

P A M L I C O

C O M M U N I T Y C O L L E G E

GENERAL CATALOG

1993-1995



**Over 30 Years of Service to the Community**



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PAMLICO COMMUNITY COLLEGE  
SCHOOL CALENDAR  
1993 - 1994

Fall Quarter 1993

August 16 - 20	Faculty workdays.
August 17, Tuesday	Fall quarter early bird registration hours 2-8p.m.
August 18, Wednesday	Summer Quarter ends. JTPA registration and book pickup 2-4p.m. Registration and bookstore open to the public.
August 19, Thursday	Graduation.
August 23, Monday	Fall Quarter classes begin. Late registration 2-8p.m. \$5.00 late registration fee charged after August 23.
August 30, Monday	Last day to register or drop/add. \$5.00 late registration fee charged. 8:30-10:30a.m. and 4-7p.m.
September 6, Monday	College closed. Labor Day Holiday.
October 4, Monday	Last day to withdraw without penalty.
October 18 - 19	Quarter break. No curriculum classes scheduled. Faculty workdays.
November 10, Wednesday	Fall Quarter ends. Grades due.
November 12 - 16	Quarter break. No curriculum classes.



Winter Quarter 1993

November 10, Wednesday Winter Quarter registration 2-8p.m.

November 11, Thursday Faculty workday.

November 16, Tuesday JTPA registration only and book pickup 2-4p.m. Bookstore open to all students.

November 17, Wednesday Winter Quarter classes begin. Late registration 2-8p.m. \$5.00 late registration fee charged after November 17.

November 24, Wednesday Last day to register or drop/add. \$5.00 late registration fee charged. 8:30-10:30a.m. and 4-7p.m.

November 25 - 26 College closed. Thanksgiving Holidays.

December 20 - 31 Faculty and students Winter Quarter holidays/vacation.

December 20-24 College closed. Staff holidays and vacation.

December 27-30 Optional staff vacation.

December 31, Friday College closed. New Year's Holiday.

January 3, Monday Classes resume.

January 13, Thursday Last day to withdraw without penalty.

January 17, Monday College closed. Martin Luther King, Jr.'s Birthday.

February 18, Friday Winter Quarter ends. Grades due.

February 21 - 28                      Quarter break. No curriculum classes.

Spring Quarter 1994

March 1, Tuesday                      Spring Quarter registration 2-8p.m.

March 2, Wednesday                      JTPA Registration and book pickup 2-4p.m. Registration and bookstore open to the general public.

March 3, Thursday                      Classes begin. Late registration 2-8p.m. \$5.00 late registration fee charged after March 3.

March 10, Thursday                      Last day to register or drop/add. 8:30-10:30a.m. and 4-7p.m. \$5.00 Late registration fee charged.

April 4, Monday                      College closed. Easter Holiday.

April 4-8                      Faculty and student Spring break.

April 20, Wednesday                      Last day to withdraw without penalty.

May 25, Wednesday                      Spring Quarter ends. Grades due.

Summer Quarter 1994

May 25, Wednesday                      Summer Quarter registration 2-7p.m.

May 26, Thursday                      Summer Quarter classes begin.

May 27 - 30                      Quarter break.

May 31, Tuesday                      Classes resume. Late registration 2-7p.m. \$5.00 late registration fee charged after May 31.

June 6, Monday	Last day to register late or drop/add. 8:30-10:30a.m. and 4-7p.m. \$5.00 late registration fee charged.
July 4, Monday	College closed. Independence Day Holiday.
July 4-8	Summer Quarter break. No curriculum classes.
July 11, Monday	Last day to withdraw without penalty.
August 19, Friday	Summer Quarter ends. Graduation date to be announced.

PAMLICO COMMUNITY COLLEGE  
SCHOOL CALENDAR  
1994-1995

Fall Quarter 1994

August 15 - 19 Faculty workdays.

August 16, Tuesday Fall Quarter registration 2-8p.m.

August 17, Wednesday JTPA registration and book pickup 2-4p.m. Registration and bookstore open to general public.

August 22, Monday Fall Quarter classes begin. Late registration 2-8p.m. \$5.00 late registration fee charged after August 22.

August 29, Monday Last day to register or drop/add 8:30-10:30a.m. and 4-7p.m. \$5.00 late registration fee charged.

September 5, Monday College closed. Labor Day.

October 3, Monday Last day to withdraw without penalty.

October 17 - 18 Instructors Conference. No curriculum classes scheduled.

November 9, Wednesday Fall Quarter ends. Grades due.

Winter Quarter 1994

November 9, Wednesday Winter Quarter registration 2-8p.m.

November 10, Thursday Faculty workday.

November 11 - 15	Quarter break.
November 15, Tuesday	JTPA registration and book pickup 2-4p.m. Bookstore open to general public.
November 16, Wednesday	Winter Quarter classes begin. Late registration 2-8p.m. \$5.00 late registration fee charged after November 16.
November 23, Wednesday	Last day to register or drop/add 8:30-10:30a.m. and 4-7p.m. \$5.00 late registration fee charged.
November 24 - 25	College closed. Thanksgiving Holiday.
December 19 - 30	Faculty and students Winter Quarter holidays/vacation.
December 19-23	College closed. Staff holidays and vacation.
December 26-29	Optional staff vacation.
December 30, Friday	New Year's Day holiday.
January 2, Monday	Classes resume.
January 12, Thursday	Last day to withdraw without penalty.
January 16, Monday	College closed. Martin Luther King, Jr.'s Birthday.
February 17, Friday	Winter Quarter ends.
February 20 - 24	Quarter break.



### Spring Quarter 1995

February 27, Monday	Spring Quarter registration 2-8p.m. Faculty workday.
February 28, Tuesday	Faculty workday.
March 1, Wednesday	JTPA registration and book pickup 2-4p.m. Bookstore open to all students.
March 2, Thursday	Spring Quarter classes begin. Late registration 2-8p.m. \$5.00 late registration fee charged after March 2.
March 9, Thursday	Last day to register late or drop/add 8:30-10:30a.m. and 4-7p.m. \$5.00 late registration fee charged.
April 12, Wednesday	Last day to withdraw without penalty.
April 17, Monday	College closed. Easter Holiday.
April 17-21	Faculty and student Spring break. No curriculum classes scheduled. Faculty holiday/vacation.
May 24, Wednesday	Spring Quarter ends. Grades due.

### Summer Quarter 1995

May 24, Wednesday	Summer Quarter registration 2-7p.m.
May 25, Thursday	First day of class.

May 26 & 29	Quarter break. No curriculum classes. Faculty workdays.
May 30, Tuesday	Classes resume. Late registration 2-7p.m. \$5.00 late registration fee charged after May 30.
June 5, Monday	Last day to register late or drop/add 8:30-10:30a.m. and 4-7p.m. \$5.00 late registration fee charged.
July 3-7	Mid-quarter break. No curriculum classes. Faculty holiday/vacation
July 4, Tuesday	College closed. Independence Day Holiday.
July 10, Monday	Last day to withdraw without penalty.
August 14 - 18	Faculty workdays.
August 14, Monday	Fall Quarter registration 2-8p.m.
August 17, Thursday	JTPA registration and book pickup 2-4p.m. Registration and bookstore open to general public.
August 18, Friday	Summer Quarter ends. Graduation date to be announced.

PAMLICO COMMUNITY COLLEGE IS ACCREDITED  
BY THE COMMISSION ON COLLEGES OF THE  
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  
AND  
AMERICAN ASSOCIATION OF  
COLLEGES AND JUNIOR COLLEGES

The legal and corporate name of the College is:

"PAMLICO COMMUNITY COLLEGE"

The provisions of this publication are not regarded as an irrevocable contract between the student and Pamlico Community College. The College reserves the right to make changes in regulations and courses, 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 are available in this publication. Additional information is also available in the Office of Student Development Services. THE AVERAGE RATE OF PERSISTENCE TOWARD DEGREE COMPLETION OF STUDENTS AT PCC IS AVAILABLE IN THE OFFICE OF STUDENT DEVELOPMENT SERVICES.

Pamlico Community College is an Affirmative Action/Equal Opportunity College.

(919) 249-1851

## GENERAL INFORMATION

### OPEN DOOR PHILOSOPHY:

As a member of the North Carolina Community College System, Pamlico Community College expounds the philosophy that educational opportunities should be provided to all citizens without regard for race or creed, and particularly strives to serve the traditionally under-served.

The system itself is characterized by its attempt to provide a "total education" through a diversity of programs designed to offer opportunities for adult citizens to earn a better living and to live a better life. In an attempt to provide a total education, PCC not only provides quality instruction, but also gives consideration to the diversity of cultural, civic, and economic needs among individual students, and takes into account the differences in individual ability to acquire an education.

The College operates through an open door admission policy which provides that, for any applicant who wants and needs more education, regardless of his or her educational background, the door of the College is open.

Within the open door policy, any person with or without a high school diploma, who is eighteen years old or older and able to profit from further formal education, will be served by the institution. Restrictions on admission are limited only to specific curriculums and in every case, preparatory studies are provided for students who lack appropriate skills necessary for admission to a program or course.

### PURPOSE:

The purpose of Pamlico Community College is to fill the broad gap in educational opportunities existing between high school, and the senior College or university by offering academic, cultural, and occupational education, as well as

training opportunities from basic education through the two-year college level.

#### 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 care 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 for further educational experiences. PCC makes its programs and services known to the public and responds to the identified changing needs. In order to accomplish its mission, Pamlico Community College strives to meet the following long range goals in eight areas of priority:

**GOAL 1: STUDENTS** - To provide accessible student support services and educational opportunities ranging from basic literacy to the associate degree level.



- GOAL 2: INSTRUCTIONAL** - To provide instructional programs and courses committed to quality teaching and successful student achievement.
- GOAL 3: FACULTY AND STAFF** - To recruit and maintain quality and excellence in performance of faculty and staff.
- GOAL 4: MANAGEMENT AND FINANCE** - To provide a management and planning system which ensures institutional effectiveness, productivity, fiscal responsibility and accountability.
- GOAL 5: FACILITIES** - To provide an attractive, safe and flexible educational facility which is conducive to student learning and appropriate to College activities.
- GOAL 6: INSTITUTIONAL DEVELOPMENT** - To provide marketing and public relations activities which foster cultural economic and social development of the service area.
- GOAL 7: COMMUNITY SERVICE** - To provide support services and activities which foster cultural economic and social development of the service area.
- GOAL 8: PARTNERS IN EDUCATION** - To integrate and distinguish the College in the broad spectrum of educational institutions ranging from public schools to four year colleges and universities.

#### **HISTORY OF PAMLICO COMMUNITY COLLEGE:**

Since 1962 Pamlico Community College has inspired community spirit and provided services for local citizens.

The origin of Pamlico Community College can 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 Educational Center at Kinston 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 agreement, Lenoir IEC provided 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 unit began operations in a building located on the campus of Pamlico County High School with approximately 400 evening students. At the time, programs were offered only during evening hours and were restricted to adults. Nine months later, in May 1963, the Board of Education employed a full-time director, Paul H. Johnson, to supervise the unit's operations.

Early in his administration, the Director sought to involve leadership in program planning and college growth. This effort was complicated because extension units such as Pamlico had no formal Board of Trustees whereby local needs and interests might be expressed. The goal of local involvement was achieved, however, by a three-man advisory committee comprised of Mr. Leland Brinson; Mr. Perry McCotter, Sr.; and Mr. Roscoe Ireland.

Although the initial enrollment had consisted exclusively of adults, in 1963, vocational students from Pamlico County 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.

A significant event in the development of Pamlico Community College occurred in 1967, when the North Carolina State Board of Community Colleges moved to separate the unit (IEC) from the parent institution (Lenoir Community College) 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 College 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) The appointment of eight local citizens to serve as Trustees of the College (three of the original Trustees were from the three-man advisory committee established earlier); and the Directory became the President of Pamlico Technical Institute. In addition, the Board of Education granted PTI the use of an abandoned school facility in Alliance which had been severely damaged by a tornado in 1965. Some \$11,000 was allocated to make repairs to the Alliance Campus. Through this chain of events, the institution achieved some identity as an autonomous school capable of reacting to the educational needs of people in its service area.

It was with true community spirit that hard working students, teachers, and administrators remodeled the Alliance building. Students held fund raising drives and employees donated freely of their time and talents. Evidence of a real college taking shape could be seen not only in the form of buildings, but also in staff expansion. From being operated by a single individual in 1963 to maintaining a staff of three administrators, a bookkeeper,

two secretaries, and six full-time instructors, great strides had been made in four short years.

Some serious problems still remained, however. The Trustees did not hold title to the College 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, under these circumstances, the Technical Institute 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 and others scattered throughout North Carolina, the State Board of Education moved to bring the operations of Pamlico Technical Institute 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 Technical Institute acquired a full twelve member 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 Technical Institute became eligible for additional state and federal funds. These funds, provided in grants or on an equal matching basis with local funds, were expected to provide some relief in securing more adequate buildings.

The need for expansion and updating of instructional programs and facilities became evident during the late sixties. Thus, county residents were asked to approve a



bond issue for capital construction. This issue, in the amount of \$150,000 was approved in December of 1971 by more than a two-to-one margin.

With this money in hand, plus an expression of the people's interest in PTI, administration 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) with an appropriation in excess of \$300,000. There were "strings" attached, however, in that any money in excess of the amount voted in the bond issue would require additional appropriation from the County Commissioners.

In late 1973, the Commissioners did allocate an additional \$100,000 which brought the total State and local money available for construction to \$500,000. Recognizing that \$500,000 would not be sufficient to build a new campus, the school's administration appealed to the Federal Government, which had become possible through reorganization by the State Board of Education in 1971.

In October of 1973, the Board of Trustees submitted applications for a basic grant of \$600,000 from the Economic Development Administration and supplement grant of \$400,000 from the Coastal Plains Regional Commission. These grants were approved on February 13, 1973, which brought the total of construction funds available to one and a half million dollars. Contracts were awarded and work on the new campus was begun in late 1974. The new facility was completed in the spring of 1976 and was immediately occupied. A formal dedication of the new campus was conducted on June 27, 1976.

An application for accreditation was successful and Pamlico Technical Institute was fully accredited by Southern Association of Colleges and Schools in the fall of 1977.

In 1979, legislation was passed that allowed a change of name for Technical Institutes to Technical College. Consequently, in July 1979, the Board of Trustees and County



Commissioners approved the new name, and effective August 1, 1979, Pamlico Technical Institute became Pamlico Technical College.

The ensuing years brought new programs and personnel, and a constant flow of students, with the institution usually ranking among the top ten percent among the 58 members of the North Carolina Community College System in ratio of students served per population totals.

In 1987, the original Director who had been named President announced his impending retirement, having served the College for twenty-five years. The same year the North Carolina Community College System announced that any Technical College wanting to change its name to "Community" College could do so. The president left the decision to the SGA. Based on popular demand, the decision was made to change the name of the College. So one of the final acts of Paul H. Johnson as President was to see Pamlico Technical College become Pamlico Community College.

In January 1988, the College employed its second President, Ervin D. Kearney, Jr. who had been with the Community College System twenty years. With continued growth in course offerings and particularly expansion in the Continuing Education Division, the College outgrew its existing facilities and had to seek off-campus locations for many courses.

Need and interest surveys conducted late 1990 and early 1991 at the high school and throughout the county indicated program needs which would require facility expansion. In spring of 1991 application was made through the Department of Community Colleges to the North Carolina Legislature for funds to construct another facility on campus.

Another building on campus will not only expand Continuing Education opportunities but also enable the College to add to its curriculum offerings cosmetology, and practical

nursing, two programs identified by the service area surveys.

Pamlico Community College, which began as an extension unit of Lenior Community College and evolved to become a full fledged community college in its own right, continues to prove itself a vital entity serving the community and responding to the educational, civic, and cultural needs of its service area. As a viable part of the community, it stands as symbol of people helping people, preparing citizens for the work force or for higher education to meet the challenges of the future.

#### INSTITUTIONAL DEVELOPMENT:

##### Planning, Research and Institutional Effectiveness

To ensure the effectiveness of programs and services provided by the College, this office continuously studies, analyzes and appraises the purpose, policies, procedures and programs of the College. Under the direction of the Dean of Institutional Development, a broad-based, comprehensive planning process defines institutional goals which reflect the mission of the College.

An Institutional Effectiveness Plan is developed biennially and updated annually in conjunction with the Department of Community College's Planning and Research guidelines.

##### Marketing and Public Information

The Marketing Department is responsible for College publicity, including internal communications, and increasing public awareness of the College and its programs. The Dean of Institutional Development manages both the advertising and promotional printing programs and exercises control over all publicity and promotional materials. Input into the marketing process is provided through a standing Marketing Committee which represents all segments of the College.

All activities related to planning, research, evaluation, and marketing are coordinated through the Department of

Planning and Marketing under the direction of the Dean of Institutional Development.

Pamlico Community College Foundation, Inc.

The foundation established in 1985 solicits gifts and bequests to support a variety of activities at the College, including student, personnel and institutional development.

**PROGRAM OF INSTRUCTION**

**EDUCATIONAL OPPORTUNITIES:**

Pamlico Community College has a comprehensive educational 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 general, technical or vocational education, a vocational pursuit, high school equivalency certification, or literacy training.

The General Education Program leads to an Associate in General Education Degree (A.G.E.) or a certificate.

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 or technical specialties programs, a student receives a diploma or certificate verifying competency in a particular occupation.

Short courses are offered by the College's Continuing Education Division and many evening certificate programs are made available to the public. 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

### ADMISSIONS:

Requirements and criteria for admission are consistent with the open door policy of the College. They are intended to insure the admission of students who can benefit from the educational program, with placement in a program adapted to the individual's purpose and preparation, leading to his own educational and occupational objective.

Standards for admission to the various programs are recommended to the Dean of Instruction by the faculty with the assistance of the Advisory Committees, and are coordinated with and administered by the Dean of Student Development Services.

### GENERAL ADMISSION STATEMENT:

The admission procedures of Pamlico Community College are designed to create a feeling of personal interest in the applicant and his plans for the future.

Pamlico Community College is a coeducational college open to any individual who meets the general admission requirements for the particular course in which he chooses to enroll.

If a student fails to meet the general admission requirements and criteria for the program of his choice, an admissions counselor and faculty advisor will assist him in planning a remedial program of study. The counselor and advisor, working with the applicant, may recommend a program



more suitable to the individual's ability, aptitude, and educational background.

