



 PAMLICO
COMMUNITY COLLEGE
EXPAND YOUR HORIZONS...

1990-91



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THE NORTH CAROLINA STATE
BOARD OF COMMUNITY COLLEGES
SOUTHERN ASSOCIATION OF
COLLEGES AND SCHOOLS

PAMLICO COMMUNITY COLLEGE
IS APPROVED FOR THE
TRAINING OF
VETERANS AND ELIGIBLE DEPENDENTS

MEMBER INSTITUTION OF
THE NORTH CAROLINA
DEPARTMENT OF COMMUNITY COLLEGES
AMERICAN ASSOCIATION OF
COLLEGES AND JUNIOR COLLEGES

The legal and Corporate Name of the College
is:

"PAMLICO COMMUNITY COLLEGE"

The provisions of the publication are not regarded an irrevocable contract between the student and Pamlico Community College. The College reserves the right to make changes in regulations, courses, fees, and other matters of policy and procedures as when deemed necessary. The College further reserves the right, at any time, to request the student to withdraw when it considers such action to be in the best interest of the College.

STUDENT FINANCIAL AID CONSUMER INFORMATION

Information about financial assistance and other data required by the U.S. Office of Education is available in this publication. Additional information is also available in the Office of Student Development Services.

Pamlico Community College is an Equal Opportunity College.

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FOR MORE INFORMATION CONTACT
PAMLICO COMMUNITY COLLEGE
(919) 249-1851

PAMLICO COMMUNITY COLLEGE
SCHOOL CALENDAR
1990 - 1991

FALL QUARTER 1990

August 16, Thursday	Fall Quarter Early Bird Registration Hours: 2-8p.m.
August 22, Wednesday	JTPA Orientation-Complete Registration. Pick up books Hours: 1-4p.m. Registration open to general public or new students.
August 23, Thursday	Graduation Exercises - 8 p.m.
August 27, Monday	Classes Begin-Late Registration Hours: 2-8p.m. \$5.00 Late Fee Charged after August 27th.
August 30, Thursday	Late Registration - Evening Students Hours: 4-7p.m. Late Late Fee Charged.
September 3, Monday	College Closed - Labor Day Holiday.
September 4, Tuesday	Last day to register late or Drop/Add. \$5.00 Late Fee Charged. Hours: 8:30-10:30am
September 24, Monday	ECU last day to withdraw without penalty.
October 8-9, Monday & Tuesday	Fall Break - No curriculum classes scheduled. (Instructors Conference)
October 15, Monday	PCC last day to withdraw without penalty.
November 14, Wednesday	Quarter Ends -- Returning students Winter Quarter Registration Hours: 2-8pm

November 15, Thursday	Quarter Break.
November 16, Friday	Quarter Break. Instructor's Reports and Grades Due
November 19-21 Monday - Wednesday	Quarter Break.
November 20, Tuesday	New Students and JTPA Orientation complete Registration/Pick up books Hours: 1-4 p.m. Registration open to general public or new students.
November 22-23 Thursday-Friday	College Closed-Thanksgiving Holidays.

WINTER QUARTER 1990

November 26, Monday	Classes Begin - Late Registration Hours: 2-8p.m. \$5.00 Late Fee Charged after November 26th.
November 29, Thursday	Late Registration - Evening Students Hours: 4-7p.m. Late Fee Charged.
December 3, Monday	Last day to register late or Drop/Add \$5.00 Late Fee Charged. Hours: 8:30-10:30am
December 20- January 6	Faculty and Students Winter Quarter Holidays.
December 24-28	College Closed - Staff Holidays and vacation.
January 1, Tuesday	College Closed - New Year's Holiday.
January 7, Monday	Classes Resume.

January 8, Tuesday	ECU
Last day to withdraw	without penalty.
January 21, Monday	College Closed - Martin L. King Holiday.
February 4, Monday	PCC last day to withdraw without penalty.
February 27, Wednesday	Quarter Ends - Returning students Spring Quarter Registration. Hours: 2-8p.m.
February 28-March 6 Thursday-Wednesday	Quarter Break. Instructor's Reports and Grades Due March 1
March 6, Wednesday	JTPA Orientation-Complete Registration/Pick up books. Hours: 1-4 p.m. Registration open to general public or new students.

SPRING QUARTER 1991

March 7, Thursday	Classes Begin. Late Registration Hours: 2-8 p.m. \$5.00 Late Fee Charged after March 7th.
March 12, Tuesday	Late Registration - Late Fee Charged Hours: 4-7p.m.
March 13, Wednesday	Last day to register late or Drop/Add \$5.00 Late Fee Charged. Hours: 8:30-10:30a.m.
April 1, Monday	College Closed - Easter Holiday.
April 1-5 Monday-Friday	Faculty and Students Spring Break.
April 10, Wednesday	ECU last day to withdraw without penalty.

April 26, Friday	PCC last day to withdraw without penalty.
May 4, Saturday	Ole Country Fair - 10 to 3pm
May 29, Wednesday	Quarter Ends - Returning Students Summer Quarter Registration. 2-8 p.m.
May 30, Thursday	Instructor's Reports & Grades Due.
May 31, Friday	Quarter Break.

SUMMER QUARTER 1991

June 3, Monday	Classes Begin. Late Registration Hours: 2-8 p.m. \$5.00 Late Fee Charged after June 3.
June 6, Monday	Last day to register and Drop/Add. Hours: 4-7p.m. \$5.00 Late Fee Charged.
June 28, Friday last day to withdraw	ECU without penalty.
July 1-5 Monday-Friday	Mid-Quarter Break. No curriculum classes. Administrative Offices open. Continuing Education classes schedule announced separately.
July 4, Thursday	College Closed - Independence Day Holiday.
July 29, Monday	PCC last day to withdraw without penalty.
August 19, Monday	Fall Quarter Early Bird Registration Hours: 2-8p.m.
August 22, Thursday	Quarter Ends. Instructor's

Reports and Grades Due.

August 22, Thursday GRADUATION - 8 p.m.

The Learning Resources Center and Student Development Services are open to the general public at times when classes are not in session.

GENERAL INFORMATION

OPEN DOOR PHILOSOPHY

The College operates under the OPEN DOOR PHILOSOPHY of the Department of Community Colleges. Thus, any person, whether a high school graduate or non-graduate, who is eighteen years old or older, and who is able to profit from further formal education, will be served by the institution. The OPEN DOOR PHILOSOPHY does not mean that there are not restrictions on admission to specified curriculums. Students are assisted in selecting programs which serve their needs and objectives in life, consistent with their background, aptitudes, and interests. The restrictions on admission are flexible enough to allow each student opportunities to improve his educational status. Preparatory studies are provided for students who lack skills necessary for admission to their chosen programs.

MISSION

Within the assigned functions of the North Carolina System of Community Colleges, the mission of Pamlico Community College is to provide occupational, technical, and general education programs, and support services which meet the needs and desires of its student population, community businesses, local industries, and health facilities. PCC identifies the educational needs of applicants and assists the students in satisfying these needs through appropriate programs.

Curricular and Continuing Education programs reflect the changing technical, commercial, industrial, and health needs of Pamlico County and surrounding areas. Curricular programs are designed to offer certificates, diplomas, and associate degrees, with remedial preparation as needed. Continuing Education programs are designed to meet specific needs in basic educational competencies, high school completion, and upgrading of occupational, avocational, or practical skills required for the rapidly changing technological advances in the community.

PCC encourages life-long learning to improve the educational base of society, and strives to prepare students

or further educational experiences. PCC makes its programs and services known to the public and responds to the identified changing needs of the community.

GOALS

. STUDENTS:

To provide students with general educational opportunities ranging from basic literacy to the associate degree level with a variety of learning experiences designed around the continuing educational needs of the individual or group. To make these opportunities accessible in terms of location, time, and cost in order to expand the pool of educated employable adults in the college's service area.

. INSTRUCTIONAL PROGRAMS:

To provide certificate, diploma, and associate degree programs in technical, vocational, and general education areas committed to quality teaching and successful student achievement. To provide opportunities for students to develop skills for employment in various occupational areas and to update their capabilities to meet the challenges of a changing technological society. To enhance articulation with business and industry, secondary schools, institutions of higher learning, and human service agencies.

. FACULTY AND STAFF:

To provide opportunities and incentives for faculty and staff to develop professionally. To improve the quality of instruction and administration of educational services and programs by ensuring that staff and faculty keep abreast of the changing technological society.

. MANAGEMENT AND FINANCE

To provide a management and planning system which ensures productivity, fiscal responsibility, and accountability. To provide for the utilization and distribution of all available financial resources to strengthen academic and support programs within established budgets.

5. FACILITIES:

To plan, provide, and maintain educational facilities which will be attractive, safe, flexible, and conducive to student learning, achievement, and development.

6. INSTITUTIONAL DEVELOPMENT:

To provide a positive image through marketing and public relations activities. To make the residents of our service area aware of the resources and educational programs available. To provide planning, research, and external funding coordination.

7. COMMUNITY SERVICES:

To provide support services and facilities accessible to the public. To foster cultural, economic, and social development of the service area through interaction with community leaders.

HISTORY OF PAMLICO COMMUNITY COLLEGE

The origin of Pamlico Community College may be traced to a series of exploratory conferences held in 1961 between officials of the North Carolina Public School System and educational leaders in Pamlico, Craven, and Carteret Counties. The purpose of these meetings was to explore the feasibility of creating "Extension Units" of Lenoir Industrial Education Center (now Lenoir Community College) which could provide post-secondary technical and vocational programs in locations more convenient to the residents of these counties.

In July of 1962, the Pamlico County Board of Education agreed to sponsor an extension unit. Under the terms of this state and federal funds to pay teachers and to purchase a limited amount of equipment. Pamlico County was expected to provide a building and such other services needed in the operation and maintenance of this facility. In September, 1962, the Pamlico County Unit began operations in a building located on the campus of Pamlico High School with approximately 400 evening students. At this time programs were offered during evening hours only and were restricted to adults. Nine months later (May 1963), the Board of

Education employed a full-time director to supervise the Unit's operations.

PCC was not always limited to adult enrollment only. In 1963, vocational students from Pamlico High School were also enrolled. These students attended regular high school classes for one-half day and then moved to the extension unit for specialized occupational training. In 1965, this program was phased out in accordance with laws enacted by the North Carolina General Assembly.

With the possible exception of 1974 and the news that Pamlico Community would have a new campus, no year appears more significant in the development of PCC than 1967. At this time the North Carolina State Board of Education moved to separate the unit from the parent institution, (Lenoir Community College), and to adopt a more uniform working arrangement between the unit and the Pamlico Public School System. This new operating arrangement provided for the following significant changes:

1. State and Federal operating funds were allocated directly to the institution rather than passed through the parent institution.
2. Local money needed to operate the Unit was set aside by the County Commissioners. These funds were included as a line item in the Board of Education budget to be used at the discretion of the Unit Director.
3. Eight local citizens were appointed to serve as trustees of the institution.
4. The Pamlico Board of Education granted PCC the use of an abandoned school facility located in Alliance.

In 1967, PCC could have truly been called a "homemade institution." Students, teachers, and administrators remodeled the Alliance campus. Fund raising drives and employees willing to donate freely of their time and talents brought the Alliance campus to operational status. Not only was growth occurring in terms of buildings, but the number of employees had also increased from a single individual in 1963 to a staff of three administrators, a bookkeeper, two secretaries, and six full-time instructors. While progress

was evident in many directions, PCC still faced a serious problem. The trustees did not hold title to the institutional campus, access to local support money was limited, and the school could not qualify for other state and local monies such as that needed for construction of new facilities. Furthermore, as a "half-way" institution, PCC could not aspire to accreditation by the Southern Association of Colleges and Schools-a hallmark of excellence in education.

Recognizing the above problems in institutions such as Pamlico Community College and others scattered throughout North Carolina, the State Board of Education moved to bring the operations of PCC completely in line with existing state law. This was accomplished through a 1971 revision of the North Carolina State Constitution. The revision brought about the following changes:

1. Pamlico Community College acquired a full twelve-month Board of Trustees empowered to hold title to property and the full exercise of other responsibilities as set forth in the Community College Act of 1963.
2. The Pamlico County Board of Commissioners could allocate local funds directly to the Board of Trustees for use in maintenance and operation of the school and for capital construction.
3. Pamlico Community College now became eligible for additional state and federal construction and operating funds.

The need for expansion and updating of instructional programs and facilities became evident during the late 60's. County residents were asked to approve a bond issue for capital construction. This issue, in the amount of \$150,000.00 was approved in December 1971. Administration then turned to the North Carolina General Assembly for equal matching money as provided in the law. The 1973 General Assembly more than matched this amount (\$150,000.00) with an appropriation in excess of \$300,000.00. In late 1973, the Commissioners allocated an additional \$100,000.00 which brought the total state and local money available for construction to \$500,000.00.

In October of 1973, the Board of Trustees submitted applications for a basic grant of 1.036 million dollars from

the Economic Development Administration and from the Coastal Plains Regional Commission. These grants were approved on Wednesday, February 13, 1973, and construction of the new campus started in 1974. The new building was occupied in the spring of 1976. Full accreditation was achieved in the fall of 1977.

With the construction of its new campus, Pamlico Community College has reached a milestone in its evolution as a post-secondary educational institution.

In 1985 a cooperative agreement was reached with East Carolina University to offer a program of freshmen-sophomore general education courses on the campus of Pamlico Community College.

In twenty five years, the College progressed from an Industrial Education Center (IEC) to Pamlico Technical Institute (PTI) to Pamlico Technical College (PTC), and officially become Pamlico Community College in 1987.

It appears that the future is limited only by the imagination of its leadership and by the willingness of people to avail themselves of its diverse services.

PROGRAM OF INSTRUCTION

EDUCATIONAL OPPORTUNITIES

Pamlico Community College has a comprehensive education program geared to a broad spectrum of community needs. It is dedicated to the concept of offering an educational opportunity to all who are genuinely interested in increasing their knowledge and ability, whether on the level of technical and vocational education, a vocational pursuit, high school equivalency certification, or literacy training.

Technical programs provide the opportunity for individuals to earn an Associate in Applied Science (A.A.S.) Degree. Upon completion of one of several vocational programs, a student receives a diploma or certificate verifying competency in a particular trade.

Short courses are offered by the College's Continuing Education Division, and many evening certificate programs are conducted in selected technical and vocational specialities. These courses are designed to focus on the specific educational needs of students, as opposed to the more comprehensive diploma or degree programs.

General adult education provides courses which enable

the adults of Pamlico County to broaden their vocational interests and to improve themselves educationally and culturally. Also, the Learning Center affords the opportunity to everyone, whether enrolled in a course of instruction or not, to gain knowledge through programmed learning. In addition to a high school equivalency certificate, general adult education offers basic education for adults with less than an eighth grade education.

ACCEPTANCE AND ADMISSION INFORMATION

REQUIREMENTS AND PROCEDURES

Curriculum students are enrolled at the beginning of a quarter, usually September of each year; however, entrance at the beginning or during other quarters is permissible when the curriculum and schedule permit.

Applicants for all curricular educational programs are required to complete the following steps:

- .Submit a complete application for admission.
- .Submit a transcript of records from the high school and other post-secondary educational institutions attended.
- .Complete a prescribed medical history report.
- .Report to the institution for an admission interview and placement test.

Following receipt of his/her application, the student will be invited to come for a placement interview with an admissions counselor and advisor.

The student and the counselor review together the student's application, his/her career objectives, and the requirements of the various programs of study. Through this process the student becomes familiar with available programs and can better evaluate his/her chance of success in a particular course of study. Should a student desire a program of study for admission and schedules for a combination of preparatory courses (Developmental Studies) and regular schedule curriculum credit courses to help him/her overcome the educational limitations that could prevent him/her from making satisfactory progress.

Generally, educational placement tests are given periodically during the year to aid in placement purposes and are not admission tests.

READMISSION OF CURRICULUM STUDENTS

Students re-entering Pamlico Community College after one or more quarters out of school will follow normal registration procedures. If the student was out of school as a result of disciplinary action, he/she must appear before the Appeals Committee and petition for readmission to the College. If the returning student was on academic warning at the time of his/her leaving, the probation policy will remain in effect and determine the condition of his/her readmission.

PROVISIONAL ADMISSION

Students who have not completed admission procedures may be accepted provisionally. These students must complete all admission requirements within one quarter following enrollment.

TRANSFER STUDENTS

Students desiring to transfer credits to Pamlico Community College from other institutions must be in good standing at that institution and must submit the following:

- *A completed application form.
- *A completed health questionnaire.
- *Official transcript(s) and catalogue or course descriptions from institutions previously attended.

There is no limit to the number of hours that may be transferred from other institutions; however, the final twelve quarter hours of the student's work toward the degree, diploma or certificate must be completed at Pamlico Community College. Grades of D on a transcript will transfer if the transfer student's transcript indicates an overall 2.0 (C) average. In order to receive transfer credit, the student must submit the transfer credit evaluation form available in the Office of Student Development Services. NOTE: As a part of the evaluation of transfer credits, students may be required to take a proficiency examination in a specific course or courses before completing registration. Students desiring to

transfer between programs may receive credit for all applicable courses with a passing grade as verified by transcript of the student's permanent record. Evaluation of transcripts are conducted by selected faculty under supervision of the Instructional Administrator. Transfer credits ten years or beyond from other colleges may require proficiency examinations. In certain curriculums credits will not transfer due to changing technology.

ACADEMIC REGULATIONS

RESIDENCY

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

Application for the benefit of the in-state tuition rate as a member of the Armed Services or dependent relative thereof.

The 1984 N. C. General Assembly passed a law (G.S.116-143.3) allowing military applicant and dependents to be charged in-state tuition. Applications and information is located in the Student Services office.

The legal resident limitation with respect to tuition, set forth in G.S. 116-143.1 and 116-143.3, shall apply to students attending institutions operating pursuant to this chapter; provided, however, that when an employer other than the armed services, as that term is defined in G.S. 116-143.3, pays tuition for an employee to attend an institution operating pursuant to this chapter and when the employee works at a North Carolina business location, the employer shall be charged the in-state tuition rate.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in **A MANUAL TO ASSIST THE PUBLIC HIGHER EDUCATION INSTITUTIONS OF NORTH CAROLINA IN THE MATTER OF STUDENT RESIDENCE CLASSIFICATION FOR TUITION PURPOSES**. Each enrolled student is responsible for knowing the contents of the MANUAL, which is the controlling

administrative statement on policy on this subject. A copy of the manual is available on request in the Student Development Services office for student inspection.

STUDENT CLASSIFICATION

Freshman--A student who has earned less than forty-five quarter hours of credit.

Sophomore--A student who has earned more than forty-five quarter hours of credit.

Full-time Student--A student who carries a twelve quarter hour load.

Part-time Student--A student who is registered for eleven quarter hours or less.

Special Student--A full-time or Part-time student not seeking a degree or diploma.

Audit Student--One required to pay fees; no exam required; and no grades earned.

WAIVER BY PROFICIENCY

The requirement that a student complete a specific course as a part of an overall educational program may be waived upon successful completion of a proficiency examination. Proficiency examinations are developed and administered at the department level. The level may be any one or a combination of the following:

*Written test.

*Evaluation of manipulative skills.

*Student oral interview.

A copy of the written examination and/or written summary of criteria used in assessing proficiency must be submitted by the appropriate faculty member for inclusion in the student's permanent file.

Credit by proficiency should be administered:

1. During the Admissions Process or
2. Prior to registration periods as published in the College catalog.

In no instance, however, should such examinations be administered after the close of the official Drop/Add period set in the College Catalog. Questions in this matter should

be directed to the Dean of Student Development Services.

Acceptable performance on a proficiency examination for a specific course will be so noted on the student's official transcript with the letter Z. As no credit hours are earned through the waiver of a course requirement, the student's grade point average is unaffected. There is no refund of tuition for students earning waiver through proficiency examination; however, students may be allowed to enroll in a course of similar hours for which they are qualified without additional charge.

CREDIT BY CHALLENGE EXAMINATION

Students who feel that they have mastered sufficiently the content of a specific course, may request a challenge examination. Challenge examinations are developed and administered at the departmental level. They are administered at any point during the course after the official drop/add period. A copy of the Challenge Examination shall be placed in the student's permanent folder. Credit hours and grades earned shall be used in computing the student's grade point average. There is no refund of student tuition. Questions in this matter should be directed to the Dean of Student Development Services.

