

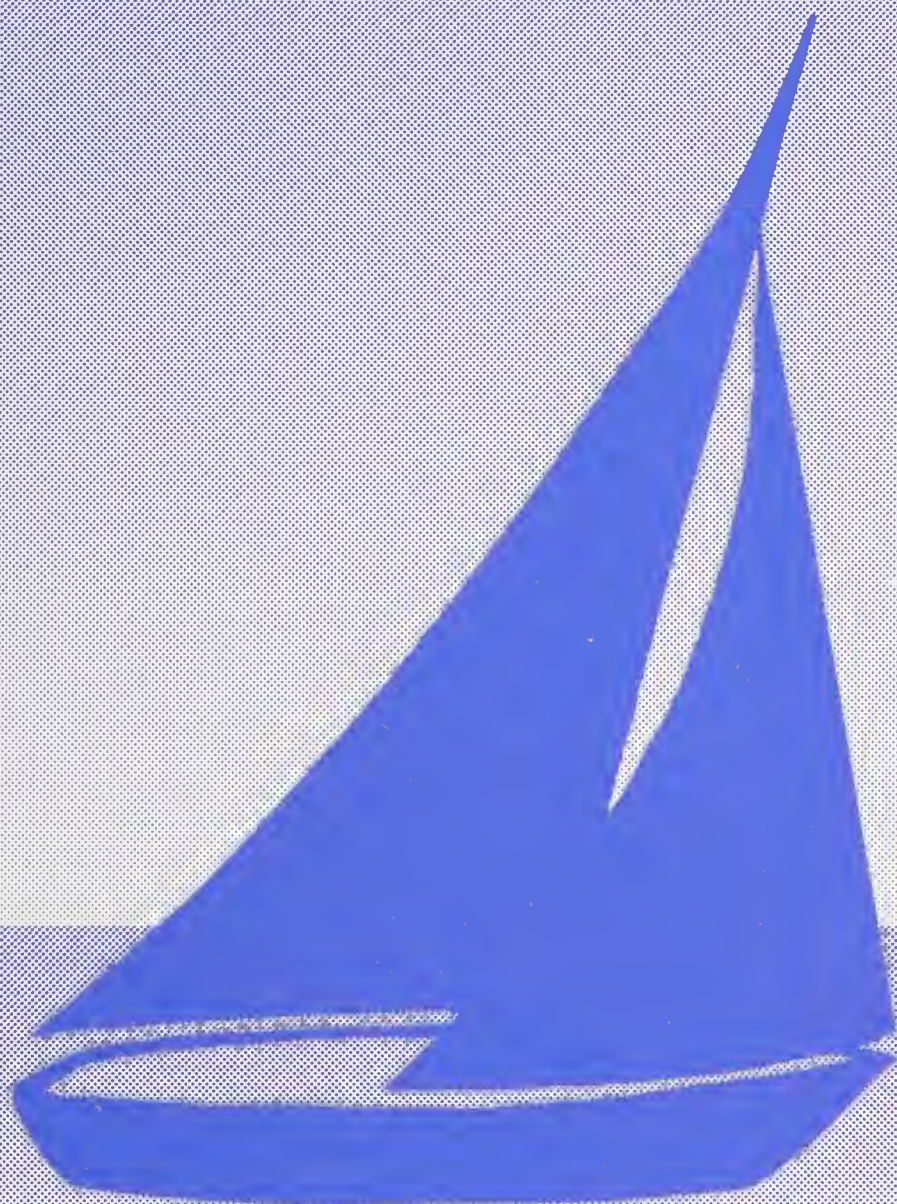
# PAMLICO

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## COMMUNITY COLLEGE

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GENERAL CATALOG  
1995-1997



Serving Pamlico County Since 1962

*"Where the sky and water meet the land."*





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Pamlico  
Community College

*General  
Catalog*

*1995 - 1997*

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.**

*PAMLICO COMMUNITY COLLEGE*  
*IS ACCREDITED*  
*BY THE COMMISSION ON COLLEGES OF THE*  
*SOUTHERN ASSOCIATION OF*  
*COLLEGES AND SCHOOLS;*