#### **GENERAL ADMISSIONS REQUIREMENTS:**

##### Non-High School Graduate

1. With the exception of high school students aged 16 or over enrolled through cooperative agreements with the local public school system, or dual enrollment with the exception of high school students age 16 to 18 who are high school dropouts (meeting entrance qualifications) or are admitted by permission of the superintendent, applicants must be at least 18 years of age or their high school class must have graduated.
  - a. An applicant who is a minor between the ages of 16 and 18 years may be considered as a person with special needs and admitted to appropriate courses of programs, provided:
    - (1) That the minor applicant has left the public schools no less than six calendar months prior to the last date of regular registration of the quarter in the College for which admission is sought; and
    - (2) That the application of such minor is supported by a notarized petition of the minor's parent, legal guardian, or other person or agency having legal custody and control of such minor applicant, which petition certifies the place of residence and date of birth of the minor, the parental or other appropriate legal relationship of the petitioner to the minor applicant, and the date on which minor applicant left the public schools. However, all or any part of the six-month waiting period may be waived by the superintendent of the public schools or the administrative unit in which the applicant resides; no student will be allowed to graduate



prior to his or her normal date of graduation without the written permission of the local superintendent.

(3) That such admission will not preempt institution facilities and staff to such an extent as to render the institution unable to admit all applicants who have graduated from high school or who are 18 years of age or older.

- b. It shall be the policy of the State Board of Community Colleges to encourage young people to complete high school before seeking admission to community colleges or technical colleges.
- c. Selected high school students may be admitted to appropriate courses in a community college under the following conditions:
- (1) Require approval of the local board of trustees and the local board of education upon recommendation by the community college president and the school superintendent. Such enrollment must come under one of three categories: **dual enrollment, cooperative agreements, or special needs.**
  - (2) Restrict participation to students 16 years of age or older.
  - (3) Require joint approval of individual student programs by the principal of the secondary school and the admissions office of the community college. Concurrent form must be completed and included with college application.
  - (4) In order for a high school student to enroll concurrently (dual enrollment) in a community college, that student must be taking at least

three courses at their high school and be making appropriate progress toward graduation as determined by the school principal or his designee.

- (5) High school students shall not displace adults but will be permitted to fill in as space permits. Classes at community colleges shall not be started solely for high school students, except under cooperative agreements of public schools. Once admitted, however, they should be treated as all other students.
  - (6) High school students 16 years of age or older, upon the recommendation of the superintendent and the principal, may seek admission to a community college during the summer quarter. These students may be admitted when a need for the instruction has been demonstrated and space is available.
  - (7) High school students are not required to pay tuition for curriculum classes, as enacted by the NC General Assembly. However, they are charged for activity fee and books.
- d. Pamlico Community College may make available to persons of any age non-credit, non-remedial, enrichment courses during the summer quarter. These courses shall be self-supporting and shall not earn credit toward a diploma, certificate, or degree at the institution or high school.
  - e. Admission to the Continuing Education Compensatory Education Program requires verification of mental retardation.

#### Application

All applicants must submit the college application form to the Office of Student Development Services. Early

application is recommended to allow adequate time for processing.

### Transcripts

Applicants for admission to all curriculum programs at the College must have official transcripts forwarded from high schools and all post-secondary schools that they have attended. Applicants who have earned equivalency certificates must present evidence that they have successfully completed the tests. It is the responsibility of the applicant to insure that official transcripts are presented to the Office of Student Development Services.

### Letter of Reference

Applicants for the medical assistant program and career mobility track must submit three letters of reference to the Office of Student Development Services.

### Placement Testing

Applicants for technical, vocational, and general education programs must take, prior to enrollment, placement tests for advisement, placement, proficiency, and/or selection purposes. The Asset Placement tests for english, math, and reading are administered to these applicants to determine their academic readiness to pursue their chosen area of study. Applicants for Industrial Electrical/Electronics, General Education and Microcomputer Systems Technology take algebra placement tests in addition to the above Asset Placement Tests.

### Interviews

All applicants should meet with the Admissions Counselor for a personal interview prior to their enrollment. This session is designed to acquaint the student with the College and to review with the student his program selection and career goals.

### Provisional Admission

Applicants and transfer students who have not completed all admission procedures will be permitted to register as

provisional students at the discretion of the Dean of Student Development Services or designee. These students must complete all admission requirements within one quarter following enrollment or be considered Special Credit students. Provisional admission students are not eligible to receive any Title IV financial aid or VA benefits.

#### Limited Enrollment Programs

Pamlico Community College operates through an open door admissions policy. However, some programs at the College have limited enrollment, i.e., there are more applicants for the program than resources such as facilities and faculty will accommodate.

Applicants for limited enrollment programs and tracks should apply prior to May 1 of each year for the next fall's class.

All limited enrollment programs begin once each year. Admission decisions for limited enrollment programs are usually made cooperatively by the Admissions Office and departmental staff in the early spring. Even though programs designated as limited enrollment begin only at specified times during the year, applicants may enroll during the year in order to take related courses outlined in the curriculum (i.e., english, math, social studies, etc.).

#### Special Credit Enrollment

A student may enroll in one course per quarter in any program offered at the College, up to a total of 21 credit hours. The student will be classified as a special credit student not working toward a degree or diploma. After the student has completed 21 credit hours, he/she must 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. Special Credit students are not eligible to receive any Title IV financial aid and VA benefits.

### Transfer Students and Evaluation

Students desiring to transfer credits to Pamlico Community College from other institutions must be in good standing (be eligible to return to the institution at which last matriculated for reasons other than GPA) at that institution and must submit the following:

- \* A completed application form.
- \* A completed health questionnaire.
- \* Official transcript(s) of all post secondary credits previously earned.
- \* A catalog or course descriptions from institutions previously attended may be requested by your advisor.
- \* A financial aid transcript form completed by the Financial Aid Officer at each prior school.

There is no limit to the number of hours that may be transferred from other institutions; however, 25% of the total credit hours for a degree, diploma or certificate must be earned 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 on courses that transfer. 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 or experimental learning, 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 department chairs with final approval 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.



### Students With Handicaps

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. 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). All classes and labs are accessible to handicapped students.

### 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 academic warning policy will remain in effect.

### 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.

### Technical Curricula

All technical curricula operate on a full-time two-year program basis. These programs emphasize theory more heavily than do vocational programs and consist of highly specialized occupational and skill training.

Graduates of these programs are awarded the Associate in Applied Science Degree. Students completing one year of study may opt to receive a diploma or certificate after receiving academic, career counseling, and approval by their advisor.

### General Education

Associate in General Education  
General Education (Certificate Option)

### Technical Programs Offered

Accounting  
Accounting (Certificate option)  
Business Administration  
General Office  
General Office (Certificate option)  
Industrial Electrical/Electronics Technician  
Industrial Electrical/Electronics Technician (Diploma & Certificate options)  
Microcomputer Systems Technology  
Real Estate Technical Specialty

### Admissions Requirements for Technical Programs

1. See page 13-20 for general admission requirements.
2. Applicant must submit a properly completed application form to the Office of Student Development Services.
3. Applicants for admission to all technical programs at the College must have official transcripts forwarded from high schools and all post-secondary schools that they have attended. Applicants who have earned equivalency certificates must present

evidence that they have successfully completed the tests. It is the responsibility of the applicant to insure that official transcripts are presented to the Office of Student Development Services.

4. Applicants for admission in Associate Degree programs must complete health form and return to the Office of Student Development Services.
5. For advisement and placement purposes, applicants for technical programs must take the Asset Placement Test for English, math and reading for purposes of placement or remedial courses.
6. All applicants should make an appointment with the Admissions Counselor for a personal interview prior to their enrollment. This interview is designed to acquaint the student with the College and review with the student his/her program and career goals.

#### Remedial Courses for Technical/General Education Students

The Colleges remedial program for technical students offers developmental instruction in a structured classroom setting for students needing to develop competencies in the basic skills of English, math and reading.

All new students in the two-year technical programs are given Asset placement tests in the three basic areas. Those students with a score below 42 in English, below a score of 38 in math or below 42 in reading will register for ENG 099, MAT 095 or ENG 098, or satisfactorily complete the remedial courses in those respective areas before being allowed to register for the introductory english or math courses specified by their curricula. Students enrolling in General Education, Industrial Electrical/Electronics Technician, Microcomputer Systems Technology are administered the Asset Algebra Placement test. Those students scoring below a score of 42 will register for one of the following math courses: MAT 095, MAT 097 or MAT 104. See advisor for specific course.

Veteran's financial benefits are available to any veteran or veteran's dependent whose scores on placement tests require them to register for remedial work.

All remedial classes are non-credit classes.

#### Vocational Curricula (Diploma)

Vocational programs are normally one year in duration. Emphasis is given to specific manipulative skills and application in knowledge.

Vocational programs offered by Pamlico Community College are listed below. Graduates of these programs are awarded a diploma.

#### Diploma Programs Offered

Automotive Mechanics

Medical Assisting

#### Remedial Courses for Diploma Students

All new students in the vocational and certificate programs are given Asset Placement tests in the three basic areas. Those students with a score below 42 in english, below 38 in math or below 42 in reading will register for ENG 099, MAT 095 or ENG 098, or satisfactorily complete the remedial courses in those respective areas before being allowed to register for the introductory English or math courses specified by their curricula.

#### Cooperative Education Program

Cooperative Education (Co-op) is an educational plan that integrates classroom experience and practical, supervised work experience in an employment situation directly related to the education program. Students generally alternate study and work periods or work part-time while in school. The primary objective is to provide the student with the best possible preparation for employment. In cooperative education the work experience constitutes a regular and essential element in the educational process with some minimum amount of related job experience and a minimum



standard of performance required for completion. The essential criterion of the cooperative education program is for the work experience to be considered an integral part of the total educational process. Work experiences are generally diversified in order to provide a broad range of involvement within each chosen area of interest. Work experiences should increase in responsibility as the student advances through the curriculum, thus paralleling closely the progress through the academic phase of education.

A successful co-op program is the result of cooperative efforts between the employer, the College, and the students. Work experience becomes cooperative education when there is cooperation between the institution, an employer, and a student concerning work activities that correlate with learning activities.

Cooperative education/work experience is a viable and valuable component of the education program. While many consider it academic, others consider cooperative education more similar to clinical practice or internship. The side benefits while the student is progressing through the educational program include financial assistance and early job placement.

Primarily in the Community College System the emphasis of cooperative education has been on vocational/technical curriculums. Contact Curly Porter, Co-op Coordinator, for additional information.

#### Senior College Transfer Information

There are senior educational institutions in the state that accept students who have an Associate in Applied Science Degree. 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.



### Continuing Education

Additional offerings and special course arrangements are available through the Continuing Education Division. Continuing Education course offerings are designed to upgrade or retrain the student, prepare an individual for initial employment, or provide a person the opportunity for general personal improvement.

Continuing Education courses are taught both on and off the College campus. They may be single subjects or groups of related subjects. Each Continuing Education course is offered to meet the demands of the community.

Most Continuing Education courses do not have admission requirements other than the general age stipulation-eighteen years or older.

Examples of courses offered through the Continuing Education Division are:

1. Adult Basic Education - GED preparation for adults who function at or below the eighth grade level.
2. Compensatory Education for handicapped adults.
3. Arts and Crafts - for example, oil painting.
4. Automotive - for example, automotive servicing for the lay person.
5. Building Trades - for example, boatbuilding.
6. Fisheries - for example, net making and mending.
7. Job Upgrading - for example, fire-fighting, law enforcement, emergency medical service training, electrical contractors, public school teachers, day care personnel, insurance agents, notary public, and truck drivers.

8. Business - courses designed for businesses and industries. For example: introduction to computers, bookkeeping, keyboarding and medical terminology.

### Individualized Learning Center

The ILC located in the Learning Resource Center is a programmed learning facility set up by the Department of Community Colleges for students who wish to learn on their own. The available materials are arranged by subject in relation to grade level and area of general interest.

The ILC staff includes a coordinator and, when needed, the library staff is available to assist. Study programs include the following: preparation for the High School Equivalency Test (GED); preparation for entrance into a curriculum program; upgrading in weak areas; and personal satisfaction.

Since there are no formal classes, a realistic schedule is established for each student. Each student is encouraged to attend four to six hours per week.

There are personnel in attendance at all times to counsel and direct the students in their studies.

Generally, anyone over 18 years of age who is not presently enrolled in a public or private school may attend the ILC. Individuals 16 and 17 years of age may attend the ILC if certain provisions are met. See page 85.

There is no fee required for attending the ILC. All that is needed is the desire to learn.

Textbooks on the following subjects are available: reading and English, foreign languages, business technology, science, social studies, and math.

A pamphlet entitled "The Individualized Learning Center" gives a brief overview of the facilities and offerings at

Pamlico Community College. No credit will be awarded via proficiency testing.

#### Adult Basic Education Program/GED

The Adult Basic Education/GED Program is directed towards those who have completed less than the eighth grade or who are on a math and reading level at less than the eighth grade. Students who have completed high school who score 89 grade level or less on Test of Adult Basic Education (TABE) may also enroll. Adult Basic Education classes offer basic reading, English, and math skills that can lead to increased job opportunities, social independence, and high school completion. Practical living skills such as household budgeting, income tax preparation, consumer economics, loans and credit, job search methods, personal and family health and safety are also taught in the program. The division offers Adult Basic Education/GED courses both on campus and throughout the county at locations and times that should be convenient for all interested individuals.

### 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 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 applicants and dependents to be charged in-state tuition. Applications and information are located in the Student Development 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 is registered for twelve quarter hours or more

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

Provisional Student: An applicant or transfer student applying to late to complete admission procedures.

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.

#### **ADVANCED PLACEMENT PRIOR TO ENROLLMENT:**

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 exams must be administered prior to the scheduled registration period for the course. 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. The student will receive credit for the course and the hours will appear on the student's transcript as credit hours earned only. No hours attempted are recorded and the GPA is not calculated.

#### **ADVANCED CREDIT AFTER ENROLLMENT:**

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 department level. They are administered at any point during the course after the official drop/add period. After completion of the challenge exam, the student may no longer attend class. 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:**

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 (10 minutes) in a given class will constitute one class absence.

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.

"Any absences above the 20 percent point will be handled on an individual by individual basis".

Should the student anticipate any problem with meeting the requirements of this policy, he/she should do the following:

1. Discuss it with each instructor or faculty advisor first.
2. If none of the above are available, call or come by the Student Development Office.

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.

#### Inclement Weather Plan

The President or his designee will make the decision as to whether or not classes will be held during periods of inclement weather. Announcements will be made on local radio and television stations. An announcement will specify whether:

- \* Pamlico Community College will be closed for students and all employees, or
- \* Classes will be suspended - in which case, all administrative, clerical, and maintenance personnel will report.

All of the radio and television stations mentioned below will be notified by 6:30a.m. of the day in question. No other stations will be notified, so interested parties will have to tune in to one of the following:

Radio/TV Station

WITN (TV) (Washington)

WCTI (TV) (New Bern)

WNCT (TV) (Greenville)

WSFL 106.5 (New Bern)

KISS 102 (New Bern)

WRNS 95.1 (Kinston)

These stations will be notified by 6:30a.m., but, of course, no guarantees can be made as to when notifications will actually be placed on the air. However, it is hoped that this will be done promptly.

The conditions surrounding a decision as to whether PCC will operate are not the same conditions surrounding a decision concerning operation of the public school system. For example, PCC students are all adults capable of making decisions for themselves, hopefully intelligent decisions. Moreover, there are no school buses involved as far as PCC is concerned. A decision will be made similar to that made for the public school system, but not necessarily so.

By 6:00a.m. on the day in question, the President will be in touch with the North Carolina Highway Patrol or other legitimate sources of information concerning road conditions. Based on the information received, the President will contact the Dean of Instruction and Business Manager. The Dean of Instruction will contact WITN TV, Washington and WSFL radio in New Bern. The Business Manager will contact WCTI TV in New Bern and KISS 102 radio in New Bern. The President will contact WNCT TV in Greenville and WRNS radio in Kinston.

Operational information should be available to staff and faculty by 6:30a.m.

Information as to the operation of evening programs following a day during which school was closed will be determined by 4:00p.m. of the day in question and conveyed by the President through the parties mentioned previously to all of the above mentioned stations.

The decision relative to operation of the College applies to staff, faculty, and students unless specifically spelled out otherwise in the notice of operation.

### 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.

### Auditing

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. An audit may be repeated only once.

### Academic 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.



### Grading System

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

A	Excellent Quality (93-100)	4 grade points per hr.
B	High Quality (85-92)	3 grade points per hr.
C	Good Quality (77-84)	2 grade points per hr.
D	Minimum Satisfactory Quality (69-76)	1 grade point per hr.
F	Unacceptable Quality (below 69)	0 grade points per hr.
I	Incomplete	0 grade points per hr.
AU	Audit	0 grade points per hr.
T	Transfer Credit	0 grade points per hr.
W	Withdrew	0 grade points per hr.
WF	Withdrew Failing	0 grade points per hr.
WP	Withdrew Passing	0 grade points per hr.
X	Student Never Entered Class	0 grade points per hr.
Z	Proficiency	0 grade points per hr.

### 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.

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.



### Grade Point Average (GPA) Calculation

Divide total grade points by the number of hours attempted.

Example:

Fall Quarter:

Course	Hours Earned	Grade	Grade Points
BUS 102	3	C	6
ENG 101	3	A	12
ECO 102	<u>3</u>	B	<u>9</u>
	9		27

$27/9 = 3.0$  Grade Point Average

Converting quarter hours to semester hours: divide quarter hours by 1.5. Example: 45 quarter hours divided by 1.5 = 30 semester hours.

### Grade Report

Records of Progress are kept by the institution on all students. Progress records are furnished at the end of each scheduled school term.

### Dropping/Adding Courses and Withdrawals

Drop/add dates and time periods are published in the College calendar and other handouts published 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 end of sixth week or 30 class days (date published in calendar). After the sixth 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 from a course(s) will result in a automatic F.

Academic Warning and Dismissal Policy  
Technical-General Education Programs:

**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 advise.

**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 advise and a reduction in course load to less than full-time status may be required.

**Third Warning:** A third consecutive academic warning will require a re-examination 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 is dismissed or redirected in another curriculum.

Vocational-Certificate Programs:

**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.

**Second Warning:** A second consecutive academic warning will require a re-examination 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 is dismissed or 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

Hours Attempted	Point Average
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 the 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.

### TUITION AND FEES:

Tuition fees are set by the State Board of Community Colleges 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 will be published each year and may be picked up at Student Development Services.

