonal Communication—Unintelligible Speech. Students with spontaneous speech intelligibility scores from 2.6 to 3.9 may enroll. There is no manual reception score requirement.

Class 2, Credit 2 (F, W, S)

CID III Basic Interpersonal Communication—Intelligible Speech Registration #0843-103

This course is the same as Basic Interpersonal Communication—Unintelligible Speech. Students with spontaneous speech intelligibility scores from 4.0 to 5.0 may enroll. There is no manual reception score requirement.

Class 2, Credit 2 (W)

CID III Basic Communication for Group Presentation Registration #0843-115

This course provides basic instruction to help students present information to groups. Students practice searching for information, organizing ideas, and presenting to others. Activities include short speeches, reports, and writing assignments. Students with simultaneous reception scores greater than 53% may enroll in this small group course.

Class 2, Credit 2 (F, W, S)

Courses in Improvement of Speaking Skills

CID III Speech Therapy I Registration #0843-120

This course offers individual speech instruction to students. The student and instructor evaluate speech needs. Instruction may include training in voice, pitch control, articulation (speech sounds), or spoken language. Students practice conversations with the instructor and other hearing people. Out-of-class speech activities are required. Students with spontaneous speech intelligibility scores less than 4.1 may enroll in this course.

Class 2, Lab 1, Credit 2 (F, W, S)

CID III Speech Therapy II Registration #0843-121

This course is a continuation of CID III Speech Therapy I. Students work individually on their speech needs. Students must have a recommendation from a CID III speech pathologist to enroll in this course.

Class 2, Lab 1, Credit 2 (F, W, S)

Prerequisite: 0843-120

CID III Speech Therapy III Registration #0843-122

This course is a continuation of CID III Speech Therapy II. Students continue their individual work on speech needs. Students must have a recommendation from a CID III speech pathologist to enroll in this course.

Class 2, Lab 1, Credit 2 (F, W, S)

Prerequisite: 0843-121

CID III Pronunciation Registration #0843-125

This course provides instruction to help students pronounce new words correctly. Students are shown how to use the dictionary independently to pronounce words. Speech rules are also provided to help students pronounce words correctly without a dictionary. This is a small group course.

Class 2, Credit 2 (F, W, S)

Class 2, Lab 1, Credit 2 (F, W, S)

CID III Basic Interpersonal Communication—Intelligible Speech

Prerequisite: 0843-103

CID III Basic Communication for Group Presentation

Prerequisite: 0843-115

CID III Speech Therapy I

Prerequisite: 0843-120

CID III Speech Therapy II

Prerequisite: 0843-121

CID III Speech Therapy III

Prerequisite: 0843-122

CID III Pronunciation

Prerequisite: 0843-125

Singing and poetry readings are introduced to improve speech. Exercises are used to help students breathe better for speech and control their voice better. Students watch and listen to captioned videotapes to learn songs. This is a small group course, but each student practices songs and poems at individual booths. The instructor often works individually with students to help them gain skill and confidence. Students with spontaneous speech intelligibility scores greater than 2.9 and bearing discrimination scores greater than 0% may enroll in this course.

Class 2, Lab 1, Credit 2 (S)
Courses in Improvement of Receptive Aural-Oral Skills

CID III Conversational Speech I
Registration #0843-131
This course provides instruction for conversational speech in daily situations with families, friends, teachers, employers, co-workers, and strangers. Students study the characteristics of conversational speech. The instructor works with students as they evaluate their own conversational speech skills. Students then set up personal goals for speech improvement and also choose strategies to help reach those goals. Conversational activities in class and out of class are used to help students: (1) speak clearer, (2) use appropriate English, (3) organize and express ideas clearly, and (4) satisfy the informational needs of the listener. This course also allows students to improve their speech reception skills in conversation. This course is recommended for students who have difficulty communicating their thoughts clearly through spoken English, especially in complex conversations. Students who enroll in this course are expected to enroll in Conversational Speech II the following quarter. Students with speech intelligibility scores greater than 3.5, spontaneous speech intelligibility scores lower than read speech intelligibility scores, and speechreading scores (with or without sound) greater than 34% may enroll in this course.

Class 2, Lab 1, Credit 2 (F, W)

CID III Conversational Speech II
Registration #0843-132
This course is a continuation of Conversational Speech I. In Conversational Speech II, students continue to work toward their personal speech goals. Activities in class, out of class, and in the Self-Instruction Lab provide several opportunities for students to improve their conversational speech skills. Activities include a variety of people in a variety of daily situations. During the course, students evaluate improvement in their daily conversations. At the end of the course, students decide how well they have met their conversational speech goals.

Class 2, Lab 1, Credit 2 (W, S)
Prerequisite: 0843-131

CID III Speech for Telephone Communication
Registration #0843-134
This course is designed to help students improve their speech and their use of telephone strategies so that people can understand them on the telephone. Students practice speech and telephone strategies with pre-recorded audiotapes. Students meet individually with the instructor to review those tapes, practice speech, and make telephone calls.

Class 1, Lab 1, Credit 1 (F, W, S)
Prerequisite: 0843-155 completed or in the same quarter

CID III Basic Auditory Training I
Registration #0843-142
This course provides instruction to improve listening skills for important sounds and words. Students practice using "looking" and "listening" clues to help them hear and speechread different sounds. Students also practice using strategies to understand spoken words. This is a small group course, but students work individually. Headphones or hearing aids are used in class. Students with hearing better than 90dB, hearing discrimination scores less than 25%, and speechreading-with-sound scores less than 75% may enroll in this course. Students also must use a hearing aid all or most of the time.