*IS APPROVED*  
*FOR THE TRAINING OF*  
*VETERANS AND ELIGIBLE DEPENDENTS;*

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

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*Grantsboro, NC 28529-0185*

*located on Highway 306 South*

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# CONTENTS

School Calendar	x
General Information	1-8
Philosophy	1
Purpose	1
Mission	1-2
Goals	2-3
History	3-7
Institutional Development	7-8
Planning, Research, Institutional Effectiveness	7
Marketing and Public Information	7-8
PCC Foundation	8
Program of Instruction	9-20
Educational Opportunities	9
Acceptance and Admission Information	9-20
Admissions	9
General Admission Statement	10
General Admissions Requirements	10-20
Non-High School Graduate	10-12
Application	12
Transcripts	12
Letter of Reference	12
Placement Testing	13
Interviews	13
Provisional Admission	13
Limited Enrollment Programs	13
Special Credit Enrollment	14
Transfer Students and Evaluation	14
Students with Handicaps	15
Readmission of Curriculum Students	15
Catalog of Record	15
Technical Curricula	15
General Education	16
Technical Programs Offered	16
Admissions Requirements for Technical Programs	16
Remedial Courses for Technical/General Ed. Students	17
Vocational Curricula (Diploma)	17
Diploma Programs Offered	17
Remedial Courses for Diploma Students	17

Cooperative Education Program	18
Senior College Transfer Information	18
Continuing Education	19
Individualized Learning Center	19-20
Adult Basic Education Program/GED	20
Academic Regulations	21-38
Residency	21
Student Classification	22
Advanced Placement Prior to Enrollment	22
Advanced Credit After Enrollment	23
Attendance	23-29
Inclement Weather Plan	24-25
Radio/TV Stations	24-25
Repeat Courses	25
Auditing	26
Academic Load	26
Grading System	26
Explanation of Grades	26-27
Grade Point Average (GPA) Calculation	27
Grade Report	27
Dropping/Adding and Withdrawals	27
Academic Warning and Dismissal Policy	28-29
Tuition and Fees	29
Non-Sufficient Funds (NSF) Check Policy	30
Student Accident Insurance	30
Refund Policy	30-32
100% Tuition Refund	30
75% Tuition Refund	31
Other Fees and Textbooks	31
Fee Paying Regulation	32
Textbooks and Supplies	32
Student Rights and Responsibilities	32
Student Conduct	33
Student Discipline	33-38
Student Involvement in Political Activities	33
Drug Abuse	34
Disruptive Activities	34
Plagiarism and Cheating	35
Student Appeal	36
College Property	37
Auto Regulations/Parking	37

Title IX Complaint Process	37
Dress Recommendations	37
Social Life	37
Food Service	38
Student Center	38
Health Services	38
Communicable Disease Policy	38
Financial Aid Consumer Information	39
Deans's List and Honor Roll	39
Requirements for Graduation	40-41
Degree Programs	41
Diploma Programs	41
Certificate	41
Scheduling of Courses	41
Student Development Services	41-43
Purpose and Philosophy	41
Goals and Objectives	42
Student Development Model	42
Academic Advising, Counseling	43-47
Academic Advising	43
Counseling Services	43
Orientation	44
Placement Services	44
Educational Placement	44
Occupational Placement	45
Housing	46
Insurance and Accidents	46
Transcripts	46
PCC Rings	46
Change of Address	47
Department of Veterans Affairs	47
Quarter-Hour Time Chart	47
Career Planning, Placement, Special Services	47-48
Human Resources Development	48-50
Pre-employment Training Program	48
Student Activities	50-52
Guidelines for Establishment	50
Student Government Association	50
Phi Theta Kappa	51
Student Publications	51
Student Publications Committee	51
Editors	52