	RESIDENT	NON-RESIDENT
14 or more credit hours	\$185.50 per quarter	\$1505 per quarter
Less than 14 credit hours	13.25 per credit hour	107.50 per credit hour
Activity Fee Full-time (12 hours or more)		\$5.00
Three-quarter Time (9-11 hours)		3.75
One-half Time (6-8 hours)		2.50
Persons over age 65-No tuition charge (must show proof of age.)		
Late Registration Fee		5.00

#### Student Accident Insurance

Information will be made available at registration. Students are given an option to participate or not participate. Students not participating must sign a waiver.

#### REFUND POLICY:

Tuition refunds shall not be made unless the student is, in the judgement of the College, compelled to withdraw for unavoidable reasons. 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 tuition of five dollars (\$5.00) or less, unless a course or curriculum fails to materialize due to no fault of the student.

In order to comply with federal regulations, students receiving Title IV financial aid, the following policy will apply:

When a first-time student who has received Title IV aid (including PLUS) withdraws from an institution on or before the 60 percent point in the term, a determination must be made as to whether the NCCCS refund policy or the pro rata method will yield the larger refund. Depending on when the student withdraws, this may actually require computation under both methods to determine which is larger.

In some cases federal policy may require this refund be made to the federal grants account rather than to the student. In no case will the refund be made to a third party.

Where a student, having paid the required tuition for a quarter, dies during that quarter (prior to the last day of examinations of the College the student was attending), all tuition and fees for that quarter may be refunded to the estate of the deceased.

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 located in Student Development Services. 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 are established by law, and are 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. When third party billing is approved, the student remains liable for any and all fees not paid for by the 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 \$250 and \$300 per quarter. Textbooks and supplies for full-time technical and general education students will cost approximately \$250-\$300 per quarter. Students may purchase textbooks through the College Book Store, from other students, private book stores or other college book stores as long as they meet the requirements of the instructor. There is no refund or repurchase of textbooks purchased from the College Book Store unless the class is canceled and the book is not damaged.

#### **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 Involvement in Political Activities

Pamlico Community College endorses the concept of citizenship development. Because the College believes that its students should become as knowledgeable as possible about the various political candidates and their platforms, it permits group activities in support of a candidate or candidates provided the guidelines as set forth below are followed:

1. The President of the College shall designate those meetings which are considered to be sponsored by the College. Therefore, unless the meeting is specifically designated in this policy as College sponsored, the Request for Use of Facilities form must be completed. It should be noted on this form that the request includes being designated as a College sponsored meeting.
2. Meetings which fall within College sponsorship automatically include: approved meetings of the governing boards of the student activities committee, other College sponsored student organizations and College sponsored alumni meetings.

3. Any approved student organization may use the facilities but must schedule the meeting with the appropriate College personnel.
4. Political organizations comprised exclusively of students at Pamlico Community College, so long as such organizations do not allow non-student participation on campus except that such student organizations may invite non-student speakers to appear exclusively before the membership of their organization.
5. Space will be provided for group discussions or planning sessions. The time and space shall be agreed upon jointly by the SGA president or president of other approved student organizations and Dean of Student Development Services.
6. Activity in the halls must in no way interfere with classes or the instructional process.
7. Rallies may be held in the late afternoon between the hours of 4:00p.m. and 7:00p.m.
8. Classes during the day or evening are not to be disrupted by any activity that might occur or any candidate or representative that might visit the campus.
9. Students are to refrain from placing bumper stickers or other similar devices on all vehicles unless permission has been obtained from the owner.

For specific details for use of College facilities see College Policy Manual section 8.3 Use of College Facilities. Manual is available in Student Development Services office.

#### Drug Abuse

A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic

drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.

### Disruptive Activities

The President has final responsibility of the orderly conduct of activities at the College. He is assisted in the endeavor by the several deans who exercise responsibility within defined areas. The Business Manager is normally expected to insure the orderly conduct of activities which occur on campus, but outside the classroom. The Dean of Instruction is responsible for the orderly conduct of the faculty and students in the instructional process. The Dean of Student Development Services and Dean of the Learning Resources Center, will assist in this matter as requested by either of the responsible administrators.

The procedures to be followed in the event of disruptive activities are as follows:

1. Inform the President. In the event the President is off campus, the ranking member of the administrative staff shall be notified.
2. The administrator shall make an immediate visit to the trouble area.
3. Make an attempt to restore order, keeping in mind that the minimum amount of restraint to normalize the situation is the desirable approach.
4. Make an immediate verbal report of your actions to the president and/or the immediate supervisor.

### Plagiarism and Cheating

Pamlico Community College guarantees integrity of the academic process. Cheating and plagiarism are considered to be threats to this integrity. Students are expected to perform honestly and to work in every way possible to eliminate cheating by any member of a class.

Instructors have the responsibility to fairly evaluate the academic progress of each student and are obligated to explain Pamlico Community College's policy on cheating and plagiarism and how it applies in that course.

Cheating is the intent to deceive the instructor in his/her effort to evaluate fairly any academic exercise. It includes copying homework, class work, or required projects (in part or in whole) and handing it in as one's own; giving, receiving, offering, and/or soliciting information on a quiz, test, or exam; or plagiarism.

Plagiarism is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films or copying the theme or manuscript of another student. It is plagiarism when one uses direct quotations without proper credit and proper punctuation and when one uses the ideas of another without proper credit. Whenever phrasing is borrowed, even if only two or three words, the borrowing should be recognized by the use of quotation marks and by frequent mention of the author's name.

If an instructor determines that a student is guilty of cheating or plagiarism, the following penalties will apply:

First Offense: The instructor will determine the correct action, report any violations of this policy and will submit a written report of the incident to either the Dean of Student Skills Development or the Dean of Instruction.

Second Offense: Violation of the regulation can result in being dropped from the course or the student may be suspended or expelled from the College.

All decisions may be appealed through the student appeals procedures.

#### 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 Appeals 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 parking 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 Development 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:**

As a commuter college, Pamlico Community College maintains no health facilities other than first-aid equipment. The responsibility for medical services rests with the student and his parents or guardian.

First-aid kits are located in the Student Development Services Office and in the shop areas for student use in treating minor injuries. All injuries, however minor, must

be reported to the instructor. If the injury requires more attention than first-aid, the instructor will make a report to the Student Development Services Office. Student Development personnel will make provisions for the injured to be transported to local physicians or to the emergency room of the local hospital, which is located in New Bern.

#### **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 other 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 catalog, page 68. Additional information is available in the Student Development Services Office.

## 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 Development Services and mailed to all local or area newspapers.

Honor graduate students graduating with 3.00 or above will be recognized with an honor cord and gold tassel at graduation exercises.

## REQUIREMENTS FOR GRADUATION

Pamlico Community College has been approved by the North Carolina Department of Community Colleges to award an Associate of Applied Science Degree, a diploma, or certificate to those who qualify through course work taken at the College.



An **Associate of Applied Science Degree** is awarded to a student who completes a two-year technical program with a GPA of 2.0 (C) or better. A **diploma** is awarded to a student who completes a one-year vocational program or a diploma option with a GPA of 2.0.

A **certificate** is awarded a student who successfully completes a program of less than one year in length or other certificate options as described on page 50.

In addition to fulfilling all other requirements for graduation, a student must earn a minimum of 25 quarter hours of credit at Pamlico Community College in order to be eligible for a degree or diploma from the College.

Upon recommendation of the curriculum advisor and approval by the Dean of Instruction certain specific graduation requirements may be waived. This action may be necessitated as a result of curriculum changes during a student's enrollment which would prevent such student from completing all courses listed. However, only courses which are relative to the curriculum will be allowed to be substituted. The failure of an adequate number of students to register for a particular course during a person's final quarter would also be grounds for waiving certain graduation requirements and substituting a course applicable to the field of study being pursued.

All financial obligations to the College must be cleared before a degree, diploma, or certificate can be awarded.

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.

REVIEW CATALOG OF RECORD POLICY PAGE 19.

### 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. Diplomas are awarded for AAS Degree programs designed with a diploma option.

### Certificate

Pamlico Community College will award certificates upon satisfactory completion of the curriculum course designed and stated as a certificate program. Certificates are awarded for AGE and AAS Degree programs designed with a certificate option.

### Scheduling of Courses

Most credit classes meet between the hours of 8a.m. to 5p.m. daily, for 50 minutes of each hour. Most evening classes are scheduled between the hours of 6p.m. and 10p.m. Monday through Thursday. Classes will be scheduled on Saturday when there is sufficient enrollment.

## STUDENT DEVELOPMENT SERVICES

### Purpose and Philosophy

An "Open Door" philosophy is the foundation upon which Pamlico Community College was built and functions as a unit of the North Carolina Department of Community Colleges. Adherence to this policy is of paramount concern if the College is to render its services to all individuals who enter its doors in order to further or upgrade their skills.

The Student Development Services staff is aware of their unique position in working with all curriculum students from initial contact with the College through completion of a program. The Student Development Services Staff provides support to the College in several functional areas to assist students in meeting their educational and career goals. These functions are admissions, registration, records, counseling services, financial aid, placement, and student activities.

Student Development Services are essential to the achievement of the educational goals of the institution and should contribute to the cultural, social, moral, intellectual and physical development of students. To ensure effectiveness, goals for the student services program must be developed which are consistent with the student's needs and the purpose of the institution. Individual goals and objectives of the Student Development Services staff are established in the Institutional Effectiveness plans to address current student needs and interests.

With these objectives, it is imperative that close full cooperation be maintained not only within the Student Development Services staff but with the administration, faculty, students, and the community as well.

Following is a list of community agencies which may render services that at times may be needed by students at Pamlico Community College:

- Department of Social Services
- Division of Vocational Rehabilitation
- North Carolina Employment Security Commission
- Neuse Mental Health Clinic
- Pamlico County Board of Education
- Pamlico County Health Department
- North Carolina Commission on the Blind
- Pamlico County Veterans' Service Office

### Student Development Services Goals and Objectives

1. To provide an accurate image of the College to prospective students through various recruiting programs.
2. To provide academic advising, counseling, and career development/placement services.
3. To provide orientation information, registration, and records service.
4. To provide financial aid information to those interested.
5. To provide assistance and guidance in student activities.

### Student Development Model

The Student Development Services Department functions under the Student Development Model. This provides a cooperative rather than an adversary relationship between counseling and instruction. The Student Development Model is found in Student Development Services.

### **ACADEMIC ADVISING, COUNSELING, CAREER DEVELOPMENT/PLACEMENT:**

The counseling staff provides specific services in the areas of recruiting, testing, orientation, academic advising, personal counseling, placement, and job placement. Students in the evening programs will be served by Student Development Services on a regular basis.

### Academic Advising

In addition to the academic counseling, personal counseling and advising services offered by the Department of Student Development Services, all faculty members serve as academic advisors to enrolled students. At the time of initial enrollment, each student is assigned a faculty advisor in his major curriculum area. The student meets with his advisor as part of the registration process. The advisor



assists the student in planning his program and is available throughout the student's enrollment to offer advice and assistance. The students are encouraged to consult regularly with their faculty advisor. Also advisors are instructed by the Dean of Instruction to meet and review the students progress on a scheduled basis during the term. A computer generated graduation readiness report is made available to each advisor after the 20% point of each term to facilitate the tracking process.

Each student has full responsibility for keeping a record of his progress in his program of study. This includes being aware of his grade point average, course failures, courses repeated, and the requirements he must meet for graduation. Similarly, faculty advisors are required to maintain adequate records for each advisee. The College has implemented a computerized student progress system from which an advising/registration and graduation readiness form are utilized by each faculty advisor to assist in program planning and tracking toward educational objectives. Each student receives a copy and file copy is maintained by advisor and Dean of Student Development Services Office. This student progress system form is also available to counselors on the PRIME system.

### 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 choice of study which closely fits his needs, interests, and abilities.

The counseling staff is composed of the Dean of Student Development Services and counselors. Students 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.

### 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.

### Placement Services

Student Development Services is concerned with two areas of placement: Educational and Occupational.

### Educational Placement

A large number of the applicants will have made a choice of program before making application for enrollment. Some of these, as well as a number of the other applicants, may require placement assistance in meeting entrance requirements, particularly those applicants who need GED, preparatory, and/or refresher courses.

Applicants may have an interview with a counselor at the time they make application for enrollment at the College. Later, when the necessary information is acquired, an admission interview may be held to assist the applicant in choosing the program for which it appears he is best suited. The counselor may make use of the Asset Placement Test, the Kuder Interest Inventory, Computerized Choices Program, high school transcript, the applicant's experiences, personal interests, and any other pertinent information available about the individual.

When an applicant appears deficient in a subject area, he is enrolled in refresher developmental courses to alleviate these deficiencies prior to and/or while enrolled in his regular course of study.

Should a student not meet with success in his original choice of program, continued assistance by a counselor will be rendered to help him in choosing an alternate program of study.

When prospective students inquire about programs which are not offered at Pamlico Community College, the counselor, in keeping with the philosophy of helping all our citizens, will provide the necessary educational and occupational information and will assist them in locating an institution that offers the program he is seeking.

Three areas of concern which may be instrumental in properly placing students in programs are: (1) placement tests, (2) advanced placement prior to enrollment, and (3) transcripts of previous educational experiences.

### Occupational Placement

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.

### Housing

The College does not have dormitory facilities. Student Development 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. Students requesting transcripts 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.

### Department of Veterans Affairs

A financial stipend is available for students who have completed active tours of duty in armed forces, who are war orphan, 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. Veterans will not be certified to receive benefits until all admission requirements have been completed.

VA NATIONAL TOLL FREE NUMBER: 1-800-642-0841. This number will connect you with the VA offices in the state where you place the call.

## Quarter Hour Time Chart

### Technical:

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

### 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.

## 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 through Thursday from 8a.m. until 8:30p.m. and Friday 8a.m. until 3p.m. For further information, call 249-1851, or come by and talk with a Student Development Services Counselor.

## 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 Med. Ctr.   |
| *J. C. Penny's           | *Cherry Point (MCAS)         |
| *Pamlico County          | *Camps                       |
| Government               | *Convenience Stores          |
| *Wal-Mart                | *Seafood Industries          |
| *Self-Employed           | *Pamlico Community College   |
| *Texasgulf               | *Weyerhaeuser                |
| *Aurora Home Health      | *Craven Regional Medical Ctr |
| *Britthaven Nursing Home | *Pamlico Chore Providers     |

What does HRD cost?

There is no charge. For additional information, see Pat Miller.

## STUDENT ACTIVITIES

All extracurricular activities shall operate under the jurisdiction of the Dean of Student Development Services and 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 moral.

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.

### Guidelines for Establishment of Student Activities

Pamlico Community College makes every effort to surround students with activities and services conducive to intellectual growth and worthwhile use of leisure time. This is done to promote the general welfare of students, to foster a spirit of democracy and unity in all student activities, to better school-community relations, and to stimulate student participation in activities. In return, the student is expected to follow established policies and to devote his efforts to his personal improvement and the good of the College.

## STUDENT GOVERNMENT ASSOCIATION

The Student Government Association operates under the jurisdiction of the Dean of Student Development Services and 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 and participate in decision making. The president of the SGA serves as a non-voting member of the College's Board of Trustees.

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 Ol' 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.

### PHI THETA KAPPA

Phi Theta Kappa is the only national honor society for American community/junior colleges. Offering opportunities for leadership and service, the honor society also promotes the exchange of ideas, personal enrichment through fellowship with other scholars, and the encouragement of scholarships for advanced education. Eligibility requirements include current enrollment in a two-year college, good moral character and citizenship, and a 3.0 GPA for at least 12 hours of work leading to a recognized two-year degree. See Student Development Services for additional information.

### Student Publications

Any publication, i.e., yearbook, magazines, newsletter, etc., shall operate under the jurisdiction of the Publications Committee and the Dean of Student Development Services.

The campus publications are student written and student edited. The College, by sanctioning the campus publications, is also held accountable for their content. Therefore, the College must ask the student editorial staffs

to produce publications that are in harmony with the overall policies and responsibilities of the College.

#### Student Publications Committee

The Publications Committee shall consist of two staff members, appointed by the president, and two students selected by the Student Government Association. The functions of the committee shall include:

1. Approval of editors selected by the campus publications staff.
2. Approval of the staff recommendations made by the campus publications staff.
3. Removal of the editor, if his/her removal should be judged necessary.
4. Appropriate action if the advisor - staff relationship becomes unworkable.

The committee will meet on an as needed basis unless special meetings are called. Actions of the committee are subject to review by the president of the College at the request of the advisor or staff, but will be final unless such request is made within forty-eight hours.

#### Editors

The editors and Publications Committee of the campus publications accept the responsibility for the publications and their contents. The editor has the responsibility to seek advice on all matters regarding school policy and suitability of publication materials.

An editor shall be a qualified student selected by the staff of the publication which he will lead. The prospective editor will then be approved by the Publications Committee, thus, clearing the way for him to begin with his work.

In the event of poor academic standing, irresponsibility, or inefficiency of the editor, action may be taken to secure his removal from office. Removal of the editor shall be by a voting majority of the Publications Committee.



## STUDENT ORGANIZATIONS

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

## 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 also 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 prohibited in all areas of the College except in a designated area within the student lounge and a designated area at the front entrance to the facility. The President of the College is authorized to monitor this policy and to modify it as he/she deems necessary, including the establishment of a smoke free environment.

### Food and Beverages

Drinks and food are prohibited in classrooms, library, labs and shops.

### 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 seem to be physically or mentally impaired by alcohol, drugs, or other substances to the office of Student Development Services.

## **STUDENT RECORDS**

### 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 desires 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 persons, 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 received. If a student does not desire this information released, the Student Development 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.

1. Student's name.
2. Student's address.
3. Student's Social Security Number.
4. Student's telephone number.
5. Student's classification.
6. Student's marital status.

A written and signed request must be submitted by the student to the Dean of Student Development Services if he/she desires the "Directory Information" not be 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.

#### Rights of Parents and Students to Review and Inspect Records

Those who have the right to inspect and review the permanent record file kept about the student include:

1. The student himself/herself, and
2. Parents who claim students as dependents under Section 152 of the Internal Revenue Code.

Pamlico Community College presumes that parents of students who have not yet reached the age of 21 claim the student as a dependent for tax purposes. Any student not yet 21 who does not want his parents to have access to his permanent record file must so inform the Registrar, the Secretary to the Director of Community Services, or the Secretary to the Adult High School Program and prove that he is not a tax dependent of his parents. If a parent of a student who is at least 21 wishes to inspect and review his child's permanent file, he must prove to the Registrar, the

Secretary to the Director of Community Services, or the Secretary to the Adult High School Program that he claims the student as a dependent for federal income tax purposes.