ATTENDANCE POLICY

CLASS ATTENDANCE AND TARDINESS

1. Students are expected to be in class on time and are expected to attend all classes, laboratory periods, and shop sessions. A student must attend a minimum of 80 percent of the total class hours, laboratory periods, and shop sessions for each course in order to receive a passing grade. Any three tardies in a given class will constitute one class absence.

2. Each student has the full responsibility of accounting to the instructor for each class session missed. The instructor determines if the work missed can be made up; however, any work that is made up cannot be used to erase any absences on the part of the student. Regular attendance contributes greatly to academic success, and unnecessary absences are detrimental to a student's work. Any student

who is absent from a course for indiscriminate reasons may lose credit if later absent because of personal sickness or other emergencies.

3. Instructors are expected to recognize and honor official institutional excuses, i.e., excuse students without penalty for absences due to participation in authorized institutional activities, death in the family and personal illness of students excused by the Dean of Student Development Services, Counselor, or a doctor's note.

4. This policy, along with the instructor's requirements for announced tests, should be presented to the class, in writing, at the beginning of the quarter.

TELECOURSES ATTENDANCE AND FEE

Students enrolled in Telecourses will be informed at the orientation session by an instructor the requirements for the course in regards to attendance and other requirements. Students will pay the same tuition and fees as regular campus students.

TUITION AND FEES

Tuition fees are set by the State Board of Education and are subject to change without notice. Costs of textbooks and supplies are additional expenses which vary according to the program of study. Current basic fees to be paid by students enrolled in Technical, Vocational, or Certificate Programs are as follows:

	RESIDENT	NON-RESIDENT
Full-time (12 or more credit hours)	\$105 per quarter	\$981 per quarter
Part-time (less than 12 credit hours)	\$8.75 per credit hour	\$81.75 per credit hour
Activity Fee Full-time		\$5.00
Three-Quarter time	3/4 time (9-11 hrs.)	\$3.75
One-Half time	1/2 time (6-8 hrs.)	\$2.50

Persons over age 65 - No Tuition Charges - must show proof of age.

Late Registration Fee - \$5.00

REFUND POLICY

Tuition refunds shall not be made unless the student is, in the judgement of the College, compelled to withdraw for unavoidable reasons (death or serious illness in immediate family; migration or change in employment requirements caused by employer policy or decisions. In such cases two thirds (2/3) of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered for tuitions of five dollars (\$5.00) or less, unless a course or curriculum fails to materialize due to no fault of the student.

There is no refund on such yearly payments as activity fees, insurance premium fee, graduation fee, and any special fees such as late registration.

In all refund cases, the student must officially withdraw and complete the Request for Refund Form. The Business Office will execute and mail the refund after all necessary forms and steps have been completed as stated above. Refunds can be credited to future quarters in some cases. Students should discuss this with Student Development Services Dean, or the Business Office.

FEE PAYING REGULATION

Fees paid by students as established by law, and is the responsibility of the Business Office. The following procedures must be followed by all students in order to register:

1. The College operates on a cash payment basis.
2. No books will be sold on credit unless the Business Office has official authorization to bill a third party. (Examples: Vocational Rehabilitation--both state and Veterans programs; JTPA program, etc.)
3. Tuition credit will not be allowed except in those cases where the Business Office has official authorization to bill a third party.

TEXTBOOKS AND SUPPLIES

The cost of textbooks and supplies vary according to the program of study. Full-time vocational students may expect to pay between \$75 and \$90 per quarter. Textbooks and supplies for full-time technical and general education students will cost approximately \$120 per quarter. Books are purchased through the College Book Store.

STUDENTS RIGHTS AND RESPONSIBILITIES

The rights of students as citizens are acknowledged and reaffirmed. Student rights include the privilege of education, the freedom to hear, to study, to write, and to exercise the rights of citizenship.

STUDENT CONDUCT

Pamlico Community College expects all students to conduct themselves with honor and to maintain the high standards of responsible citizens. The campus and College facilities are not places of refuge or sanctuary. Students, as all citizens, are subject to civil authority on, as well as off the campus.

STUDENT DISCIPLINE

The President or his designated representatives may, after suitable investigation, dismiss, suspend, or expel any student who impairs, impedes, or disrupts the legal mission, processes, or functions of the College. Students found to have counseled, encouraged, instigated, or incited others to impair, impede, or disrupt the education and other lawful operations of the College also shall be subject to immediate suspension, dismissal, or expulsion.

STUDENT APPEAL

Should a student wish to appeal any decision imposed by a college official, a written notice of appeal should be submitted by the student within two calendar days of the

date of the written notification. The appeal should be directed to the President.

The Student Appeals Committee is composed of the following: The Dean of Instruction, and the President of the Student Government Association. The members are appointed by the President.

The Student Appeals Committee will convene within two school days of the notice of appeal. The result of any appeal made to the Student Appeals Committee will be determined by a majority vote of the committee members. Based upon the outcome of this voting, a written recommendation will be sent to the President's office by the committee chairman. In addition, a written notice of recommendation rendered to the President will be sent to the student. Any adjustments of the original disciplinary action rendered will come from the President's office.

Should a student desire to make a second appeal, a written notice will be made to the Board of Trustees through the President of the College. In order to appeal before the Board of Trustees the student must adhere to the following procedure:

1. Inform the President--in writing or by oral request--of the desire to schedule a hearing by the Board of Trustees. This request should be made in writing within five (5) school days after the student is advised of the findings of the Student Appeal Committee.
2. Inform the President as to the number and identity of individuals who will accompany him.

It will be the President's responsibility to notify the appropriate members of the Board of Trustees. The Secretary of the Board of Trustees will place the item on the agenda and notify the student of the date, time, and place of the meeting. The Board of Trustees will meet as soon as possible, after the request has been submitted. The time that may elapse between the appeal notification and the date the Board will convene, usually will not exceed twenty calendar days. The student will be notified in writing of the results of the appeal by the Chairman of the Board of Trustees and this shall be the final action. Copies of such notification will be forwarded to the President and Student Appeals Committee.

COLLEGE PROPERTY

The property of the College must not be abused or removed from the place where it belongs. Students who feel inclined to destroy or abuse the building or furnishings shall be permanently dismissed from the College. Students shall be held liable for the damage.

AUTO REGULATIONS/PARKING

Students should park in the main parting area on the right after the entrance. Spaces in front are reserved for visitors, handicapped, and staff. The center area in front is the emergency vehicle lane, marked in yellow and no one is allowed to park in this area.

TITLE IX COMPLAINT PROCESS

The Title IX Complaint Process provides an aggrieved student or employee the opportunity to report a complaint of sex discrimination to the regional Office of Civil Rights for investigation. The aggrieved person may register such an investigation. The aggrieved person may register such a complaint regardless of whether he/she is using the institution's grievance procedure. Contact Gail Johnson, Dean, Learning Resources Center/Title IX Coordinator for information.

OCR's address is 101 Marietta Street NW, Atlanta, GA 30323.

DRESS RECOMMENDATIONS

Pamlico Community College encourages neatness, cleanliness, and appropriateness of attire for students at all times. In the interest of safety, students will be advised by shop instructors as to appropriate dress and shoes to be worn.

SOCIAL LIFE

The Student Government Association may propose events throughout the year for the social, cultural, and educational enrichment of the student and usually all students from various programs are invited to the functions. At times, pot-luck dinners are planned and everyone contributes.

FOOD SERVICE

The College provides vending machines in the student center that dispense sandwiches/cakes, cookies, soft drinks, and other sundries. No cafeteria is maintained on campus.

STUDENT CENTER

The student center area is a place to meet, eat, and relax during leisure moments. Trash receptacles are provided in order that students may leave the area neat and clean.

The bulletin board in the lounge is reserved for Student Services and student use. Materials may be posted for information such as employment opportunities, social and recreational events, and Student Government activities and should be approved by the Office of Student Development Services prior to posting. Any complaints concerning vending machines service and operations should be directed to the Business Office.

HEALTH SERVICES

First aid kits are located in all departments and offices. No other health facility is available on campus. All students are required to complete a health questionnaire which gives a personal health record. The Medical Center in Bayboro is the nearest medical facility and referrals are made to the County Health Department. The College reserves the right to require a doctor's medical examination if deemed necessary.

COMMUNICABLE DISEASE POLICY

Students and employees of the College who may be infected with a reportable communicable disease as defined by the North Carolina Commission for Health Services will not be excluded from enrollment or employment, or restricted in their access to college services or facilities, unless medically based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual, other members of the institutional community, or others associated with the institution through clinical, cooperative, intern, or other such experiences, involving the general public.

Persons who know, or have reasonable basis for believing, that they are infected are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly in accordance with such knowledge, for the protection of others.

Persons who know that they are infected are urged to share that information with their division head or advisor so the college can assist in the appropriate response to their health and educational needs. Such information will be disclosed only to responsible institutional officials on a strictly limited, need-to-know basis, unless the individual consents in writing to others releases of the information. The College is obligated by law to disclose to public health officials information about all confirmed cases of reportable communicable diseases.

FINANCIAL AID CONSUMER INFORMATION

Information about financial assistance and other data required by the U. S. Office of Education is available in another section in this bulletin. (Page 51-52). Additional information is available in the Student Development Services Office.

DROPPING/ADDING COURSES AND WITHDRAWAL

The College holds a registration the last day of each

quarter. One change day (drop/add) is indicated on the calendar, the day before the first day of classes. Additional drop/add dates and time periods are usually published and posted prior to each quarter. Students should read all notices and become aware of such notices.

A student may withdraw officially at any time during the quarter up to the **seventh week of classes** (date published in calendar). After the seventh week, withdrawal is allowed only in the case of emergency, e.g., death or serious illness in immediate family; migration or change in employment requirements caused by employer. A non-approved withdrawal results in an automatic F on all courses or a course.

ECU - General Education Students must withdraw within 20 calendar days.

ACADEMIC WARNING POLICY

Technical-General Education Programs

1. **First Warning**--Students with a grade point average less than 1.25 upon completion of the first quarter will be placed on academic warning and will be required to consult with a counselor for advice.

2. **Second Warning**--A second consecutive warning will require that students remain on academic warning. They will be notified as in the first warning. Students will be required to meet with a counselor for advice and a reduction in course load to less than full-time status may be required.

3. **Third Warning**--A third consecutive academic warning will require a reexamination of the students' progress. This review will include close consultation between the counselors, advisors, and instructors, including the Dean of Student Development Services when deemed necessary. At this point the student may be required to withdraw or be redirected in another curriculum.

Vocational-Certificate Programs

1. **First Warning**--Students with a grade point average

of less than 1.25 upon completion of the first quarter will be placed on academic warning and will be required to consult with a counselor for advice.

2. Second Warning--A second consecutive academic warning will require a reexamination of the student's progress. This review will include close consultation between the counselors, advisors, and instructors, including the Dean of Student Development Services when deemed necessary. At this point the student may be required to withdraw or be redirected in another curriculum.

A.A.S. Degree Students	Hours Attempted	Point Average
	1-16	1.25
	17-32	1.50
	33-48	1.85
	49-64	1.95
	65-80	2.00
	81-over	2.00
Diploma Certificate Students		
	1-15	1.25
	16-38	1.50
	39-51	2.00
	52-over	2.00

Students enrolled in learning laboratories, open labs, etc., are required to demonstrate acceptable progress towards an identified educational goal, (e.g., High School Equivalency). "Acceptable Progress" is defined as the successful and systematic completion of learning objectives within an acceptable time frame. The identification of students who fail to demonstrate "Acceptable Progress" is responsibility of the instructor.

Veteran students enrolled in learning laboratories, open labs, etc., who fail to demonstrate acceptable progress towards educational goals may be placed on academic warning upon recommendation of their advisor. Any student failing to remove satisfactorily the cause of his probation within a reasonable period of time (not to exceed two academic quarters), shall be subject to a loss of VA benefits and

possible dismissal from the College.

GRADING SYSTEM

The 4.00 quality point system is used to calculate student quality point averages. The letter grades used are:

A	Excellent (93-100)	4 grade points per hour
B	Good (85-92)	3 grade points per hour
C	Fair (77-84)	2 grade points per hour
D	Poor, but passing (69-76)	1 grade points per hour
F	Failing (Below 69)	0 grade points per hour
I	Incomplete	0 grade points per hour
AU	Audit	0 grade points per hour
T	Transfer Credit	0 grade points per hour
W	Withdrew	0 grade points per hour
WF	Withdrew Failing	0 grade points per hour
WP	Withdrew Passing	0 grade points per hour
X	Student Never Entered Class	0 grade points per hour
Z	Proficiency	0 grade points per hour

EXPLANATION OF GRADES

A grade of "I" must be removed by making up the work during the next quarter if credit is to be given for the course. An "Incomplete" may be extended depending on the student's individual needs and upon close counseling by his major advisor, instructor, counselor, or the Dean of Student Development Services. The instructor makes the final decision.

Courses with an "Incomplete" grade are not used in computing grade point averages; however, a student with an "Incomplete" grade is not eligible for the Dean's List or Honor Roll in the quarter the "Incomplete" is received.

Audits - See Audit Policy - Page . A student should not audit a class prior to enrolling for credit.

Withdrew Passing/Withdrew Failing is awarded only when the student completes an official withdrawal form. WP carries no penalty; hours attempted will be calculated for G.P.A. purposes if a WF is awarded.

DEAN'S LIST AND HONOR ROLL

All full-time technical and vocational students maintaining a quarterly grade point average between 3.50 and 4.00 will be recognized on the Dean's List.

A quarterly grade point average between 3.00 and 3.49 will entitle full-time technical and vocational students to be listed on the Honor Roll.

Part-time technical and vocational students enrolled in at least 6 credit hours of work maintaining a quarterly grade point average of 3.00 or higher will be recognized on a Student Recognition List.

The Dean's List, Honor Roll, and Part-Time Student Recognition List are prepared by the Office of Student Services and mailed to all local or area newspaper.

Honor graduate students graduating with 3.0 or above will be recognized with an honor cord and gold tassel at graduation exercises.

SPECIAL CREDIT ENROLLMENT

A student may enroll in one course per quarter in any program offered at the college, up to a total of 20 credit hours. The student will be classified as a *special credit student* not working toward a degree or diploma. After the student has completed 20 credit hours, he/she may declare a program major. He/she should contact the Student Development Services Office concerning this enrollment.

Students still in high school will be classified as *special credit students*. Special credit students pay fees the same as regular students and receive grades for all course work.

G.P.A. CALCULATION

Divide your total grade points by the number of hours attempted.

Example:

Fall Quarter

Hours

Grade

Course	Earned	Grade	Points
BUS 102	3	C	6
ENG 101	3	A	12
ECO 102	3	B	9
	<hr style="width: 100%; border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> 9		<hr style="width: 100%; border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> 27

27/9 = 3.0 Grade Point Average

Converting Quarter Hours to Semester Hours.
 Divide quarter hours by 1.5. Ex. 45 qtr. hrs. divided by 1.5 = 30 sem hrs.

PROGRAMS OF STUDY

VOCATIONAL PROGRAMS DIPLOMA

Vocational curricula are designed to provide the student with technical skills, and knowledge to meet the needs of local and area industry. These programs are:

- Automotive Mechanics
- Medical Assisting

CERTIFICATE PROGRAM

- Accounting
- General Office Technology
- Nursing Assistant II

TECHNICAL PROGRAMS - (A.A.S. Degree)

The technical programs offered at Pamlico Community College prepare the student to become a competent skilled employee. These programs are designed for career preparation with a background in general education.

- | | |
|--|-------------------|
| Accounting | General Education |
| Business Administration | General Office |
| Industrial Electrical/Engineering Technology | |

REQUIREMENTS FOR GRADUATION AND DEGREES OFFERED

DEGREE, DIPLOMA AND CERTIFICATE REQUIREMENTS FOR GRADUATION

The following are established as minimum requirements:

1. Complete all course requirements as specified in catalog. Candidates must earn an overall grade point average of 2.0.
2. Prospective graduates must be recommended by the major instructor of the program in which a student completes his/her major work. An Application for Graduation form should be completed at the beginning of spring quarter and returned to Student Development Services.
3. Fulfill all financial obligations to the College.
4. Final twelve quarter hours of student's work must be completed at Pamlico Community College. Exceptions to this will be granted if student has completed the majority of course work at Pamlico Community College and needs a course not being offered. Permission must be granted through the Student Development Services office.

DEGREE PROGRAMS

Pamlico Community College will confer an Associate in Applied Science Degree in all technical curricula. This degree is conferred in the name of the College's Board of Trustees when all requirements for graduation have been satisfied.

DIPLOMA PROGRAMS

Pamlico Community College will award a diploma for all 12 month vocational programs. This diploma is conferred in the name of the College's Board of Trustees when all requirements for graduation have been satisfied.

CERTIFICATE

Pamlico Community College will award certificates upon satisfactory completion of curriculum course designed and stated as a certificate program.

FACULTY ADVISORS

Each student is assigned a faculty advisor. Students are required to have their class schedules approved by their advisors prior to completing the registration process. In addition, all students are encouraged to meet with their advisor at the end of the first five weeks of instruction each quarter. All advisors maintain office hours that are posted.

SCHEDULING OF COURSES

Most credit classes meet between the hours of 8 a.m. to 5 p.m. daily, for 50 minutes of each hour. Most evening classes are scheduled between the hours of 6 and 10 p.m. Monday through Thursday.

CREDIT FOR INDIVIDUAL LEARNING CENTER

Courses not available within the current quarter's schedule may be taken for credit in the Learning Center provided an equivalent course of study is available, and subject to approval of the Dean of Student Skills Development upon recommendation of the appropriate program instructor and student's advisor. The student will be required to enroll through regular registration procedures and is subject to standard attendance policy.

The appropriate program instructor assumes responsibility for course content and validity. In addition, the program instructor will be assigned responsibility for student progress and final evaluation and grading.

CATALOG OF RECORD

The catalog that is current when the student enrolls in the College is the catalog of record. A student who is in continuous attendance (except Summer Quarter) may graduate under the provisions of his/her catalog of record, or a subsequent issue. A student who is not in continuous attendance must graduate under the provisions of the catalog in effect on his/her last reentry date or a subsequent issue.

A student who changes his/her program of study will come under the provisions of the catalog in effect at the time of the change, or a subsequent issue.

COURSE LOAD

Students enrolled for 12 or more quarter credit hours are designated as full-time students. A student may enroll for up to 20 quarter hours depending upon his abilities as determined by his faculty advisor. Those students who are placed on academic warning may be advised to take a reduced course load. Students employed full or part-time may also be advised to take a reduced course load contingent on their academic standing.

REPEAT COURSES

A student may repeat a course to eliminate a failing grade, to attempt to receive a higher grade, or to repeat a course for which transfer credit has been granted. The highest grade will be used for computing total credit hours attempted and passed, total quality points, and quality point averages.

AUDIT POLICY

A full-time enrolled student may, with permission of the instructor, audit any course without additional charge. The student must register for the class during registration and audit will be noted on the form. A part-time student wishing to audit a course may apply for admission to the College and pay the usual hourly tuition charge. Students

auditing courses are not required to take examinations or hand in written work, but may do so if they wish. No grade or credit is given. A student should not be allowed to audit a class prior to enrollment for credit.

STUDENT DEVELOPMENT SERVICES

ORIENTATION

To promote an understanding of the philosophy and standards of the College, all new students are expected to participate in an orientation which has the following objectives:

To acquaint the students with the physical, academic, and social environment of the institution.

To interpret school policies, regulations, and procedures to the students.

To provide information necessary to maximize student understanding of resources available at the College.

To provide an opportunity for staff and faculty to welcome and get acquainted with students.

COUNSELING SERVICES

Student Development Services include counseling services provided by trained personnel. These services are available to every student from preadmission through graduation, including educational transfer or job placement. Counseling begins with the initial interview and contact with a student. The primary purpose of the interview is to aid the student in making a wise decision in his/her choice of study which closely fits his/her needs, interests, and abilities.

The counseling staff is composed of the Dean of Student Development Services and counselors. Student should feel free to come by the counselor's office anytime to discuss or explore any problem or condition of importance to them and may discuss it with the full knowledge that anything they say will be **CONFIDENTIAL**. Any problem or any situation

which causes uneasiness or discomfort may diminish academic or personal performance and consequently is important enough to investigate. These matters of concern may be "talked through" with a trained counselor whose purpose is to help see where the difficulty lies and to learn what can be done to remedy the situation. Counseling services may be used on a voluntary or referral basis.

Each student is assigned a faculty advisor who serves to assist the student with specific course planning and registration. Special testing services are available when needed. Tests are, however, auxiliary to the counseling process and are used only where appropriate. These services are available to the student without charge.