Student Organizations	52
Campus Regulations	52-53
Traffic	52
Telephone	52
Smoking	52
Food and Beverages	53
Weapons	53
Safety	53
Student Records	53-55
Records-Student Rights	53
Rights of Parents/Students to Review	54
Student Financial Aid Information	55-56
Financial Assistance	55
Types of Financial Aid Programs	56-63
Other Sources of Financial Aid	57
Eligibility	57
Need	58
Applying Forms	58
Records Needed	58
Federal Deadline for Processing	59
Pamlico Community College Deadline for Processing	59
Addresses	59
Telephone Numbers	60
Student Rights and Responsibilities	61
Student Rights	61
Student Responsibilities	62
Description of Financial Aid Programs	63-64
Pamlico Community College Loan Application Procedures	64
Scholarships	64-69
Application Procedures	65
Determination of Awards and Procedures	66
Notification of Awards	66
Disbursement of Awards	67
Payment of Awards	67
Satisfactory Progress Standards	67
Quantitative Evaluation	67
Qualitative Evaluation	68
Less than Full-Time Students	68
Mitigating Circumstances	68
Student Retention and Enrollment Patterns	68
Graduates	69
Learning Resource Center	69-72

Library	69
Media Services Center	70
Individualized Learning Center	71
Computer Usage Policies	71
General Education Development (GED)	72
High School Completion	72
Program Descriptions	74-112
The Associate in General Education Degree (AGE)	74-78
Associate in General Education Degree	74
Certificate in General Education	75
AGE Program Courses	75
English Through Technical Electives	75
Career Mobility	76
Transferring to Another Institution	76
Auditing Contracted Courses	76
ECU Library Privileges	76
Associate in General Education G-020	77-78
Business Degree Programs	79-91
Part-Time Curriculum Offerings	79
Accounting T-016	79-83
Degree	79
Certificate	83
Business Administration T-018	84-87
General Office T-033	87-91
Degree	87
Certificate	91
General Technology Curriculum Core T-201	92
Environmental Science Technology T-103	93-97
Industrial Electrical/Electronics Technician T-212	97-103
Degree	97-101
Diploma	101-102
Certificate	102
Co-Op Program (PCC/Pamlico Co. High)	102-103
Medical Assisting Technology T-058	104-107
Degree	104-106
Diploma	106-107
Microcomputer Systems Technology T-192	107-110
Cosmetology V-009 Diploma (Approved for Fall 1996)	110-112
urse Descriptions	113-139

Continuing Education	140-144
Occupational and Vocational Education	140
Trade and Industrial Education	140
Business Education	140
Fire Service Training	141
Emergency Medical Services	141
Teacher Recertification Program	142
Early Childhood Education	142
Nautical Classes	142
Community Service and Self-supporting Classes	142
Elderhostel	143
Small Business Center	143
Compensatory Education	143
Adult Basic Education & the High School Equivalency Program	143
General Registration Information	144
 Board of Trustees	 145
 Pamlico Community College Foundation Directors	 145
 Administrative Council	 146
 General Staff	 147
 Faculty	 148
 Support Staff	 149
 Maintenance Staff	 150



PAMLICO COMMUNITY COLLEGE  
SCHOOL YEAR  
1995 - 1996

Fall Quarter 1995

August 16 - 28	Faculty workdays.
August 17, Thursday	Pre-registration 2-8 p.m.
August 21, Monday	Summer Quarter ends.
August 29, Tuesday	Registration 2-8 p.m. Times for placement tests and orientation sessions will be scheduled. Bookstore hours posted at cashier's window. Late fee charged after August 29.
August 30, Wednesday	Curriculum classes begin.
September 4, Monday	College closed. Labor Day Holiday.
September 5, Tuesday	Last day to register or add 4-7 p.m. \$5.00 late registration fee charged.
September 14, Thursday	No tuition refunds will be made after the 20% point of the quarter.
October 11, Wednesday	Last day to withdraw without penalty.
October 30 - November 1	Advising Days.
November 2, Thursday	Pre-registration 2-8 p.m.
November 15, Wednesday	Fall Quarter ends.
November 16, Thursday	Grades due. Registration 2-8 p.m. Times for placement tests and orientation sessions will be scheduled. Bookstore hours posted at cashier's window. Late fee charged after November 16.