Parents or students who wish to inspect and review the permanent record file shall submit a request in writing to the Registrar, the Secretary to the Director of Community Services, or the Secretary to the Adult High School Program. When he receives a written request for review of the records, the College official shall schedule the review. The appointment date should be as early as possible but never later than 15 days after the request was made. The inspection and review shall be made in the office of the Registrar, the Secretary to the Director of Community Services, or the Secretary to the Adult High School Program, or at another place designated by the respective controlling official.

A College official competent in interpreting student records shall be present to explain the implications of the records that are examined.

Parents and students who wish to inspect records and live within 50 miles of the place where the records are kept must do so at the place designated by the College. After the inspection, they may request copies of the records they inspected. Parents or students who live further than 50 miles from the place where the records are kept may request copies of the records without first inspecting them at the College. The copies shall be sent by certified mail, return receipt.

There will be no fee for copies of records to parents or students.

## 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 Financial Aid/Admissions 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 free application for federal student aid processed by 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 unmet needs to a student.

#### TYPES OF FINANCIAL AID PROGRAMS:

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

Federal Pell Grants

Federal Supplemental Educational Opportunity Grants  
(FSEOG)

Federal Work Study (FWS)

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. Students eligible for Department of Veterans Affairs Benefits
2. Vocational Rehabilitation
3. Scholarship
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 of 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 Federal Pell Grant or on a Federal Supplemental Educational Opportunity Grant.
- \* 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 Federal 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 Federal 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 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 should apply for federal aid by completing:

- \* Free application for Federal Student Aid.

### 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 required 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.

Federal Deadline for Processing

May 1st. 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.

Pamlico Community College Deadline for Processing

May 15 is the deadline for submitting your Student Aid Report (SAR) to Pamlico Community College Financial Aid Officer for payment during the current year you are enrolled. Turn in your SAR as soon as you receive it.

Addresses

Submit your Application for Federal Student Aid to:

Federal Student Aid Programs  
P. O. Box 4005  
Iowa City, Iowa 52243-4005

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 40215  
Iowa City, Iowa 52243

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

Federal Student Aid Programs  
P. O. Box 40215  
Iowa City, Iowa 52243

(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 Box 4021  
Iowa City, Iowa 52243

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 - 1-800-4FEDAID or (1-800-433-3243).

The Information Center provides services in the following areas:

- \* Help in completing an application or correcting a 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. (EST), Monday through Friday.

For information on Federal 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 a.m. and 7 p.m. (EST), 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 Federal Workstudy 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 Federal Workstudy job.
- \* Understand your school's refund policy.

#### DESCRIPTION OF FINANCIAL AID PROGRAMS:

- \* **FEDERAL PELL GRANTS:**

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

- \* **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG):**

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

- \* **FEDERAL WORKSTUDY (FWS):**

A FWS 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. FWS 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 a Federal Pell Grant. Funds are provided by N. C. State Education Assistance Authority.

\* **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 Loan Fund

\* Sadler Memorial Loan Fund (Must be Pamlico County resident).

Pamlico Community College 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 Federal Pell Grants.

**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 \$550 each.

#### Carolina Power and Light Company

One scholarship at \$550. 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

Four tuition scholarships are available to full-time students fall quarter. Scholarships will be pro-rated if the student registers for less than full-time winter or spring quarters. Student must maintain a C average. Apply at Student Development Services Office.

#### Federal Managers Association Scholarship

One scholarship at \$100. Recipients 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 catalog.



2. When student has indicated or requested financial aid, proper application forms and information will be mailed.
3. Students must use the free application for federal student aid. 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 Federal 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 free application for Federal Student Aid.
3. Must have completed an interview with the Financial Aid Officer or counselor.
4. Meet all other federal or state requirements.

#### Award Determination Procedures

##### Federal Pell Grant

Determined by law. Aid officer is provided a payment schedule. Amount will vary depending on cost of education and the effective family contribution (EFC). Twelve month vocational students payments are divided into three equal payments.

##### Federal Workstudy (FWS)

Students may apply for FWS 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 faculty or staff. Second year students will be given first priority of job selection.

Federal Supplemental Educational Opportunity Grant (FSEOG)  
Student must have on file a SAR (Student Aid Report) before July 15 and will be eligible to receive a Federal Pell Grant. The student with the lowest EFC (Effective 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 the Student Aid Report (SAR) is submitted by the student, 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

Federal Pell Grant and FSEOG payments are disbursed after the half-way point of each term. The specific date is dependent on receipt of federal funds.

FWS-Work Study time cards and time sheets are turned into the aid office at the end of the month. Checks will be mailed the following 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.

Records of progress are kept by the institution on all students. Progress records are furnished at the end of each scheduled school term.

### 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 34 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 be determined 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 the Dean of 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 Learning Resource Center is to support the mission and long range goals of the College by providing an atmosphere where materials and services are appropriate and meaningful for the development of students and citizens as individuals and to implement the goals and objectives of Pamlico Community College as appropriate to the Learning Resource Center. In addition, in most subject areas, the center provides reference materials consisting of books, periodicals, audiovisual, etc.

The services 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 7:30 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. An orientation program, both formal and informal, is maintained to assist in the location of these materials.

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 twice. 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 a fine of 25 cents a day. The maximum overdue fine for a book is \$2.00 and 50 cents for a periodical.

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 computerized 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. 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 one teach himself in practically any field that might be of interest. The ILC is open both day and night for the convenience of area residents. 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

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.

### Computer Usage Policies

At the present time the following computers are available in the Learning Resource Center:

1. One Epson Equity III+ (IBM compatible).
2. Two Apple IIe computers.
3. Five Plato educational computers.
4. A Prime terminal.

The use of these four types of computers is free of charge to all those 16 years or older, and have differing policy requirements. A time card is kept for users enrolled in independent study. Students supplementing class assignments are asked to log in and out on the Epson computer through a menu system each time they use the computer. At the end of the quarter a report is printed out showing the name of the user and what program they used which is listed on the menu of programs available.

The Epson Equity III+ computer system is a service offered to all users of the LRC. It is recommended that users call ahead to reserve the computer for a two hour time limit to insure availability when needed. The LRC has available WordPerfect 5.1 Tutorial and Program, Term Paper Writer, Algebra and Arithmetic Tutors and many more.

One unique program on the Epson combined with a CD-ROM is called SIRS. Within this program are listed magazine and newspaper articles on social issue topics. SIRS provides a

unique indexing system, and it also provides full text articles, which can be printed at 10 cents per page.

The two Apple IIe computers have a printer and the AppleWorks Program is available with a database and wordprocessor for users.

Five Plato computers are also available for independent study and student use. These computers are educational software driven systems to update or review skills in reading, writing, math and science.

A Prime terminal is provided in the LRC as a service that enables library users to access several electronic bulletin boards provided by the State Library through the N. C. Information Network. Some of the bulletin boards provide information about N. C. State job openings, ESC jobs, legislative news, statistical information, and a growing number of other databases.

Assistance in using any of the computers is provided by the LRC staff.

#### **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 Diploma Equivalency by the State Department of Community Colleges. The diploma 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 consists 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.

### THE ASSOCIATE IN GENERAL EDUCATION DEGREE (AGE)

General Education Programs are designed for individuals wishing to broaden their education, with emphasis on personal interest, growth and development. Students earn a two year degree through the study of English, Literature, Fine Arts, Philosophy, Social Sciences, Science and Mathematics. Although the program culminates in an associate degree, it also provides a broad selection of courses which students may transfer toward a higher degree.

The Associate in General Education Degree (AGE) at PCC is made possible through a contractual agreement with East Carolina University whereby PCC offers East Carolina University courses at PCC. The ECU courses are identified in the PCC Catalog by the community college prefix and title and ECU's prefix and title.

The AGE Degree Program is a versatile curriculum allowing students generous flexibility in selecting their own courses. The degree requires 96 quarter hours of course work with a minimum of 45 quarter hours of general education credits. The remaining 51 hours of credits may be selected from the entire community college spectrum of associate degree level courses.

#### Associate in General Education Degree (AGE)

The successful completion of 96 quarter hours of general education and interest-type courses will culminate in an Associate Degree in General Education. The student's course work for this associate degree must include courses from each of the following four disciplinary areas:



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

#### One Year Certificate

The successful completion of 30 - 45 quarter hours of general education and interest-type courses which includes courses from two of the above disciplinary areas will be recognized by a Certificate in General Education.

A variety of courses is offered in each of these areas so students have ample opportunity to meet the specified requirements. The student's advisor will assist in selection of courses.

#### **GENERAL EDUCATION ASSOCIATE DEGREE PROGRAM COURSES**

(See "Course Descriptions" Section for title and content.)

English and Literature: ENG 101, 102, 103, 105, 107, 108, 110, 120, 210, 211, 220, 275.

Fine Arts and Philosophy: MUS 208, ENG 204, ART 100, PHI 111, 150.

Social Sciences: ANT 100, 201; ECO 102, 103; GEO 100; HIS 103, 104, 105, 106; POL 101; PSY 100, 206, 232; SOC 102, 110, 211.

Science and Mathematics: BIO 150, 151, 160, 161, 210, 211, 213, 214; CHM 120, 260, 261; GEL 150, 151; MAT 106, 107, 111, 112, 211, 212, 213, 228.

General and Technical Electives: These may be chosen from any Associate Degree Curriculum. Some suggested courses include: BUS 101, 102, 103, 104, 110, 112, 115, 116, 120, 121, 122, 272; EDP 104; FRE 101, 102, HEA 100, NUR 100.

Students in the General Education Program may select courses on the basis of their own interest; however, neither refresher, developmental nor vocational courses qualify toward the General Education Degree or Certificate. (Note: Courses which are designed for an Associate Degree Program carry a 3-digit numerical prefix of 100 or higher).

With a General Education Program advisor's assistance the student may be able to select a combination of courses which will satisfy both the PCC associate degree requirements and the university general college requirements simultaneously.

### Career Mobility

The General Education Program offers students a career mobility track which enables them to advance more rapidly in their nursing, allied health, and science related fields. Students wishing to earn the Bachelor of Science in Nursing Degree at ECU may enroll in the General Education Program at PCC and take the general education requirements specified by the ECU School of Nursing.

### Transferring From PCC's General Education Program To Another Institution

A student in the General Education Program who plans to transfer to East Carolina or any other university, should consult with the receiving institution for specific university or departmental requirements. Students taking the ECU courses at PCC must meet ECU transfer eligibility requirements as per the ECU catalog.

Counselors in PCC's Student Development Services and the student's academic advisor can provide assistance in initiating transfer.

ECU contracted courses will be designated on the student's PCC transcript. A letter from East Carolina University will also accompany the transcript verifying the contracted courses.

### Auditing Contracted Courses

Courses may be audited at the same tuition rate as those taken for credit. The word "AUDIT" must be written on the registration form at the time of registration. No change will be allowed in audit or credit status after the course has begun. Auditing a class consists of attending classes and listening but auditors are not responsible for any assignments or examinations. No credit may be earned in an audited course by examination or otherwise. Hands on participation classes may not be audited.

### ECU Library Privileges

The Joyner Library on the ECU main campus charges an annual borrow's fee of \$15.00 for use of the library for all persons not currently enrolled on the campus of East Carolina University.

## ASSOCIATE IN GENERAL EDUCATION (G-020)

Suggested Courses for Evening Students  
Who Plan to Earn the AGE and Transfer to ECU.\*

### Course Title

#### First Quarter (Fall)

ENG 110 Composition  
BIO 150 General Biology  
BIO 151 General Biology Lab  
EDP 104 Introduction to Computers

#### Second Quarter (Winter)

ENG 120 Composition  
GEO 100 Introduction to Geography  
MAS 100 Master Student  
General Elective

#### Third Quarter (Spring)

BIO 160 Environmental Biology  
BIO 161 Environmental Biology Lab

ENG 204 Oral Communications  
General Elective

Fourth Quarter (Fall)

MAT 102 Elementary Algebra or General Elective  
POL 101 National Government  
ART 100 Color and Design

Fifth Quarter (Winter)

MAT 104 Intermediate Algebra or General Elective  
SOC 102 Courtship and Marriage  
HIS 106 American History Since 1877

Sixth Quarter (Spring)

MAT 106 College Algebra  
PHI 111 Introduction to Philosophy  
HEA 100 Health and Modern Society  
HIS 103 World Civilization to A.D. 1500

\*The above selection combines courses to meet ECU General College requirements as well as an appropriate mix to earn the Associate in General Education Degree. Other courses may be substituted with an advisor's assistance.

## BUSINESS PROGRAMS

ACCOUNTING

BUSINESS ADMINISTRATION

GENERAL OFFICE

MICROCOMPUTER SYSTEMS TECHNOLOGY

REAL ESTATE TECHNICAL SPECIALTY

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 or she will enroll in the refresher studies program. Courses in this program are designed to allow the student to progress at his or her own rate to achieve the proficiency required by the curriculum.

#### Part-time Curriculum Offerings

Evening classes are offered in the business programs; 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.

### ACCOUNTING

T-016

#### 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 system accountant, cost accountant, budget accountant and property accountant.



COURSE AND HOUR REQUIREMENTS:

TITLE		CLASS	LAB	SHOP CLIN	CREDIT
<u>Major Courses</u>					
BUS 110	Electronic Calculators	1	2	0	2
BUS 120	Accounting I	3	2	0	4
BUS 121	Accounting II	3	2	0	4
BUS 122	Accounting III	3	2	0	4
BUS 218	Computerized Accounting	2	2	0	3
BUS 221	Intermediate Accounting I	5	0	0	5
BUS 222	Intermediate Accounting II	5	0	0	5
BUS 223	Intermediate Accounting III	5	0	0	5
BUS 225	Cost Accounting	5	0	0	5
BUS 229	Taxes I	5	0	0	5
BUS 230	Taxes II	3	0	0	3
BUS 252	Payroll Accounting	3	0	0	3
BUS 269	Auditing	3	0	0	3
MAT 110	Business Mathematics	3	0	0	3
MCS 241	Spreadsheet Applications	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		52	12	0	58
<u>Related Courses</u>					
BUS 101	Introduction to Business	5	0	0	5
BUS 102	Keyboarding	3	2	0	4
BUS 113	Word Processing I	2	2	0	3
BUS 115	Business Law I	3	0	0	3
BUS 116	Business Law II	3	0	0	3
BUS 272	Principles of Supervision	3	0	0	3
EDP 104	Introduction to Computers	3	2	0	4
EDP 116	Microcomputer Applications	3	2	0	4
MAT 101	General Mathematics	3	0	0	3
	Related Electives	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		31	8	0	35

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

BUS 103	Document Formatting	3	2	0	4
BUS 112	Records Management	3	0	0	3

BUS 226	Personal Finance	3	0	0	3
BUS 232	Sales Development	3	0	0	3
BUS 233	Introduction to Retailing	3	0	0	3
BUS 235	Business Management I	3	0	0	3
BUS 237	Managing Human Resources	3	0	0	3
BUS 239	Marketing	5	0	0	5
BUS 243	Advertising	3	0	0	3
BUS 285	Small Business Applications	3	0	0	3
COE 101	Cooperative Education				
	Work Experience	0	0	10-20	1-2
COE 102	Cooperative Education				
	Work Experience	0	0	10-20	1-2
COE 103	Cooperative Education				
	Work Experience	0	0	10-20	1-2

#### General Education

ENG 101	Composition & Grammar I	3	0	0	3
ENG 102	Composition & Grammar II	3	0	0	3
ENG 103	Composition & Grammar III	3	0	0	3
ENG 204	Oral Communications	3	0	0	3
ENG 211	Advanced Composition	5	0	0	5
MAS 100	Master Student	1	2	0	2
	Electives: Social Science/ Humanities	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		21	2	0	22

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 list:

ECO 102	Economics I	3	0	0	3
ECO 103	Economics II	3	0	0	3
ENG 105	Literature Appreciation	5	0	0	5
ENG 107	Drama and Film	3	0	0	3
ENG 108	Women in Literature	3	0	0	3
PSY 100	Introductory Psychology	5	0	0	5

PSY 206	Applied Psychology	3	0	0	3
SOC 211	Introduction to Sociology	5	0	0	5
Electives:					3
WORK EXPERIENCE:					0
TOTAL CREDIT:					118

SUGGESTED SEQUENCE FOR  
ACCOUNTING (T-016)

Course Title

First Quarter (Fall)

BUS 101 Introduction to Business  
 BUS 102 Keyboarding  
 BUS 120 Accounting I  
 ENG 101 Composition & Grammar I  
 MAS 100 Master Student  
 MAT 101 General Mathematics

Second Quarter (Winter)

BUS 121 Accounting II  
 EDP 104 Introduction to Computers  
 ENG 102 Composition & Grammar II  
 MAT 110 Business Math  
 Related Elective

Third Quarter (Spring)

BUS 110 Electronic Calculators  
 BUS 115 Business Law I  
 BUS 122 Accounting III  
 BUS 218 Computerized Accounting  
 ENG 103 Composition and Grammar III  
 EDP 116 Microcomputer Applications  
 Related Elective

Fourth Quarter (Fall)

BUS 116 Business Law II  
BUS 221 Intermediate Accounting I  
BUS 225 Cost Accounting  
BUS 272 Principles of Supervision  
ENG 211 Advanced Composition  
MCS 241 Spreadsheet Applications

Fifth Quarter (Winter)

BUS 222 Intermediate Accounting II  
BUS 229 Taxes I  
BUS 252 Payroll Accounting  
ENG 204 Oral Communications  
General Education Elective

Sixth Quarter (Spring)

BUS 223 Intermediate Accounting III  
BUS 230 Taxes II  
BUS 269 Auditing  
General Education Elective

ACCOUNTING CERTIFICATE OPTION

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	0	4
BUS 110	Electronic Calculators	1	2	0	2
BUS 120	Accounting I	3	2	0	4
BUS 121	Accounting II	3	2	0	4
BUS 122	Accounting III	3	2	0	4
BUS 218	Computerized Accounting	2	2	0	3
BUS 252	Payroll Accounting	3	0	0	3
EDP 104	Introduction to Computers	3	2	0	4
MAT 101	General Mathematics	3	0	0	3

MAT 110 Business Mathematics	3	0	0	3
General Education Electives	<u>6</u>	<u>0</u>	<u>0</u>	<u>6</u>
TOTAL	33	14	0	40

**BUSINESS ADMINISTRATION**  
T-018

Associate in Applied Science Degree

Description

The Business Administration curriculum is designed to prepare an individual for entry into management positions.