HUMAN RESOURCES DEVELOPMENT

PRE-EMPLOYMENT TRAINING PROGRAM

What is HRD?

It stands for "Human Resources Development". We take those resources that you already have and package them into a very marketable commodity - a "job-ready person". HRD is a six to eight week training program to help you discover your special talents and strengths. It will help you overcome problems that might keep you from finding or remaining on a good job.

What else will I learn in HRD?

- *How to obtain the basic skills for entry level positions
- *How to find job openings
- *How to make a good impression at job interviews
- *How to complete application forms
- *How to write letters of application
- *How to deal with problems on the job
- *How to set realistic goals and to begin working toward goals with HRD staff
- *How to budget and spend money wisely

Can I get a high school diploma?

YES! HRD trainees who wish to complete High School in the GED Program will be enrolled in PCC's Learning Lab.

It's automatic. With hard work you can achieve this goal during the course.

How can HRD help you to get a job?

Getting a good job is not easy. Each employer has his own idea of, or requirements for, new employees. You must compete for jobs. We will train you to become a more competitive applicant giving you an "edge" over others looking for work. We will also help you to find job openings after training!

Where have HRD "graduates" found jobs?

- *Hatteras Yachts
- *Hudson Mfg. Co.
- *U.S. Marines
- *Craven Regional Medical Center
- *J. C. Penney's
- *Cherry Point (MCAS)
- *Pamlico County Government
- *Camps
- *Convenience Stores
- *Wal-Mart
- *Seafood Industries
- *Self-Employed
- *Pamlico Community College
- *Texasgulf
- *Weyerhaeuser

What does HRD cost?

There is no charge.

WOMEN'S CENTER

The Women's Center, located in Pamlico Community College, is in its infancy stage. The Center is sponsored by PCC and a grant from Z. Smith Reynolds Foundation, Inc. Through workshops, seminars and working with the Sex Equity Project we identify some of the needs of women in Pamlico County.

We want to become visible to the people who need us most. We want to reach out to women who have self-esteem problems,

women returning to work or changing careers, or need help with any crisis and/or challenge. In addition, we would like to reach young women and help them with career decision-making. However, we are here for career women who lack the finely tuned social skills that allow them to be comfortable in many businesses and social situations. We don't have all of the answers, but we have resources to assist individuals in meeting their needs.

"I think one of the biggest challenges is to let women know that we are here, what we offer and find out what you would like us to offer", said Almuria Credle, Director of the Center.

We invite persons interested to call 919-249-1851 or come by PCC and ask for Almuria Credle.

HOUSING

The College does not have dormitory facilities. Student Services will assist students in locating housing. All arrangements with the landlord are made by the student.

INSURANCE AND ACCIDENTS

College Board of Trustee policy requires that all entering students enroll in the College's Accident Insurance Program, unless good cause is shown for waiving the policy. An acceptable waiver is assuring the college that the student has in force or expects to effect in the immediate future, insurance which will supply at least the coverage offered by the College's plan.

All accidents should be reported immediately to Student Development Services Office.

TRANSCRIPTS

An official transcript of work at PCC will be sent to the appropriate institution upon written request by the student. No transcript will be released until the student's account is cleared with the Business Office and Library. Student requesting transcript must complete a transcript request form in the Student Development Services Office. A

forty-eight (48) hour notice is requested.

PCC RINGS

Students may order a ring from a representative scheduled on campus during the Spring Quarter. Dates and times will be announced. The representative will furnish prices in advance. Requirements are:

1. Classified as a sophomore or completed three quarters of a vocational program or
2. Passed the GED test for high school equivalency.

CHANGE OF ADDRESS

If you change your residence after registration, please notify the Business Office and Student Development Services.

PLACEMENT SERVICE

No reputable institution can guarantee jobs for graduates. However, the College assists qualified graduates in finding suitable employment. Upon request of the student, the College will provide information to prospective employers regarding the student. In addition, some industrial representatives request to visit the school interviewing graduates for prospective positions within their organizations.

VETERANS ADMINISTRATION EDUCATION ASSISTANCE

A financial stipend is available for students who have completed active tours of duty in armed forces, who are war orphans, or who are children of totally disabled veterans. Most educational programs are approved for participation by qualified individuals on a full-time, three-quarter, or one-half time basis in order to receive educational benefits.

VA TOLL FREE NO. 1-800-642-0841

Quarter Hour Time Chart

Technical

Full time	12 quarter credit hour
3/4 time	9-11 quarter credit hour
1/2 time	6-8 quarter credit hour

Vocational

Full time	22 or more contact hours per week
3/4 time	16-21 contact hours per week
1/2 time	11-15 contact hours per week

Learning Lab (High School Preparatory)

Full time	22 contact hours per week
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Adult Basic Education (ABE-GED) classroom predominates - 18 contact hours per week

Maximum allowed--726 hours

STUDENT ACTIVITIES

All extracurricular activities sponsored by the College have an assigned faculty sponsor. The sponsor and the officers of the activity will be responsible for its program. The purpose of such activities is to promote student professional growth, individual and school pride, and student morale.

Extracurricular activities should not interfere with the educational process. Care should be taken to ensure that these activities are scheduled so as not to interfere with classes. Students wishing to organize additional activities shall make application to the Dean of Student Development Services according to the College policies stating the purpose and objective of each activity.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association represents one of the most active organizations at the College. The purpose of this organization is to promote the morale of the student body and to provide means for a closer working relationship between students and school personnel. Through the SGA each student has a channel to voice his/her concerns in school

affairs.

The officers of the SGA are a president, vice president, secretary and treasurer. Election for the office of president, vice president, secretary and treasurer is held immediately after fall registration.

Student activities sponsored by the SGA may include Cookouts, Parties, Field Days, PCC's Ole' Country Fair, Recruitment Programs, and special seasonal activities such as the Haunted House. Other activities may be provided as needed subject to adequate funding in the SGA budget.

STUDENT ORGANIZATIONS

Student organizations or clubs may be organized by following procedures outlined in school policies. Contact the Dean of Student Development Services.

CODE OF CONDUCT FOR STUDENT ORGANIZATIONS

Students are expected to conduct themselves on and off campus in a socially acceptable manner. Functions or activities sponsored by PCC student organizations off campus will be held in accordance with state and local laws. Individuals in violation of these are subject to disciplinary action as outlined in the Due Process Disciplinary Procedures Policy. Organizations in violation are subject to revocation of authorization to operate.

Questions regarding appropriateness of activities should be directed to the Dean of Student Development Services. Examples of typical activities that are encouraged are as follows: those of a professional development or educational nature; those of a charitable or philanthropic nature; approved fund raising; social events; and community improvements projects.

VETERAN SERVICES

A full-time Veteran's Office is not maintained at the college primarily because of low veteran enrollment. Services are provided by the Financial Aid Officer. The VA Regional Office toll-free telephone number is 1-800-642-0841.

CAMPUS REGULATIONS

TRAFFIC

Each motor vehicle including two-wheel motor vehicles driven or parked on the campus by students, faculty, or staff members must be registered and must display a valid official parking permit. Bicycles, motorcycles, motor scooters, and motor bikes must be registered.

TELEPHONE

Students will be called out of class to receive **EMERGENCY** calls only. Messages will be posted in the Student lounge. A pay telephone is available in the Student Lounge for student use.

SMOKING

Smoking is permitted only in designated areas which include student lounge, halls and restrooms. No smoking is permitted in classrooms, shops, or laboratories.

WEAPONS

G.S. 14-269 prohibits the possession of any weapons (guns, knife, blackjack, metallic knuckles, etc.) on campus.

SAFETY

Students are required to obey all safety regulations of the College. Students will not be allowed to participate in class activities when in the opinion of the instructor his/her physical or mental capabilities seem to be impaired. The instructor will refer all students who seems to be physically or mentally impaired to the office of Student Services for probation.

STUDENTS WITH HANDICAPS

Admissions

Pamlico Community College is sensitive to the needs of handicapped applicants. Special arrangements will be made for admission testing of handicapped applicants. Students will be admitted to curriculums in which they project ability to satisfactorily complete. No students will be denied admission solely because of a handicap.

Evaluation

If a student has a handicap which impairs sensory, manual, or speaking skills, instructors will provide alternative testing and evaluation procedures to ensure that the results of evaluation represents the student's achievement in the course, rather than a student's impaired sensory, manual, or speaking skills (except where such skills are the factors being measured).

Accessibility

All classes and labs are accessible to handicapped students.

RECORDS - STUDENTS RIGHTS

A student has a right to inspect and review his/her personal student records. Such records may include identifying data, academic work completed, grades, achievement test scores, aptitude test scores, health data, teacher or counselor ratings and observations, and verified reports of serious or recurrent misbehavior.

A student who desire to inspect his/her records may do so requesting such inspection on a form provided by the Records Clerk or Dean of Student Development Services who will schedule such inspection. The student may request and receive copies of records. The student may challenge the accuracy of his/her records and the institution will grant a hearing. Such a challenge should be directed to the Dean of Student Development Services.

Other persons will not be permitted access to such information except for school officials and instructors,

parents of dependent students, representatives of the Comptroller General, Secretary of Health, Education and Welfare, state agencies needing information for an audit, or persons holding a court order or subpoena. To all other person, the institution will release only information indicating if the student is currently enrolled, the program in which enrolled, and any honors such as Dean's List that the student receives. If a student does not desire this information released, the Student Services Office should be notified within 10 days of each year's initial enrollment.

The College regards the following as "Directory Information" which may be released by the Dean of Student Development Services when requested by outside agencies for purposes not damaging to the student's well-being.

- A. Student's name
- B. Student's address
- C. Student's Social Security Number
- D. Student's telephone number
- E. Student's classification
- F. Student's marital status

A written and signed request must be submitted by the student to the Dean of Student Services if he/she desires the "Directory Information" not released. This request must be submitted within thirty (30) days of the date of first notification that such information shall be a part of his/her permanent file.

STUDENT FINANCIAL AID INFORMATION

FINANCIAL ASSISTANCE

Financial Aid may be broadly defined as those expense-reducing means awarded directly to or for a student to meet or help meet his/her educational expenses. The central focus of the Financial Aid Office is on the student and his/her own specific needs. The following procedures are used in establishing and maintaining the Financial Aid Program at this College.

1. The primary purpose of the Financial Aid Program is to provide assistance to students, who without such aid, would be unable to attend this College.

2. Financial Aid is administered by the Special Services Counselor located in Student Development Services.
3. The Financial Aid Program is individualized by counseling. Financial need is appraised in relation to social, economic, and vocational needs. Most Financial Aid need is established by the student through the American College Testing (ACT) Student Financial Aid Services. Information on this service is available in Student Development Services.
4. A Financial Aid Advisory Committee composed of faculty and administration is recommended to the President by the Dean of Student Development Services. This committee recommends policy and offers advice concerning operations of the Financial Aid Program.
5. The Financial Aid Office strives to provide factual information about the types of aid available through publication and other communications.
6. The College realizes the fact that the family of a student is expected to make a maximum effort consistent within its available resources to assist the student with his/her educational expenses. Financial assistance is considered as supplementary to the efforts of the family.
7. The Financial Aid Office works very closely with the Business Office making sure that lines of communications between the students and the two departments are clear.
8. In no way does the Financial Aid Office guarantee to provide total unmet needs to a student.

Types of programs

Pamlico Community College participates in the following Title IV aid programs:

Pell Grants

Supplemental Educational Opportunity Grants (SEOG)

College Work Study (CWS)

Guaranteed Student Loans (GSL) PLUS Loans

GRANTS are awards that you do not have to pay back.

WORK STUDY gives you the chance to work and earn the money you need.

LOANS are borrowed money that you must repay with interest.

Undergraduates may receive aid from all three types of programs.

Other Sources of Financial Aid

The Financial Aid Office only provides information and reporting services to these programs. No funds or disbursement of checks are handled through the institution.

1. Veterans Benefits
2. Vocational Rehabilitation
3. Scholarships
4. Job Training Partnership Act (JTPA)

Eligibility

In general, you are eligible for Federal aid if you meet the following requirements.

- * You are enrolled at least half-time as a regular student in an eligible program at one or more than 7,000 colleges, universities, vocational schools, technical schools, or hospital schools of nursing that take part in Department of Education financial aid programs.
- * You are a U.S. citizen or an eligible non-citizen.
- * You show you have need.
- * You are making satisfactory progress in your course of study.
- * You are not in default on a National Direct Student Loan, Guaranteed Student Loan, or PLUS loan at the school you attend.
- * You do not owe a refund on a Pell Grant or on a Supplemental Educational Opportunity Grant at the

school you attend.

- * You have signed a statement of registration compliance indicating either that you have registered with the Selective Service or that you are not required to register. You must register if you are a male born on or after January 1, 1960, at least 18, a citizen or eligible non-citizen (except permanent residents of the Trust Territory of the Pacific Islands and the Northern Mariana Islands), and not currently on active duty in the U.S. Armed Forces. You may be required to prove that you have registered.

Since aid received from any Department of Education student assistant program must be used only for educational purposes, you must sign a statement of educational purpose saying that you will use the money only for expenses related to attending your school.

You must certify that as a condition of receipt of Pell Grant you will not engage in the unlawful manufacturing, distribution, dispensation, possession or use of a controlled substance during the period covered by the Pell Grant.

Need

Most Federal student aid is awarded on the basis of need. Need is the difference between your cost of education (educational expenses such as tuition, fees, room, board, books, supplies, and other expenses) and the amount you and your family can afford to pay, as determined by a standard formula. This amount is called the Expected Family Contribution (EFC) or Family Contribution (FC).

Need is determined by evaluating the information you fill in on an aid application. Factors such as income, assets, and benefits are all considered in determining your need for aid.

Applying Forms

You can use any of the forms listed below to apply for Federal Aid.

The form is--

- * The American College Testing Program's "Family Financial Statement" (FFS).

Records Needed

Before you fill out an application, you should have certain records on hand. Your U.S. Income Tax Return is the most important one, since you must enter on your application specific numbers from specific lines on the tax return. Referring to the return will make it easier for you to complete your application and get it through the processing system.

You may apply even if you don't yet have the information from the 1989 tax return. However, this means you will have to estimate the financial information on your application, and you may have to prove the accuracy of your estimate before you are awarded aid. Also, you will have to change any figures that prove to be incorrect.

Deadlines for applying

May 1, 1990/91. Your Federal student aid application, your information from any of the non-Federal forms, and your Special Condition Application must be received at the Federal Processing Center by this date. But don't wait for this deadline--the earlier you apply, the better.

July 1, 1990/91, or your last day of enrollment in 1989-1990, whichever comes first. This is the deadline for submitting your SAR to your school's financial aid office. However, you should turn in your SAR as soon as possible.

July 15, 1990/91. Request for duplicate SAR's must be received at the Federal Processing Center by this date.

Addresses

Submit your Application for Federal Student Aid to--
Federal Student Aid Programs
P.O. Box 4101
Iowa City, Iowa 52244

If you have to make corrections or additions to the information on your SAR, make them on part 2 of the SAR, sign the Certification on the back of Part 2, and send it to--

Federal Student Aid Programs
P.O. Box 4103
Iowa City, Iowa 52244

To find out if your application has been processed, write to--

Federal Student Aid Programs
P.O. Box 4104
Iowa City, Iowa 52244

(Remember, it takes 4 to 6 weeks for processing).

To (1) request a copy of your SAR, or (2) correct your address, write to--

Federal Student Aid Programs
P. O. 4106
Iowa City, Iowa 52244

Whether you are checking on your application, requesting a copy of your SAR, or correcting your address, make sure you include in your letter your full name, permanent address, Social Security Number, date of birth, and signature.

Telephone Numbers

There may be times when you have questions about your application, your SAR, or other Federal student aid matters, and you need an answer right away. If so, you may call one of the two numbers below.

Federal Student Aid Information Center - (310) 984-4070

The Information Center, located in Rockville, Maryland, provides the following services--

- * Help in completing an application or correcting an SAR
- * Checking the status of an application
- * Explaining eligibility requirements
- * Solving payment problems
- * Explaining the validation process
- * Explaining general program requirements
- * Mailing publications

You may call between the hours of 9 a.m. and 5:30 p.m. (Eastern Standard Time). Monday through Friday.

For information on Pell Grant processing, call either the Information Center, or Application Processing Center (319) 337-3738

The Processing Center, located in Iowa City, Iowa, can tell you whether your application has been processed and can also help you correct your SAR. You may call between 9:00 a.m. and 7:00 p.m. (Eastern Standard Time), Monday through Friday.

Please note that neither the Information Center nor the Processing Center can accept collect calls; you will have to pay for the call.

Student Rights and Responsibilities

Education after high school costs you time, money, and effort. It's a big investment, and you should carefully evaluate the school you are considering. To help you make a good choice, you should have information on a school's academic programs, facilities, cost of education, refund policy, and financial aid programs. You may also want to

ask about a school's dropout rate, job placement rate, whether the school's credit can be transferred to another school, and any other information you think will help you make a decision.

Student Rights

You have a right to ask a school-

- * About its programs, its instructional, laboratory, and other physical facilities; and its faculty.
- * What the cost of attending is, and what its policy is on refunds to students who drop out.
- * What financial assistance is available, including information on all Federal, State, local, private, and institutional financial aid programs.
- * What the procedures and deadlines are for submitting applications for each available financial aid program.
- * What criteria it uses to select financial aid recipients.
- * How it determines your financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies, and personal and miscellaneous expenses are considered in your cost of education. It also includes how resources (such as parental contribution, other financial aid, assets, etc.) are considered in calculating your need.
- * How much of your financial need, as determined by the institution, has been met.
- * To explain each type and amount of assistance in your financial aid package.
- * If you are offered a College Work-Study job--what kind of job it is, what hours you must work, what your duties will be, what rate of pay you will be paid.
- * To reconsider your aid package, if you believe a

mistake has been made or if your enrollment or financial circumstances have changed.

- * How the school determines whether you are making satisfactory progress, and what happens if you are not.
- * What special facilities and services are available to the handicapped.

Student Responsibilities

It is your responsibility to-

- * Review and consider all information about a school's program before you enroll.
- * Pay special attention to your application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.
- * Meet all deadlines for applying for aid.
- * Provide all additional documentation, verification, corrections, and/or new information requested by either the financial aid office or the agency to which you submitted your application.
- * Read, understand, and keep copies of all forms you are asked to sign.
- * Comply with the provisions of any promissory note and all other agreements you sign.
- * Notify your school of any change in your name, address, or attendance status (half-time, three-quarter time, or full-time). If you have a loan, you must notify your lender of these changes.
- * Satisfactorily perform the work agreed upon in a College Work-Study job.
- * Understand your school's refund policy.

DESCRIPTION OF FINANCIAL AID PROGRAMS

* PELL GRANTS

Pell Grants are awarded to students who need money to pay for their education or training after high school. A Pell Grant is not a loan, so you don't have to pay it back. To get a Pell Grant, you must be an **undergraduate** who does not already have a Bachelor's degree.

* SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

An SEOG is also a grant; you don't have to pay it back. To get an SEOG, you must be an **undergraduate** who does not already have a Bachelor's degree. You must be receiving a Pell Grant and be determined in need. SEOG can be awarded to a limited number of students who are less than half-time.

* COLLEGE WORK-STUDY (CWS)

A CWS job lets you earn part of your school expenses. These jobs are for both **undergraduate** and **graduate** students. Usually you must be going to school at least half-time. CWS jobs can be awarded to a limited number of students who are less than half-time.

* NORTH CAROLINA STUDENT INCENTIVE GRANT PROGRAM (NCSIG)

Grants are available to full-time students who are residents of North Carolina and who demonstrate "substantial financial need." The amount will be based on the student's demonstrated financial need in relation to resources and cost of education but may not exceed \$1,500 per academic year. The student must first apply for Basic Education Opportunity Grant. Funds are provided by N.C. State Education Assistance Authority.

* COLLEGE FOUNDATION, INC

The Foundation administers several loan programs which are available to individuals who, at the time of their acceptance, show a need for financial assistance. Included are:

* N.C. INSURED STUDENT LOAN PROGRAM/GUARANTEED STUDENT LOANS

An eligible student may borrow up to \$2,625 per year

for an aggregate of \$17,250 through College Foundation Incorporated. The interest rate is 8%. In no case may the GSL amount be more than the difference in the College's estimated cost of attendance and the total of other student financial assistance plus the expected family contribution calculated from the financial statement. (Effective Oct. 17, 1986.)

*** SHORT TERM LOANS**

Emergency loans are available to cover tuition and books for one quarter. Applications must be submitted within 10 calendar days prior to registration. A new loan cannot be made unless all outstanding loans are paid in full.