Class 2, Credit 2 (F, W, S)
Prerequisite: 0843-142

CID III Intermediate Auditory Training I
Registration #0843-143
This course is a continuation of CID III Basic Auditory Training I. It allows students to continue with listening practice. Students must receive a recommendation from the instructor of Basic Auditory Training I to enroll in this course.

Class 2, Credit 2 (W)
Prerequisite: 0843-142

CID III Basic Auditory Training II
Registration #0843-144
This course provides training to help students listen to and understand sentences. At the beginning of the quarter, students take a listening test to find out how well they understand sentences. Students practice listening to different types of sentences. They can choose units on topics like history, getting an apartment, restaurants, etc. This is a small group course, but students work individually. Headphones or hearing aids are used in class. Students also with hearing discrimination scores from 25% to 70% may enroll in this course. Also, students must use a hearing aid all or most of the time.

Class 2, Lab 1, Credit 2 (W, S)

CID III Intermediate Auditory Training II
Registration #0843-145
This course helps students improve their speech reception skills in conversation. This course is offered to help students improve their ability and confidence in using the telephone with strangers. Students are shown the best way to use their hearing aid with the phone, how to make long distance calls, how to get information, what to do if they have problems, how to make appointments over the phone, what to do in an emergency, etc. Students practice using special strategies to improve their talking and listening over the telephone. They also practice with business phones, pay phones, and TDDs (TTYs). Students are required to make phone calls every week for practice. The instructor works with each student individually during four special appointments. Students with speechreading discrimination scores greater than 24%, spontaneous speech intelligibility scores greater than 3.1, and written language scores greater than 7.4 may enroll in this course. Also, students must have a telephone in their room or apartment, use a hearing aid all or most of the time, and have completed at least two quarters at NTID. This course is open to students at all English levels.

Class 2, Lab 1, Credit 2 (F, W, S)

CID III Basic Speechreading I
Registration #0843-146
This course is offered to help students use their visual skills to understand speakers. Students will practice several speechreading strategies (methods). Also, students will be shown how to understand facial expressions, eye glances, gestures, and body movements as people talk. Practice activities include individual words and everyday sentences. Students may be required to practice speechreading hearing people in an interview. Students with speechreading scores (with or without sound) from 10% to 34% and spontaneous speech intelligibility scores greater than 1.9 may enroll in this course.

Class 2, Lab 1, Credit 2 (F, W, S)

CID III Intermediate Speechreading I
Registration #0843-148
This course is provided to help students speechread common sentences. Students are shown new speechreading strategies (methods) and practice speechreading sentences about job interviews, conversations at work, etc. Students may be required to practice speechreading hearing people in an interview. Students with speechreading scores (with or without sound) from 35% to 54% and spontaneous speech intelligibility scores greater than 1.9 may enroll in this course.

Class 2, Lab 1, Credit 2 (F, W, S)

Telephone Communication
Registration #0843-155
This course helps students improve their speechreading of on-the-job sentences. Students practice speechreading sentences from their technical major. This is a small group course, but each student works individually. Students use videotapes and practice speechreading many different people. Students also practice pronouncing technical vocabulary with a speech instructor. Other practice activities occur in the Self-Instruction Lab. Students with speechreading scores (with or without sound) greater than 54% may enroll in this course. Students also must complete at least three quarters in their major before taking this course.

Class 2, Lab 1, Credit 2 (F, W, S)

Telecommunication Aids
Registration #0843-156
This course helps students learn about different kinds of TDD (TTY) equipment. They also learn about regular telephones. Students use a TDD to make long distance calls, emergency calls, and appointments. They will be shown what to do if they have a bad connection or get disconnected. Each student makes TDD calls to practice using the different TDD equipment. The also are able to practice with the regular phone and a pay phone. Students are taught special codes for listening over the phone. Students with hearing discrimination scores less than 25% may enroll in this course. This course is open to students at all English levels.

Class 2, Lab 1, Credit 2 (F, W, S)
Courses in Improvement of Manual/Simultaneous Skills

CID III Basic Simultaneous Communication
Registration #0843-160
This course introduces students to sign language. It can help them develop a basic sign language vocabulary for social, classroom, and work situations. Students learn the basic principles of sign language. They also practice using signs and speech together. Students with manual reception scores less than 41% may enroll in this course.

Class 2, Lab 1, Credit 2 (F, W)

CID III Intermediate Simultaneous Communication
Registration #0843-161
This course is for students who already know some signs and who want to improve their sign language skills. Students work on sign fluency (speed and smoothness) and finger-spelling. They also practice using signs and speech together. This course includes more advanced vocabulary and signs with many meanings. Students with manual reception scores from 41% to 78% may enroll in this course.

Class 2, Lab 1, Credit 2 (F, W)

Courses in Supplemental English Language Skills

CID III English Idioms
Registration #0843-170
This course is offered to help students understand common idioms that are used in English. Students use the Dictionary of Idioms and several worksheets. This course is recommended for students who have completed all English requirements and want more English instruction. Students with manual reception scores greater than 77% may enroll in this course.

Class 2, Credit 2 (F, W, S)

CID III Vocabulary Skills
Registration #0843-178
This course is offered to help students develop independent methods to understand and use new vocabulary. Students are shown several ways to improve their vocabulary in reading and writing. A primary goal will be to develop advanced dictionary skills. Students will use the Longman Dictionary of Contemporary English and the Merriam-Webster Dictionary. Common word prefixes, suffixes, and roots also are presented. This course is recommended for students who want additional English instruction.