The curriculum develops competencies in the application of management principles. Emphasis is placed on skill development in the areas of management functions, computer applications and analysis, critical thinking and decision-making techniques, marketing, finance, legal aspects of business, oral and written communications, and the utilization of human resources.

Through the development of management competencies, the graduate will be able to function as a contributing member of a management team.

COURSES AND HOUR REQUIREMENTS:

TITLE	CLASS	LAB	SHOP CLIN	CREDIT
<u>Major Courses</u>				
BUS 101 Introduction to Business	5	0	0	5
BUS 115 Business Law I	3	0	0	3
BUS 116 Business Law II	3	0	0	3
BUS 120 Accounting I	3	2	0	4
BUS 121 Accounting II	3	2	0	4
BUS 122 Accounting III	3	2	0	4
BUS 218 Computerized Accounting	2	2	0	3
BUS 229 Taxes I	5	0	0	5
BUS 230 Taxes II	3	0	0	3
BUS 235 Business Management I	3	0	0	3
BUS 236 Business Management II	3	0	0	3
BUS 237 Managing Human Resources	3	0	0	3



BUS 239	Marketing	5	0	0	5
BUS 272	Principles of Supervision	3	0	0	3
BUS 285	Small Business Applications	3	0	0	3
EDP 104	Introduction to Computers	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		53	10	0	58

Related Courses

BUS 102	Keyboarding	3	2	0	4
BUS 103	Document Formatting	3	2	0	4
BUS 226	Personal Finance	3	0	0	3
BUS 243	Advertising	3	0	0	3
EDP 116	Microcomputers Applications	3	2	0	4
MAT 101	General Mathematics	3	0	0	3
MAT 110	Business Mathematics	3	0	0	3
	Related Electives	<u>12</u>	<u>0</u>	<u>0</u>	<u>12</u>
		33	6	0	36

NOTE: In order to fulfill the related electives requirements, students must select a minimum of 12 credit hours from the following list of courses.

BUS 110	Electronic Calculators	1	2	0	2
BUS 113	Word Processing I	2	2	0	3
BUS 225	Cost Accounting	5	0	0	5
BUS 232	Sales Development	3	0	0	3
BUS 233	Introduction to Retailing	3	0	0	3
BUS 252	Payroll Accounting	3	0	0	3
MCS 241	Spreadsheet Applications	3	2	0	4
COE 101	Cooperative Education				
	Work Experience	0	0	10-20	1-2
COE 102	Cooperative Education				
	Work Experience	0	0	10-20	1-2
COE 103	Cooperative Education				
	Work Experience	0	0	10-20	1-2

General Education

ENG 101	Composition & Grammar I	3	0	0	3
ENG 102	Composition & Grammar II	3	0	0	3
ENG 103	Composition & Grammar III	3	0	0	3
ENG 204	Oral Communications	3	0	0	3

ENG 211	Advanced Composition	5	0	0	5
MAS 100	Master Student	1	2	0	2
	Electives: Social Science/ Humanities	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		21	2	0	22

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 from the ECU General Education Contract list:

ECO 102	Economics I	3	0	0	3
ECO 103	Economics II	3	0	0	3
ENG 105	Literature Appreciation	5	0	0	5
ENG 107	Drama and Film	3	0	0	3
ENG 108	Women in Literature	3	0	0	3
PSY 100	Introductory Psychology	5	0	0	5
PSY 206	Applied Psychology	3	0	0	3
SOC 211	Introduction to Sociology	5	0	0	5

Electives: 3

WORK EXPERIENCE: 0

TOTAL CREDITS: 119

**SUGGESTED SEQUENCE FOR  
BUSINESS ADMINISTRATION (T-018)**

Course Title

First Quarter (Fall)

ENG 101 Composition & Grammar I  
 BUS 101 Introduction to Business  
 BUS 102 Keyboarding  
 MAT 101 General Mathematics  
 MAS 100 Master Student

Second Quarter (Winter)

ENG 102 Composition & Grammar II  
BUS 103 Document Formatting  
EDP 104 Introduction to Computers  
MAT 110 Business Mathematics  
Social Science\Humanities  
Elective  
Elective

Third Quarter (Spring)

ENG 103 Composition & Grammar III  
BUS 115 Business Law I  
BUS 235 Business Management I  
EDP 116 Microcomputer Applications  
Related Electives

Fourth Quarter (Fall)

ENG 211 Advanced Composition  
BUS 116 Business Law II  
BUS 120 Accounting I  
BUS 236 Business Management II  
BUS 239 Marketing  
BUS 272 Principles of Supervision

Fifth Quarter (Winter)

ENG 204 Oral Communications  
BUS 121 Accounting II  
BUS 229 Taxes I  
BUS 243 Advertising  
BUS 226 Personal Finance

Sixth Quarter (Spring)

BUS 122 Accounting III  
BUS 230 Taxes II  
BUS 237 Managing Human Resources  
BUS 285 Small Business Applications  
BUS 218 Computerized Accounting  
Related Electives

## GENERAL OFFICE

T-033

### Associate in Applied Science Degree

#### Description

The purposes of the General Office curriculum are to prepare the individual to enter clerical office occupations, 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 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.

#### COURSE AND HOUR REQUIREMENTS

TITLE	CLASS	LAB	SHOP CLIN	CREDIT
<u>Major Courses</u>				
BUS 101 Introduction to Business	5	0	0	5
BUS 102 Keyboarding	3	2	0	4
BUS 103 Document Formatting	3	2	0	4
BUS 104 Document Production/Word Processing	3	2	0	4
BUS 110 Electronic Calculators	1	2	0	2
BUS 112 Records Management	3	0	0	3
BUS 113 Word Processing I	2	2	0	3
BUS 120 Accounting I	3	2	0	4
BUS 121 Accounting II	3	2	0	4
BUS 212 Machine Transcription	2	2	0	3
BUS 214 Administrative Office Procedures	3	2	0	4
BUS 273 Word Processing II	3	2	0	4

EDP 104 Introduction to Computers	3	2	0	4
MCS 240 Desktop Publishing	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
	40	24	0	52

Related Courses

BUS 115 Business Law I	3	0	0	3
BUS 134 Professional Development	3	0	0	3
BUS 229 Taxes I	5	0	0	5
BUS 272 Principles of Supervision	3	0	0	3
MAT 101 General Mathematics	3	0	0	3
MAT 110 Business Mathematics	3	0	0	3
Related Electives	<u>13</u>	<u>0</u>	<u>0</u>	<u>13</u>
	33	0	0	33

NOTE: In order to fulfill the Related Electives requirements, students must select a minimum of 13 credit hours from the following list of courses.

BUS 116 Business Law II	3	0	0	3
BUS 122 Accounting III	3	2	0	4
BUS 218 Computerized Accounting	2	2	0	3
BUS 225 Cost Accounting	5	0	0	5
BUS 226 Personal Finance	3	0	0	3
BUS 230 Taxes II	3	0	0	3
BUS 232 Sales Development	3	0	0	3
BUS 233 Introduction to Retailing	3	0	0	3
BUS 235 Business Management I	3	0	0	3
BUS 237 Managing Human Resources	3	0	0	3
BUS 239 Marketing	5	0	0	5
BUS 243 Advertising	3	0	0	3
BUS 252 Payroll Accounting	3	0	0	3
BUS 269 Auditing	3	0	0	3
EDP 116 Microcomputer Applications	3	2	0	4
MCS 205 Microcomputer Graphics	2	2	0	3
MCS 241 Spreadsheet Applications	3	2	0	4
COE 101 Cooperative Education				
Work Experience	0	0	10-20	1-2
COE 102 Cooperative Education				
Work Experience	0	0	10-20	1-2



COE 103 Cooperative Education				
Work Experience	0	0	10-20	1-2

General Education

ENG 101 Composition and Grammar I	3	0	0	3
ENG 102 Composition and Grammar II	3	0	0	3
ENG 103 Composition and Grammar III	3	0	0	3
ENG 204 Oral Communications	3	0	0	3
ENG 211 Advanced Composition	5	0	0	5
MAS 100 Master Student	1	2	0	2
Electives: Social Sciences/ Humanities	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	21	2	0	22

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 ECU General Education contract list:

ECO 102 Economics I	3	0	0	3
ECO 103 Economics II	3	0	0	3
ENG 105 Literature Appreciation	5	0	0	5
ENG 107 Drama and Film	3	0	0	3
ENG 108 Women in Literature	3	0	0	3
PSY 100 Introductory Psychology	5	0	0	5
PSY 206 Applied Psychology	3	0	0	3
SOC 211 Introduction to Sociology	5	0	0	5

ELECTIVES:	3	0	0	3
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WORK EXPERIENCE:				0
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TOTAL CREDITS:				110
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SUGGESTED SEQUENCE FOR  
GENERAL OFFICE (T-033)

Course Title

First Quarter (Fall)

ENG 101 Composition and Grammar I  
BUS 101 Introduction to Business  
BUS 102 Keyboarding  
BUS 112 Records Management  
MAT 101 General Mathematics  
MAS 100 Master Student

Second Quarter (Winter)

ENG 102 Composition and Grammar II  
BUS 103 Document Formatting  
EDP 104 Introduction to Computers  
MAT 110 Business Mathematics  
Elective, Social Science/  
Humanities

Third Quarter (Spring)

ENG 103 Composition and Grammar III  
BUS 104 Document Production/  
Word Processing  
BUS 110 Electronic Calculators  
BUS 115 Business Law I  
BUS 134 Professional Development  
Related Elective

Fourth Quarter (Fall)

BUS 113 Word Processing I  
BUS 120 Accounting I  
BUS 272 Principles of Supervision  
ENG 211 Advanced Composition  
Related Elective

Fifth Quarter (Winter)

ENG 204 Oral Communications

BUS 121 Accounting II  
 BUS 212 Machine Transcription  
 BUS 229 Taxes I  
 BUS 273 Word Processing II

Sixth Quarter (Spring)

BUS 214 Administrative Office  
 Procedures  
 MCS 240 Desktop Publishing  
 Elective  
 Related Electives

**GENERAL OFFICE  
 Certificate**

<u>Major Courses</u>	CLASS	LAB	SHOP CLIN	CREDIT
BUS 102 Keyboarding	3	2	0	4
BUS 103 Document Formatting	3	2	0	4
BUS 104 Document Production/ Word Processing	3	2	0	4
BUS 110 Electronic Calculators	1	2	0	2
BUS 112 Records Management	3	0	0	3
BUS 113 Word Processing I	2	2	0	3
BUS 120 Accounting I	3	2	0	4
BUS 212 Machine Transcription	2	2	0	3
EDP 104 Introduction to Computers	3	2	0	4
<u>General Education</u>				
ENG 101 Composition and Grammar I	3	0	0	3
ENG 102 Composition and Grammar II	3	0	0	3
MAT 101 General Mathematics	3	0	0	3
<u>Related Electives</u>				
BUS 134 Professional Development	3	0	0	3
Free Elective	<u>6</u>	<u>0</u>	<u>0</u>	<u>6</u>
	41	16	0	49

## MICROCOMPUTER SYSTEMS TECHNOLOGY

T-192

### Associate In Applied Science Degree

#### Description

The purpose of the Microcomputer Systems Technology curriculum is to prepare graduates for employment with business, industry, and government organizations that use or are planning to use computers to process and manage information.

Using microcomputers or other small computer systems, students will learn to apply a variety of commonly used business applications and systems software; set up microcomputer hardware and install software; develop user training programs and user documentation; evaluate and recommend hardware and software; assist users in resolving hardware and software problems; and develop control and security procedures. Students will also learn the fundamentals of microcomputer networking.

#### COURSE AND HOUR REQUIREMENTS:

TITLE	CLASS	LAB	CLIN	CREDIT	
<u>Major Courses</u>					
BUS 101	Introduction to Business	5	0	0	5
BUS 102	Keyboarding	3	2	0	4
BUS 113	Word Processing I	2	2	0	3
BUS 120	Accounting I	3	2	0	4
BUS 121	Accounting II	3	2	0	4
BUS 218	Computerized Accounting	2	2	0	3
BUS 273	Word Processing II	3	2	0	4
EDP 104	Introduction to Computers	3	2	0	4
MAT 110	Business Mathematics	3	0	0	3
MCS 126	Integrated Software	3	2	0	4
MCS 131	Microcomputer Operating Systems	3	2	0	4

MCS 205	Microcomputer Graphics	2	2	0	3
MCS 227	Office Automation Systems	3	0	0	3
MCS 235	Microcomputer Hardware	3	0	0	3
MCS 240	Desktop Publishing	3	2	0	4
MCS 241	Spreadsheet Applications	3	2	0	4
MCS 242	Data Communications	1	2	0	2
MCS 245	Database Management Systems	3	2	0	4
MCS 250	Local Area Networks	3	0	0	3
MCS 260	Trends and Issues in Microcomputer Technology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		57	28	0	71

#### Related Courses

BUS 226	Personal Finance	3	0	0	3
BUS 232	Sales Development	3	0	0	3
BUS 239	Marketing	5	0	0	5
BUS 272	Principles of Supervision	3	0	0	3
MAT 101	General Mathematics	3	0	0	3
MAT 102	Elementary Algebra	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
		22	0	0	22

#### General Education

ENG 101	Composition and Grammar I	3	0	0	3
ENG 102	Composition and Grammar II	3	0	0	3
ENG 103	Composition and Grammar III	3	0	0	3
ENG 204	Oral Communications	3	0	0	3
ENG 211	Advanced Composition	5	0	0	5
MAS 100	Master Student	1	2	0	2
	Electives: Social Science/ Humanities	<u>3</u>	<u>2</u>	<u>0</u>	<u>3</u>
		21	2	0	22

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

ECO 102	Economics I	3	0	0	3
ECO 103	Economics II	3	0	0	3
ENG 105	Literature Appreciation	5	0	0	5



ENG 107	Drama and Film	3	0	0	3
ENG 108	Women in Literature	3	0	0	3
PSY 100	Introductory Psychology	5	0	0	5
PSY 206	Applied Psychology	3	0	0	3
SOC 211	Introduction to Sociology	5	0	0	5
Elective (s)					3
WORK EXPERIENCE:					0
TOTAL CREDITS:					118

**SUGGESTED SEQUENCE FOR  
MICROCOMPUTER SYSTEMS TECHNOLOGY (T-192)**

NOTE: This sequence applies to students who will begin their program in Fall 1993 or after.

First Quarter (Fall)

ENG 101 Composition and Grammar I  
 BUS 101 Introduction of Business  
 BUS 102 Keyboarding  
 BUS 120 Accounting I  
 MAS 100 Master Student  
 MAT 101 General Mathematics

Second Quarter (Winter)

BUS 121 Accounting II  
 BUS 226 Personal Finance  
 EDP 104 Introduction to Computers  
 ENG 102 Composition and Grammar II  
 MAT 110 Business Mathematics  
 Social Science/Humanities Electives

Third Quarter (Spring)

BUS 218 Computerized Accounting  
 ENG 103 Composition and Grammar III  
 MAT 102 Elementary Algebra

MCS 131 Microcomputer Operating Systems  
MCS 126 Integrated Software

Fourth Quarter (Fall)

BUS 113 Word Processing I  
BUS 239 Marketing  
BUS 272 Principles of Supervision  
ENG 211 Advanced Composition  
MCS 235 Microcomputer Hardware  
MCS 241 Spreadsheet Applications

Fifth Quarter (Winter)

BUS 273 Word Processing II  
ENG 204 Oral Communications  
MCS 205 Microcomputer Graphics  
MCS 245 Database Management Systems  
MCS 250 Local Area Networks

Sixth Quarter (Spring)

BUS 232 Sales Development  
MCS 227 Office Automation Systems  
MCS 240 Desktop Publishing  
MCS 242 Data Communications  
MCS 260 Trends and Issues Microcomputer  
Technology  
Elective

**REAL ESTATE TECHNICAL SPECIALTY**

T-166

Certificate

Description

The purpose of the Real Estate Technical Specialty curriculum is to provide the relicensing education requirements needed for real estate salespersons and brokers.

The courses required by the North Carolina Real Estate Commission for relicensing which are covered in this curriculum are Fundamentals of Real Estate, Real Estate Law, Real Estate Finance, and Brokerage Operations. In addition to these courses, Real Estate Math is also included.

After successful completion of Fundamentals of Real Estate, an individual may make application with the Real Estate Commission to take the relicensing and real estate salesperson examination. After successful completion of all the courses required by the Real Estate Commission, an individual may make application with the Commission to take the real estate relicensing broker examination.

Employment opportunities are available in real estate firms as a salesperson or broker as well as a real estate broker in one's own business.

COURSE AND HOUR REQUIREMENTS:

TITLE	CLASS	LAB	CLIN	CREDIT
<u>Major Courses</u>				
BUS 162 Fundamentals of Real Estate; Salesman	6	0	0	6
BUS 163 Real Estate Brokerage Operations	3	0	0	3
BUS 164 Real Estate Law	3	0	0	3
BUS 165 Real Estate Finance	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	15	0	0	15
<u>Related Courses</u>				
BUS 161 Real Estate Math	3	0	0	3
TOTAL CREDITS				18

**SUGGESTED SEQUENCE FOR  
REAL ESTATE TECHNICAL SPECIALTY (T-166)**

Course Title

First Quarter

BUS 161 Real Estate Math  
BUS 162 Fundamentals of Real Estate: Salesman

Second Quarter

BUS 163 Real Estate Brokerage Operations  
BUS 164 Real Estate Law  
BUS 165 Real Estate Finance

**INDUSTRIAL ELECTRICAL/ELECTRONICS TECHNICIAN  
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, to dismantle and assemble electronic components 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.