MICHAEL W. CRAWFORD EMERGENCY LOAN FUND

PCC FOUNDATION EMERGENCY LOAN FUND

SADLER MEMORIAL LOAN FUND (Must be Pamlico County resident)

EMERGENCY LOAN APPLICATION PROCEDURES

1. Must be eligible for assistance as determined by need analysis.
2. Loan application is to be completed 10 calendar days prior to the first day of class or on the first day.
3. Loan is not to exceed cost of tuition and fees.
4. Payment will be made at registration or thereafter.
5. Loan must be completely repaid by end of quarter. Payment may be deducted from the Pell Grant.

SCHOLARSHIPS

WACHOVIA TECHNICAL SCHOLARSHIP PROGRAM

Two scholarships at \$500 each. Recipient must be a second-year technical student. Award is based on prior performance at the college, scholastic promise, and financial need.

CAROLINA TELEPHONE SCHOLARSHIP

These scholarships will be awarded to students enrolled or intending to enroll in curriculum leading to a technical degree or vocational diploma. The individual recipients of the scholarships will be selected from the group of applicants meeting the criteria for the scholarship. The purpose of this scholarship program is to make educational funds available primarily to those persons who are hardest hit by recessions and chronic unemployment--minorities and displaced persons who are seeking new job skills. (Generally, a "displaced worker" is a person who has lost his/her job because of obsolete job skills or because of economic recession in his/her former field of employment). Accordingly, scholarship applicants from these groups should be given priority in the awarding of the scholarships.

Pamlico Community College has been awarded two scholarships valued at \$500 each.

CAROLINA POWER AND LIGHT COMPANY

One scholarship at \$500. Recipient must be enrolled in a technical level or college transfer program. Award is based on academic performance, scholastic promise, and need.

COCA-COLA BOTTLING COMPANY, NEW BERN

One scholarship at \$750. Awarded to a student considered in extreme need. Scholastic achievement also a primary factor in the selection process.

NORTH CAROLINA COMMUNITY COLLEGE SCHOLARSHIP

Five scholarships valued at \$400 each are available to full or part-time students. Amount is pro-rated. Student must maintain a C average. Must apply at Student Services office.

FEDERAL MANAGERS ASSOCIATION SCHOLARSHIP

One scholarship at \$100. Recipient must have been in the top half of their high school graduating class or must have proven themselves academically competent to pursue their chosen field of study. The recipient must be considering a career in the federal, state, or local government sector. He/she must be a full-time student.

APPLICATION PROCEDURES

The following steps must be followed in order for a student to be considered for financial aid:

1. Complete program admissions applications procedures as stated in the catalogue.
2. When student has indicated or requested financial aid, proper application forms and information will be mailed.
3. Student must use the Family Financial Statement form provided by the American College Testing Service. NOTE: No final award can be made on any institutional based financial aid fund until a student has been determined either eligible or ineligible for Pell Grant. This is the floor of the financial aid package.
4. The student must have an interview with the Financial Aid Officer or Counselor to discuss the information available. More information may be required by the aid officer.

DETERMINATION OF AWARDS

The following must be completed before any determination of awards can be made:

1. Must have all admission requirements complete and on file in the Admissions Office.
2. Must have completed a Need Analysis Application.
3. Must have completed an interview with the Financial Aid Coordinator or Counselor.
4. Meet all other Federal or State requirements.

AWARD DETERMINATION PROCEDURES

PELL GRANT

Determined by law. Aid officer is provided a payment schedule. Amount will vary depending on cost of education and the student aid index (SAI). Twelve month Vocational students payments are divided into three equal payments.

COLLEGE WORK STUDY (CWS)

Students may apply for CWS through Student Development Services. In order to be eligible the student must have at least a 2.0 GPA and have established a financial need. They must also have the skills required for the job. All jobs are on campus and are supervised by a faculty or staff. Second year students will be given first priority of job selection.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

Student must have on file a CFAR (Comprehensive Financial Aid Report) before Sept. 15 and will be eligible to receive a Pell Grant. The student with the lowest family contribution can receive \$300 per year.

This procedure is done until all funds have been exhausted.

NOTIFICATION OF AWARDS

After all applications procedures have been completed, the student will receive in writing his final notification. This is completed as follows:

1. When a Financial Report is submitted, a preliminary report is either mailed to the student or presented and discussed in a counseling session.
2. If the student has applied for other sources of aid and all procedures have been completed, the student will be notified of additional "package" awards, if funds are available.
3. When all required forms have been signed and returned, the information is filed.

DISBURSEMENT OF AWARDS

All financial aid payments are made by check directly to the student. Checks are mailed to the student's address.

PAYMENT SCHEDULE

Pell Grant and SEOG payments are disbursed after the half-way point of each term. The specific date is given at the time of final packaging.

CWS-Work study time cards and time sheet are turned into the aid office at the end of the month. Checks will be mailed on the 25th of each month.

No financial aid checks will be issued directly to any student or released to a third party. They are mailed directly to each student.

SATISFACTORY PROGRESS STANDARDS

To remain eligible to receive Title IV financial aid funds, students must meet the College's definition of Satisfactory Progress. Student progress will be measured on a quantitative and qualitative basis.

QUANTITATIVE EVALUATION

1. Aid recipients in an Associate Degree, two-year curriculum may receive Title IV aid for four (4) academic years.* Students enrolled in a one-year,

vocational-certificate curriculum may receive Title IV assistance for three (3) academic years.*

*THE ACADEMIC YEAR BEGINS THE FALL TERM

2. At the end of the spring quarter, May, the student's progress will be determined using the following schedule.

FULL-TIME STUDENT

TECHNICAL PROGRAM (2-YEAR)

Academic years completed	1	2	3	4
Number of credits successfully completed	18	45	70	108

VOCATIONAL PROGRAM (1-YEAR)

Academic years completed	1	2	3
Number of credits successfully completed	20	50	74

Students enrolling during the Winter and Spring Quarters will be evaluated on a pro-rated basis.

QUALITATIVE EVALUATION

Student must meet both the quantitative and qualitative requirements to remain eligible.

The GPA minimum graduates scale as published on Page 28 of the current College Catalog must be met to be considered making satisfactory progress. However, the Title IV student will be allowed only one quarter of probation. If the student's GPA is not up to the minimum at the end of the probation period, all financial assistance will be terminated. Aid will be restored as soon as the GPA minimum has been met. The student may appeal any decisions except when time has run out by following the appeals procedures published in the Catalog.

LESS THAN FULL-TIME STUDENTS

Students taking less than a full-time course load repeatedly or students enrolling during the academic year

will be evaluated on an individual basis and in accordance with the satisfactory progress policy. These students will be allowed a reasonable length of time to determine by the Financial Aid Administrator and Counselors.

MITIGATING CIRCUMSTANCES

Students may request restoration of aid based on mitigating circumstances such as personal or immediate family illness or employment changes. The student must submit a statement in writing to the Financial Aid Office.

STUDENT RETENTION AND ENROLLMENT PATTERNS

Information pertaining to student enrollment and retention by program is available in the Student Development Services Office. Contact John Jones, Dean, Student Development Services.

GRADUATES

Information pertaining to graduates by program is available in the Student Development Services Office.

LEARNING RESOURCE CENTER

The Learning Resource Center (LRC) is the nucleus of an open door, community-centered institution and offers a variety of types and levels of programs to meet many of the educational needs of a diversified student and community population. The mission of the Center is to provide an atmosphere where materials and services are appropriate and meaningful to the development of students as individuals. These materials and services support and enrich all educational programs offered at the College. In addition, in most subject areas the Center provides reference materials consisting of books, periodicals, audiovisual, etc.

The service of the Center's professional staff are available between the hours of 7:30 a.m. and 9:30 p.m. Monday through Thursday and 8 a.m. to 3 p.m. on Friday. Students, faculty, and residents of the community are

encouraged to use the facilities and resources. The three components of the Learning Resource Center are the Library, Media Services Center and the Individualized Learning Center.

LIBRARY

To help meet educational goals and objectives, the Library offers a variety of types and levels of materials. The continually growing collection includes media in book format as well as magazines, pamphlets, newspapers, films, microfilm, filmstrips, slides, transparencies, charts, posters, video recordings, government documents, computer programs, etc.

The library book collection is shelved in open stacks using the Dewey Decimal System, thereby making browsing and selecting an individual responsibility. Most books are checked out for a period of three (3) weeks and may be renewed once. A fine of 5 cents a day is charged for overdue books. There is no limit to the number of books that may be borrowed as long as this privilege is not abused. Reference books are not to be checked out except by special permission. Some books may be placed on reserve for various courses and are subject to different check-out procedures and fines.

The non-book collection (consisting mainly of periodicals, AV materials, and pamphlets) is in part on open stacks for browsing and the remainder is readily accessible. The indexing of all materials in the card catalog is designed to make selection an easier process. Machines for use with the non-print materials are provided in individualized study carrels. For class use, equipment may be circulated outside the LRC. All individuals are encouraged to make suggestions for new additions to the collection.

Materials not directly owned by PCC may be borrowed from other libraries through a formalized inter-library loan system. The Craven-Pamlico-Carteret Regional Library Bookmobile stops at PCC monthly and, as such, may be considered another source for obtaining materials. In the Library, there are also listings of free and rental materials which provide still another method of obtaining

materials not housed at PCC.

Students and the public are encouraged to use the Library for reference, studying, reading, or just browsing. The Librarian will also be glad to assist in the location of any needed materials or information. Personal copying services are available at 10 cents per copy.

MEDIA SERVICES CENTER

An additional service offered by the LRC is in the area of media check out and playback. Equipment and materials needed for classroom use are provided on a first-come, first-served basis for faculty and students. Some equipment for public group use is also permitted. Instructions are given to the user on the proper care and use of all audio-visual equipment.

Another service provided is the rental and free borrowing of 16mm films and videotapes from many state and federal agencies. A collection of audio-visual catalogs is available for those who wish to review the selection of commercial films and tapes for colleges and/or community use.

Non-traditional delivery of educational services include teleconferences and telecourses often initiated from this department or the instructional division as well as other divisions of the College.

THE INDIVIDUALIZED LEARNING CENTER

The Individualized Learning Center (ILC) at Pamlico Community College is designed to help you teach yourself in practically any field that might be of interest. The ILC is open both day and night for the convenience of Pamlico County citizens. Because students in the ILC may elect study times adjusted to their own conveniences and schedules, the Center is an ideal place to learn for those who have difficulty in meeting regularly scheduled classes.

Any person eighteen years of age or older may enroll in almost any level of study. Students between the ages of 16 and 18 may enroll for most courses in the ILC with

permission of the high school guidance counselor and their parents. In all programs of study in the ILC, the student progresses at his own rate; he neither has to wait for others to catch up nor slow down to someone else's rate. The Coordinator, the person in charge of the Learning Center, has the responsibility of locating the student's level and suggesting proper study materials and methods.

All courses of study in the ILC are free of charge. A partial listing follows:

- | | |
|--------------------|--------------------|
| *Math | *Basic Electronics |
| *English | *Foreign Language |
| *Reading | *Typewriting |
| *Science | *Computer |
| *Blueprint Reading | |

Students enrolled in curriculum classes might be especially interested in the ILC's reading improvement, foreign languages and other independent study to supplement skills for credit courses.

GENERAL EDUCATION DEVELOPMENT (GED) HIGH SCHOOL COMPLETION

The Learning Center offers adults of the community a chance to finish high school through the GED program. By preparing for and successfully passing the GED exam, the individual is awarded the High School Equivalency Certificate by the State Department of Community Colleges. The certificate is recognized almost without exception by industry, government, and colleges as the legal equivalent of a diploma from an accredited high school. The period of study varies according to the individual's background and previous education.

The GED exam is given by appointment. The exam consist of five tests; however, no more than three tests may be taken in one day. There is a \$7.50 fee to take the exam. This fee must be paid prior to taking any part of the GED exam.

Persons interested in the GED program or taking the exam may contact either the ILC Coordinator or the LRC Dean who is also the Chief GED Examiner. In scheduling a testing time, arrangements with the ILC Coordinator must be made at least 24 hours prior to actually taking the test.

CAREER PLANNING AND PLACEMENT CENTER

SPECIAL SERVICES CENTER

Are you interested in finding out who you are, what you want to do with your life, or what kind of career would be best suited for you? These are questions faced everyday by recent graduates, seniors, and/or anyone not completely satisfied with their present career choice.

The Career Planning and Placement Center (CPPC) is an extended part of Student Development Services at Pamlico Community College. The Center offers services to students, staff, and the community at large in a number of different areas. Services include: testing, counseling, career information, referrals, pamphlets, handouts and information on current job-market trends.

The CPPC has three main goals.

1. To offer individuals opportunities for personal growth and self-development.
2. To offer individuals aid in realistically planning a career.
3. To offer individuals the opportunity to learn effective job hunting skills.

Career Resource information is located in the Student Development Services Area. Testing materials are also available upon request from the Counselors. The CRC will be accessible Monday thru Friday from 8:00 a.m. until 8:30 p.m. For further information, call 249-1851, or come by and talk with a Student Development Services Counselor.

JOB PLACEMENT OFFICE

The Job Placement Office is an extended part of the Student Development Services at Pamlico Community College. The Office offers services to students, staff, and the community at large in a number of different areas. Services include:

1. Providing information to prospective employers regarding the student.
2. Occupational information
3. Vocational Guidance
4. Re-entering the job market
5. Job interviewing techniques
6. Resume-writing assistance
7. Job-seeking strategies

Referrals are made to the local Job Placement Office and testing sites when needed such as state merit, civil service, and GATB.

Students interested in part-time or full-time employment are encouraged to register with the Placement Service. The ultimate responsibility for obtaining employment rests with the student.

SAMPLE OF EMPLOYERS WHO HIRE PCC STUDENTS/GRADUATES:

Carolina Telephone & Telegraph Co.	Handimart
Texasgulf	Craven Regional Med. Ctr.
Hatteras Yacht	Ward and Smith Law Firm
Weyerhaeuser	Van Hook's Garage
Cherry Point MCAS	Riverside Chrysler
Pamlico County Government	Pamlico Medical Center
Pamlico County Schools	Guardian Care
P & F Cabinets	Lowe's Building Supply
Scott Gas Company	Pamlico Home Builders
Pamlico Community College	First Citizen Bank
Willis Electric Co.	Wachovia Bank
Scotchman	Dept. of Social Services
Britthaven	Camp Seagull/Seafarer
Howell Child Care	Good Shepherd Rest Home

Many employers encourage their employees to obtain new skills at PCC!

PCC/ECU GENERAL EDUCATION PROGRAM

GENERAL STATEMENT

Through the cooperation of Pamlico Community College, the Division of Continuing Education of East Carolina University offers a program of freshman-sophomore general education courses on the campus of Pamlico Community College. Through classes conducted by East Carolina University faculty members (some of whom also teach for PCC), citizens of Pamlico County and surrounding areas may complete general education courses by enrolling on a full-time or part-time basis. Credit earned in this program is classified as resident credit, the same as that earned on the ECU campus in Greenville.

ADMISSION REQUIREMENTS

The minimum admission requirements for this program are either an acceptable high school diploma or the High School Equivalency Certificate. GED tests may be taken at the College. Those persons who have not completed high school and who wish to take these tests should contact the Dean of Learning Resources Center.) Recent high school graduates

must provide College Entrance Examination Board (SAT) scores, reported directly from Educational Testing Service. If you fail to take the SAT, entry to the Greenville campus must be gained by completion of 30 semester hours with a "C" average. Applications for the SAT can be obtained from high school guidance counselors.

ADMISSIONS PROCEDURES

All official transcripts and applications should be forwarded to the Student Development Services Office, Pamlico Community College, PO Box 185, Grantsboro, N.C. 28529, after following the procedures outlined below:

- A. Students entering on the basis of a high school diploma should:
 1. Submit an application for admission.
 2. Submit a transcript of the high school record or a copy of the GED certificate. (Individuals entering on the basis of the GED certificate must also submit a transcript of that portion of high school work completed.)
- B. Transfer students from other colleges or universities must have a "C" average and must be eligible to return to the last institution in which they were enrolled. Students desiring to transfer should:
 1. Submit an application for admission.
 2. Submit a high school transcript or GED certificate. (Individuals entering on the basis of the GED certificate must also submit a transcript of that portion of high school work completed.)
 3. SUBMIT an OFFICIAL transcript from all colleges previously attended.
- C. Admission of former East Carolina University campus students:
 1. Students who have previously attended East Caro-

lina University in Greenville during the regular academic year (fall and spring) must be eligible to return. (In this regard, a form entitled "Permission to Take Courses Through The Division of Continuing Education via the ECU Coordinator upon registration.)

2. Such students must submit an application for admission, but no transcript will be required unless such students have attended other colleges or universities since their last enrollment on the Greenville Campus.
3. Students who have attended summer sessions on a provisional basis on the Greenville campus may also apply; their applications will be considered on the basis of their performance in the summer sessions.

REQUIREMENTS FOR STUDENTS PLANNING TO TRANSFER TO THE CAMPUS PROGRAM

Beginning students must meet the following requirements in order to transfer to the East Carolina University campus (Greenville) on the basis of general education credits earned at Pamlico Community College:

1. The student must meet the conditions of admission to the ECU campus as outlined in his/her letter of acceptance.
2. The student must maintain ECU scholastic eligibility standards.*
3. The student must remove any admission deficiency.
4. The student must submit an application for campus transfer to the Division of Continuing Education of East Carolina University along with a \$25.00 application fee.

*See the ECU undergraduate catalog

TRANSFER OF CREDITS TO OTHER INSTITUTIONS

Credits received through the Pamlico Community College/East Carolina University Program are transferable to any college or university that accepts transfers from East Carolina University. Students who wish to transfer to another institution should contact in writing the Records Supervisor, Division of Continuing Education, Box 2727, East Carolina University, Greenville, N. C. 27858, to request forwarding of official transcripts.

CURRICULUM

Students who plan to complete their undergraduate degrees at East Carolina University should consult the East Carolina University Undergraduate Catalog (available from Student Development Services) for complete information concerning degree requirements.

All candidates for baccalaureate degrees must meet the general education requirements listed below and all requirements of their major or major/minor programs, including specific cognate and supportive courses.

English	6 sem.hrs.
Library Science	1 sem.hrs.
Science	8 sem.hrs.
Social Sciences	13 sem.hrs.
(Social Science majors must meet their requirements outside their major fields.)	
Mathematics	3 sem.hrs.
Humanities and Fine Arts	10 sem.hrs.
(Humanities and Fine Arts majors must meet their requirements outside their major fields.)	
Health and Physical Education	3 sem.hrs.
(Veterans receive credit for this requirement upon transfer to the Greenville Campus.)	
TOTAL MINIMUM-REQUIREMENT HOURS	44 sem.hrs.

1. East Carolina University shifted from the quarter to the semester system in the fall of 1977. The ECU Program at PCC will continue to be offered on a quarter basis, utilizing semester-credit courses. (For conversion purposes: 2 semester hours equal 3 quarter hours, 3 semester hours equal 4.5 quarter hours, and so on.

2. Approximately 60 semester hours of credit courses may be earned in the PCC/ECU Program as it is presently constituted. Though many students will transfer to the Greenville campus shortly after completing the 30 semester hours requirement, some students may wish to remain at PCC and complete the 96 quarter hour requirements for the Associate Degree in General Education awarded by Pamlico Community College.

3. All candidates for the B. A. degree must complete a foreign language through level 4 as part of their general-education requirements. The number of required credits for a major shall be no fewer than 30 or more than 36 semester hours. The number of required credits for a minor shall not be fewer than 24 or more than 30 semester hours.

GENERAL EDUCATION COURSES OFFERED AT PAMLICO COMMUNITY COLLEGE

English

English 1100 Freshman Composition I	3 sem. hrs.
English 1200 Freshman Composition II	3 sem. hrs.

Science

Biology 1050 and Principles of Biology lab 1051	4 sem. hrs.
Biology 1060	4 sem. hrs.
Physical Geology 1500	4 sem. hrs.

Social Sciences

Anthropology 1000 Intro. to Anthr.	3 sem. hrs.
Anthropology 2010 Societies Around The World	3 sem. hrs.
Geography 1000 Earth and Man	3 sem. hrs.

History 1050 Amer. History to 1877	3 sem. hrs.
History 1051 Amer. History Since 1877	3 sem. hrs.
History 1030 World Civilization to A. D. 1500	3 sem. hrs.
Psychology 2105 General Psychology I	3 sem. hrs.
Sociology 2110 Intro. to Sociology	3 sem. hrs.