Class 2, Lab 1, Credit 2 (F, W, S)

Courses in Improvement of Reading and Writing Skills

English 4: Social Issues
Registration #0843-180
This is an introductory level 4 English course. It is offered to help students develop reading and writing skills. Social issues like child abuse and drug abuse are discussed. These problems are discussed to help students understand themselves better and the people they will work with in the future. Reading and Writing labs are required. This course is for students with English scores from 26.0 to 28.9.

Class 3, Lab 2, Credit 4 (F, W, S)

English 4: Changing World
Registration #0843-182
This course is offered to help students improve their reading and writing skills. Students are required to read a variety of articles about Utopia, a perfect society. During the first three weeks of the course, the class reviews the basic parts of speech, kinds of sentences, and other grammar units. English exercises are taken from the articles students read. This course includes practice in grammar, vocabulary, composition writing, and reading comprehension. Drawings and special slide lessons also are used in class. Reading and Writing labs are required. This course is for students with English scores from 26.0 to 28.9.

Class 3, Lab 2, Credit 4 (F)
Prerequisite: 0843-180

English 4: Contemporary Medical Issues
Registration #0843-183
This course is provided to help students improve their skills in reading technical English. The emphasis of this course is to help students understand the language used in hospitals and medical services. Instruction includes vocabulary development, correct grammar, and report writing for use in health service jobs. This course should be of special interest to students in health services and social work. Reading and Writing labs are required. This course is for students with English scores from 26.0 to 28.9.

Class 3, Lab 2, Credit 4 (F)
Prerequisite: 0843-180

English 4: Beginning Scientific English
Registration #0843-185
This course is offered to help students improve reading and writing skills used in scientific English. Various topics related to physics and engineering are discussed. More general topics also are included in the course. Students practice writing short compositions and changing sentences from one form to another. Instruction also includes vocabulary exercises and grammar drills. This course is most useful for engineering and science majors. Reading and Writing labs are required. This course is for students with English scores from 26.0 to 28.9.

Class 3, Lab 2, Credit 4 (W)
Prerequisite: 0843-180

English 4: American Life
Registration #0843-191
This course is offered to help students improve their reading and writing skills. Students read articles about topics related to American culture and complete English exercises for each article. Students practice grammar, vocabulary, writing compositions, and reading comprehension. Reading and Writing labs are required. This course is for students with English scores from 26.0 to 28.9.

Class 3, Lab 2, Credit 4 (S)
Prerequisite: 0843-180

Language Skills

CID III Independent Study
Registration #0843-399
This course is for students who have special needs and cannot find another communication course to meet those needs. Students are required to write a contract describing what the course will cover. The contract must be signed by the student, the instructor, and the chairperson of CID III. Students interested in this course should talk to their communication advisor. The following sections are available: 01 Overall Communicative Competency, 02 Speaking Skills, 04 Receptive Aural-Oral Skills, 06 Manual/Simultaneous Skills, 07 Supplemental English Language Skills, and 08 English Reading and Writing Skills.

Credit 1-4 (F, W, S, Su)
CID IV Interpersonal Communication in Group Situations—Speech Registration #0844-112
This course introduces principles and techniques necessary for successful communication in group discussions and other complex situations. This course teaches group dynamics and how to lead and participate in group discussions. Students meet with a speech therapist for two hours a week. Students receive feedback and practice skills to improve their speech intelligibility scores. This course is recommended for students with simultaneous reception scores greater than 3.5 and spontaneous speech intelligibility scores greater than 3.6 may enroll.
Class 2, Credit 2 (F, W, S)

CID IV Interpersonal Communication in Group Situations—Manual/Simultaneous Registration #0844-113
This course introduces principles and techniques necessary for successful communication in group discussion and other complex situations. This course teaches group dynamics and how to lead and participate in group discussions. Topics for group discussions include social and job-related situations. This course is recommended for students near the completion of their communication program. Students with spontaneous speech intelligibility scores less than 4.0 and simultaneous reception scores greater than 53% may enroll.
Class 2, Credit 2 (F, W, S)

CID IV Basic Communication for Group Presentation Registration #0844-115
This course is designed to prepare students to give short presentations to groups of people. Students study how to search for information and how to present ideas to different audiences. Students observe other speakers and learn how to evaluate speeches. Students with simultaneous reception scores greater than 53% may enroll in this course.
Class 2, Credit 2 (W, S)

CID IV Advanced Communication for Group Presentation Registration #0844-117
This course is designed to refine and increase presentation ability by giving students more experience in researching and organizing information for presentation to different audiences and for interview situations. Students review and practice basic organizational public speaking skills required for successful presentations and interviews before hearing impairments. Presentations focus on topics learned in class related to hearing impairment and its effect on communication, psychosocial development, and habilitation. Students are able to serve as presenters representing NTID. The course is highly recommended for students enrolled in social work and those preparing for managerial positions. Students should have some experience in public speaking before taking this course. Students with simultaneous reception scores greater than 77% may enroll in this course.
Class 2, Lab 1. Credit 2 (S) Prerequisite: 0844-115

CID IV Pronunciation—Speech Registration #0844-126
This course is the same as Pronunciation, except it is for students with speech intelligibility scores greater than 3.5.
Class 2, Lab 1, Credit 2 (F, W, S)