**COURSES AND HOUR REQUIREMENTS:**

TITLE	CLASS	LAB	SHOP/ CLIN	CREDIT
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MAJOR COURSES

ELC 105 DC, AC Theory, Circuits, Machines	12	6	0	15
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ELC 115	Machine Control Systems	4	0	12	8
ELC 123	Electrical Installations	1	0	6	3
ELC 223	Programmable Logic Controllers	7	8	0	11
ELC 225	Commercial/Industrial Wiring	6	10	0	11
ELN 119	Industrial Electronic Fundamentals	6	8	0	10
ELN 218	Digital Fundamentals	5	6	0	8
ELN 219	Digital Control Systems	<u>5</u>	<u>6</u>	<u>0</u>	<u>8</u>
		46	44	18	74

#### Related Courses

DFT 101	Technical Drafting	1	2	0	2
ELC 126	Interpreting The National Electrical Code	5	0	0	5
ISC 105	Industrial Safety	2	0	0	2
MAS 100	Master Student	1	2	0	2
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>
		22	6	0	25

#### General Education

ENG 101	Composition and Grammar I	3	0	0	3
ENG 102	Composition and Grammar II	3	0	0	3
ENG 103	Composition and Grammar III	3	0	0	3
ENG 204	Oral Communications	3	0	0	3
PSY 206	Applied Psychology	3	0	0	3
	Electives: Social Science/ Humanities	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		18	0	0	18

NOTE: In order to fulfill the General Education Elective requirements, students may select 3 credit hours from the following list of courses or from the approved courses selected from the ECU General Education contract list:

ECO 102	Economics I	3	0	0	3
ECO 103	Economics II	3	0	0	3



ENG 105	Literature Appreciation	5	0	0	5
ENG 107	Drama and Film	3	0	0	3
ENG 108	Women in Literature	3	0	0	3
MAT 212	Basic Concepts of Mathematics I	5	0	0	5
PSY 100	Introductory Psychology	5	0	0	5
SOC 211	Introduction to Sociology	5	0	0	5
Elective		3	0	0	3

WORK EXPERIENCE: (ELC 240 Troubleshooting Procedures/  
Practices may be substituted in lieu of  
work experience.) 4

TOTAL CREDIT HOURS: 124

**SUGGESTED SEQUENCE FOR  
INDUSTRIAL ELECTRICAL/ELECTRONICS TECHNICIAN (T-212)**

Course Title

First Quarter (Fall)

ELC 105 DC,AC Theory, Circuits,  
Machines  
ENG 101 Composition and Grammar I  
MAS 100 Master Student

Second Quarter (Winter)

ELC 115 Machine Control Systems  
MAT 111 Technical Mathematics I  
DFT 101 Technical Drafting  
ENG 102 Composition and Grammar II

Third Quarter (Spring)

ENG 103 Composition and Grammar III  
MAT 112 Technical Mathematics II

ELN 119 Industrial Electronic  
Fundamentals  
Elective Social Science/  
Humanities

Fourth Quarter (Summer)

PHY 101 Introduction to Physics  
ELN 218 Digital Fundamentals  
ELC 123 Electrical Installations

Fifth Quarter (Fall)

PSY 206 Applied Psychology  
ISC 105 Industrial Safety  
ELN 219 Digital Control Systems  
ELC 126 Interpreting National  
Electrical Code

Sixth Quarter (Winter)

ELC 223 Programmable Logic  
Controllers  
ELC 240 Troubleshooting Procedures/  
Practice

Seventh Quarter (Spring)

ELC 225 Commercial/Industrial  
Wiring  
ENG 204 Oral Communications  
Free Elective

**INDUSTRIAL ELECTRICAL/ELECTRONICS TECHNICIAN  
DIPLOMA OPTION**

A diploma will be awarded under the IE/E program upon completion of the following courses. This program is designed for a one-year option. Students completing the diploma program will be able to start as an entry-level electric motor repair helper, electric motor assembler, or electrical maintenance trainee.

ELC 105	DC, AC Theory, Circuits, Machines	12	6	0	15
ELC 115	Machine Control Systems	4	0	12	8
ELC 123	Electrical Installations	1	0	6	3
ELC 126	Interpreting National Electrical Code	5	0	0	5
ELC 225	Commercial/Industrial Wiring	6	10	0	11
ELN 119	Industrial Electronic Fundamentals	6	8	0	10
MAT 111	Technical Mathematics I	5	0	0	5
ENG 101	Composition and Grammar I	3	0	0	3
ENG 102	Composition and Grammar II	3	0	0	3
	Electives: Social Science\ Humanities	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		48	24	12	66

### SUGGESTED SEQUENCE

#### First Quarter (Fall)

ELC 105 DC, AC Theory, Circuits,  
Machines

#### Second Quarter (Winter)

ELC 115 Machine Control Systems

#### Third Quarter (Spring)

ELN 119 Industrial Electronic  
Fundamentals

#### Fourth Quarter (Summer)

ELC 126 Interpreting National  
Electrical Codes

#### Fifth Quarter (Fall)

ELC 123 Electrical Installations  
ENG 101 Composition & Grammar I  
Humanities/Social Science  
Elective

Sixth Quarter (Winter)

ELC 225 Commercial/Industrial Wiring  
ENG 102 Composition & Grammar II  
MAT 111 Technical Mathematics I

**INDUSTRIAL ELECTRICAL/ELECTRONICS TECHNICIAN**  
Certificate Option

A certificate will be awarded under the IE/E program by completion of the following courses. This program is designed for a two-quarter option. Students completing the certificate program will be able to start as an entry-level electrical helper.

**SUGGESTED SEQUENCE**

First Quarter (Fall)

ELC 105 DC, AC Theory, Circuits,  
Machines

Second Quarter (Winter)

ELN 119 Industrial Electronic  
Fundamentals

TOTAL CREDIT HOURS:

25

**PAMLICO COMMUNITY COLLEGE - PAMLICO COUNTY HIGH SCHOOL CO-OP**  
**INDUSTRIAL ELECTRICAL/ELECTRONICS TECHNICIAN**

Course Description

Industrial Electrical/Electronics Technician is a program in which students can earn two units of credit toward graduation during both the eleventh grade and twelfth grade for a possible total of four units of credit. The course will be taught during 5th and 6th periods on the campus of Pamlico Community College. The course will provide students with the opportunity to develop skills necessary for the application of electrical/electronic theory and the NATIONAL

ELECTRICAL CODE; to read blueprints and schematics; to assemble electronic components for controlling motors. Units of instruction will be: DC & AC theory, circuits and machines; NATIONAL ELECTRICAL CODE; technical drafting; industrial electronic fundamentals; machine control systems; etc.

Junior Year

Credit    Class  
Hours    Hours

Fall Quarter

ELC 105A	DC AC Theory, Circuits, Machines	<u>7</u>	<u>9</u>
		7	9

Winter Quarter

ELC 105B	DC AC Theory, Circuits, Machines	<u>8</u>	<u>9</u>
		8	9

Spring Quarter

ELC 115	Machine Control Systems	<u>7</u>	<u>11</u>
	College Credits	22	29

Senior Year

Fall Quarter

ELN 119A	Industrial Electronic Fundamentals	5	7
ELC 126	Interpreting the National Electrical Code	<u>5</u>	<u>5</u>
		10	12

Winter Quarter

ELN 119B	Industrial Electronic Fundamentals	5	7
PHY 101	Introduction to Physics	<u>4</u>	<u>5</u>
		9	12

Spring Quarter

ELN 218	Digital Fundamentals	<u>8</u>	<u>11</u>
	College Credits	27	35

Upon completion of ELC 105 and ELN 119, student will be eligible for a Technical Certificate in Industrial



Electrical/Electronics Technician from PCC.

Complete Technical Diploma or Associate Degree, after high school graduation.

**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.

Automobile 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 and 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.

COURSE AND HOUR REQUIREMENTS:

TITLE	CLASS	LAB	SHOP/ CLIN	CREDIT
AUT 1000 Technical Service Manuals	1	2	0	2
AUT 1101 Internal Combustion Engines	6	0	6	8

Major Courses

AUT 1102	Automotive Electrical and Fuel Systems	6	0	6	8
AUT 1121	Braking Systems	2	0	3	3
AUT 1122	Automotive Electronics and Control Systems	4	0	3	5
AUT 1123A	Automotive Chassis and Suspensions	3	0	6	5
AUT 1123B	Automotive Chassis and Suspensions	3	0	6	5
AUT 1124	Automotive Power Train Systems	4	0	9	7
AUT 1128	Automotive Air Conditioning	<u>2</u>	<u>0</u>	<u>6</u>	<u>4</u>
		31	2	45	47

Related Courses

BPR 1108	Basic Mechanical Schematics Diagrams	1	2	0	2
BUS 1103	Small Business Operations	1	2	0	2
EDP 104	Introduction to Computers	3	2	0	4
MAS 100	Master Student	1	2	0	2
MAT 1101	Fundamentals of Mathematics	5	0	0	5
PHY 1101	Applied Science I	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		13	10	0	18

General Education

ENG 1101	Technical Communications	3	0	0	3
PSY 206	Applied Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	0	0	6

ELECTIVES: 0

WORK EXPERIENCE: 0

TOTAL CREDITS: 71

SUGGESTED SEQUENCE FOR  
AUTOMOTIVE MECHANICS (V-003)

Course Title

First Quarter (Fall)

AUT 1101 Internal Combustion Engines  
AUT 1000 Technical Service Manuals  
MAS 100 Master Student  
ENG 1101 Communication Skills

Second Quarter (Winter)

AUT 1122 Automotive Electronics/Control Systems  
PHY 1101 Applied Science I  
PSY 206 Applied Psychology  
EDP 104 Introduction to Computers  
MAT 1101 Fundamentals of Mathematics

Third Quarter (Spring)

AUT 1102 Engine Electrical and Fuel Systems  
BPR 1108 Basic Mechanical Schematics Diagram  
AUT 1123A Automotive & Chassis & Suspension Systems  
AUT 1121 Braking Systems

Fourth Quarter (Summer)

AUT 1123B Automotive and Chassis and Suspension  
Systems  
AUT 1124 Automotive Power Train Systems  
AUT 1128 Automotive Air Conditioning  
BUS 1103 Small Business Operations

PAMLICO COMMUNITY COLLEGE - PAMLICO COUNTY HIGH SCHOOL  
AUTOMOTIVE MECHANICS PROGRAM  
First Year

Fall Quarter

AUT 1101	Internal Combustion Engine	8
AUT 1000	Technical Service Manuals	<u>2</u>
		10

Winter Quarter

PHY 1101	Applied Science I	3
AUT 1122	Automotive Electronics/Control Systems	<u>5</u>
		8

Spring Quarter

BPR 1108	Basic Mechanical Schematics Diagram	2
AUT 1102	Engine Electrical and Fuel System	<u>8</u>
		10

(Class hours, 41 hrs. x 11 wks = 451)

Two elective - high school units 28

Second Year

Fall Quarter

AUT 1123A	Automotive Chassis and Suspension Systems	5
AUT 1121	Braking Systems	<u>3</u>
		8

Winter Quarter

AUT 1123B	Automotive Chassis and Suspension Systems	5
EDP 104	Introduction to Computers	<u>4</u>
		9

Spring Quarter

AUT 1124	Automotive Power Trains	<u>7</u>
		7

(Class hours, 41 hrs. x 11 wks = 451)

Two Elective - high school units 23

Complete Vocational Diploma, after high school graduation

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, computer operations; 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, obtaining vital signs, taking medical histories, assisting with examinations and treatments, performing routine laboratory procedures including electrocardiograms, sterilizing instruments and equipment for office procedures, and instructing patients in x-ray and laboratory examinations.

COURSE AND HOUR REQUIREMENTS:

TITLE	CLASS	LAB	SHOP CLIN	CREDIT
<u>Major Courses</u>				
BIO 1111 Basic Health Science	5	2	0	6
BUS 129 Accounting Essentials	3	2	0	4
MED 100 Pharmacology	2	0	0	2
MED 103 Orientation to Medical Assisting	2	0	0	2
MED 141 Medical Terminology and Vocabulary I	3	0	0	3
MED 142 Medical Terminology and Vocabulary II	3	0	0	3
MED 143 Medical Terminology and Vocabulary III	3	0	0	3
MED 202 Medical Office Practice	1	0	21	8
MED 218 Medical Law and Ethics	3	0	0	3
MED 1103 Human Relation/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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		38	22	21	56

Related Courses

BUS 102	Keyboarding	3	2	0	4
EDP 104	Introduction to Computers	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		6	4	0	8

General Education

ENG 101	Composition and Grammar I	3	0	0	3
ENG 102	Composition and Grammar II	3	0	0	3
MAS 100	Master Student	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		7	2	0	8

WORK EXPERIENCE: 0

ELECTIVES: 0

TOTAL CREDITS: 72

**SUGGESTED SEQUENCE**

First Quarter (Fall)

MED 103 Orientation to Medical Assisting  
 BIO 1111 Basic Health Science  
 MED 141 Medical Terminology & Vocabulary I  
 MED 1103 Human Relations/The Health Professional  
 BUS 102 Keyboarding  
 ENG 101 Composition and Grammar I  
 MAS 100 Master Student

Second Quarter (Winter)

MED 142 Medical Terminology and Vocabulary II  
 MED 218 Medical Law and Ethics  
 MED 3400 Medical Office Administration I  
 BUS 129 Accounting Essentials

ENG 102 Composition and Grammar II  
EDP 104 Introduction to Computers

Third Quarter (Spring)

MED 143 Medical Terminology and Vocabulary III  
MED 1105 Exam Room Procedures  
MED 1106 Lab Procedures  
MED 3415 Medical Office Administration II  
MED 100 Pharmacology

Fourth Quarter (Summer)

MED 202 Medical Office Practice

COURSE DESCRIPTIONS

ANT 100 INTRODUCTION TO ANTHROPOLOGY 5 0 0 5  
(Same as ECU ANTH 1000)

A general introduction to anthropological studies of man and his culture.

ANT 201 SOCIETIES AROUND THE WORLD 5 0 0 5  
(Same as ECU ANTH 2010)

Enthnographic survey of world culture areas showing similarities and variations in culture patterns.

ART 100 COLOR AND DESIGN 5 0 0 5  
(Same as ECU ART 1001)

Color theory and design principles. Open to non-art majors only.

AUT 1000 TECHNICAL SERVICE MANUALS 1 2 0 2

General introduction to technical service manuals designed to help students develop skills in technical manual research. Emphasis is placed on reading popular automotive journals, specification and repair manuals, and yearly technical updates.

AUT 1101 INTERNAL COMBUSTION ENGINE 6 0 6 8  
 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.

AUT 1102 ENGINE ELECTRICAL AND FUEL SYSTEM 6 0 6 8  
 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 systems.

AUT 1121 BRAKING SYSTEMS 2 0 3 3  
 Principles and functions of automotive braking systems with practical instruction in adjustment and repair of master cylinders, fluid lines, and power assist systems, as well as lining and rotor, and drum repair.

AUT 1122 AUTOMOTIVE ELECTRONICS AND CONTROL SYSTEMS 4 0 3 5  
 Introduces students to systems used to control automobiles and their related components. This will aid students in developing skills in diagnosing and repairing these systems with the use of test equipment, schematics, technical manuals and specifications.

AUT 1123A AUTOMOTIVE CHASSIS AND SUSPENSIONS 3 0 6 5  
 Principles and functions of the components of the automotive chassis. Adjustment and repair of suspension and steering. Study of shock absorbers, springs, steering systems, steering linkage and front ends.

AUT 1123B AUTOMOTIVE CHASSIS AND SUSPENSIONS 3 0 6 5  
 Continuation of AUT 1123A.

AUT 1124 AUTOMOTIVE POWER TRAIN SYSTEMS	4	0	9	7
Principles and functions of automotive power train systems; clutches, standard transmissions and automatic transmissions, torque converters, drive shaft assemblies, rear axles, and differentials, identification of trouble, servicing and repair.				
AUT 1128 AUTOMOTIVE AIR CONDITIONING	2	0	6	4
A thorough study in the principles of heating and air conditioning for automobile occupants comfort. A study of component parts, operating and testing principles, system controls, and the safety necessary for proper handling of refrigerants.				
BIO 099 INTRODUCTION TO SCIENCE	5	0	0	5
An introduction to basic biological principles with emphasis on the metric system, chemical structures, cellular organization, and general anatomy and physiology. This course is designed to prepare students with little science background for more rigorous science course work. Prerequisite: None.				
BIO 150 GENERAL BIOLOGY (Same as ECU BIOL 1050)	5	0	0	5
A college biology course for non-biology majors. Molecular basis of biology, bioenergetics, control systems, reproduction and development, genetics, diversity, evolution, and ecosystems. Prerequisite: None.				
BIO 151 GENERAL BIOLOGY LAB (Same as ECU BIOL 1051)	0	4	0	2
Applications of principles learned in BIO 150. Prerequisite: None. Corequisite: BIO 150.				
BIO 160 ENVIRONMENTAL BIOLOGY (Same as ECU BIOL 1060)	6	0	0	6
A basic study of the relationships of organisms with each other and their environment. Basic ecological problems, principles, and solutions will be presented. Prerequisite: None.				

BIO 161 ENVIRONMENTAL BIOLOGY LAB (Same as ECU BIOL 1061)	0	4	0	2
An optional laboratory or field course offered to provide a more indepth look at habitats. Prerequisite: None. Corequisite: BIO 160.				
BIO 210 FUNDAMENTALS OF MICROBIOLOGY (Same as ECU BIOL 2110)	3	0	0	3
A general study of microorganisms and their importance to humans, with special emphasis on their fundamental life processes, including an introduction to epidemiology and immunology. Prerequisites: Six hours of biology and twelve hours of chemistry. Corequisite: BIO 211.				
BIO 211 FUNDAMENTALS OF MICROBIOLOGY LAB (Same as ECU BIOL 2111)	0	6	0	3
Applications of principles learned in BIO 210. Prerequisites: Six hours of biology and twelve hours of chemistry. Corequisite: BIO 210.				
BIO 213 SURVEY OF HUMAN PHYSIOLOGY AND ANATOMY I	3	2	0	4
A survey of the functional anatomy and normal physiology of human organ systems. Prerequisite: BIO 150 and BIO 151.				
BIO 214 SURVEY OF HUMAN PHYSIOLOGY AND ANATOMY II	3	2	0	4
Continuation of BIO 213. Prerequisite: BIO 213.				
<b>BIO 213 and 214 combined are equivalent to ECU BIOL 2130 and 2131.</b>				
BIO 1111 BASIC HEALTH SCIENCE	5	2	0	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.				



BPR 1108 BASIC MECHANICAL SCHEMATICS DIAGRAMS 1 2 0 2

The study of the automobiles schematics and hydraulic circuits with the student showing competency in understanding threads and fasteners, dimensioning and tolerances, gear and cams, and general interpretation of electrical, mechanical and vacuum circuits drawings.

✓ BUS 101 INTRODUCTION TO BUSINESS 5 0 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 0 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, business letters and simple horizontal and vertical centering.

BUS 103 DOCUMENT FORMATTING 3 2 0 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 0 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 45 GWAM for five minutes with a maximum of five errors. Prerequisite: BUS 103 or equivalent.