### Winter Quarter 1995

November 17, Friday	Faculty Workday.
November 20 - 22	Quarter break. No curriculum classes.
November 23 - 24	College closed. Thanksgiving Holiday.
November 27, Monday	Winter Quarter classes begin.
November 30, Thursday	Last day to register or add 4-7 p.m. \$5.00 late registration fee charged.
December 11, Monday	No tuition refunds will be made after the 20% point of the quarter.
December 18 - 29	Faculty and students Winter Quarter holidays/vacation.
December 18 - 22	Optional staff vacation.
December 25 - 29	College closed. Staff holidays and vacation.
January 1, Monday	New Year's Day Holiday. College closed.
January 2, Tuesday	Classes resume.
January 15, Monday	College closed. Martin Luther King, Jr. Holiday.
January 22, Monday	Last day to withdraw without penalty.
February 12 - 14	Advising Days.
February 15, Thursday	Pre-registration 2-8 p.m.
February 27, Tuesday	Winter Quarter Ends.
February 28, Wednesday	Grades Due.
February 29 - March 4	Quarter break. No curriculum classes.

### Spring Quarter 1996

March 5, Tuesday	Spring Quarter registration 2-8 p.m. Times for placement tests and orientation will be scheduled. Bookstore hours posted at cashier's window. \$5.00 late registration fee charged after March 5.
March 6, Wednesday	Spring Quarter classes begin.
March 11, Monday	Last day to register or add 4-7 p.m. \$5.00 late registration fee charged.
March 20, Wednesday	No tuition refunds will be made after the 20% point of the quarter.
April 8, Monday	College closed. Easter Holiday.
April 9 - 12	Faculty and student Spring break.
April 24, Wednesday	Last day to withdraw without penalty.
May 28, Tuesday	Spring Quarter ends. Grades due. Summer Quarter registration 2-8p.m. Late fee charged after May 28.

### Summer Quarter 1996

May 29, Wednesday	Summer Quarter classes begin.
May 30, Thursday	Graduation ceremony 8 p.m.
June 3, Monday	Last day to register late or add 4-7 p.m.
June 12, Wednesday	No tuition refunds will be made after the 20% point of the quarter.
July 1 - 5	Mid-quarter break. No curriculum classes. Faculty holiday/vacation.
July 4, Thursday	College closed. Independence Day.
July 17, Wednesday	Last day to withdraw without penalty.
August 20, Tuesday	Summer Quarter ends. Grades due. Pre-registration 2-8 p.m.



**SCHOOL YEAR**  
**1996 - 1997**

Fall Quarter 1996

August 15 - 28	Faculty workdays.
August 20, Tuesday	Pre-registration 2-8p.m.
August 20, Tuesday	Summer Quarter ends.
August 29, Thursday	Registration 2-8p.m. Times for placement tests and orientation sessions will be scheduled. Bookstore hours posted at cashier's window. Late fee charged after August 29.
September 2, Monday	College closed. Labor Day.
September 3, Tuesday	Curriculum classes begin.
September 6, Friday	Last day to register or add. \$5.00 late registration fee charged.
September 17, Tuesday	No tuition refunds will be made after the 20% point of the quarter.
October 15, Tuesday	Last day to withdraw without penalty.
October 31 - November 4	Advising Days.
November 5, Tuesday	Pre-registration 2-8p.m.
November 18, Monday	Fall Quarter ends. Grades due.
November 19, Tuesday	Registration 2-8p.m. Times for placement tests and orientation sessions will be scheduled. Bookstore hours posted at cashier's window. Late fee charged after November 19.

### Winter Quarter 1996

November 19, Tuesday	Winter quarter registration 2-8p.m. \$5.00 late registration fee charged after November 19. Times for placement tests and orientation will be scheduled. Bookstore hours posted at cashier's window.
November 20, Wednesday	Faculty workday.
November 21 - 29	Quarter break. No curriculum classes.
November 28 - 29	College closed. Thanksgiving Holiday.
December 2, Monday	Winter Quarter classes begin.
December 5, Thursday	Last day to register or add 4-7p.m. \$5.00 late registration fee charged.
December 16, Monday	No tuition refunds will be made after the 20% point of the quarter.
December 23 - January 1	Faculty and students Winter Quarter holidays/vacation.
December 23 - 27	College closed. Staff holidays and vacation.
December 30 - 31	Optional staff vacation.
January 1, Wednesday	New Year's Day Holiday. College closed.
January 2, Thursday	Classes resume.
January 20, Monday	College closed. Martin Luther King, Jr.
January 24, Friday	Last day to withdraw without penalty.
February 10 - 12	Advising Days.
February 13, Thursday	Pre-registration 2-8p.m.
February 27, Thursday	Winter Quarter Ends.
February 28, Friday	Grades Due.