CID IV Speech Therapy I Registration #0844-120
This course is designed to help improve oral speech. Students work on their individual speech needs. Students meet with a speech therapist for two hours a week. Instruction may include training in voice, pitch, articulation (speech sounds), or loudness control. Words, phrases, sentences, and conversations are practiced. Students with speech intelligibility scores less than 4.0 may enroll in this course.
Class 2, Credit 2 (F, W, S)

CID IV Speech Therapy II Registration #0844-121
This course is a continuation of CID IV Speech Therapy I. Students work on their individual speech needs and must have a speech intelligibility score less than 4.0 to enroll in this course. Students with speech intelligibility scores greater than 3.5 may enroll in this course.
Class 2, Credit 2 (F, W, S) Prerequisite: 0844-120

CID IV Speech Therapy III Registration #0844-122
This course is a continuation of CID IV Speech Therapy II. Students work on their individual speech needs. Students with speech intelligibility scores greater than 4.0 may enroll in this course.
Class 2, Credit 2 (F, W, S) Prerequisite: 0844-121

CID IV Pronunciation—Speech Registration #0844-128
This course is designed to help improve speaking and listening skills. Students also study meanings of new words. Pre-recorded material on audiotape is used in this course. Students record their own speech, then listen for self-correction. Students with speech intelligibility scores greater than 3.5 and hearing profiles III or greater may enroll in this course. Students with speech intelligibility scores greater than 3.5 and hearing profiles lower than III may enroll with permission from the instructor.
Class 2, Credit 2 (F, W, S)

CID IV Speech and Vocabulary Improvement I Registration #0844-129
This is a group course to help improve speech and self-monitoring skills. The instructor and student select or develop speech practice material to meet the needs of the student. Students with speech intelligibility scores greater than 3.5 and hearing profiles III or greater may enroll in this course.
Class 2, Credit 2 (F, W, S) Prerequisite: 0844-128 or permission of the instructor

CID IV Communicating with Songs and Poems Registration #0844-130
Singing and poetry reading are introduced to improve speech. Exercises are used to help students breathe better for speech and control their voice better. Students watch and listen to captioned videotapes to learn songs. This is a small group course, but each student practices songs and poems at individual booths. The instructor often works individually with students to help them gain skill and confidence. Students with speech intelligibility scores greater than 3.5 and hearing discrimination scores greater than 0% may enroll in this course.
Class 2, Credit 2 (F, W, S)

CID IV Conversational Speech I Registration #0844-131
This course is designed to help students improve their speech, speechreading, and listening in daily conversation. The instructor helps students evaluate their conversational speech skills and write their own goals for improvement. Conversational activities in class and out of class are used to help students: (1) speak clearer, (2) use appropriate English, (3) organize and express ideas clearly, and (4) satisfy the informational needs of the listener. This course is recommended for students who have difficulty communicating their thoughts clearly through spoken English, especially in complex conversations. Students who enroll in this course are expected to enroll in Conversational Speech II the following quarter. Students with speech intelligibility scores greater than 3.5, spontaneous speech intelligibility scores lower than 3.5, and hearing discrimination scores greater than 10% may enroll in this course.
Class 2, Credit 2 (F, W)
Courses in Improvement of Receptive Aural-Oral Skills

CID IV Basic Auditory Training I
Registration #0844-142
This course provides instruction to improve listening skills for important sounds and words. Students practice using "looking" and "listening" clues to help them hear and speechread different sounds. Students also practice using strategies to understand spoken words. This is a small group course, but students work individually. Headphones or hearing aids are used in class. Students with hearing discrimination scores less than 25% and speechreading-hearing better than 90 dB, hearing discrimination scores less than 25%, and speechreading-hearing from 10% to 34% may enroll in this course. Students also must use a hearing aid all or most of the time.

CID IV Basic Auditory Training II
Registration #0844-143
This course is a continuation of CID IV Basic Auditory Training I. It allows students to continue with listening practice. Students must receive a recommendation from their Basic Auditory Training I instructor to enroll in this course.

CID IV Intermediate Auditory Training I
Registration #0844-144
This course provides training to help students listen to and understand sentences. At the beginning of the quarter, students take a listening test to find out how well they understand sentences. Students practice listening to different types of sentences. They can choose units on topics like history, getting an apartment, restaurants, etc. This is a small group course, but students work individually. Headphones or hearing aids are used in class. Students with hearing discrimination scores from 25% to 70% may enroll in this course. Students also must use a hearing aid all or most of the time.

CID IV Intermediate Auditory Training II
Registration #0844-145
This course is a continuation of CID IV Intermediate Auditory Training I. This course is designed to further improve students' ability to listen to and understand sentences. Students must receive a recommendation from their Intermediate Auditory Training I instructor to enroll in this course.

CID IV Basic Speechreading I
Registration #0844-146
This course is offered to help students use their visual skills to understand speakers. Students will practice several speechreading strategies (methods). Also, students will be shown how to understand facial expressions, eye glances, gestures, and body movements as people talk. Practice activities include individual words and everyday sentences. Students may be required to practice speechreading hearing people in an interview. Students with speechreading scores (with or without sound) from 10% to 34% and speech intelligibility scores greater than 2.0 may enroll in this course.

CID IV Basic Speechreading II
Registration #0844-147
This course is a continuation of CID IV Basic Speechreading I. This course is designed to help students further develop their visual skills to understand speakers. Students must receive a recommendation from their Basic Speechreading I instructor to enroll in this course.