Mathematics

Mathematics 1065 College Algebra	3 sem. hrs.
Math 101 Intermediate Algebra	5 sem. hrs.
Option Math 2127	

Humanities

English 2100 Major British Writers	3 sem. hrs.
English 2200 Major American Writers	3 sem. hrs.

Foreign Languages

French 1001 Elementary French	3 sem. hrs.
French 1002 Elementary French	3 sem. hrs.

Fine Arts

Art 1001 Color and Design	3 sem. hrs.
Music 2208 Music Appreciation	2 sem. hrs.
Speech 2001 Voice and Diction	2 sem. hrs.

Health and Physical Education

Health 1000 Health in Modern Society	2 sem. hrs.
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Other ECU Freshman/Sophomore courses may be offered with sufficient enrollment.

TUITION AND FEES

Tuition for the year 1990-91 is \$105.00 per quarter for in-state residents enrolled for 12 or more quarter (8 or more semester) hours, and \$8.75 per quarter hour for such students enrolled fewer than 12 quarter (8 semester) hours. Tuition is \$981.00 per quarter for out-of-state students enrolled for 12 or more quarter (8 or more semester) hours, and \$81.75 per quarter hour for such students enrolled for fewer than 12 (8 semester) hours. An activity fee is assessed per quarter for students. See fee section in this catalog.

REGISTRATION

Registration is held at the College on a specified day (or days) at the beginning of each quarter. See College calendar for specific dates. No registration is permitted after the "Last Day To Register" listed on the announcement of courses to be offered in the new quarter. There is a \$5.00 late registration fee for those who do not register on the official registration day (or days).

AUDITORS

Auditors (persons wishing to attend classes without credit) must register for classes on a space-available basis. Auditors must pay the same fee as students who register for credit. Persons must decide at the time of registration whether they wish to audit or to enroll for credit; changes of status cannot be made after the end of the registration period. Auditors are not permitted to receive grades or to participate in the class. A COURSE THAT HAS BEEN AUDITED MAY NOT BE TAKEN AT A LATER DATE FOR CREDIT.

WITHDRAWALS

A student may withdraw from a course/courses without academic penalty during the first 20 days of the quarter. A student wishing to withdraw during this period must submit a form, available from Student Development Services, to the Division of Continuing Education in Greenville. He or she must also complete a standard Drop/Add form for local administrative purposes. Withdrawal AFTER the first 20 days of the quarter will be permitted for only the most compelling personal reasons. The proper procedure for requesting emergency withdrawal after the 20 days of the quarter is outlined in the Division of Continuing Education General Education Bulletin and in the "Fact Sheet" posted throughout the quarter and distributed to all students. FAILURE TO COMPLY WITH THE PROPER WITHDRAWAL PROCEDURES WILL RESULT IN FAILING GRADES FOR THE COURSES IN QUESTION.

COURSE LOAD

The maximum course load for students in the ECU Program

is 12 semester credit hours per quarter. Exceptions to this maximum are made only with permission of the ECU coordinator, and only for students with a "B" average or better.

GRADES AND SCHOLARSHIPS

A quality-point system based upon all hours attempted at East Carolina University is used to calculate all student scholarship standing. The grades "A", "B", "C", "D", "F", AND "I" are used by the University. "A" is the highest grade given, "D" is the lowest passing grade, and "F" is a failing grade. The grade of "I" (incomplete) is given for a deficiency in QUANTITY, not quality of work, and such grades are given only when a student has valid reasons for failure to complete required course work by the end of the quarter. An incomplete must be removed during the next quarter in which the student is enrolled, or it becomes a failure ("F") automatically. Incompletes must be removed and reported to the Records Supervisor of the Division of Continuing Education in Greenville at least two weeks prior to the end of the quarter. If the student does not return to school, the incomplete must be removed within one year or it automatically becomes an "F". An incomplete may not be removed by repeating the course.

EXPLANATION OF GRADES

"A"= Excellent; "B" = Good; "C" = Average; "D" = Barely Passing; "F" = Course must be repeated to secure credit; "I" = Incomplete.

In terms of quality points, a grade of "A" earns four quality points per semester hour; a grade of "B" earns three quality points per semester hour; A grade of "C" earns two quality points per semester hour; A grade of "D" earns one quality point per semester hour. No quality points are given for a grade, of "F". At the end of each term, grade reports are mailed to all students from the Division of Continuing Education in Greenville. (Unofficial grades are also recorded and mailed out by PCC.)

TEXTBOOKS AND SUPPLIES

Students are required to purchase all textbooks associated with a given course. These texts, and classroom

supplies, are available in the College Bookstore or at first class meeting. Texts may not be returned for reimbursement after the end of the registration period or if they have been marked in any way. Students are urged to use bulletin boards to advertise for sale and purchase of used books. In addition, students may sell their used books to book publishers visiting campus.

COUNSELING SERVICES

Student seeking enrollment in the ECU Program should contact the ECU advisor and/or staff of the Student Development Services Office for information concerning their plans and programs.

GENERAL EDUCATION CERTIFICATE

Students enrolled in the East Carolina University Program at Pamlico Community College can earn a Certificate of General Education after completing 30 semester hours (45 quarter hours) of ECU Course work. See REQUESTS FOR GRADUATION AND DEGREE OFFERED (Page 30). The certificate program must include course from two or more of the following disciplinary areas:

- A. English and Literature
- B. Fine Arts and Philosophy
- C. Social Science
- D. Science and Mathematics

ASSOCIATE IN GENERAL EDUCATION DEGREE

General Education programs are designed for individuals wishing to broaden their education, with emphasis on personal interest, growth and development. The two-year General Education program provides students opportunities to study English, Literature, fine arts, philosophy, social science, science and mathematics. This program is not principally designed for college transfer. Many colleges conduct this program through contractual arrangements with a senior college or university.

Successful completion of 96 quarter hours of credit leads to an Associate in General Education. (SEE

REQUIREMENTS FOR GRADUATION AND DEGREES OFFERED).

The Associate Degree Program must include courses from each of the following areas {a minimum of 45 quarter hours of ECU courses (30 semester)}:

- A. English and Literature
- B. Fine Arts and Philosophy
- C. Social Sciences
- D. Science and Mathematics

Students planning to earn a four year degree should note general college requirements in the ECU catalog.

COURSE DESCRIPTIONS

	Class	Lab	Credit
ANT 100 INTRODUCTION TO ANTHROPOLOGY (Same as ANTH 1000) A general introduction to anthropological studies of man and his culture. Prerequisite: None.	4.5	0	4.5
ANT 201 SOCIETIES AROUND THE WORLD (Same as ANTH 2010) Ethnographic survey of world culture areas showing similarities and variations in culture patterns.	4.5	0	4.5
ART 100 COLOR AND DESIGN (Same as ART 1001) Color theory and design principles. Open to non-art majors only. Prerequisite: None.	4.5	0	4.5
BIO 250 PRINCIPLES OF BIOLOGY (Same as BIOL 1050) Molecular basis of biology, bioenergetics, control systems reproductions and developments, genetics, diversity, evolution, communication and behavior, ecosystems. Prerequisite BIO 251.	4.5	0	4.5
BIO 251 PRINCIPLES OF BIOLOGY LAB (Same as BIOL 1051) Practical applications of biological principles. Prerequisite: BIO 250.	0	4.5	1.5

BIO 260 ENVIRONMENTAL BIOLOGY (Same as BIOL 1060)	6.0	0	6.0
A basic study of the inner-relationships of organisms with each other and with their environment and human factors. Basic ecological problems, principles, and solutions will be presented. Prerequisite: BIO 250, BIO 251.			
ENG 110 FRESHMAN COMPOSITION I (Same as ENGL 1100)	4.5	0	4.5
Essential skills of standard written English and the application of those skills in expository and analytical writing. Essays of varying length on subjects drawn from readings and essays and short fiction. Prerequisite: None.			
ENG 120 FRESHMAN COMPOSITION II (Same as ENGL 1200)	4.5	0	4.5
Introduction to the techniques of library research and the writing of research papers. Subjects for writing assignments will be drawn from readings in novels, poetry and drama. Prerequisite: ENG 110.			
ENG 210 MAJOR BRITISH WRITERS (Same as ENGL 2100)	4.5	0	4.5
Major works of American Literature. Prerequisite ENG 120.			
ENG 220 MAJOR AMERICAN WRITERS (Same as ENGL 2200)	4.5	0	4.5
Major works of American literature before World War II. Prerequisite ENG 120.			
FRE 101 ELEMENTARY FRENCH (Same as FREN 1001)	4.5	0	4.5
Prerequisite for 1001: No previous study of French or placement in 1001 by French placement test; for 1002: FREN 1001 or placement in 1002 by French placement test. Two semester sequence. Laboratory work is required. Intensive training leading to a more advanced level of achievement in understanding, reading, speaking, and writing French.			
GEO 100 EARTH AND MAN (Same as GEOG 1000)	4.5	0	4.5
The major physical and cultural elements of the environmental			

and the influence on man's activity. Recommended as a basis course to the field geography. Prerequisite: None.

GEO 150 PHYSICAL GEOLOGY 4.5 0 4.5
(Same as GEOL 1500)

An introduction to the study of geologic materials (minerals and rocks), topographic features on the continents and in the ocean basins, geologic structures (faults, folds, etc.), and the geologic processes (igneous activity, weathering, erosion, sedimentation, glaciation, mountain-building, etc.) that have produced the various geologic features.

HEA 200 HEALTH IN MODERN SOCIETY 3.0 0 3.0
(Same as HLTH 1000)

An investigation of mental, social and physical health problems related to man's internal and external environments in technological and leisure oriented societies. Prerequisite: None.

HIS 141 WORLD CIVILIZATION TO A.D. 4.5 0 4.5
1500

(Same as HIST 1030)
The development of civilization from prehistory to the Reformation. Prerequisite: None.

HIS 105 AMERICAN HISTORY TO 1877 4.5 0 4.5
(Same as HIST 1050)

The history of the United States from the discovery of America in 1492 to the end of the Reconstruction. Prerequisite: None.

HIS 106 AMERICAN HISTORY SINCE 1877 4.5 0 4.5
(Same as HIST 1051)

The history of the United States from Reconstruction to the present. Prerequisite: None.

LIB 100 RESEARCH SKILLS 1.5 0 1.5
(Same as LIBS 1000)

Designed to introduce college freshmen to the library and its resources. Prerequisite: None.

MAT 101 INTERMEDIATE ALGEBRA 5.0 0 5.0

The real number system is developed as an extension of the natural numbers. Extensive operations with polynomials are conducted, culminating in the solution of equations. Some

practice with the quadratic formula, graphing of linear equations, solving equations simultaneously, and an introduction to determinants round out the course. Does not meet ECU requirements for College Algebra, but may be used to remove some mathematics deficiencies for ECU admission (see current ECU catalog). Prerequisite: MAT 100 or satisfactory placement test score.

MAT 106 COLLEGE ALGEBRA 4.5 0 4.5
 (Same as ECU's MATH 1065)

Covers the usual topics: sets, linear, quadratic, polynomial, and exponential functions; inequalities; permutations; combinations, the binomial theorem; and mathematical induction. Prerequisite: Appropriate score on math placement test.

MAT 212 BASIC CONCEPTS OF MATHEMATICS 4.5 0 4.5
 (Same as MATH 2127)

Designed for elementary teachers. The system of real numbers and subsystems and their properties from an algebraic and geometric point of view. Credit for this course may not be counted toward a major or minor in mathematics or computer science for the B.A. or B.S. degree.

MUS 208 MUSIC APPRECIATION 3.0 0 3.0
 (Same as MUSC 2208)

Introduction to the basic materials of music and their utilization in the understanding and enjoyment of music of different styles and periods. Musical elements, forms, stylistic features, and the role of music in our society. Emphasizes development of aural awareness. Prerequisite: None.

PHI 150 INTRODUCTION TO LOGIC 4.5 0 4.5
 (Same as PHIL 1500)

An introduction to the basic logical notions: statement, argument, validity, consistency, and proof. Various methods for analyzing these notions will be presented. Translation of natural language statements into a logical system will be included, along with other topics.

PSY 210 GENERAL PSYCHOLOGY I 4.5 0 4.5
 (Same as PSYC 2105)

The first half of a general survey of the fundamental principles underlying human behavior. Includes personality,

social learning and development. Prerequisite: None.

SOC 102 COURTHSHIP AND MARRIAGE 4.5 0 4.5
(Same as ECU's SOCI 1025)

Designed to introduce freshman students to critical thinking and empirical knowledge relative to affectional involvement. Cannot count toward sociology major or minor.

SOC 211 INTRODUCTION TO SOCIOLOGY 4.5 0 4.5
(Same as SOCI 2110)

The nature, concepts, and principles of sociology; society, culture socialization, groups, institutions and organization, the class system, social change, and social processes. Prerequisite: None.

SPH 200 VOICE AND DICTION 3.0 0 3.0
(Same as SPCH 2001)

Improvement of articulation and pronunciation through drills and the delivery of simple speeches. Prerequisite: None.

BUSINESS PROGRAMS

ACCOUNTING

BUSINESS ADMINISTRATION

GENERAL OFFICE TECHNOLOGY

The business programs are designed to enable the graduate to enter an occupation with a marketable skill, a high level of competency, and the ability to communicate effectively. The curriculums provide highly specialized courses to develop technical skills and general education courses to enable the student to be an effective member of society. A student who completes the requirements will be awarded the Associate in Applied Science Degree.

If a person interested in enrolling in a business curriculum lacks some required academic skill, he may enroll in the refresher studies program. Courses in this program are designed to allow the student to progress at his own rate to achieve the proficiency required by the curriculum.

Students enrolling in either of the curriculum take

basically the same courses for the first 3 quarters and therefore may postpone the selection decision until that time.

By approval of the student's advisor and an appropriate administrator, students enrolled in Business Programs may be allowed to satisfy some course requirements by work performed in the College's Individualized Learning Center or through properly supervised independent study. Guidelines for enrolling students in non-traditional instruction are available from the advisor.

SPECIFIC ADMISSION REQUIREMENTS

1. Have completed high school or passed GED.
2. Completed application and health form.
3. Have a personal interview with counselor.
4. Complete placement test.
5. Provide a high school transcript along with all other post-secondary records.
6. Complete other requirements specified by the department chairman.

PART-TIME CURRICULUM OFFERINGS

Evening classes are offered in the business program; however, there is no guarantee that students will be able to complete a degree at night. Students may have to take day classes in order to complete graduation requirements.

COLLEGE TRANSFER INFORMATION

There are a number of senior educational institutions in the state that accept transfer students who have an Associate in Applied Science Degree from Pamlico Community College. If recommended by the College these students are admitted to the senior institution with full junior status with either 96 quarter credit hour or 64-semester credit hours. Not all of the institutions which participate in the transfer program accept graduates from every curriculum. A list of institutions and the curriculums they accept is available from the Office of Student Development Services.

In addition, a few institutions accept transfer credit on a course-by-course basis or grant credit by examination. These credits usually provide less than junior status. Student Development Services should be contacted for additional information regarding the specific courses accepted by each of the institutions.

**ACCOUNTING
T016**

ASSOCIATE IN APPLIED SCIENCE DEGREE

DESCRIPTION:

The purpose of the Accounting curriculum is to prepare the individual to enter the accounting profession through study of accounting principles, theories and practices with related study in law, finance, management and data processing operations.

The curriculum is designed to prepare the individual for entry-level accounting positions, such as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk and related data processing occupations.

With experience and additional education, the individual will be able to advance to positions such as systems accountant, cost accountant, budget accountant and property accountant.

COURSE AND HOUR REQUIREMENTS

<i>TITLE</i>	<i>CLASS</i>	<i>LAB</i>	<i>CREDIT</i>
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MAJOR COURSES:

BUS 110 Electronic Calculators	2	2	3
BUS 118 Business Math I	3	0	3
BUS 119 Business Math II	3	0	3
BUS 120 Accounting I	5	0	5
BUS 121 Accounting II	5	0	5
BUS 122 Accounting III	5	0	5
BUS 221 Intermediate Accounting I	5	0	5
BUS 222 Intermediate Accounting II	5	0	5
BUS 223 Intermediate Accounting III	5	0	5

BUS 225 Cost Accounting	5	0	5
BUS 229 Taxes I	5	0	5
BUS 230 Taxes II	3	0	3
BUS 252 Payroll Accounting	3	0	3
BUS 269 Auditing	<u>3</u>	<u>0</u>	<u>3</u>
	57	2	58

RELATED COURSES:

BUS 101 Introduction to Business	5	0	5
BUS 102 Keyboarding	3	2	4
BUS 115 Business Law I	3	0	3
BUS 116 Business Law II	3	0	3
BUS 272 Principles of Supervision	3	0	3
BUS 285 Small Business Application	1	2	2
ECO 102 Economics I	3	0	3
ECO 103 Economics II	3	0	3
EDP 104 Introduction to Computers	3	2	4
EDP 216 Microcomputer Applications I	3	2	4
MAS 100 Master Student	1	2	2
Elective - Related	<u>3</u>	<u>0</u>	<u>3</u>
	34	12	39

NOTE: In order to fulfill the Elective-Related requirements, students must select a minimum of 3 credit hours from the following list of courses.

BUS 112 Filing and Records Management	3	0	3
BUS 113 Word Processing I	2	2	3
BUS 123 Business Finance	3	0	3
BUS 233 Introduction to Retailing	3	0	3
BUS 235 Business Management	3	0	3
BUS 237 Personnel Management	3	0	3
BUS 239 Marketing	5	0	5
BUS 243 Advertising	3	2	4
BUS 247 Business Insurance	3	0	3

GENERAL EDUCATION:

ENG 101 Composition and Grammar I	3	0	3
ENG 102 Composition and Grammar II	3	0	3
ENG 103 Report Writing	3	0	3
ENG 204 Oral Communications	3	0	3
ENG 206 Written Communications	3	0	3
Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>

NOTE: In order to fulfill the Social Science, Humanities, or General Education Elective requirements, students may select appropriate courses from the following list of courses or from approved courses selected from the ECU General Education Contract Program.

ENG 105 Literature Appreciation	5	0	5
ENG 106 Fiction and Poetry	3	0	3
ENG 107 Drama and Film	3	0	3
POL 103 State & Local & Politics	3	0	3
POL 201 U.S. Government Politics	3	0	3
PSY 206 Applied Psychology	3	0	3
SSC 201 Social Science	3	0	3
SSC 202 Social Science	3	0	3
SSC 205 American Institutions	3	0	<u>3</u>
Electives (General)			4
TOTAL CREDITS			119

ACCOUNTING CERTIFICATE

A certificate will be awarded under the Accounting program by completion of the following courses. This program is designed for a one-year option. Students completing the certificate program will be able to start as an entry-level bookkeeper and/or entry-level payroll clerk.

BUS 102 Keyboarding	3	2	4
BUS 110 Electronic Calculators	2	2	3
BUS 118 Business Math I	3	0	3
BUS 119 Business Math II	5	0	5
BUS 120 Accounting I	5	0	5
BUS 121 Accounting II	5	0	5
BUS 122 Accounting III	5	0	5
BUS 252 Payroll Accounting	3	0	3
EDP 104 Introduction to Computers	3	2	4
General Education Electives	<u>6</u>	<u>0</u>	<u>6</u>
	40	6	43

AUTOMOTIVE MECHANICS

V-003

DIPLOMA

DESCRIPTION:

The Automotive Mechanics curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair and adjust automotive vehicles. Manual skills are developed in practical shop work and the technical understanding of the operating principles involved in the modern automobile are taught through class assignments, discussions and shop practices.

Automotive Mechanics maintain and repair mechanical, electrical and body parts of passenger cars, trucks and buses. In some communities and rural areas, they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition and use shop manuals and other technical publications as references for technical data. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

COURSES AND HOUR REQUIREMENTS

<i>TITLE</i>	<i>CLASS</i>	<i>LAB</i>	<i>CREDIT</i>
<u>MAJOR COURSES:</u>			
PME 1101 Internal Combustion Engines (Gasoline & Diesel)	6	9	9
PME 1102 Automotive Elect. & Fuel System	8	9	11
PME 1104 Emission Control System	2	3	3
ELC 100 Orientation to Electronics	2	3	3
PME 1124 Automotive Power Train Sys.	3	9	6
PME 1103 Prin. of Auto Air Condition	3	3	4
PME 1123 Auto Chassis & Suspensions	3	6	5
PME 1121 Auto Braking Systems	2	3	3
PME 1125 Automotive Servicing	<u>3</u>	<u>9</u>	<u>6</u>

RELATED COURSES:

MAT 1101 Fundamentals of Mathematics	5	0	5
DFT 1101 Blueprint Reading	1	3	2
WLD 1101 Basic Arc & Gas Welding	2	3	3
BUS 1103 Small Business Operations	3	0	3
MAS 100 Master Student	<u>1</u>	<u>2</u>	<u>2</u>
	12	8	15

GENERAL EDUCATION:

ENG 1101 Communications	3	0	3
PSY 1101 Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
	6	0	6
TOTAL CREDITS			71

**BUSINESS ADMINISTRATION
T018**

ASSOCIATE IN APPLIED SCIENCE DEGREE

DESCRIPTION

The Business Administration curriculum is designed to prepare an individual for entry into middle-management occupations in various businesses and industries. The curriculum provides an overview of business and industrial world, its organization and management.