### Spring Quarter 1997

March 4, Tuesday	Spring Quarter registration 2-8p.m. \$5.00 late registration fee charged after March 4. Times for placement tests and orientation will be scheduled. Bookstore hours posted at cashier's window.
March 5, Wednesday	Spring Quarter classes begin.
March 10, Monday	Last day to register or add 4-7p.m. \$5.00 late registration fee charged.
March 19, Wednesday	No tuition refunds will be made after the 20% point of the quarter.
March 31, Monday	College closed. Easter Holiday.
March 31 - April 4	Faculty and student Spring break. No curriculum classes scheduled. Faculty holiday/vacation.
April 7, Monday	Classes resume.
April 23, Wednesday	Last day to withdraw without penalty.
May 27, Tuesday	Spring Quarter ends. Grades due. Summer Quarter registration 2-8p.m.
May 29, Thursday	Graduation ceremony 8 p.m. Registration and Summer calendar will be announced during Spring Quarter 1997 due to conversion to semester system.





# 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 Director 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 biannually 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. Environmental Science students are required to take the science and 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.
- \* High school transcript required.
- \* 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 Dean of Instruction. 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

Environmental Science Technology

General Office

General Office (Certificate option)

General Technology Curriculum Core

Industrial Electrical/Electronics Technician

Industrial Electrical/Electronics Technician (Diploma & Certificate options)

Medical Assisting Technology

Medical Assisting Technology (Diploma option)

Microcomputer Systems Technology

## Admissions Requirements for Technical Programs

1. See page 10-16 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 a health form and return it 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 College's 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, and 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, MAT 102 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. Advanced diploma programs extend beyond one year.

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

### Diploma Programs Offered

Cosmetology (Approved for Fall 1996)

Cosmetology Advanced Diploma

### 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 the 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. Contact Student Development Services 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 mentally 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, outboard motor repair.
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. There are personnel in attendance at all times to counsel and direct the students in their studies. 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.

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 71.

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(s) [or court-appointed legal guardian(s)] 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 too late to complete admission procedures or a student whose file is not complete.

**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 30 percent point. 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. The calculation of this policy begins with the first scheduled day of classes, not when you enter the class. For example, if the student waits to enroll until late registration, the student will be counted absent for those days actually missed prior to physically entering the class. 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.
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 course 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 will not be allowed to audit a course prior to enrollment for credit if that course is required for the student's program. A student should not audit *any* course prior to taking that course 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 the 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 an 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.

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.

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.

Associate 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.

Any student 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/instructor. 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 hrs	\$185.50/quarter	\$1505.00/quarter
Less than 14 credit hours	13.25/credit hr	107.50/credit hr

ALL STUDENTS

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 (must show proof of age.)	No tuition charge
Late Registration Fee	5.00



### Non-Sufficient Funds (NSF) Check Policy:

It is the policy of the Pamlico Community College Board of Trustees that any individual writing a NSF check to the College will be liable for the amount of the check plus any additional cost incurred by the College as a result of the returned check. Any individual not redeeming the NSF check within 10 days or upon agreement with the Business Manager (not to exceed 30 days) will be prosecuted to the extent of the law. Moreover, any future payment to the College by the individual must be made by certified check, cash, or money order.

### 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:**

*In all refund cases, the student must initiate his withdrawal through the Student Development Services Office. The Business Office will make the allowable refund only after written request is received from the Student Development Services Office.*

### **100% TUITION REFUND**

100% tuition refund will be made only under the following conditions:

1. A pre-registered curriculum student who officially withdraws from the college prior to the first day of the college's academic quarter will be eligible for a 100 percent tuition refund, if requested.
2. A pre-registered student who officially withdraws from a curriculum class prior to the day the class begins will be eligible for 100 percent tuition refund, if requested.