CID IV Intermediate Speechreading I
Registration #0844-148
This course is designed to help students speechread common sentences. New speechreading strategies are introduced in this course. Students practice speechreading sentences about job interviews, conversations at work, etc. Students may be required to practice speechreading hearing people in an interview. This course also is designed to strengthen students' understanding of English structure in spoken and written language skills. Students must have speechreading scores (with or without sound) from 55% to 100% may enroll in this course. Students also must have completed three quarters in their major before taking this course.

CID IV Intermediate Speechreading II
Registration #0844-149
This course is a continuation of CID IV Intermediate Speechreading I. This course will help students further develop their skills in speechreading common sentences. Students must receive a recommendation from their Intermediate Speechreading I instructor to enroll in this course.

CID IV Speechreading for the Technical Major
Registration #0844-150
The purpose of this course is to improve students' ability to speechread messages in their technical majors. They practice identifying key words, phrases, and sentences in specific technical and professional situations. Practice materials also include passages of connected sentences that are spoken by different speakers. Videotapes are used during practice. Students with speechreading scores (with or without sound) from 55% to 100% may enroll in this course. Students also must have completed three quarters in their major before taking this course.
Courses in Improvement of Manual/Simultaneous Skills

CID IV Basic Simultaneous Communication
Registration #0844-160
This course introduces students to sign language. It can help them develop a basic sign language vocabulary for social, classroom, and work situations. Students learn the basic principles of sign language. They also practice using speech and signs together. Students with manual reception scores less than 41% may enroll in this course.
Class 2, Lab 1, Credit 2 (F, W, S, Su)

CID IV Intermediate Simultaneous Communication
Registration #0844-161
This course is for students who already know some signs and who want to improve their sign language skills. Students work on sign fluency (speed and smoothness) and finger-spelling. They also practice using signs and speech together. This course includes more advanced vocabulary and signs with many meanings. Students with manual reception scores from 41% to 78% may enroll in this course.
Class 2, Credit 2 (F, W, S)

Courses in Supplemental English Language Skills

CID IV English Idioms
Registration #0844-170
This course is offered to help students understand common idioms that are used in English. Students use the Dictionary of Idioms and several worksheets. This course is recommended for students who have completed all English requirements and want more English instruction. Students with manual reception scores greater than 77% may enroll in this course.
Class 2, Credit 2 (F, W, S)

CID IV Advanced Vocabulary
Registration #0844-174
This course is designed to help students develop and improve their ability to determine the meaning and pronunciation of new words. Instruction and practice is provided in recognizing and pronouncing common prefixes, suffixes, and word roots; determining word meaning from the context; and achieving proper pronunciation of technical words within the student's special area of study. Students with speech intelligibility less than 35 or hearing discrimination scores of 0% may enroll in this course.
Class 2, Lab 1, Credit 2 (F, W, S)

CID IV Advanced Vocabulary—Speech
Registration #0844-175
This course is the same as CID IV Advanced Vocabulary, but is designed for students with speech intelligibility scores greater than 3.4 and hearing discrimination scores greater than 0%.
Class 2, Lab 1, Credit 2 (F, W, S)

English 5: Expression of Ideas in Written English
Registration #0844-181
This course is designed to help students better express ideas in written English. An equal emphasis is placed on understanding what others have written. This course consists of four parts: (1) reading a novel and other texts and writing several essays, (2) studying the use of connectives, (3) studying the basic construction of paragraphs, and (4) learning a system of analyzing texts called "Networking." This course is for students with English scores from 29.0 to 31.9.
Class 3, Lab 1, Credit 4 (F, W, S)
Prerequisite: 0844-180

English 5: Clear Thinking in Written English
Registration #0844-182
This course provides practice using inference skills in reading and producing persuasive text at the vocabulary level, the sentence level, and the discourse level. There are three areas covered in this course: (1) the study of how grammar provides inference clues, (2) practice in drawing appropriate inferences from written prose, and (3) a broad spectrum of background knowledge issues through study of a novel. This course is for students with English scores from 29.0 to 31.9.
Class 3, Lab 1, Credit 4 (F, W, S)
Prerequisite: 0844-181
NGGE (0847)

General Education

Dimensions of College Life
Registration #0847-100
This course helps new students increase their knowledge and skills regarding personal development, academic areas, and the campus community. Activities include class discussions, lectures, and student participation in events outside of class.
Class 3, Credit 2 (F, W)

Job Search Process
Registration #0847-101
This course is for students who are preparing for their first co-op experience or permanent job. The course will cover resume writing, employment letters, sources of employment information, job applications, and interviews. Students will become familiar with ways to find a job. Learning activities include lectures, class games, and written assignments.
Class 2, Credit 1 (F, W, S)

Life After College
Registration #0847-102
This course is for students in their last year at RIT. It gives students information that will help them after they graduate. Topics covered are consumer issues, finding a place to live, and community and family life. Learning activities include lectures, field trips, and individual conferences with the instructor.
Class 2, Credit 1 (W, S)

Learning Strategies
Registration #0847-105
In this course, students will improve their learning skills in areas such as reading, test taking, questioning, and general study habits. Activities include lectures, discussions, and individual conferences.
Class 3, Credit 2 (F, W, S)

Personal Finance
Registration #0847-106
This course introduces students to basic money management. The practical aspects of budgeting, banking, credit and loans, housing, taxes, and insurance will be covered. Activities include lectures, class games, projects, and individual conferences.
Class 3, Credit 2 (F, W, S)