The purpose of the curriculum will be fulfilled through courses designed to develop competency in: (1) understanding the principles of organization and management in business operations, (2) utilizing modern techniques to make decisions, (3) understanding the economy through study and analysis of the role of production and marketing, (4) communicating orally and in writing and (5) interpersonal relationships.

Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in middle-management activities in business or industry.

COURSE AND HOUR REQUIREMENTS

<i>TITLE</i>	<i>CLASS</i>	<i>LAB</i>	<i>CREDIT</i>
BUS 101 Introduction to Business	5	0	5
BUS 115 Business Law I	3	0	3
BUS 116 Business Law II	3	0	3
BUS 120 Accounting I	5	0	5
BUS 121 Accounting II	5	0	5
BUS 122 Accounting III	5	0	5
BUS 229 Taxes I	5	0	5
BUS 230 Taxes II	3	0	3
BUS 235 Business Management I	3	0	3
BUS 236 Business Management II	3	0	3
BUS 237 Personnel Management	3	0	3
BUS 239 Marketing	5	0	5
BUS 272 Principles of Supervision	3	0	3
BUS 285 Small Business Applications	1	2	2
EDP 104 Introduction to Computers	<u>3</u>	<u>2</u>	<u>4</u>
	55	4	57

RELATED COURSES:

BUS 102 Keyboarding	3	2	4
BUS 103 Document Formatting	3	2	4
BUS 118 Business Mathematics I	3	0	3
BUS 119 Business Mathematics II	3	0	3
BUS 247 Business Insurance	3	0	3
ECO 102 Economics I	3	0	3
ECO 103 Economics II	3	0	3
EDP 216 Microcomputer Application I	3	2	4
MAS 100 Master Student	1	2	2
Related Electives	<u>7</u>	<u>0</u>	<u>7</u>
	32	8	36

NOTE: In order to fulfill the Related Electives requirements, students must select 7 credit hours from the following list of courses.

BUS 110 Electronic Calculators	2	2	3
BUS 113 Word Processing I	2	2	3
BUS 123 Business Finance	3	0	3
BUS 225 Cost Accounting	5	0	5
BUS 243 Advertising	3	2	4
EDP 109 Computer Programming(Basic I)	2	4	4

EDP 110 Computer Programming(Basic II)	2	4	4
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GENERAL EDUCATION:

ENG 101 Composition & Grammar I	3	0	3
ENG 102 Composition & Grammar II	3	0	3
ENG 103 Report Writing	3	0	3
ENG 204 Oral Communication	3	0	3
ENG 206 Written Communication	3	0	3
Electives: Social Science			
or Humanities	<u>3</u>	<u>0</u>	<u>3</u>
	18	0	18

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NOTE: In order to fulfill the General Education Electives requirements, students may select appropriate courses from the following list of courses or from approved courses selected from the ECU General Education Contract Program.

ENG 105 Literature Appreciation	5	0	5
ENG 106 Fiction and Poetry	3	0	3
ENG 107 Drama and Film	3	0	3
PSY 206 Applied Psychology	3	0	3

ELECTIVES: (GENERAL)			3
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TOTAL CREDITS			114
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INDUSTRIAL ELECTRICAL/ELECTRONICS

T-212

ASSOCIATE IN APPLIED SCIENCE DEGREE

DESCRIPTION:

This curriculum is designed to train technicians for jobs in industry requiring knowledge of electrical and electronic installation, repair, maintenance, and service. Courses are designed to develop technicians competent in the practical applications of electrical/electronic theory and procedures for industrial machines and controls. Students learn code requirements, to read blueprints and schematics, to determine repair procedures, and to make necessary repairs and/or adjustments.

The graduate of this curriculum is prepared to maintain and service industrial electrical/electronic equipment found in most industrial plants.

COURSE AND HOUR REQUIREMENTS

<i>TITLE</i>	<i>CLASS</i>	<i>LAB</i>	<i>CREDIT</i>	
<u>MAJOR COURSES:</u>				
ELC 105 DC,AC Theory, Circuits, Mach	11	6	0	14
ELC 115 Machine Control Systems	3	8	0	7
ELC 225 Industrial Wiring	6	10	0	11
ELC 235 Planning Elect Installations	5	0	3	6
ELC 240 Troubleshooting Proc/Practice	2	0	3	3
ELN 119 Industrial Elect Fundamentals	6	8	0	10
ELN 218 Digital Fundamentals	5	6	0	8
ELN 219 Digital Control Systems	5	6	0	8
ELN 249 Microprocessors	<u>6</u>	<u>8</u>	<u>0</u>	<u>10</u>
	49	52	6	77

RELATED COURSES:

DFT 101 Technical Drafting	1	2	0	2
EDP 100 Microcomputers & Applications	3	0	0	3
ELC 123 Electrical Installations	1	0	6	3
ELC 126 Interpret National Elec Code	5	0	0	5
ISC 105 Industrial Safety	3	0	0	3
MAT 111 Technical Mathematics I	5	0	0	5
MAT 112 Technical Mathematics II	5	0	0	5
PHY 101 Introduction to Physics	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
	26	4	6	30

GENERAL EDUCATION:

ENG 101 Composition I	3	0	0	3
ENG 102 Composition II	3	0	0	3
ENG 204 Oral Communications	3	0	0	3
PSY 206 Applied Psychology	3	0	0	3
Elective(s)	<u>6</u>	<u>0</u>	<u>0</u>	<u>6</u>
	18	0	0	18

NOTE: In order to fulfill the Electives - General Education requirements, student must select 6 credit hours from the following list of courses or from approved courses selected

from the ECU General Education Contract Program.

WORK EXPERIENCE:

6

TOTAL CREDITS

125

GENERAL OFFICE TECHNOLOGY

T-033

ASSOCIATE IN APPLIED SCIENCE DEGREE

DESCRIPTION:

The purposes of the General Office curriculum are to: (1) prepare the individual to enter clerical-office occupations, (2) provide an educational program for individuals wanting education for upgrading (moving from one position to another) or retraining (moving from present position to a clerical position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, filing and business machines. Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in office-related activities.

COURSES AND HOUR REQUIREMENTS

<i>TITLE</i>	<i>CLASS</i>	<i>LAB</i>	<i>CREDIT</i>
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MAJOR COURSES:

BUS 101 Introduction to Business	5	0	5
BUS 102 Keyboarding	3	2	4
BUS 103 Document Formatting	3	2	4
BUS 104 Document Production/ Word Processing	3	2	4
BUS 110 Electronic Calculators	2	2	3
BUS 112 Filing and Record Management	3	0	3
BUS 113 Word Processing I	2	2	3
BUS 120 Accounting I	5	0	5
BUS 121 Accounting II	5	0	5

BUS 205 Professional Document Production	3	2	4
BUS 212 Machine Transcription	2	2	3
BUS 214 Secretarial Procedures	3	2	4
BUS 273 Word Processing II	3	2	4
EDP 104 Introduction to Computers	<u>3</u>	<u>2</u>	<u>4</u>
	45	20	55

RELATED COURSES

BUS 115 Business Law I	3	0	3
BUS 116 Business Law II	3	0	3
BUS 118 Business Math I	3	0	3
BUS 119 Business Math II	3	0	3
BUS 134 Professional Development	3	0	3
BUS 229 Taxes I	5	0	5
BUS 272 Principles of Supervision	3	0	3
MAS 100 Master Student	1	2	2
Related Electives	<u>7</u>	<u>0</u>	<u>7</u>
	31	2	32

NOTE: In order to fulfill the Related Electives requirements, students must select a minimum of 7 credit hours from the following list of courses.

BUS 122 Accounting III	5	0	5
BUS 123 Business Finance	3	0	3
BUS 183 Business Term. & Vocabulary	3	0	3
BUS 230 Taxes II	3	0	3
BUS 233 Introduction to Retailing	3	0	3
BUS 237 Personnel Management	3	0	3
BUS 239 Marketing	5	0	5
BUS 243 Advertising	3	2	4
BUS 247 Business Insurance	3	0	3
BUS 252 Payroll Accounting	3	0	3
ECO 102 Economics I	3	0	3
ECO 103 Economics II	3	0	3
EDP 109 Computer Programming (Basic I)	2	4	4
EDP 110 Computer Programming (Basic II)	2	4	4
EDP 216 Microcomputer Application I	3	2	4

GENERAL EDUCATION

ENG 101 Composition & Grammar I	3	0	3
ENG 102 Composition & Grammar II	3	0	3
ENG 103 Report Writing	3	0	3
ENG 204 Oral Communication	3	0	3
ENG 206 Written Communication	3	0	3
Electives: Social Science/ Humanities	3	0	3
	<u>18</u>	<u>0</u>	<u>18</u>

NOTE: In order to fulfill the General Education Elective requirements, students may select appropriate courses from the following list of courses or from approved courses selected from the ECU General Education Contract Program.

ENG 105 Literature Appreciation	5	0	5
ENG 106 Fiction and Poetry	3	0	3
ENG 107 Drama and Film	3	0	3
PSY 206 Applied Psychology	3	0	3

ELECTIVES: (GENERAL) 4

WORK EXPERIENCE: COOPERATIVE EDUCATION MAY BE SUBSTITUTED FOR ELECTIVES (GENERAL)

TOTAL CREDITS 108

GENERAL OFFICE CERTIFICATE

BUS 102 Keyboarding	3	2	4
BUS 103 Document Formatting	3	2	4
BUS 104 Document Production/ Word Processing	3	2	4
BUS 110 Electronic Calculators	2	2	3
BUS 112 Filing and Records Management	3	0	3
BUS 113 Word Processing I	2	2	3
BUS 118 Business Mathematics I	3	0	3
BUS 120 Accounting I	5	0	5
BUS 134 Professional Development	3	0	3
BUS 212 Machine Transcription	2	2	3
EDP 104 Introduction to Computers	3	2	4
ENG 101 Composition & Grammar I	3	0	3
*ENG 204 Oral Communications	3	0	3
*PSY 206 Applied Psychology	3	0	3
Elective	<u>3</u>	<u>0</u>	<u>3</u>

*ENG 204 or PSY 206

MEDICAL ASSISTING

V-031

DIPLOMA

DESCRIPTION:

The Medical Assisting curriculum prepares the graduate to assist the physicians in their offices or other medical settings such as hospitals and clinics, performing those administrative and clinical duties delegated by the physician and in accord with respective state laws governing such actions and activities. The business/administrative duties include scheduling and receiving patients, obtaining patient data, maintaining medical records, typing and medical transcription; handling telephone calls, correspondence, reports and manuscripts; assuming responsibility for office care, insurance matters, office accounts, and fees and collections; and purchasing and maintaining supplies and equipment. The clinical duties may include preparing patients for examinations and treatments, performing routine laboratory procedures and electrocardiograms, sterilizing instruments and equipment for office procedures, and instructing patients in x-ray and laboratory examinations.

Graduates of accredited programs may apply to take certification examination administered by the Certifying Board of the American Association of Medical Assistants.

Advanced credits can be awarded toward completion of requirements for an Associate of Applied Science Degree in Medical Assisting.

Individual desiring a career in medical assisting should, if possible, take biology, mathematics and keyboarding courses prior to entering the program.

COURSE AND HOUR REQUIREMENTS

TITLE**CLASS LAB CLIN CREDIT**

BIO 1111	Basic Health Science	5	0	3	6
BUS 102	Keyboarding	3	2	0	4
BUS 129	Economics/Accounting	3	2	0	4
ENG 101	Composition & Grammar I	3	0	0	3
ENG 102	Composition & Grammar II	3	0	0	3
EDP 1104	Introduction to Computers	3	2	0	4
MAS 100	Master Student	1	2	0	2
MED 100	Pharmacology	2	0	0	2
MED 103	Orientation to Medical Asst.	2	0	0	2
MED 141	Medical Term & Vocabulary I	3	0	0	3
MED 142	Medical Term & Vocabulary II	3	0	0	3
MED 143	Medical Term & Vocabulary III	3	0	0	3
MED 202	Medical Office Practice	0	0	21	7
MED 203	Medical Office Seminar	1	0	0	1
MED 218	Medical Law & Ethics	3	0	0	3
MED 1103	Human Relations/The Health Professional	3	0	0	3
MED 1105	Examination Room Procedures	3	8	0	7
MED 1106	Lab Procedures	2	6	0	5
MED 3400	Medical Office Administration I	2	4	0	4
MED 3415	Medical Office Administration II	3	0	0	<u>3</u>

TOTAL CREDITS**72**

COURSES OFFERED AT NIGHT WHEN SUFFICIENT ENROLLMENT IS MET.

NURSING ASSISTANT

V-072

CERTIFICATE PROGRAM**DESCRIPTION**

The Nursing Assistant curriculum prepares graduates to assist registered and practical nurses and physicians in carrying out nursing care and services to patients. The nursing assistant performs simple health care procedures such as bathing and feeding patients, providing comfort measures, positioning patients, preparing patients for physical examinations and special tests, observing and recording vital signs, admitting, transferring and discharging patients, and collecting specimens.

Graduates may be employed in hospitals, clinics,

doctor's offices, nursing homes and extended care facilities.

Individuals desiring a career in nursing assistant should, if possible, take English, Biology and social science courses prior to entering the program.

COURSE AND HOUR REQUIREMENTS

TITLE	CLASS	CLIN	LAB	CREDIT
NUR 3024 Nursing Assistant	3	4	9	8

COURSE DESCRIPTIONS

AUTOMOTIVE MECHANICS

PME 1101 INTERNAL COMBUSTION ENGINE 6 9 9
(Gasoline & Diesel)

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts; engine fuel and exhaust systems; cooling systems; proper engine lubrication; and methods of testing, diagnosing, and repairing of engines. Prerequisite: None.

PME 1101A INTERNAL COMBUSTION ENGINES 2 3 3
(Gasoline & Diesel)

This is course 1101 split for evening classes.

PME 1101B INTERNAL COMBUSTION ENGINES 4 6 6
(Gasoline & Diesel)

This is course 1101 split for evening classes.

PME 1102 AUTOMOTIVE ELECTRICAL AND FUEL SYS. 8 9 11

A thorough study of the electrical and fuel systems of the automobile, including battery cranking mechanisms, generators, ignitions, accessories and wiring, fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system. Prerequisite: None.

PME 1102A AUTOMOTIVE ELECTRICAL AND FUEL SYS. 2 6 4
This is course 1102 split for evening classes

PME 1102B AUTOMOTIVE ELECTRICAL AND FUEL SYS. 6 3 7
This is course 1102 split for evening classes

PME 1103 PRINCIPLES OF AUTO AIR CONDITIONING 3 3 4
General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanism, the methods of operation, and control; proper handling of refrigerants in changing the system. Prerequisite: None.

PME 1104 EMISSION CONTROL SYSTEMS 2 3 3
A thorough study of the capability of an emission control system to effectively reduce the volume of air pollutants released through an automotive breathing and exhaust system and operating principles which apply to control systems currently in use in the automotive market. Prerequisite: None.

PME 1121 AUTOMOTIVE BRAKING SYSTEMS 2 3 3
Principles and functions of the components of automotive brakes. Practical job instruction in adjusting and repairing of master cylinders, wheel cylinders, fluid lines, and power system. A study of brake lining and drum repair. Prerequisite: None.

PME 1123 AUTOMOTIVE CHASSIS & SUSPENSION 3 6 5
Principles and function of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension and steering. Units to be studied are shock absorbers, springs, steering systems, steering linkage, and front end. Prerequisite: None.

PME 1124 AUTOMOTIVE POWER TRAIN SYSTEM 3 9 6
Principles and functions of automotive power train systems; clutches, standard transmissions and automotive transmissions, torque converters, drive shaft assemblies, rear axle, and differentials. Identification of troubles, servicing, and repair.

PME 1125 AUTOMOTIVE SERVICING 3 9 6
Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component

systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing. Prerequisite: Permission of Instructor.

WLD 1101 BASIC ARC AND GAS WELDING 2 3 3
Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice for surfacing weldings: bronze welding, silver soldering, and flame cutting methods applicable to mechanical repair work. Welding demonstrations by the instructor and practice by students in the use of the arc welding process to fabricate steel. Welded joints are discussed and welded in various positions. Care and maintenance of the arc welder is applied in this course. Prerequisite: None.

BUSINESS

BUS 101 INTRODUCTION TO BUSINESS 5 0 5
A course designed to survey the essential components of business organizations. Normally given in the student's first quarter, the course also provides a close look at career possibilities.

BUS 102 KEYBOARDING I 3 2 4
Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, principal parts of the machine, and theory. The student will type memos, postal cards, and simple horizontal and vertical centering.

BUS 103 DOCUMENT FORMATTING 3 2 4
The student will review typing fundamentals and develop increased accuracy and speed. Emphasis continues to be placed on correct techniques. The student will learn to type different styles of business letters, simple reports, tabulation, and other special communications forms. Speed requirements, minimum 35 GWAM for five minutes with a maximum of five errors. Prerequisite: BUS 102 or equivalent.

BUS 104 DOCUMENT PRODUCTION/WORD PROCESSING 3 2 4
Emphasis is placed on production Keyboarding problems and speed building. Attention is given to the development of

the student's ability to function as an expert typist, producing mailable copies. The production units are technical papers, tables with horizontal rulings, and selected executive communications. Speed requirement, minimum 40 GWAM for five minutes with a maximum of five errors. Prerequisite: BUS 103 or equivalent.

BUS 110 ELECTRONIC CALCULATORS 2 2 3
Students will receive training in techniques, processes, operation, and application of electronic calculators with emphasis on touch addition.

BUS 112 RECORDS MANAGEMENT 3 0 3
Fundamentals of indexing and filing, combining theory and practice by the use of a practice set. Coverage is given to four basic correspondence filing systems--alphabetic, numeric, subject, and geographic. Prerequisite. None.

BUS 113 WORD PROCESSING I 2 2 3
Designed to introduce the student to the major aspects of word processing including concepts, systems, equipment, available careers, and basic information on implementing word processing. The student will have an opportunity to work on a computer with word processing capabilities. Prerequisite: BUS 104 or special permission from the instructor.

BUS 115 BUSINESS LAW I 3 0 3
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

BUS 116 BUSINESS LAW II 3 0 3
Includes the study of laws pertaining to bailments, sales, riskbearing, partnerships, and corporations, mortgages, and property rights. Prerequisite: BUS 115.

BUS 118 BUSINESS MATHEMATICS I 3 0 3
Fall; Winter
An introductory course which includes practical number theory and basic operations as applied to whole numbers and to common and decimal fractions. Applications of percentages, ratios, and use of formulas are included. Prerequisite: MAT 099 or satisfactory placement test score

BUS 119 BUSINESS MATHEMATICS II 3 0 3
This courses stresses the fundamental operations of mathematics and their application to business problems including payroll, price, interest, discounts, commissions, and taxes. Prerequisite: BUS 118.

BUS 120 ACCOUNTING I 5 0 5
Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: BUS 119, except for students in the accounting curriculum.

BUS 121 ACCOUNTING II 5 0 5
A continuation of BUS 120. Study will be devoted to receivables, inventories, depreciation, deferrals, accruals, systems, control, and payroll taxes. Prerequisite BUS 120.

BUS 122 ACCOUNTING III 5 0 5
The student will gain a basic knowledge of accounting principles appropriate to partnership and corporation forms of organization and accounting operations. Prerequisite: BUS 121.

BUS 123 BUSINESS FINANCE 3 0 3
Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing.

BUS 129 ACCOUNTING ESSENTIALS 3 2 4
The student will recognize and be able to apply the basic concepts of the accounting cycle as it relates to a single proprietorship. The student will develop skills which will enable him/her to record and analyze business transactions in appropriate books of original entry, as well as classify and summarize such transactions in an income statement and balance sheet. Cash control, payroll accounting, adjusting and closing entries will be studied as they relate to the proprietorship. (FOR MA STUDENTS ONLY)

BUS 134 PROFESSIONAL DEVELOPMENT 3 0 3
Designed to help the student recognize the importance of physical, intellectual, social and emotional dimensions of personality. Emphasis is placed on poise, grooming, and

methods of personal improvement. Prerequisite: None.