BUS 110 ELECTRONIC CALCULATORS	1	2	0	2
Students will receive training in techniques, processes, operation, and application of electronic calculators with emphasis on touch addition.				
BUS 112 RECORDS MANAGEMENT	3	0	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.				
BUS 113 WORD PROCESSING I	2	2	0	3
Students are introduced to the basic concepts of word processing and text editing. The course enables the student to develop competency in using WordPerfect, a widely used software package. Prerequisite: BUS 102 and EDP 104.				
BUS 115 BUSINESS LAW I	3	0	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	0	3
Includes the study of laws pertaining to bailments, sales, risk bearing, partnerships, and corporations, mortgages, and property rights. Prerequisite: BUS 115.				
<del>BUS 120 ACCOUNTING I</del>	3	2	0	4
<del>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: MAT 110, except for students in the accounting curriculum.</del>				
<del>BUS 121 ACCOUNTING II</del>	3	2	0	4
<del>A continuation of BUS 120. Study will be devoted to receivables, inventories, depreciation, deferrals, accruals, systems, control, and payroll taxes. Prerequisite BUS 120.</del>				

BUS 122 ACCOUNTING III 3 2 0 4  
 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 129 ACCOUNTING ESSENTIALS 3 2 0 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 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.

BUS 162 FUNDAMENTALS OF REAL ESTATE:  
 SALESMAN 6 0 0 6  
 This course consists of instruction in basic real estate principles and practices, including real estate law, financing, brokerage, closing, valuation, management, taxation and mathematics. Also included is instruction on construction, land use, property insurance, and the North Carolina Real Estate License Law and Rules/Regulations of the North Carolina Real Estate Commission.

BUS 212 MACHINE TRANSCRIPTION 2 2 0 3  
 Students are given training in transcribing from voice recording in order to produce mailable copy. The course enables the student to develop competency in listening, proofreading, grammar, word usage, and spelling. Prerequisite: BUS 103 or equivalent.

BUS 214 ADMINISTRATIVE OFFICE PROCEDURES 3 2 0 4  
 Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include the following: setting priorities, editing, using a tickler file, using references, preparing tables and graphs, making work related decisions, handling mail, telephone techniques, analyzing information, and composing correspondence. Prerequisite: BUS 104 and BUS 113.

✓BUS 218 COMPUTERIZED ACCOUNTING 2 2 0 3  
 Provides the student with the skills necessary to implement and use a computerized general ledger accounting system. Applications include chart of accounts, journal entries, a trial balance, adjusting and closing entries, and the preparation of financial statements. Prerequisite: BUS 121.

BUS 221 INTERMEDIATE ACCOUNTING I 5 0 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 0 5  
 Continuous emphasis on development of financial statement with special attention given to non-current 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 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 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 226 PERSONAL FINANCE 3 0 0 3  
A study of the personal financial problems of the career employee. Emphasis is placed on budgeting, borrowing, charge accounts, installment buying, insurance, taxes and investing. The course should help the student use time, energy, and money to get the most out of personal income.
- ✓ BUS 229 TAXES I 5 0 0 5  
A study of payroll and individual taxes at the Federal and State levels. Prerequisite: MAT 110.
- BUS 230 TAXES II 3 0 0 3  
A study of taxes and tax problems as they relate to proprietors, partnership, and corporations. Prerequisite: BUS 120 and 229.
- BUS 232 SALES DEVELOPMENT 3 0 0 3  
A study of consumer selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Students will view motivational and practical instruction from leading sales professionals via video.
- BUS 233 INTRODUCTION TO RETAILING 3 0 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 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 101.
- BUS 236 BUSINESS MANAGEMENT II 3 0 0 3  
This course is a continuation of BUS 235 with emphasis on



the management functions as tools in decision making.  
Prerequisite: BUS 235 or permission of instructor.

BUS 237 MANAGING HUMAN RESOURCES 3 0 0 3  
A course designed to introduce basic concepts in personnel practices, functions, and organization of human resource programs. Particular attention is given to job evaluation, selection, placement, training, performance checking, and employee services. Prerequisite: BUS 101.

BUS 239 MARKETING 5 0 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. The course is segmented by the four P's of marketing. Prerequisite: BUS 101.

BUS 243 ADVERTISING 3 0 0 3  
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: BUS 101.

BUS 252 PAYROLL ACCOUNTING 3 0 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 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	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: BUS 101.				
BUS 273 WORD PROCESSING II	3	2	0	4
This course introduces the advanced concepts of word processing. Students will complete lab assignments using the advanced features of WordPerfect. Prerequisite: BUS 113 or Equivalent.				
BUS 285 SMALL BUSINESS APPLICATION	3	0	0	3
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. Composing a business plan is the major requirement of this course. Prerequisite: Consent of the instructor.				
BUS 1103 SMALL BUSINESS OPERATIONS	1	2	0	2
An introduction to the business world, problems of business operations, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and office, methods of improving business, and employer-employee relationships.				
CHM 120 BASIC GENERAL AND ORGANIC CHEMISTRY	6	0	0	6
(Same as ECU CHEM 1120)				
An elementary course in general and organic chemistry. Prerequisite: Math placement test.				
CHM 121 BASIC GENERAL AND ORGANIC CHEMISTRY				
LAB	0	4	0	2
(Same as ECU CHEM 1121)				
Four laboratory hours per week. Corequisite: CHM 120.				

CHM 260 BASIC BIOCHEMISTRY 5 0 0 5  
(Same as ECU CHEM 2620)

A study of the chemistry and intermediary metabolism of lipids, carbohydrates, proteins, vitamins, and nucleic acids. Prerequisite: CHM 120. Corequisite CHM 261.

CHM 261 BASIC BIOCHEMISTRY LAB 0 4 0 2

(Same as ECU CHEM 2621)

Applications of principles learned in CHM 260.

Prerequisite: CHM 120. Corequisite CHM 260.

COE 101-106 COOPERATIVE EDUCATION WORK EXPER. 0 10-20 0 1-2

Students receive practical experience in an on-the-job training program in selected businesses. Students are placed on the job and supervised by the cooperative education coordinator and are provided training by the business. Students receive pay and credit. Hours of work are arranged on an individual basis, internship ranges from a minimum of 110 to a maximum of 220 working hours with one academic credit awarded for each 110 hours of work experience completed. Prerequisite: One year as a full-time student at PCC or permission of the Coordinator of Cooperative Education.

DFT 101 TECHNICAL DRAFTING 1 2 0 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.

ECO 102 ECONOMICS I 3 0 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.

ECO 103 ECONOMICS II 3 0 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.

EDP 100 MICROCOMPUTERS AND APPLICATIONS 2 2 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.

✓ EDP 104 INTRODUCTION TO COMPUTERS 3 2 0 4  
A survey course in computers; topics include modern applications of computers, historical highlights, types of computers, hardware, and software. The basics of word processing, spreadsheets, data bases, and graphics are covered. Prerequisite: None.

EDP 116 MICROCOMPUTER APPLICATIONS 3 2 0 4  
This course is for non-MCS majors. The course covers the basic and advanced elements of word processing, spreadsheets, data base, and graphics software. This course may not be counted towards a major in Microcomputer Systems Technology. Prerequisite: EDP 104 or consent of instructor.

ELC 105 DC, AC THEORY, CIRCUITS, MACHINES 12 6 0 15  
A study of the electrical structure of matter, electron theory, and magnetism; the relationship between voltage,



current and resistance in series, parallel, and series-parallel circuits. The study includes R L C circuits, DC generators and motors, and AC motors and transformers. Prerequisite: None.

ELC 115 MACHINE CONTROL SYSTEMS 4 0 12 8  
The study of industrial process controls, repairs, and maintenance. Topics of discussion include circuits, pilot control systems, reduced voltage starting/control, an introduction to solid state power control, and ladder logic. Prerequisite: ELC 105.

ELC 123 ELECTRICAL INSTALLATIONS 1 0 6 3  
This course is intended to familiarize the student with the tools, terms, and standard methods used by the field technician. Codes, standards, plans, specifications, and safety required in the planning and execution of electrical installation will be covered. Technicians will be required to apply their theoretical knowledge in a practical manner. Prerequisite: None.

ELC 126 INTERPRETING NATIONAL ELECTRICAL CODE 5 0 0 5  
This course is designed to introduce apprentices, electrical students, and mechanics in associated trades to the essential knowledge of the National Electrical Code. Background information on the code, its origin, and discussion of the principle articles of Chapters 1, 2, 3, 4 and 9 in the National Electrical Code for solving typical field problems, will be covered. Procedures to ensure safe, reliable installation of electrical equipment and circuits in systems of 600 volts or less will be included. Prerequisite: None.

ELC 223 PROGRAMMABLE LOGIC CONTROLLERS 7 8 0 11  
An introductory course on programmable controllers designed to familiarize the student with the electronic control of automation systems and the terms, principles, techniques and effort used to automate processes. Actual mechanical hardware used in controlling automated systems will be used in lab work. Typical industrial applications for program



layout, control of fluid power systems, motors, sequence control, event sequencing and application of manual controls and safeties will be explored.

ELC 225 COMMERCIAL/INDUSTRIAL WIRING 6 10 0 11  
Planning, layout and installation of wiring systems in industrial complexes, with emphasis on blueprint reading, code requirements, materials listing, and work scheduling. Practical experience in wiring, conduit preparation, and system installation. Prerequisite: ELC 123.

ELC 240 TROUBLESHOOTING PROCEDURES/PRACTICE 2 2 3 4  
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 locating and correcting defects. Prerequisite: ELC 235.

ELN 119 INDUSTRIAL ELECTRONIC FUNDAMENTALS 6 8 0 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. Prerequisite: None.

ELN 218 DIGITAL FUNDAMENTALS 5 6 0 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. Prerequisite: ELN 119.

ELN 219 DIGITAL CONTROL SYSTEMS 5 6 0 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. Prerequisite: ELN 218.

- ✓ENG 098 READING FOR COMPREHENSION 3 0 0 3  
 Emphasis is placed on recognition of a main ideas and supporting details. The student learns to write outlines and summaries and apply them to reading assignments.
- ENG 099 REFRESHER ENGLISH 3 0 0 3  
 A study of the basic rules of grammar, sentence structure, paragraphing and composition.
- ✓ENG 101 COMPOSITION AND GRAMMAR I 3 0 0 3  
 Essential skills of standard written English and rhetorical devices to develop writing skills in expository and analytical writing. Essays of varying length on subjects drawn from readings in essays and short fiction.  
 Prerequisite: Satisfactory placement test score or ENG 098 or ENG 099.
- ✓ENG 102 COMPOSITION AND GRAMMAR II 3 0 0 3  
 Students will interpret and evaluate expository, narrative and creative writing through the study of short stories, drama and poetry. Emphasis will be on writing grammatically correct expository and argumentative themes and critical essays. Prerequisite: ENG 101 or ENG 110.
- ✓ENG 103 COMPOSITION AND GRAMMAR III 3 0 0 3  
 Students will read, analyze, and evaluate both novels and criticism for the purpose of developing a formally written, documented research paper. Techniques in library research will be employed. Prerequisite: ENG 102.
- ENG 105 LITERATURE APPRECIATION 5 0 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. Prerequisite: ENG 103 or consent of instructor.

ENG 107 DRAMA AND FILM 3 0 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. Prerequisite: ENG 103 or consent of instructor.

ENG 108 WOMEN IN LITERATURE 3 0 0 3  
A survey of literature by and about women. Readings will be selected that illustrate the traditional role of women in literature as well as their contribution to the field. Both literary and popular authors will be studied. Prerequisite: ENG 103 or consent of instructor.

ENG 110 COMPOSITION 5 0 0 5  
(Same as ECU ENGL 1100)  
Readings and essay assignments designed to introduce principles of expository writing and their application to various writing tasks. Emphasis on methods of organization; techniques for developing unified, well-supported paragraphs and essay; grammatical conventions, proofreading and editing skills; and other important aspects of the writing process. Prerequisite: Acceptable placement score or ENG 099.

ENG 120 COMPOSITION 5 0 0 5  
(Same as ECU ENGL 1200)  
Instruction in critical reading, library research, and research writing, including analytical and argumentative writing. Prerequisite: ENG 110 or ENG 102.

ENG 204 ORAL COMMUNICATIONS 3 0 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 103 or consent of instructor.

ENG 210 MAJOR BRITISH WRITERS 5 0 0 5  
(SAME AS ECU ENGL 2100)

Major works of American Literature. Prerequisite ENG 120 or ENG 103.

ENG 211 ADVANCED COMPOSITION 5 0 0 5

An advanced study of skills and techniques used in various kinds of writing and researching. Prerequisite ENG 120 or ENG 103.

ENG 220 MAJOR AMERICAN WRITERS 5 0 0 5  
(Same as ECU ENGL 2200)

Major works of American literature before World War II. Prerequisite ENG 110 or ENG 103.

ENG 275 CREATIVE WRITING POETRY/FICTION 3 0 0 3

A basic workshop course in creative writing, geared to the needs and interests of students. Informal class discussions of student work and individual conferences with instructor. Selected readings and techniques of creative writing. Prerequisite: ENG 103 or consent of instructor.

FRE 101 FRENCH LEVEL I 5 0 0 5  
(Same as ECU FREN 1001)

Laboratory work required. Intensive training in the basic skills of understanding, speaking, reading, and writing French, with focus on the life and culture of the French-speaking world. Prerequisite for 1001: No previous study of French or placement in 1001 by French placement test.

FRE 102 FRENCH LEVEL II 5 0 0 5  
(Same as ECU FREN 1002)

Further intensive training in the basic skills of understanding, speaking, reading, and writing French, with focus on the life and culture of the French-speaking world. Prerequisite: FRE 101

GEO 100 INTRODUCTION TO GEOGRAPHY	5	0	0	5
(Same as ECU GEOG 1000)				
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.				
GEL 150 PHYSICAL GEOLOGY	5	0	0	5
(Same as ECU 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.				
GEL 151 PHYSICAL GEOLOGY LAB	0	4	0	2
(Same as ECU GEOL 1501)				
An introduction to the study, classification, and identification of common minerals and rocks of the earth's crust; the study of various topographic features as revealed on topographic maps and aerial photographs; and the study of geologic structures as seen on geologic maps, structural cross sections, and aerial photographs. Corequisite: GEL 150.				
HEA 100 HEALTH IN MODERN SOCIETY	3	0	0	3
(Same as ECU 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.				
HIS 103 WORLD CIVILIZATION TO A.D. 1500	5	0	0	5
(Same as ECU HIST 1030)				
The development of civilization from prehistory to the reformation.				
HIS 104 WORLD CIVILIZATIONS SINCE A.D. 1500	5	0	0	5
(Same as ECU HIST 1031)				
World civilizations since AD 1500 and their economic, social, cultural, and political development.				



HIS 105 AMERICAN HISTORY TO 1877	5	0	0	5
(Same as ECU HIST 1050)				
The history of the United States from the discovery of America in 1492 to the end of the Reconstruction.				
HIS 106 AMERICAN HISTORY SINCE 1877	5	0	0	5
(Same as ECU HIST 1051)				
The history of the United States from Reconstruction to the present.				
ISC 105 INDUSTRIAL SAFETY	2	0	0	2
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.				
MAS 100 MASTER STUDENT	1	2	0	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.				
MAT 095 REFRESHER MATHEMATICS	5	0	0	5
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 mathematics phraseology. Prerequisite: Satisfactory placement test score.

MAT 097 PREALGEBRA 5 0 0 5  
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 or MAT 095.

✓MAT 101 GENERAL MATHEMATICS 3 0 0 3  
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: Satisfactory placement test score or MAT 095.

✓MAT 102 ELEMENTARY ALGEBRA 5 0 0 5  
Problem solving using signed numbers, algebraic expressions, equations, and inequalities with emphasis on applications and using programmable graphics calculators and microcomputers as mathematical tools. Prerequisite: Satisfactory placement test score or MAT 097.

MAT 104 INTERMEDIATE ALGEBRA 5 0 0 5  
(Same as ECU MATH 0045)  
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 function notation round out the course. Prerequisite: Satisfactory placement test score or MAT 097 or MAT 102.

MAT 106 COLLEGE ALGEBRA 5 0 0 5  
(Same as ECU MATH 1065)

This course covers algebraic expressions, linear and quadratic equations, inequalities, relations and functions. Prerequisite: Appropriate score on MATH pre-test.

MAT 107 APPLIED MATHEMATICS FOR DECISION  
MAKING 5 0 0 5  
(Same as ECU MATH 1066)

Develops skills in formulating models for and interpreting solutions to business word problems. Topics include linear equations, non-linear equations, systems of linear equations, applications of matrix algebra, and applied basic differential calculus. Prerequisite: Appropriate score on MATH pre-test.

✓MAT 110 BUSINESS MATHEMATICS 3 0 0 3

This course stresses the fundamental operations of mathematics and their application to business problems including interest, discounts, markup, inventory, depreciation, financial statements, present and future value, amortization and sinking funds. Prerequisite: MAT 101.

MAT 111 TECHNICAL MATHEMATICS I 5 0 0 5

This course begins with a review of basic arithmetic and algebra concepts and then covers the solving of linear equations and inequalities, an introduction to geometry, and the graphing of functions. It concludes with right angle trigonometry and trigonometric functions of any angle. Prerequisite: Satisfactory placement test score or MAT 097.

MAT 112 TECHNICAL MATHEMATICS II 5 0 0 5

This course covers algebraic topics including factoring, algebraic fractions, exponents, roots, radicals, quadratic equations, logarithms, and simultaneous linear equations. Additional topics from geometry, vectors, trigonometric curves, and complex numbers complete the course sequence. Prerequisite: MAT 111.

MAT 211 ELEMENTS OF CALCULUS 5 0 0 5  
 (Same as ECU MATH 2119)  
 Elementary differentiation and integration techniques.  
 Proofs are not emphasized. Prerequisite: MAT 106, MAT 107  
 or MAT 212.

MAT 212 BASIC CONCEPTS OF MATHEMATICS 5 0 0 5  
 (Same as ECU MATH 2127)  
 The system of real numbers and subsystems and their  
 properties from an algebraic viewpoint. Statistics and  
 number theory are also introduced. Prerequisite:  
 Appropriate score on MATH pre-test.

MAT 213 BASIC CONCEPTS OF MATHEMATICS 3 0 0 3  
 (Same as ECU MATH 2129)  
 Methods and language of geometry and the relationship of  
 geometry to the real world. Prerequisite: MAT 212.

MAT 228 STATISTICS FOR BUSINESS 5 0 0 5  
 (Same as ECU MATH 2283)  
 Sampling and probability distributions, measures of central  
 tendency and dispersion, hypothesis testing, chi-square,  
 regression. Prerequisite: MAT 106, MAT 107, or MAT 212.