Health Self-Care
Registration #0847-107
This course teaches students to make responsible health care decisions. Students will learn the importance of health. Information about choosing and using health care products and services is presented. Activities include lectures, field trips, and discussions.
Class 2, Credit 2 (F, W, S)

Drug and Alcohol Usage
Registration #0847-108
This course gives students information on drug identification and classification. The effects of drug use and drug dependency are studied. Drug and alcohol laws also will be taught. Activities include lectures, discussions, and individual conferences.
Class 2, Credit 2 (F, W, S)

Adjusting to Deafness
Registration #0847-109
This course covers topics about deafness, including social issues, how deafness affects individuals and their families, and ways an individual adjusts to deafness. There will be lectures, discussions, and individual presentations.
Class 2, Credit 2 (F, W, S)

Personal Development
Registration #0847-110
This course helps students learn about themselves. Students learn to understand their actions, needs, desires, and relationships with other people. Topics include personal goals, planning time, choosing friends, and choosing a career. Class activities include lectures, group activities, discussions, and individual conferences.
Class 3, Credit 2 (F, W, S)

Basic Human Sexuality
Registration #0847-111
This course gives students information about human sexuality. Students learn to understand their sexuality. Topics addressed include feelings and attitudes toward sexuality, values, and sensitivity to the feelings of others. Activities include lectures, discussions, and projects.
Class 2, Credit 2 (F, W, S)

Introduction to Outdoor Living
Registration #0847-125
This course helps students develop personal and social skills. Some of the topics taught are decision making, communication, group interaction, and environmental awareness. This course can prepare students for other outdoor programs. There are day outings, seasonal activities, a weekend trip, and lectures.
Class 3, Credit 2 (F, W, S)

Leadership Development
Registration #0847-126
This course assists students in developing managerial/leadership skills. A required project and class activities assist students in improving leadership skills. Course topics include one and two-way communication, group leadership and followership, styles of leadership, delegating responsibility, planning skills, helping behaviors, establishing goals, and problem-solving techniques.
Class 2, Credit 2 (once each year)

Community Service I
Registration #0847-127
This course gives students a community service and learning experience. Volunteer work teaches students about personal goals and helping. The experience can be used in career development. Activities include lectures, discussions, and individual conferences.
Class 3, Credit 2 (F, W)

Community Service II
Registration #0847-128
This course is a continuation of Community Service I. Each student investigates and reports on a community or social problem. Students also learn how personal goals and values affect a community. Activities include discussions, field trips, and individual conferences.
Class 3, Credit 2 (S)
Prerequisite: 0847-127

Assertiveness Training
Registration #0847-129
This course teaches self-confidence. Students learn to express their thoughts and feelings. Activities include discussions, group activities, and role playing.
Class 2, Credit 2 (F, W, S)

The Bible as Literature: A Cultural and Historical Perspective
Registration #0847-145
This course presents major themes from the Bible. Culture and history and how these affected the writing of the Bible are studied. Activities include lectures, discussions, and independent study.
Class 2, Credit 2 (F)

Psychology of Religion
Registration #0847-146
This course helps students understand how religion affects their lives. Students develop a more mature view of their lives. Topics covered are religion as human behavior, ways to study religious experiences, conversion, mysticism, and human development in religious understanding and practice. Activities include discussions, independent study, and independent conferences.
Class 2, Credit 2 (S)

Law and Society
Registration #0847-147
This course helps students understand rules, laws, and personal rights. Topics covered are how laws affect society, civil rights, legal rights, torts, marriage, family relations, and criminal law. Activities include lectures, discussions, and field trips.
Class 2, Credit 2 (F, W, S)
SIGI Decision Making
Registration #0847-160
This course helps students learn about themselves and about careers. Students use the career computer SIGI. Topics will be decision making, values clarification, and self-assessment. Activities include lectures, discussions, small group activities, and presentations.
Class 2, Credit 2 (F, W, S)

Career Decision Making
Registration #0847-161
This course is for students who are not sure about their educational and career goals. Students learn ways to plan their careers and lives. Work will be on an individual or small group basis. Activities include independent study, field trips, role playing, lectures, and discussions.
Class 2, Credit 3 (F, W, S)

The World of Work
Registration #0847-162
This course prepares students for a co-op experience or permanent employment. Students learn skills important to success at any job. Class activities include lectures, student presentations, and discussions.
Class 2, Credit 1 (W, S)

Interpersonal Relationships on the Job
Registration #0847-163
This course teaches students how important good work relationships are to careers. Topics include employer-employee relationships, co-worker relationships, and how work relationships affect job satisfaction. Activities include role playing, discussions, and presentations.
Class 2, Credit 2 (F, W, S)

Introduction to Theatre
Registration #0847-175
This course teaches students about theatre production. Students are encouraged to take part in theatrical experiences. The class studies acting, writing, directing, and designing (lights, scenery, costumes, make-up). Activities include lectures, demonstrations, and discussions.
Class 2, Credit 2 (F, W, S)

Technical Theatre I
Registration #0847-176
This course covers the methods and materials used in technical theatre. Topics include the responsibilities of different theatre personnel, scenery construction, and properties. Activities include lectures, demonstrations, discussions, and involvement in theatre productions.
Class 2, Credit 2 (F, W, S)

Technical Theatre II
Registration #0847-177
This is a course for students who want to learn more about technical theatre. Activities include independent projects, supervision of crews, and shop work.
Class 2, Credit 2 (F, W, S)
Prerequisite: 0847-176