REMINDER: Since a curriculum student is charged hour for hour up to 14 credit hours, a refund would not be applicable unless the credit hours enrolled were reduced to less than 14.

3. A pre-registered student who officially withdraws from an off-cycle curriculum class prior to the first day of class will be eligible for 100 percent tuition refund, if requested.

## 75% TUITION REFUND

1. Tuition Refunds: A refund shall not be made except under the following circumstances:
  - A. A 75 percent refund may be made upon request of the student if the student officially withdraws from the class(es) prior to or on the official 20 percent point of the class(es) or the 20 percent point of the quarter if the student officially withdraws from the college. Requests for refunds will not be considered after the 20 percent point. A refund for withdrawing from a class or classes may be made for the number of credit hours the student drops below 14 credit hours. No refund is given if the student remains registered for 14 credit hours or more.
  - B. For classes beginning at times other than at the beginning of the quarter, the same provisions set forth in Part (1)(A) of this paragraph apply. For contact hour classes, 10 calendar days from the first day of the class(es) is the determination date.
2. Other Fees: There is no refund on such fees as activity fee, insurance premiums, graduation fee, diploma once it is ordered, caps and gowns and special fees such as for late registration. (Exception: a refund of the student activity fee may be made if the student withdraws prior to or on the first day of the classes for the quarter, or when classes are cancelled and the activity fee schedule is affected).
3. Textbooks: There will be no guaranteed refunds on textbooks unless a class fails to materialize. In other cases, the bookstore manager will examine books to determine possible refunds.
4. To comply with applicable federal regulations regarding refunds to individuals or groups, federal regulations will supersede the state refund regulations stated in this rule.
5. Where a student, having paid the required tuition for a quarter, dies during that quarter (prior to or on 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.

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 varies 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 Development Services 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 the 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 55. 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 State Board of Community Colleges to award an Associate in General Education Degree, an Associate of Applied Science Degree, a diploma, or certificate to those who qualify through course work taken at the College.

**An Associate in General Education Degree** is awarded to a student who completes a two-year general education program with a GPA of 2.0 or better.

**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 (see page 41).

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.

**NOTE: REVIEW CATALOG OF RECORD POLICY PAGE 15.**

### Degree Programs

Pamlico Community College will confer an Associate in General Education Degree in a general education curriculum and 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 may 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 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 the HRD Coordinator.



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

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

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 \$500. 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 27 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, computer programs, online access and research database.

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, online telecommunications, 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 speed up 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        | *Reading | *Basic Electronics |
| *English     | *Science | *Foreign Language  |
| *Typewriting |          | *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. Two Apple IIe computers.
2. Two Plato educational computers.
3. A Prime terminal.
4. Multimedia computer with CD ROM.

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 individual learning.

The computer systems are a service offered to all users of the LRC. It is recommended that users call ahead to reserve the computers for a two hour time limit to insure availability when needed. The LRC has available WordPerfect 5.1 Tutorial and Program, Algebra and Arithmetic Tutors and many more.

One unique program available on both the Epson and multimedia computers is SIRS (Social Issues Resources Series) CD. 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 five (5) cents per page.

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

Two Plato computers are also available for individual learning. 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.



# PROGRAM DESCRIPTIONS

## 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

### Certificate in General Education

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; FRE 101, 102.

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, 121, 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, 115, 116, 272; HEA 100; NUR 100; ORI 100; OSC 102, 103, 104, 110, 112; ACC 120, 121, 122; CSC 104.

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 must come from an Associate Degree Program and 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)

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

Second Quarter (Winter)

ENG 120 Composition  
MUS 208 Music Appreciation  
ORI 100 Master Student+  
General Elective

Third Quarter (Spring)

BIO 160 Environmental Biology  
BIO 161 Environmental Biology Lab  
ENG 204 Oral Communications  
SOC 211 Introduction to Sociology

Fourth Quarter (Fall)

MAT 102 Elementary Algebra or General Elective  
HIS 103 World Civilizations to 1500 AD  
PHI 111 Introduction to Philosophy

Fifth Quarter (Winter)

HEA 100 Health in Modern Society  
MAT 104 Intermediate Algebra+ or General Elective  
SOC 102 Courtship & Marriage  
HIS 104 World Civilizations Since 1500 AD  
General Elective

Sixth Quarter (Spring)

MAT 106 College Algebra  
ART 100 Color & Design  
General Elective

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.