MAT 1101 FUNDAMENTALS OF MATHEMATICS 5 0 0 5  
 (Automotive Mechanics)  
 This course covers basic arithmetic topics such as addition,  
 subtraction, multiplication, and division of whole numbers,  
 fractions, and decimals; powers and roots; percents and  
 percentages; and ratios and proportions. There is in-depth  
 application of formulas and equations used in the trade,  
 plus English and metric measurement and measurement of areas  
 and volumes. The use of graphs and preparation of invoices  
 rounds out the course. Prerequisite: Satisfactory  
 placement test score or MAT 095.

✓MCS 126 INTEGRATED SOFTWARE 3 2 0 4  
 The study of graphical user interface (GUI) software; upon  
 completion the student will know the distinction between GUI  
 type applications and traditional text-based applications.



Hands-on experience will be acquired through the use of graphical operating environment software. Prerequisite: EDP 104 or consent of instructor.

MCS 131 MICROCOMPUTER OPERATING SYSTEMS                   3    2    0    4  
A course in PC operating systems. Various operating systems will be discussed; the MS-DOS operating system will be explored in-depth through hands-on experience. Prerequisite: EDP 104.

MCS 205 MICROCOMPUTER GRAPHICS                           2    2    0    3  
The student will develop proficiency in business graphics development through extensive hands-on experience using a major business graphics software package. Emphasis will be on numeric charts and text charts. Prerequisite: EDP 104.

MCS 227 OFFICE AUTOMATION SYSTEMS                       3    0    0    3  
This course is a study of the integration of office functions through electronic processes. A few of the topics are word processing, E-mail, and electronic filing. Prerequisite: BUS 113, MCS 241, and MCS 245 or permission of the instructor.

MCS 235 MICROCOMPUTER HARDWARE                         3    0    0    3  
A study of the selection, installation and maintenance of microcomputer hardware. Some of the topics are microprocessors, co-processors, floppy drives, hard drives, and printers. Prerequisite: MCS 131.

MCS 240 DESKTOP PUBLISHING                               3    2    0    4  
The student will develop proficiency in the use of desktop publishing software. Some of the topics covered are the creation of newsletters, flyers, and brochures. Prerequisite: EDP 104 or consent of instructor.

MCS 241 SPREADSHEET APPLICATIONS                       3    2    0    4  
The student will develop proficiency in spreadsheets development through extensive hands-on experience using one or more major spreadsheet software packages. Prerequisite: EDP 104.



MCS 242 DATA COMMUNICATIONS	1	2	0	2
This course covers the basics of data communications. The essential hardware and software of data communications is studied. Included among the topics are transmission modes and protocols. Prerequisite: EDP 104.				
MCS 245 DATABASE MANAGEMENT SYSTEMS	3	2	0	4
A course in database management software. Among the topics are database creation and maintenance. Extensive hands-on experience will be acquired through the use of a major database management system software package. Prerequisite: EDP 104.				
MCS 250 LOCAL AREA NETWORKS	3	0	0	3
A survey course in local area networks. Topics include planning, management, software, hardware, and topologies. Prerequisite: MCS 131.				
MCS 260 TRENDS AND ISSUES IN MICROCOMPUTER TECHNOLOGY	3	0	0	3
A study of current trends and issues in microcomputer technology; students will gain depth through reviewing current computer literature and participating in informal discussions. Prerequisite: to be taken during the <u>last</u> quarter of a student's program; exceptions may be requested and approved/disapproved at the discretion of the instructor.				
MED 100 PHARMACOLOGY	2	0	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 and have completed BIO 1111.				

MED 103 ORIENTATION TO MEDICAL ASSISTING 2 0 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.

MED 141 MEDICAL TERMINOLOGY AND VOCABULARY I 3 0 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.

MED 142 MEDICAL TERMINOLOGY AND VOCABULARY II 3 0 0 3

A continuation of MED 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: MED 141.

MED 143 MEDICAL TERMINOLOGY AND VOCABULARY III 3 0 0 3

A continuation of MED 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: MED 141 and MED 142.

MED 202 MEDICAL OFFICE PRACTICE 0 21 9

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. Students will meet with instructor one hour each week to discuss experiences and problems encountered during their practicum.  
Prerequisite: Previous three quarters.

MED 218 MEDICAL LAW AND ETHICS 3 0 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.

MED 1103 HUMAN RELATIONS/THE HEALTH PROFESSIONAL 3 0 0 3  
Upon completion of this course the student will be able to recognize the complexity and the importance of the physical, intellectual, social and emotional dimensions of man. The student will be aware of the complementary rolls of other health professionals as well as identify the dynamics of the health professional-patient relationship.

MED 1105 EXAM ROOM PROCEDURES 3 8 0 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 of Medical Assisting.

MED 1106 LAB PROCEDURES 2 6 0 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 of Medical Assisting.

MED 3400 MEDICAL OFFICE ADMINISTRATION I 2 4 0 4

In this course, the student will be introduced to material that is routinely transcribed in a medical office. Upon completion the student should be competent in medical transcription.

MED 3415 MEDICAL OFFICE ADMINISTRATION II 3 0 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.

MUS 208 MUSIC APPRECIATION 3 0 0 3

(Same as ECU 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.

NUR 100 NURSING PERSPECTIVES 2 0 0 2

(Same as ECU NURS 1000)

Surveys nursing history and development as part of the health care system, especially in the areas of education, practice, and controls.

PHI 111 INTRODUCTION TO PHILOSOPHY 5 0 0 5

(Same as ECU PHIL 1110)

An introduction to some of the main philosophical questions about knowledge, existence, and value, e.g. What can we be certain of? Does God exist? What is the difference between right and wrong? Selected readings from major philosophers.

PHI 150 INTRODUCTION TO LOGIC 5 0 0 5

(Same as ECU PHIL 1500)

An introduction to the basic logical notions: statement, argument, validity, consistency, and proof. Various methods of analyzing these notions will be presented. Translation



of natural language statements into a logical system will be included, along with other topics.

PHY 101 INTRODUCTION TO PHYSICS 3 2 0 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.

PHY 1101 APPLIED SCIENCE I 2 2 0 3  
A study of basic science to include: basic physical principles, mechanics and machines, magnetism and electrical energy, heat energy and heat machines.

POL 101 NATIONAL GOVERNMENT 5 0 0 5  
(Same as ECU POLS 1010)  
American national government with emphasis on basic concepts, structure, powers, procedures, and problems.

PSY 100 INTRODUCTORY PSYCHOLOGY 5 0 0 5  
(Same as ECU PSYC 1000)  
A general survey of the fundamental principles underlying human behavior including introduction, learning, memory, development, physiological, motivation, social and abnormal behavior, and one or two additional topics as time permits.

PSY 206 APPLIED PSYCHOLOGY 3 0 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 a member of the general community.



PSY 232 DEVELOPMENTAL PSYCHOLOGY (Same as ECU PSYC 3206)	5	0	0	5
A survey of psychological development throughout the life span, with emphasis on perceptual, cognitive, social, and personality development. Prerequisite PSY 100.				
SOC 102 COURTSHIP AND MARRIAGE (Same as ECU SOCI 1025)	5	0	0	5
Designed to introduce freshman students to critical thinking and empirical knowledge relative to affectional involvement.				
SOC 110 MARRIAGE AND FAMILY RELATIONS (Same as ECU CDFR 1103)	5	0	0	5
Marriage and family as functional relationships in which individuals love, grow, and share through communication, sexuality, and other human interrelationships.				
SOC 211 INTRODUCTION TO SOCIOLOGY (Same as ECU SOCI 2110)	5	0	0	5
The nature, concepts, and principles of sociology; society, culture socialization, groups, institutions and organization, the class system, social change, and social processes.				

### 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 \$30.00 is charged for all occupational classes and \$15.00 for 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, rescue and law enforcement personnel.

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

**Eligibility:** To be eligible to enroll in courses at 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 10p.m.

### COURSE REPEAT POLICY

Students who take an occupational extension course more than twice within a five-year period shall pay their cost for the course based on the amount of funds generated by a student membership hour for occupational extension multiplied by the number of actual hours the class is to be taught.

Students may repeat occupational extension courses more than once if the repetitions are required for certification, licensure, or recertification.

## 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 businesses, 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	Leadership & Supervisory Skills
Typing (Keyboarding)	Hotel-Motel Management
Cashier Training	Applewriter
Computer Applications	Introduction to Computers
Real Estate Sales	Appleworks

Real Estate Appraisal	Wordperfect
Real Estate Finance	Real Estate Brokerage Operations
Job Survival Skills	Word Processing on IBM
Federal Job Skills	How to Start A Small Business
Career Choices	Bookkeeping For Small Businesses
Notary Public Education	Advertising & Marketing for Small
Medical Transcription	Businesses
and Terminology	Word Processing on Tandy

### 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

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

### 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.

#### 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	A Survey of Child Development
Appleworks	Physical Education, Grades K-6
Computer Applications	Introduction to Computers
Effective Teacher Training	Discipline Techniques for the
Word Processing on Tandy	Classroom

#### 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	Clam Shucking and Processing
Celestial Navigation	Fish and Crab Trap
Crab Processing	Gill Net and Haul Seine Construction
Fish Filleting	Marine Diesel Engines Repair & Maintenance
Outboard Motor Repair	Knotting and Splicing Fiber Rope
Oyster Processing	Marine Gasoline Engines Repair
Scallop Processing	Maintenance
Shrimp Processing	Marine Pipe Fitting and Plumbing
Net Making & Mending	Splicing & Rigging Wire Rope & Cable
Marine Radio and Communication	

#### 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 may be space within the College or leased space in the community.

Community 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 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 between 6:30 to 10:00p.m.; day classes usually meet once or twice a week from 9:00a.m. to 12:00noon or 1:00 to 4:00p.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.

- |                    |                            |
|--------------------|----------------------------|
| Drawing Techniques | Tole/Decorative Painting   |
| Fabric Painting    | Ceramics, Basic & Advanced |
| Portrait Painting  | Landscape Painting/Drawing |
| Oil Painting       | Sewing, Basic & Advanced   |
| Watercolor         | Model Boatbuilding         |
| Cake Decorating    | Sewing Crafts              |
| Needlecrafts       | Figure Painting/Drawing    |
| Oriental Cooking   | Furniture Refinishing      |
| Woodcrafts         | Quilting & Patchwork       |
| Needlepoint        | Pattern Alterations        |

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

- |           |                               |
|-----------|-------------------------------|
| Genealogy | Sunday School Teaching Skills |
|-----------|-------------------------------|

Landscaping  
Health and Wellness  
Creative Writing  
Hunter's Safety  
First Aid & CPR  
Celestial Navigation  
Stress Management  
Job Survival Skills  
Conversational Spanish  
Conversational French

Cancer Prevention Through  
Education  
Underwater Rescue & Retrieval  
Income Tax Preparation  
Aviation Ground School  
Captain's Course  
Photography  
Sign Language  
Effective Communication

### Community Events

Community Services brings to campus special events such as lectures, concerts and entertainment. In the recent past guest lecturers on the Middle East, on medical insurance and updating notaries have been featured, along with performances by the Menhaden Shantymen and the popular Panama Steel. These events are normally free and open to all area residents.

### **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 if they have a reading or math deficiency and/or have not completed high school. 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.

#### English as a Second Language

The ESL program provides classes to accommodate the enormously varied immigrant and refugee populations from other countries. Attention is given to both the cultural and linguistic needs of this program's students as instructors focus upon the formation of accurate, appropriate communication skill and upon the student's ability to function in the American adult community.

Students are placed in classes after appropriate assessment. Classes are offered at the beginning through advanced levels of ESL. The curriculum focuses on developing the basic language skills of reading, writing, speaking, and listening. Classes integrate English language instruction with topics that prepare students for everyday life, employment and citizenship. Materials used in classes present topics with cultural and social interests. Instructors use an array of instructional strategies to meet individual learning styles and to foster interest in learning.

#### **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**

Louise Muse - Chairman  
 Charles D. Hardison - Vice Chairman

**APPOINTED BY:**

<u>Commissioners of Pamlico County</u>	<u>Expiration of Term</u>
Brenda P. Harris	June 30, 1996
Charles P. Holton	June 30, 1997
Charles D. Hardison	June 30, 1994
Louise Muse	June 30, 1995
<u>Board of Education</u>	
George R. Brinson	June 30, 1996
Leland V. Brinson	June 30, 1997
Ida B. Ollison	June 30, 1994
James A. Mason, Sr.	June 30, 1995
<u>Governor</u>	
Daphne Yeomans	June 30, 1996
Paul J. Delamar	June 30, 1997
Lottie C. Caroon	June 30, 1994
R. Stephen Fontaine	June 30, 1995

**PAMLICO COMMUNITY COLLEGE FOUNDATION DIRECTORS**

Gladys Lee - President

Linda Brinson	Gary Collier	Charles P. Holton
Larry Gwaltney	Susan Gulko	Floyd Hardison
Richard Crystal	Ramona Game	E. Douglas Kearney, Jr.
Larry Prescott		

## ADMINISTRATIVE OFFICERS AND STAFF

- Dr. E. Douglas Kearney, Jr.....President  
B.S., Pembroke State University; M.A. East Carolina  
University; Ed.D., Nova University
- Gary Collier.....Business Manager  
B.S., Pembroke State University; M.A., Appalachian State  
University
- Joan Delamar.....Dean of Continuing Education  
A.B., University of N.C.; M.Ed, N. C. State University
- Dr. Thomas O. Fulcher.....Dean of Instruction  
A.B., Marshall University; M.Div., Duke University; Ed.D.,  
North Carolina State University
- Ramona Game.....Dean of Institutional Development  
B.S., M.A., East Carolina University, Additional  
Course work at Nova University
- Gail C. Johnson.....Dean of Learning Resource Center  
B.S., Appalachian State University; M.L.S., East Carolina  
University; Title IX Coordinator
- John T. Jones...Dean of Student Development Services and HRD  
B.S. East Carolina University; M.A., East Carolina  
University; Additional course work at N. C. State  
University and Appalachian State University

## GENERAL STAFF

- Glenn C. DeMunck.....Coordinator of Compensatory  
Education/Community Services  
B.S., Middle Tennessee State University, M.A., Central  
Michigan University
- Kathryn Gillenwater.....ABE/GED Instructor/Coordinator  
B.S., Atlantic Christian College

Benjamin F. Hardison, Jr..Admissions/Financial Aid Counselor  
B.S., East Carolina University; ADAAP, Yale University;  
M.S., Wayne State University, Additional Course work at  
Nova University

Thad A. Hart, Jr.....JTPA Coordinator/Job Counselor  
B.A., Psychology, East Carolina University

Margaret Jones.....Evening Supervisor  
A.A.S., General Office Technology, Pamlico Community  
College

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

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

Kimberly R. Peed.....Bookkeeper/Controller  
B.S.B.A., East Carolina University, Additional Course work  
at Central Michigan University

McElree Purifoy..Coordinator, Individualized Learning Center  
TH.B., Holmes College of the Bible; B.S., M.A.E., East  
Carolina University

Douglas Williams.....Computer System Administrator and  
Equipment Coordinator  
B.S. Computer Science, East Carolina University

#### FACULTY

Alton Amidon.....Mathematics  
B.S., University of New Hampshire; B.S., U. S. Naval  
Postgraduate School; M.S., Georgia Institute of Technology  
Additional course work at University of New Hampshire and  
Brigman Young University



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

Martin Gaither.....Business Administration  
M.A., Management and Supervision:Business Administration,  
Central Michigan University; B.S., Business  
Administration, Western Carolina University; Diploma,  
Mortuary Science, Gupton-Jones College of Funeral Services

Terry McCoy.....English  
B.S., Education, Tennessee Technological University; M.A.,  
English, Tennessee Technical University

Ivan Porter.....Industrial Electrical/Electronics  
Co-op Coordinator  
A.A.S., Electronic Engineer Technology; A.A.S. Electrical  
Engineering Technology; A.A.S., General Occupational  
Technology; A.A.S., Industrial Maintenance Technology;  
Vocational Diploma, Craven Community College

Patricia Potter.....General Office  
B.S., Atlantic Christian College

Donald Turner.....Accounting  
A.B., LaSalle University, Accounting; B.S., Western  
Carolina University; M.B.A., Berry College, Accounting,  
Economics

Lee White.....Microcomputer Systems Technology  
B.A., Computer Science, East Carolina University; M.A.Ed.,  
Business Education, East Carolina University

Shaun Willson.....Biology Instructor  
B.S., Business-Finance, University of North Carolina,  
Chapel Hill; M.S., Biology, East Carolina University

**SECRETARIAL STAFF**

- Myra Blue.....Learning Resource Center  
A.A.S., General Education, Pamlico Community College
- Jane Crary.....Secretary to President/Bookstore Coordinator
- Victoria Dees.....Institutional Development
- Carolyn Godwin.....Cashier/Purchasing Clerk  
A.A.S., Accounting, Pamlico Community College
- Cynthia Greene.....Continuing Education/Records  
A.A.S., General Office Technology, Pamlico Community  
College
- Sandra King.....Curriculum/Records  
A.A.S., General Office Technology, Pamlico Community  
College
- Patricia Lee.....Student Development Services/Records
- Susan Lee.....Accounting Clerk  
A.A.S., Business Administration, Pamlico Community College

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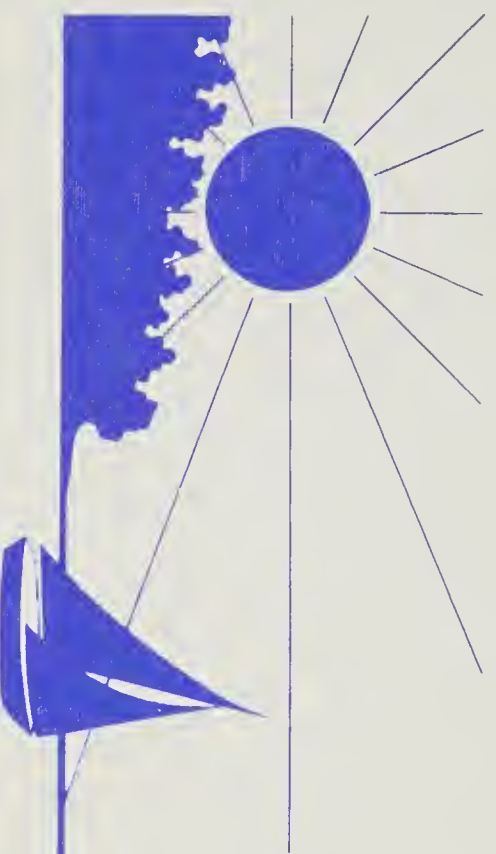
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