Stage Lighting
Registration #0847-178
This course introduces students to theatre lighting. Students learn how to use each piece of lighting equipment. Activities include hanging lights for plays, running the light board, and using color in lighting.
Class 2, Credit 2 (F, W, S)
Prerequisite: 0847-176

Creative Translation into Sign Language
Registration #0847-179
This course covers translation forms used by the Division of Performing Arts. Students learn to translate poems and plays into American Sign Language. They also learn to present their translated works in sign. Activities include lectures, discussions, drills, and group workouts.
Class 2, Credit 2 (once each year)

Acting I
Registration #0847-180
This course explores communication by using pantomime, sign mime, body language, facial expression, character study, and role playing. Students learn to perform in front of an audience with confidence and skill.
Class 2, Credit 2 (F, W, S)

Acting II
Registration #0847-181
This course helps students perfect acting skills. Activities include developing a resume, style acting, advanced character development, and preparation of audition scenes.
Class 2, Credit 2 (F, W, S)
Prerequisite: 0847-180 and permission of instructor

Dance Performance I
Registration #0847-182
This course teaches students the basic terminology and techniques of modern dance. Basic body structure and creative movement are studied by the class. Individuals and groups perform in the studio. Activities include lectures, demonstrations, exercises, and performances.
Class 2, Credit 2 (F, W, S)

Dance Performance II
Registration #0847-183
This is an intermediate level modern dance course. Activities include technique, group work, and performance standards. Activities include lectures, discussions, exercises, and performances.
Class 2, Credit 2 (F, W, S)
Prerequisite: 0847-182, dance experience, or permission of instructor

Sign Dance
Registration #0847-185
This is a basic dance class, including warm-up, barre, center, and cross-the-floor movement. Sign language and modern dance become the base from which students make compositions. Students do not need to know sign language to take the course. Activities include lectures, demonstrations, and performances.
Class 2, Credit 2 (F, W, S)

Special Topics in Dance
Registration #0847-186
This course is taught by guest artists. Students learn different styles of dance. Topics depend upon the artists who visit campus. Possible topics include Afro-Caribbean dance, ballet, jazz, and tap. This course may be taken more than once.
Class 2, Credit 2 (F, W, S)

Music Introduction/Instruction Practicum
Registration #0847-187
This course helps students to develop musical skills in one or more of the following areas: piano, guitar, electric bass, percussion, brass, woodwinds, strings, the organ, and voice. Students may begin with basic instruction and progress to more advanced levels. Lessons are offered on an individual or small group basis. This course may be taken more than once.
Class 2, Credit 2 (F, W, S)

Theatre Practicum
Registration #0847-188
This course is for students who are accepted for a role (performance or crew) in a faculty-directed theatre production. Acting students rehearse, memorize, and perform. Crew students build a specific scene or costume element and serve as members of the running crew. This course may be taken more than once.
Class 3-9, Credit 1-3 (F, W, S)

Independent Study
Registration #0847-399
This course provides students with the opportunity for supervised exploration of special topics related to general education. See page 19 for complete description.
Class 3-9, Credit 1-3 (F, W, S)
Interpreting

Expressive Interpreting I
Registration #0850-201
This course introduces several basic interpreting skills, including development of memory retention skills, learning of primary sign vocabulary, skills and techniques for oral interpreting, mime, and gesturing. The course combines lectures and lab practice. Students are critiqued to check their progress.
Class 3, Credit 3 (F)

Expressive Interpreting II
Registration #0850-202
This course requires students to use skills and principles learned in Expressive Interpreting I. Students practice interpreting from English to American Sign Language (ASL). Practice will include interpreting both live talent and audiotapes. The audiotapes begin at speeds of 50 wpm and increase to 80 wpm.
Class 3, Credit 3 (W)
Prerequisite: 0850-201

Voice Interpreting I
Registration #0850-211
This course will increase students’ ability to receive the spoken and signed messages of hearing-impaired people and will refine students’ ability to use vocal modulation to prepare for the voice interpreting task. This is a self-paced lab course. Students learn by viewing videotapes and completing a series of exercises. The videotapes contain hearing-impaired people communicating orally, in signed English or in ASL.
Class 3, Credit 3 (S)

Voice Interpreting II
Registration #0850-212
This course develops students’ ability to generate a spoken English equivalent while viewing/listening to a hearing-impaired person’s signed/spoken message. This is a self-paced lab course.
Class 3, Credit 3 (F)
Prerequisite: 0850-211

Voice Interpreting III
Registration #0850-213
This course continues development of the voicing task. More complex videotaped samples of signed/spoken messages of hearing-impaired persons are delivered at a faster rate than those in Voice I and II. This is a self-paced lab course.
Class 3, Credit 3 (W)
Prerequisite: 0850-212

Aspects and Issues of Deafness I, II
Registration #0850-251, 252
Students learn the communications and psychosocial/cultural aspects of deafness through panel and class discussions, readings, and field trips.
Class 3, Credit 3 (F)
Prerequisite: For 0850-252, 0850-251

Theory and Practice of Interpreting I, II
Registration #0850-261, 262
Students use a communication process model to acquire a theoretical base for the interpreting task. Topics addressed are the linguistic principles associated with sign language and the interpreting task, and skills in positioning and lighting. This course includes lectures and student participation in small and large group activities.
Class 3, Credit 3 (F, W)
Prerequisite: For 0850-262, 0850-261