+Courses which do not transfer to ECU.

### GENERAL EDUCATION

Suggested Courses for Day Students Who Plan to Earn  
the AGE Degree and Transfer to ECU:  
(Career Mobility and Allied Health Track)

<u>Course Title</u>	<u>ECU Equivalent</u>
<u>First Quarter (Fall)</u>	
ENG 110 Composition	(ENGL 1100)
ORI 100 Master Student+	
SOC 104 Courtship & Marriage General Elective	(SOCI 1025)
<u>Second Quarter (Winter)</u>	
ENG 120 Composition	(ENGL 1200)
BIO 150 General Biology	(BIOL 1050)
BIO 151 General Biology Lab	(BIOL 1051)
BIO 213 Surv. Human Phys. & Anat. I	(BIOL 2131)
NUR 100 Nursing Perspectives	(NURS 1000)
<u>Third Quarter</u>	
CGM 120 Basic Gen. & Organic Chem.	(CHEM 1120)
BIO 214 Surv. Human Phys. & Anat. II	(BIOL 2131)
MAT 106 College Algebra	(MATH 1065)
ENG 105 Literature Appreciation	
<u>Fourth Quarter (Fall)</u>	
MAT 228 Statistics for Business	(MATH 2283)
CHM 260 Basic Biochemistry	(CHEM 2620)
CHM 261 Basic Biochemistry Lab	(CHEM 2621)
PSY 100 Introductory Psychology	
<u>Fifth Quarter (Winter)</u>	
BIO 210 Fundamentals of Microbiology	(BIOL 2110)
BIO 211 Fundamentals of Microbiology Lab	(BIOL 2111)
SOC 211 Introduction to Sociology General Elective	(SOCI 2110)

### Sixth Quarter (Spring)

HEA 100 Health in Modern Society

(HILTII 1000)

ENG 204 Oral Communications

PSY 232 Developmental Psychology

(PSYC 3206)

General Elective

+Courses which do not transfer to ECU.

## **BUSINESS DEGREE PROGRAMS**

ACCOUNTING

BUSINESS ADMINISTRATION

GENERAL OFFICE

MICROCOMPUTER SYSTEMS TECHNOLOGY

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

If a person interested in enrolling in a business curriculum lacks some required academic skill, he 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 Accounting curriculum is designed to provide students with knowledge and skills necessary for employment and growth in the accounting profession. Often referred to as the "language of business", accounting

serves as an informational system for organizations. Accountants assemble, analyze, and communicate essential information about financial operations.

The course of study places emphasis on accounting principles, theories, and practices and includes study in business law, finance, management, and economics. Skills related to the applications of accounting principles are developed through study of communications, computer applications, interpersonal skills development, decision making principles, and ethics.

The curriculum is designed to prepare individuals for entry-level accounting positions in all types of organizations, including CPA firms, small businesses, manufacturing firms, insurance companies, banks, and non-profit organizations such as hospitals, colleges, school systems, and governmental agencies. With work experience and additional education, an individual may advance to positions such as accountant, controller, and auditor.

COURSE AND HOUR REQUIREMENTS:			SHOP	
TITLE	CLASS	LAB	CLIN	CREDIT

Major Courses						
ACC	120	Accounting I	3	2	0	4
ACC	121	Accounting II	3	2	0	4
ACC	122	Accounting III	3	2	0	4
ACC	218	Computerized Accounting	2	2	0	3
ACC	221	Intermediate Accounting I	5	0	0	5
ACC	222	Intermediate Accounting II	5	0	0	5
ACC	223	Intermediate Accounting III	5	0	0	5
ACC	225	Cost Accounting	5	0	0	5
ACC	231	Taxes	3	0	0	3
ACC	252	Payroll Accounting	3	0	0	3
ACC	269	Auditing	3	0	0	3
BUS	101	Introduction to Business	5	0	0	5
BUS	190	Business Ethics	3	0	0	3
CAS	241	Spreadsheet Applications	3	2	0	4
OSC	110	Electronic Calculators	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
			52	12	0	58