BUS 141 MEDICAL TERMINOLOGY AND VOCABULARY I 3 0 3
A study of the structure of medical words and terms. Emphasis is placed on spelling and defining commonly-used prefixes, suffixes, root words, and their combining forms. Prerequisite: None. (FOR MA STUDENTS ONLY).

BUS 142 MEDICAL TERMINOLOGY AND VOCABULARY II 3 0 3
A continuation of BUS 141 with greater emphasis on an understanding of terminology and its use in the medical office. Anatomical body parts, diseases, operations, tumors, drug, and descriptive terms are emphasized by analysis of the terms and structure of the words. Prerequisite: BUS 141. (FOR MA STUDENTS ONLY).

BUS 143 MEDICAL TERMINOLOGY AND VOCABULARY III 3 0 3
A continuation of BUS 142 with greater emphasis on an understanding of terminology and its use in the medical office. Anatomical body parts, diseases, operations, tumors, drugs, and descriptive terms are emphasized by analysis of the terms and structure of the words. Prerequisite: BUS 141 and BUS 142. (FOR MA STUDENTS ONLY).

BUS 183 BUSINESS TERMINOLOGY AND VOCABULARY 3 0 3
The student will develop proficiency in spelling, definitions, word usage, terminology and use of the dictionary as used in business, technical and professional offices. Prerequisite: None.

BUS 205 PROFESSIONAL DOCUMENT PRODUCTION 3 2 4
Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, statistical tabulation, and the typing of reports, manuscripts and legal documents. Speed requirements, minimum 45 GWAM for five minutes with a maximum of five errors. Prerequisite: BUS 104.

BUS 212 MACHINE TRANSCRIPTION 2 2 3
A study and practice course in the use of transcribing machines in business dictation. Proficiency in word usage,

correct grammar, and letter styles will be emphasized.
Prerequisite: Minimum typing speed of 35 GWAM.

BUS 214 SECRETARIAL PROCEDURES 3 2 4
Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims. Prerequisite: BUS 104.

BUS 218 MEDICAL LAW, ETHICS, AND ECONOMICS 3 0 3
Designed to acquaint the student with the legal aspects of medical practice acts, the relationship of physician, patient, professional liabilities and types of medical practice. Basic principles of medical economics are included. Prerequisite: None. (MA STUDENTS ONLY).

BUS 221 INTERMEDIATE ACCOUNTING I 5 0 5
Emphasis placed on Accounting postulates and principles, and contemporary practices and forms in the development of financial statements. Working capital accounts are carefully analyzed. Prerequisite: BUS 120, 121, 122.

BUS 222 INTERMEDIATE ACCOUNTING II 5 0 5
Continuous emphasis on development of financial statement with special attention given to noncurrent assets and liabilities. Investments in stocks and bonds; acquisition and depreciation of plant and equipment; and issuance of bonds is covered. Prerequisite BUS 221.

BUS 223 INTERMEDIATE ACCOUNTING III 5 0 5
Emphasis placed on the development of the stockholders' equity section of the balance sheet. Attention is also given to processes used in financial statement analysis. Cash flow statement is also covered. Prerequisite BUS 222

BUS 225 COST ACCOUNTING 5 0 5
Nature and purposes of cost accounting; accounting for direct labor, materials, and factory burden; job costs and standard cost principles and procedures, selling and distribution cost, budgets and executive use of cost figures. Prerequisite: BUS 121.

BUS 229 TAXES I 5 0 5

A study of payroll and individual taxes at the Federal and State levels. Prerequisite: BUS 119.

BUS 230 TAXES II 3 0 3

A study of taxes and tax problems as they relate to proprietors, partnership, and corporations. Prerequisite: BUS 120, BUS 229.

BUS 233 INTRODUCTION TO RETAILING 3 0 3

The role of retailing in the economy including the development of and changes occurring in the retail business structure, managerial problems, and retailing decisions based on current economic and social trends.

BUS 235 BUSINESS MANAGEMENT I 3 0 3

Principles of Business Management includes an overview of the major functions of management, such as planning, staffing, controlling, directing and organizing. Prerequisite: BUS 119.

BUS 236 BUSINESS MANAGEMENT II 3 0 3

This course is a continuation of BUS 235 with emphasis on the management functions as tools in decision making.

BUS 237 PERSONNEL MANAGEMENT 3 0 3

A course designed to introduce basic concepts in personnel practices, functions, and organization of personnel programs. Particular attention is given to job evaluation, selection, placement, training, performance checking, labor relations, and employee services.

BUS 239 MARKETING 5 0 5

A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process. Prerequisite: BUS 119B.

BUS 243 ADVERTISING 3 2 4

The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals, product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media. Prerequisite: None.

BUS 247 BUSINESS INSURANCE 3 0 3

A survey of the basic principles of risks and insurance and their application. A survey of the various types of business insurance. Prerequisite: None.

BUS 252 PAYROLL ACCOUNTING 3 0 3
Emphasis placed on basic payroll systems and accounting methods used in computing salaries and wages and development of payroll records that will provide information required by federal and North Carolina law. Attention is given both taxes placed on the employee and employer. Prerequisite: BUS 120.

BUS 269 AUDITING 3 0 3
Principles of conducting audits and investigations setting up accounts based upon audits, collecting data on working papers, arranging and systemizing the audit report. Emphasis placed on detailed audits, internal auditing, and internal control. Prerequisite: BUS 121.

BUS 272 PRINCIPLES OF SUPERVISION 3 0 3
Introduces the basic responsibilities and duties of the supervisor and his/her relationship to supervisors, subordinates, and associates. Emphasis is on securing an effective work force and the role of the supervisor. Methods of supervision are stressed. Prerequisite: None.

BUS 273 WORD PROCESSING II 3 2 4
Designed to give the student intensive training on a computer with word processing capabilities through programmed instruction. The student must see the instructor prior to signing up for this course to schedule time on the available equipment. Prerequisite: BUS 113 (Word Processing I) or special permission and orientation by the instructor.

BUS 285 SMALL BUSINESS APPLICATIONS 1 2 2
The purpose of this course is to enable the student to bring together, in a practical way, all knowledge gained in prior business courses. Upon completion the student will be able to make decisions necessary to opening and operating a small business. Prerequisite: Consent of the instructor.

BUS 1103 SMALL BUSINESS OPERATIONS 3 0 3
An introduction to the business world, problems of business operations, basic business law, business forms and records,

financial problems, ordering and inventoring, layout of equipment and office, methods of improving business, and employer-employee relationships. Prerequisite: None. (VOCATIONAL STUDENTS ONLY).

CAREERS:

SOC 100 CAREER PLANNING 3 0 3
Explores career areas indicating required academic preparation and related job information. Includes interpretation and analysis of self-assessment, values clarification, skills identification and transferability, principles of career information center and interviews with persons in career fields which interest the student.

COMPUTER

EDP 100 MICROCOMPUTERS AND APPLICATIONS 3 0 3
A comprehensive introduction to microcomputers for the potential user. Topics include definition of terms, basic architecture of a microcomputer system, programming, home and business applications, considerations for selecting a system, economics of a business system, sources for microcomputer information, and advances and trends in the industry.

Prerequisite: NONE

EDP 104 INTRODUCTIONS TO COMPUTERS 3 2 4
A course designed to introduce students to the world of computers--their uses, impact on society, history, types, hardware, software, and systems. In addition, the student learns how to use microcomputer hardware and software via off-the-shelf applications. Prerequisite: None.

EDP 109 COMPUTER PROGRAMMING (BASIC I) 2 4 4
An introduction to computer programming techniques for beginning students. Students are expected to already be familiar with the use of a microcomputer and will learn how to write sophisticated programs, using the BASIC language.

EDP 110 COMPUTER PROGRAMMING (BASIC II) 2 4 4
A continuation of EDP 109. May be used as an elective by some students and by other students as a means of receiving more advanced training in the use of the BASIC language. Prerequisite: EDP 109.

EDP 216 MICROCOMPUTER APPLICATIONS I 3 2 4
 Extensive training and practice in the use of integrated
 word processing, spreadsheet, and data base software.
 Prerequisite: EDP 104.

DRAFTING

DFT 101 TECHNICAL DRAFTING 1 2 2
 This course is designed for the beginning drafting student
 and will be a study of drawing principles and practices for
 blueprint reading and drafting. Included are: use of
 drafting equipment, lettering, freehand orthographic and
 pictorial sketching, geometric construction, orthographic
 instrument drawing of principle views and standards and
 practices of dimensioning. The principles of isometric,
 oblique and perspective are introduced. The course will
 relate as much as possible to the student's major area of
 interest.
 Prerequisite: None

DFT 1101P BLUEPRINT READING 2 3 3
 Interpretation and reading of blueprints. Information on
 the basic principles of the blueprint: lines, views,
 dimensioning procedures and notes.

ECONOMICS

ECO 102 ECONOMICS I 3 0 3
 Course designed to examine the elements, processes, and
 structures of the United States Economy. Attention will be
 given to the economics of the individual, the firm, and
 industry. Special emphasis shall be placed upon supply and
 demand, costs, price, competition, and income distribution.
 Prerequisite: None.

ECO 103 ECONOMICS II 3 0 3
 Greater depth in the study of economics focusing on an
 analysis of the American economy as a whole. This course
 will include national income, production, economic
 fluctuations, monetary and fiscal policies, taxation, and
 debt. Our national economy in relation to the world wide
 economy will be explored by dealing with international trade
 and payments. Prerequisite: ECO 102.

INDUSTRIAL ELECTRICAL/ELECTRONICS E

ELC 100 ORIENTATION TO ELECTRONICS 2 3 3
A beginning course to familiarize the student with physical properties of electrical components, soldering techniques, and proper laboratory procedures including safety. (FOR AUTO MECHANICS STUDENTS).

ELC 240 TROUBLESHOOTING PROCEDURES/PRACTICE 2 3 3
This course is designed to teach students the procedures employed in the service and repair of industrial equipment, utilizing service tools and test equipment. Students will be expected to show individual ability and initiative in location and correcting defects.gauges and similar devices
Prerequisites: ELC-235

ELN 119 INDUSTRIAL ELECTRONIC FUNDAMENTALS 6 8 10
Basic theory and operating characteristics of electronic base components in industrial applications. Topics include rectifying, switching, modulating, amplifying, oscillating, comparator, summing, and timing circuits, differential amplifiers, operational amplifiers, circuit construction, and analyzation. Prerequisites: None.

ELN 218 DIGITAL FUNDAMENTALS 5 6 8
The study of number systems, codes, logic gates, flip-flop counters, arithmetic logic, data storage devices, memories, D/A and AD converters. Elemental circuits are constructed and analyzed using basic test equipment.
Prerequisites: ELN-119

ELN 219 DIGITAL CONTROL SYSTEMS 5 6 8
Should be able to: identify combinational and sequential logic circuits and their associated inputs and outputs and demonstrate the basic manipulation of binary arithmetic.
Prerequisites: ELN-218

ELN 249 MICROPROCESSORS 6 8 10
A study of microprocessor architecture and organization. Using data sheets to develop simplified instruction sets in assembly and machine language. Inter-facing the microprocessor with I/O devices. Static and dynamic testing using meters, logic probes, and oscilloscope. Microprocessor programming. Free-format ladder language is also studied.
Prerequisites: ELN-219

ISC 105 INDUSTRIAL SAFETY 3 0 3
A treatment of the problems of accidents and fire in industry. Management and supervisory responsibility for fire and accident prevention. Additional topics cover accident reports and the supervisor, good housekeeping and fire prevention, machine guarding and personal protective equipment, state industrial accident code and fire regulations, the first aid department and the line of supervisory responsibility, job instruction and safety instruction, company rules and enforcement, use of safety committees, insurance carrier and Insurance Rating Bureau, and advertising and promoting a good safety prevention program.
Prerequisite: NONE

PHY 101 INTRODUCTION TO PHYSICS 3 2 4
An introduction to the basic principles of physics. Topics covered include mechanics, heat, light, sound, electricity and magnetism, and the basic principles of hydraulics and pneumatics.
Prerequisite: NONE

PSY 206 APPLIED PSYCHOLOGY 3 0 3
A study of the principles of psychology that will be of assistance to the understanding of inter-personal relations. Motivation, feelings, and emotions are considered with particular reference on everyday problems. Attention is also given to personal group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and member of the general community.
Prerequisite: NONE

GENERAL EDUCATION:

ENGLISH

ENG 091 SPEED READING AND VOC ENHANCEMENT I 3 0 3
Emphasis on basic work attack skills including phonetics, syllabication, and implementation of diacritical marking in the dictionary. Introduction to comprehensive skills and reading for speed.

ENG 092 SPEED READING AND VOC ENHANCEMENT II 3 0 3
Continued emphasis on increasing speed and comprehension

with a continuation of word attack study.

ENG 093 SPEED READING AND VOC ENHANCEMENT III 3 0 3
Continued emphasis on speed and comprehension, especially in longer selected reading.

ENG 094 REFRESHER ENGLISH I 3 0 3
Emphasis on basic grammatical concepts, particularly parts of speech. Sentence writing.

ENG 095 REFRESHER ENGLISH II 3 0 3
Emphasis on sentence structure, usage and punctuation. Writing of short paragraphs.

ENG 096 REFRESHER ENGLISH III 3 0 3
Continued emphasis on sentence structure and usage. Writing longer paragraphs and short compositions.

ENG 101 COMPOSITION AND GRAMMAR I 3 0 3
Designed to aid students in the improvement of self-expression in written communication. A functional approach is taken to syntax, diction, sentence structure, and punctuation. The student learns to apply the principles of English grammar and to analyze and improve his own writing. Prerequisite: None.

ENG 102 COMPOSITION AND GRAMMAR II 3 0 3
An intensive study of composition based on reading and class discussion. Frequent theme assignments are utilized to reinforce correct writing and to develop an organized sequence of thought, using appropriate rhetorical methods. Prerequisite: ENG 101.

ENG 103 REPORT WRITING 3 0 3
The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical business and industrial reports, using special writing techniques and graphic devices, are completed by the students. Emphasis is placed on developing the report in relation to its function. Practical application in the preparation of a full-length report is required of each student. Prerequisite: ENG 102.

ENG 105 LITERATURE APPRECIATION 5 0 5

An introduction to literature with emphasis on reading for enjoyment as well as understanding. Readings will be drawn from a broad range of literary works encompassing all genres. Discussions will explore literary techniques and devices as well as historical cultural significance of works.

ENG 106 FICTION AND POETRY

3 0 3

Course explores elements of fiction and poetry through reading and discussion of short stories, paperbacks, and poetry--includes classics to modern. Emphasis is on reading for enjoyment as well as comprehension and analysis.

ENG 107 DRAMA AND FILM

3 0 3

An introduction to the literary genre of Drama and Film. Plays will be selected from a broad spectrum--from Greek outdoor theater to Modern Drama. Films will be selected for artistic, historical, and cultural significance. Discussions will explore the literary techniques and devices of the genres.

ENG 204 ORAL COMMUNICATIONS

3 0 3

A study of basic concepts and principles of oral communications to enable the student to communicate more effectively with others. Particular emphasis varies according to individual class needs, but generally includes voice, verbal, self-projection improvement. The student learns to produce effective oral presentation through practical exercises in speech making. Prerequisite: ENG 102.

ENG 206 WRITTEN COMMUNICATION

3 0 3

Designed to develop skills and techniques in all forms of written communication. A practical approach to the fundamentals of writing with emphasis on writing clear, concise and coherent letters, memos, and documents. Student learns to humanize messages through a natural, psychological approach to letters involving credit, collections, complaints, orders, and inquiries as well as personal correspondence.

ENG 1101 COMMUNICATIONS I

3 0 3

Reading improvement. A course designed to improve the student's ability to read accurately and rapidly. Emphasis is placed on recognition of the main idea, how to read for

facts and supporting details, and total comprehension.
Prerequisite: None.

MATH

MAT 099 REFRESHER MATHEMATICS 5 0 3
Fall; Winter; Spring
Review the operations of addition, subtraction, multiplication, and division with whole numbers and common and decimal fractions. Emphasis on practical applications involving percents, ratio and proportion, measurement, and common daily uses of mathematics. Extend arithmetic principles to solve equations derived from descriptive mathematical phraseology.

MAT 100 BASIC MATHEMATICS 5 0 3
Fall; Winter; Spring
Improve fundamental arithmetic skills through extensive problem-solving in such topic areas as geometry, metrics, statistics, and science. Emphasis will be on those concepts of arithmetic analysis which will ease the transition from numeric to algebraic reasoning. Prerequisite: Satisfactory placement test score.

MAT 101 INTERMEDIATE ALGEBRA 5 0 5
Fall; Winter, Spring
The real number system is developed as an extension of the natural numbers. Extensive operations with polynomials are conducted, culminating in the solution of equations. Some practice with the quadratic formula, graphing of linear equations, solving equations simultaneously, and an introduction to determinants round out the course. Does not meet ECU requirements for College Algebra, but may be used to remove some mathematics deficiencies for ECU admission (see current ECU catalog). Prerequisite: MAT 100 or satisfactory placement test score.

MAT 106: COLLEGE ALGEBRA 4.5 0 4.5
(Same as ECU's MATH 1065)
Winter; Spring
Covers the usual topics: sets; linear, quadratic, other polynomial, exponential, and logarithmic functions; inequalities, synthetic division; and determinants. Prerequisite: MAT 101 or satisfactory placement test score.

MAT 1101 FUNDAMENTALS OF MATHEMATICS . 5 0 5
The basic operation (addition, subtraction, multiplication, and division) is studied with respect to whole numbers, fractions, and decimal. A study of percents, ratios, related word problems, and basic introduction to algebra is included. Prerequisite: None.

MEDICAL ASSISTING

BIO 1111 BASIC HEALTH SCIENCE 5 3 6
This course is designed to give the student an understanding of basic science principles and their relationships to health. The course includes study of the structure and function of the human body, principles of food and nutrition and selected principles of microbiology. Prerequisite: None.

MED 100 PHARMACOLOGY 2 0 2
A study of drugs according to therapeutic application. Pertinent physiology and related diseases will be discussed to establish a background through which the therapeutic action of drugs can be clearly understood. Emphasis is on current drug therapy and classification as well as absorption, metabolism, excretion, and drug interactions. The student will learn to calculate drug doses. Prerequisite: Must be accepted Medical Assisting student.

MED 103 ORIENTATION OF MEDICAL OFFICE ASSIST. 2 0 2
Designed to help the student in understanding the role of the medical office assistant. Emphasis is placed on the development of appreciation and attitudes in the establishment of realistic goals in personal and occupational development. Understanding and recognizing the importance of physical, intellectual, social, and emotional dimensions of personality. Ethics and grooming are stressed. Prerequisite: None.

MED 202 MEDICAL OFFICE ASSISTING PRACTICUM 3 21 10
This course provides students with clinical experience related to tasks associated with the Medical Office Assistant. Students perform tasks within broad areas such as management, the examination room, and the laboratory. The student is responsible for transportation to and from practicum sites and the purchase of a uniform or related equipment required at the site. Students receive no

financial remuneration from agencies, clinics, etc. providing the practicum experience. Prerequisite: Previous three quarters.

MED 203 MEDICAL OFFICE ASSISTING SEMINAR 1 0 1
A study of the personal and occupational responsibilities of a practitioner in the field of medical office assisting. Discussions of problems encountered during experience in the medical office practicum are the primary focus. Prerequisite: Previous three quarters.

MED 1105 EXAMINATION ROOM PROCEDURES 3 8 7
This course is designed to teach the skills needed by the medical office assistant in assisting the doctor in the examination room. The course of study includes proper physical and psychological preparation of the patient for the physician's examination and proper care of the supplies and equipment used. Prerequisite: First two quarters.

MED 1106 LABORATORY PROCEDURES 2 6 5
This course is a study of the basic knowledge needed to become familiar with the laboratory tests most commonly performed in the doctor's office. Emphasis is placed on patient preparation for diagnostic procedures. The ability to obtain and collect specimens and carry out routine laboratory examinations such as urinalysis and blood count is developed. Prerequisite: First two quarters.