The Professional Interpreter I
Registration #0850-271
Students develop a broad understanding of interpreting as a profession, national standards for certification, and the concepts contained in the RID Code of Ethics. Other areas of concentration are interpersonal skills, self-critique, professional development, and resume writing. Coursework includes panels, role plays, discussions, readings, and lectures.
Class 3, Credit 3 (S)

Interpreting Practicum I
Registration #0850-281
This field experience provides an opportunity to practice and integrate skills acquired in the classroom and laboratories. It includes instructional and non-instructional activities on the RIT campus and in the Rochester community, supervised by the interpreter manager on site and the instructor responsible for the course.
Class 15, Credit 5 (F, W, S)
Prerequisite: None

Interpreting Seminar I
Registration #0850-283
Designed as part of the field experience, students share their experiences and concerns as practicing interpreters. Panels of interpreters and consumers of interpreting services are used.
Class 1, Credit 1 (F, W, S)
Prerequisite: None
Expressive Transliterating
Registration #0850-331
Students develop the skills required to accurately represent a spoken message in signed English. Some areas of concentration are facial expression, body shifting, mouth movements, and fingerspelling. Practice of these skills occurs in formal lectures and certain classroom environments.
Class 3, Credit 3 (W)
Prerequisite: 0850-303

Introduction to Specialized Interpreting Settings
Registration #0850-341
This course introduces students to interpreting in various specialized settings including platform, telephone, religious, artistic, and educational. Practice is given to creating translations for artistic samples.
Class 3, Credit 3 (W)
Prerequisite: 0850-331

The Professional Interpreter II
Registration #0850-372
Students develop a broad understanding of interpreting as a profession, national standards for certification, and the concepts contained in the RID Code of Ethics. Other areas of concentration are interpersonal skills self-critique, professional development, and resume writing. Coursework includes panels, role plays, discussions, readings, and lectures
Class 3, Credit 3 (F)
Prerequisite: 0850-271

Interpreting Practicum II
Registration #0850-382
This field experience provides an opportunity to practice and integrate skills acquired in the classroom and laboratories. It includes instructional and non-instructional activities on the RIT campus and in the Rochester community, supervised by the interpreter manager on site and the instructor responsible for the course.
Class 15, Credit 5 (F, W, S)
Prerequisite: 0850-281

Interpreting Seminar II
Registration #0850-384
This course is designed as part of the field experience. Students share their experiences and concerns as practicing interpreters. Panels of interpreters and consumers of interpreting services are used.
Class 1, Credit 1 (F, W, S)
Prerequisite: 0850-283

Principles of Tutoring/Notetaking
Registration #0850-391
This course prepares personnel to provide tutoring and notetaking support services for the hearing impaired in mainstreamed educational settings. The methodology is appropriate for elementary, secondary, and postsecondary education levels.
Class 3, Credit 3 (W)

Tutoring/Notetaking Practicum
Registration #0850-392
Students provide tutoring and notetaking services to hearing-impaired students. A minimum of 10 hours per week is devoted to taking notes in class and tutoring outside of class. Practicum sites include the Rochester City School District, the Monroe County Board of Cooperative Educational Services (BOCES) program, colleges of RIT, and other Rochester-area universities and colleges. Supervision is provided.
Class 10, Credit 3 (F, W, S)
Prerequisite: 0850-391

Mainstreaming: Educational Programs and Alternatives
Registration #0850-395
This course explores the goals and processes of education of the hearing impaired, and covers current demographic, legal, economic, and social trends affecting education of the hearing impaired. Students identify criteria and processes for the establishment of quality support services for hearing-impaired students.
Class 3, Credit 3 (W)
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- Applied Photography/Media Production
- Business Occupations, Office Practice and Procedures, Applied Accounting
- Construction Technology
- Data Processing
- Electromechanical Technology
- Industrial Drafting
- Manufacturing Processes
- Medical Laboratory Technology
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- Optical Finishing Technology
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Building Numbers and Names

1 George Eastman Memorial Building: Administration tower, College of Business, College of Applied Science and Technology
2 Frank Ritter Memorial Ice Arena
3 George H. Clark Memorial Gymnasium; Edith Woodward Memorial Pool
4 College-Alumni Union and Ingle Memorial Auditorium
5 Wallace Memorial Library
6 College of General Studies
7 James E. Booth Memorial Building: College of Fine and Applied Arts, Bevier Gallery, Frank E. Gannett Memorial Building: College of Graphic Arts and Photography
8 Chester F. Carlson Memorial Building: College of Science
9 James E. Gleason Memorial Building: College of Engineering
10 Ross Memorial Building: Office of Computer Services
11 Information Center
12 Max Lowenthal Memorial Building: College of Business
20 Riverknoll: Campus apartment housing
25 Grace Watson Hall: Residential dining facilities, Counseling Center, Campus Safety, Residence Life Office
35 Kate Gleason, Eugene Colby, Frances Baker halls: Residences
43 Nathaniel Rochester, Helen Fish halls: Residences
47 Sol Heumann, Carlton Gibson halls: Residences
50 Mark Ellingson, Peter Peterson, Alexander Graham Bell halls: NTID Residences
55 Hettie L. Shumway Dining Commons: NTID resident dining facilities
60 Lyndon B. Johnson Building: NTID Academic
90 Perkins Green: Campus apartment housing
97 Colony Manor: Campus apartment housing
99 Physical Plant buildings
100 Greek Area
VP: Visitors' parking area

To U.S. Route 15 and Thruway exit 46