MED 3415 MEDICAL OFFICE ADMINISTRATION II 3 0 3
Upon successful completion of this course, the student should be able to perform such duties as: (1) handling mail and telegrams; (2) making travel arrangements; (3) purchasing supplies; (4) maintaining office records; (5) handling insurance information; (6) assume responsibility of telephone. Prerequisite: MED 3400 MEDICAL OFFICE ADMINISTRATION.

MED 3400 MEDICAL OFFICE ADMINISTRATION I 2 4 4
In this course the student will be introduced to material that is routinely transcribed in a medical office. Upon completion of this course the student should be able to transcribe in a medical office. Upon completion of this course the student should be able to transcribe given material accurately. Prerequisite: None.

NUR 3024 NURSING ASSISTANT II

3 4 9 8

Nursing Assistant II course prepares graduates to perform more complex skills for patients or residents regardless of the setting. Emphasis is on infection control including principles of sterile technique and dressing changes for wounds over 48 hours; elimination procedures including catheterizations, irrigations, and care of established ostomies; intravenous site care, observation and removal; oropharyngeal suctioning; established tracheostomy care; observation and maintenance of oxygen therapy breaking/removing fecal impactions; internal nutrition for existing infusions and roles of Nursing Assistant II with members of health care team. A skill/competency evaluation is required for documenting student competency. The course includes class, laboratory and clinical learning experiences. Clinical learning experiences may be obtained in long-term care facilities, hospitals, and home health agencies.

PSYCHOLOGY

PSY 206 APPLIED PSYCHOLOGY

3 0 3

A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations. Motivation, feelings, and emotions are considered with particular reference on everyday problems. Attention is also given to personal group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community. Prerequisite: None.

PSY 1101 HUMAN RELATIONS

3 0 3

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relations within the world situation. Prerequisite: None.

SOCIOLOGY/HUMANITIES:

MAS 100 MASTER STUDENT

1 2 2

This course is designed to help students to learn to be more effective in school and thereby improve student performance and retention. The course content will include academic and life management skills and introductions to campus and community resources. Students benefit by learning practical methods and strategies for managing their transition into

higher education. Master Student provides an opportunity for students to establish and maintain high levels of productivity and success in school and in life.

SPH 250 FUNDAMENTALS OF SPEECH

3 0 3

Designed as a beginning speech course with an emphasis on voice and diction and the improvement of articulation and pronunciation through use of drills and exercises. Includes practical application through presentation of formal and informal speeches.

SEE GENERAL EDUCATION/ECU SECTION OF THIS CATALOG FOR COURSES AND DESCRIPTIONS

CONTINUING EDUCATION

The Division of Continuing Education provides a delivery system for quality instruction in non-degree and non-diploma oriented educational activities for the adult population of the area. The Department promotes public awareness of the concept of lifelong learning as one of the major components of contemporary adult life. It provides programs of instruction designed to lead students to the achievement of functional literacy, where needed, and to enable them to progress to high school equivalency certification. It offers a broad range of courses which are designed to meet the vocational, avocational, cultural, intellectual, social, and recreational interests and needs of area adults. It provides part-time programs which are designed for the training needs of new and expanding industries and the upgrading of occupational knowledge and skills of individuals at all levels of labor and management, as well as the professions.

REGISTRATION INFORMATION

Where: Registration will be held at the first class meeting in the classroom on a first-come, first-served, basis. For certain courses pre-registration is required. Registration requires your social security number.

Fees: A registration fee of \$25.00 is charged for all occupational and community service classes. The

registration fees do not include the cost of books and/or supplies needed for any courses.

Senior Citizens 65 years of age and older may enroll in any course free of charge; however, they are required to pay the student insurance fee if the course requires insurance coverage. Proof of age must be shown when registering.

There are no registration fees charged for Adult Basic Education/GED Preparation, Compensatory Education, or Human Resources Development.

The registration fee is waived in job related courses for fire service and rescue personnel.

Cancellation Policy: Classes may be canceled if fewer than 10 persons enroll.

Eligibility: To be eligible to enroll in courses of the College, a student must be 18 years of age and not currently enrolled in grades 1-12. Students 16 years of age or older, under proper permission of both principal and superintendent, may enroll in classes.

Philosophy of Continuing Education:

We can satisfy your non-degree educational needs. We are ready and waiting to serve you. Call us, and if we do not already have a course or program which will comply with your wants, every effort will be made to design one for you.

Even if you have no immediate educational goals, we can broaden your horizons and open new avenues of learning for you. We are committed to lifelong learning and believe that all are happier when they are involved and are learning to use their capabilities to their fullest.

OCCUPATIONAL AND VOCATIONAL EDUCATION

OCCUPATIONAL EXTENSION

Occupational extension courses are designed to serve adults who are employed in need of upgrading their skills or

technical knowledge for advancement. Also available are courses which offer related knowledge training in vocational or professional areas. Through occupational extension a retraining program can be designed to establish a new vocation. Any adult who needs training, retraining, upgrading, or has a special interest in a course may enroll. Classes are generally scheduled one or two evenings a week between 7 and 10 p.m.

TRADE AND INDUSTRIAL EDUCATION

Courses offered include:

Aviation Ground School	Automotive Engine
Carpentry	Rebuilding
Bricklaying	Automotive Diesel Repair
Masonry	Lawn Mower Repair
Heating & Air Conditioning	Woodworking/Cabinet
Small Appliance Repair	Making
Small Engine Repair	Upholstery

BUSINESS EDUCATION

The College is committed to maintaining a close working relationship with members of the business community in an effort to keep abreast of changing needs and trends. When a member of the business community expresses a need for training in a specific area, every effort is made to design a course or series of courses to accomplish the training. Computer skills are much in demand by county business, and PCC keeps pace with that demand by offering a wide variety of computer classes. As the real estate industry has grown, so has the need for well-trained individuals in a variety of jobs in that area. Local residents continually express an interest in starting their own businesses and a desire to get some small business training before taking that first big step. PCC endeavors to provide the necessary training by offering a variety of small business courses. Management Development courses, directed toward self-development, are offered for the benefit of potential and active supervisors who are preparing for more efficient leadership and advancement in the supervisory field.

Courses Offered Include:

Bookkeeping
Typing (Keyboarding)
Cashier Training
Introduction to Computers
Computer Applications
Real Estate Sales

Leadership & Supervisory
Skills
Hotel-Motel Management
Applewriter
Appleworks
Word Perfect

Real Estate Appraisal
Real Estate Brokerage
Operations
Real Estate Finance
Job Survival Skills
Federal Job Skills
Notary Public Education
Career Choices
Medical Transcription &
Terminology

Word Processing on
Apple IIE
Word Processing on Tandy
How to Start A Small
Business
Bookkeeping For Small
Businesses
Advertising & Marketing
for Small Businesses
Desktop Publishing on
Apple

FIRE SERVICE TRAINING

Volunteer firemen are provided with the opportunity to gain technical knowledge and skills which are needed in the effective performance of their duties. With flammable and explosive materials being stored and constantly transported, it is necessary for the fighter to keep abreast of the latest techniques of combating the hazards which could occur. In addition to classroom theory, the fireman has the opportunity to apply fire fighting techniques in field exercises. Most of the training sessions are held at local departments during the year.

Courses Offered Include:

Intro. to Fire Fighting	Forced Entry &
Protective Breathing Equipment	Ventilation
Fire Stream Practices	Gas Emergency
Fire Apparatus Practice	Water Supply
Arson Detection	Brigade Training For
Salvage & Overhaul Operation	Industry
Sprinklers	Fire Fighting Procedures
Rope Practice	Officers Training
Ladder Practice	Multi-Media First Aid
Rescue Practice	Teacher Education
	(Instructors)

Other courses may be scheduled in response to public needs and interest. Call 249-1851, Ext. 37 with request.

EMERGENCY MEDICAL TECHNICIAN'S PROGRAM (EMT)

This program is designed to comply with the standards of the Highway Safety Act of 1966 (North Carolina). It is intended to institute a program to ensure that persons involved in highway accidents receive prompt emergency medical care under the range of conditions encountered. The standard of the Act identify eight specific requirements of a minimal program in training, licensing and related requirements for ambulance and rescue vehicle operators, attendants, drivers and dispatchers.

MARINE AND BOATYARD EMPLOYMENT TRAINING PROGRAM

Pamlico Community College is working with members of the marine community to prepare men and women for jobs in marinas, boatyards, marine supply and yachting businesses.

Successful completion of the following courses will lead to certification in Marine and Boatyard Training:

- . Introduction to Marine Services
- . English and Math Skills
- . Orientation to Electricity
- . Marine Mechanics (Gas and Diesel)
- . Inboard/Outboard Motor Repair
- . Boat Carpentry
- . Refrigeration and Air Conditioning
- . Marlinspike and Rigging
- . Welding
- . Human Relations/Job Readiness
- . First Aid and CPR
- . Boat Finishing

To receive a certificate in Marine and Boatyard Training, students will complete approximately two courses per quarter for up to two years. Classes are offered two nights per week.

COMMERCIAL FISHERIES TRAINING

The fishing industry is one of the oldest and most important activities of man. Worldwide there are approximately five million people who make their living by fishing. In the United States there are about 160,000 commercial fishermen. These fishermen create jobs for thousands of others in canning, packing, inspecting, shipping, and sales. More

than 100 billion pounds of seafood products are processed each year. This is more than thirty pounds for each person in the world.

The fishing industry has grown and changed greatly since early times. Even though in some cases men still fish by primitive hand methods, the fishing industry in general has become a sophisticated operation. Large fleets of fishing vessels range the oceans, using aircraft and complex electronics to locate fish and fishing grounds.

A diverse selection of electric, hydraulic, pneumatic, and other types of powered machinery now assists the fisherman in the handling of gear and makes it possible for him to harvest greater quantities of fish on grounds never before fished.

Fish processing is constantly changing too. New and more attractive ways to prepare fish are constantly being discovered. Fish by-products are also being used by other industries.

PCC offers seafood training to help prepare more of our adults for one of Pamlico County's major industries--fishing and seafood processing. Upgrading and refresher training is also a major concern of our Continuing Education Department.

The following is a list of some of our short courses available on or off campus.

Call us *NOW* if you or your company are interested in training. 249-1851.

- Aquaculture
- Artificial Bait Construction
- Basic Hydraulics
- Boatbuilding
- Captain's Course
- Celestial Navigation
- Clam Shucking and Processing
- Crab Processing
- Fish and Crab Trap
- Fish Filleting

Gill Net and Haul Seine Construction
Knotting and Splicing Fiber Rope
Marine Diesel Engines Repair and Maintenance
Marine Gasoline Engines Repair and Maintenance
Marine Pipe Fitting and Plumbing
Marine Radio and Communication
Net Making and Mending
Outboard Motor Repair
Oyster Processing
Scallop Processing
Shrimp Processing
Splicing and Rigging Wire Rope and Cable

NEW AND EXPANDING INDUSTRY TRAINING

One of the objectives of Pamlico Community College is to stimulate the creation of more challenging and rewarding jobs for people of the area by providing a customized training service to new and expanding industries. Subject to only minimal limitations, this institution, in cooperation with the Industrial Services Division of the State Department of Community Colleges will design and administer a special training program for industry in Pamlico County.

The purpose of this service is to help a new and/or expanding industry meet its immediate manpower needs and to encourage each industry to develop a long-range training program of its own to satisfy its continuing replacement and retraining needs. For further details of this service, please contact the Director of Continuing Education, Pamlico Community College; or the Director, Industrial Services Division, North Carolina Department of Community College, Raleigh, N.C.

The program includes the following services:

1. Consulting in determining job descriptions; defining areas of training; and in prescribing appropriate course outlines, training schedules, and materials.
2. Selecting and training of instructors who may be recruited from the company and/or from outside sources.

3. Paying of instructional costs for the duration of the training program.
4. Providing of suitable space for a temporary training facility prior to the completion of a new plant, should such temporary space be required. This maybe space within the College or leased space in the community.

GENERAL ADULT SERVICES

General Adult Services provide the adults of Pamlico County with an effective and efficient delivery system for quality instruction. The department also maintains interfaces with appropriate organizations and agencies and promotes public awareness of the concept of life-long learning. Courses are designed to meet the vocational, avocational, cultural, intellectual, social and recreational interests and needs of the adult population.

A sampling of courses is listed below; however, additional courses may be offered if sufficient interest is indicated. Additional programs are planned according to requests made by organizations and prospective students. Classes are scheduled during both day and evening hours. Evening classes usually meet one or two evenings a week from 7:00 to 10:00 p.m.; day classes usually meet once or twice a week from 9:00 a.m. to 12:00 noon or 1:00 to 4:00 p.m. Classes are held at the College as well as at other locations throughout the county which are easily accessible to participating students.

ARTS AND CRAFTS PROGRAM--Students in these classes are offered cultural enrichment and personal development experiences and the opportunity to explore new hobbies.

Ceramics, Basic & Advanced	Tole/Decorative Painting
Landscape Painting/Drawing	Doll Making
Drawing Techniques	Furniture Refinishing
Fabric Painting	Woodcrafts
Portrait Painting	Sewing Crafts
Figure Painting/Drawing	Knitting
Oil Painting	Crocheting
Watercolor	Needlepoint
Cake Decorating	Quilting & Patchwork
Holiday Food Preparation	Sewing, Basic & Advanced

Pattern Alterations

TEACHER RECERTIFICATION PROGRAM--Those in the teaching profession are able to maintain and/or renew teaching certificates by enrolling in these conveniently located credit-approved classes. Classes are not, however, limited to those in the teaching profession.

Applewriter	Appleworks
A Survey of Child Development	Word Processing on Tandy
Effective Teacher Training	Computer Applications
Physical Education, Grades K-6	Word Processing on
Discipline Techniques for the Classroom	Apple IIE

SPECIAL INTEREST PROGRAM--A broad range of courses and formats are designed to meet specific interests and needs of the community. Course offerings frequently are planned in response to requests made by organizations and prospective students.

Courses Offered Include:

Sunday School Teaching Skills	Genealogy
Health and Wellness	Landscaping
Conversational Spanish	Stress Management
Creative Writing	Photography
Effective Communication	Job Survival Skills
Cancer Prevention Through Education	Hunter's Safety
Aviation Ground School	Sign Language
Income Tax Preparation	First Aid & CPR
Underwater Rescue & Retrieval	Celestial Navigation
	Captain's Course

ADULT BASIC EDUCATION AND THE HIGH SCHOOL COMPLETION PROGRAM (GED)

Adult Basic Education (ABE) and High School Completion (GED) are programs of quality basic instruction. Individualized as well as group instruction is available. The courses provide adults with the opportunity to complete their basic education up through high school beginning at

their present level of skill. The programs are based on the idea of total education, a belief in the value of all human beings and in the application of the principles of quality in both educational opportunity and access to the state's resources to allow each individual to maximize his/her talents.

Classes are organized to meet the needs of individual students who may study in a specific subject area, such as reading, English or math, or may prepare to take the General Education Development Examination (GED). This exam is administered at the College and those passing it are granted a North Carolina High School Equivalency Certificate.

ENROLLMENT: Any adult may enroll in an ABE class at any time. *FEE:* There is *NO* fee for ABE or GED registration. Books and supplies are provided for ABE or GED students. *TIME:* Classes are scheduled both days and evenings on campus as well as other locations for the convenience of all students.

PRE-GED STUDIES: The areas of Reading, Language Usage, Mathematics, Social Studies, Writing and Science are reviewed.

COMPENSATORY EDUCATION

The Division of Continuing Education is responsible for providing educational opportunities for all adult citizens with mental retardation in Pamlico County.

Compensatory Education is defined as "those educational opportunities that will enable the adult with mental retardation to function in society at a level which will allow him/her to reach his/her fullest potential within the limits of the program." These educational opportunities will enable the adult with mental retardation to become more independent and self-directed; become more familiar with basic occupational skills; and acquire skills to meet and arrange community, social, work and personal adult responsibilities necessary to successfully participate in society.

This program consists of a series of task-analyzed plans which were field-tested over a three-year period. The curriculum is composed of the following areas:

1. Language
2. Math
3. Social Science
4. Community Living
5. Consumer Education
6. Health
7. Vocational Education

Students have access to a total continuum of education programs and service options based on their individual needs. There is no charge to the student enrolled in Compensatory Education classes. Referrals and questions should be directed to the Comp Ed Coordinator.

VISITING ARTIST PROGRAM

The Visiting Artist Program is a cooperative grant program of the Department of Community Colleges and the North Carolina Arts Council. The North Carolina Arts Council recruits and screens artists of exceptional merit each year to be candidates for the program. Pamlico Community College utilizes a selection committee composed of college staff and interested members of the community to interview and select an artist from among those in the program to serve as Visiting Artist for one year. The Visiting Artist may be a visual artist or craftsman; playwright; dancer; dramatist; folk, jazz or classical musician; or a literary artist. Once under contract with the College, the Visiting Artist is available free of charge for lectures, demonstrations, performances, exhibits, workshops, consultations and special projects with Pamlico County.

BOARD OF TRUSTEES

Brenda P. Harris - Chairman

Appointed by Commissioners
of Pamlico County

	Expiration of	Term
Charles P. Holton.....	June 30,	1993
William Gibbs, Jr.....	June 30,	1991
Brenda Harris	June 30,	1992
.....	June 30,	1990

Appointed by Board of Education

Leland V. Brinson.....	June 30,	1993
.....	June 30,	1992
Paul Delamar.....	June 30,	1991
Ida B. Ollison.....	June 30,	1994

Appointed by Governor

Phyllis Price.....	June 30,	1993
.....	June 30,	1990
Daphne Yeomans	June 30,	1992
Louise Muse.....	June 30,	1991

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 A.A. Campbell College; B.S., M.A. East Carolina
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Gail C. Johnson Dean of Learning Resources
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 B.S., Appalachian State University; M.L.S., East Caro-
 lina University; Title IX Coordinator

Ramona Game Director of Planning and
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 B.S., M.A., East Carolina University, Additional
 Coursework at Nova University

John T. JonesDean of Student Development
 Services; Admission Counselor
 B.S. East Carolina University; M.A., East Carolina
 University; additional course work at N.C. State
 University and Appalachian State University

GENERAL STAFF

Kim Alcock.....Bookkeeper

Gregory B. Cutler.....System Administrator
 B.B.A. Howard University

Kathryn Gillenwater.....GED Coordinator
 B.S. Atlantic Christian College

Patricia C. Miller Human Resources Development
 B.A., North Carolina State University

Benjamin F. Hardison, Jr. Special Services Counselor
 B.S., East Carolina University; ADAAP, Yale University;
 M.S., Wayne State University, Additional Coursework at

Nova University.

Thad A. Hart, Jr. JTPA Coordinator/Counselor;
Job Placement
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McElree Purifoy Coordinator, Individualized
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TH.B., Holmes College of the Bible; B.S., M.A.E., East
Carolina University

Erlinda Leggett Evening Library Technician
Diploma, Hardbarger Business College; A.A.S. Craven
Community College

Connie F. JeffriesCoordinator Compensatory
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B.S., University of Illinois

Almuria W. Credle Director of Women's Center
B.S., Norfolk State University; MA Counseling Courses
Liberty University School of Lifelong Learning

FACULTY

Edithrose Dixon..... Allied Health Programs
R.N., Hamlet Hospital School of Nursing; further work
at East Carolina University

..... Business

Patricia Potter Business
B.S., Atlantic Christian College

Ivan Porter Electronic Engineering Technology
A.A.S., Electronic Engineering Technology; AAS
Electrical Engineering Technology; AAS, General
Occupational Technology; AAS Industrial Maintenance
Technology; Vocational Diploma - All from Craven
Community College

Alton Amidon Mathematics/Electronics

B.S., University of New Hampshire; B.S., U. S. Naval Postgraduate School; M.S., Georgia Institute of Technology

Frank Toler Automotive Mechanics Vocational Diploma, Pamlico Community College

V. Waco Sawyer Business B.S.B.A., East Carolina University; M.A., Appalachian State University; CPA, North Carolina.

Micah Harris English B.A., Tomlinson College, Cleveland, Tn; B.S, East Carolina University; M.A., East Carolina University

SECRETARIAL STAFF

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Cynthia Greene.....Continuing Education/Records
Patricia Lee.....Student Development Services/Records
Margaret Jones.....Evening Secretary
.....Duplication/Secretary
Susan Lee.....Records Clerk
Hester Segar.....Cashier/Secretary
Myra Blue.....Learning Resources Center
Sandra King.....Curriculum/Records

MAINTENANCE STAFF

Edward E. Riggs.....Supervisor
Virginia M. Foy.....Custodian/Maintenance
Larry Squires.....Custodian/Maintenance

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PAMLICO COMMUNITY COLLEGE

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STAMP