<u>Related Courses</u>						
BUS	115	Business Law I	3	0	0	3
BUS	116	Business Law II	3	0	0	3
BUS	235	Business Management I	3	0	0	3
CSC	104	Introduction to Computers	3	2	0	4

ECO	102	Economics I	3	0	0	3
ECO	103	Economics II	3	0	0	3
MAT	101	General Mathematics	3	0	0	3
MAT	110	Business Mathematics	3	0	0	3
OSC	102	Keyboarding	3	2	0	4
OSC	113	Word Processing I	2	2	0	3
		Related Electives	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			32	6	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	226	Personal Finance	3	0	0	3
BUS	237	Managing Human Resources	3	0	0	3
BUS	272	Principles of Supervision	3	0	0	3
BUS	285	Small Business Applications	3	0	0	3
CAS	116	Microcomputer Applications	3	2	0	4
MKT	232	Sales Development	3	0	0	3
MKT	239	Marketing	5	0	0	5
MKT	243	Advertising	3	0	0	3
OSC	103	Document Formatting	3	2	0	4
OSC	112	Records Management	3	0	0	3
COE	102	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
ORI	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:

ENG 105	Literature Appreciation	5	0	0	5
ENG 107	Drama & Film	3	0	0	3
ENG 109	Modern British & American Literature	5	0	0	5
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:					0
WORK EXPERIENCE:					0
TOTAL CREDIT:					115

**SUGGESTED SEQUENCE FOR  
ACCOUNTING (T-016)**

Course Title

First Quarter (Fall)

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

Second Quarter (Winter)

ACC 121 Accounting II  
CSC 104 Introduction to Computers  
ENG 102 Composition & Grammar II  
MAT 110 Business Math  
OSC 113 Word Processing I

Third Quarter (Spring)

ACC 122 Accounting III  
ACC 218 Computerized Accounting  
BUS 115 Business Law I  
ENG 103 Composition & Grammar III  
OSC 110 Electronic Calculators  
Related Elective

Fourth Quarter (Fall)

ACC 221 Intermediate Accounting I  
ACC 225 Cost Accounting  
BUS 116 Business Law II  
BUS 235 Business Management I  
CAS 241 Spreadsheet Applications  
ENG 211 Advanced Composition

Fifth Quarter (Winter)

ACC 222 Intermediate Accounting II  
ACC 252 Payroll Accounting  
BUS 190 Business Ethics  
ECO 102 Economics I  
ENG 204 Oral Communications

Sixth Quarter (Spring)

ACC 223 Intermediate Accounting III  
ACC 231 Taxes  
ACC 269 Auditing  
ECO 103 Economics II  
Social Science/Humanities

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.

ACC 120	Accounting I	3	2	0	4
ACC 121	Accounting II	3	2	0	4
ACC 122	Accounting III	3	2	0	4
ACC 218	Computerized Accounting	2	2	0	3
ACC 252	Payroll Accounting	3	0	0	3
CSC 104	Introduction to Computers	3	2	0	4
MAT 101	General Mathematics	3	0	0	3
MAT 110	Business Mathematics	3	0	0	3
OSC 102	Keyboarding	3	2	0	4
OSC 110	Electronic Calculators	1	2	0	2
	General Education Electives	<u>6</u>	<u>0</u>	<u>0</u>	<u>6</u>
TOTAL CREDITS		33	14	0	40

**BUSINESS ADMINISTRATION**  
**T-018**

Associate in Applied Science Degree

Description

The Business Administration curriculum provides a broad education in business principles and practices. This curriculum is designed to prepare individuals for entry-level business positions.

In this program of study, the student will gain knowledge of basic business principles and concepts through a study of management functions, marketing, accounting and finance, economics, human resources development, and legal and ethical aspects of business. Skills related to the applications of these business principles are developed through study of communications, mathematics, computer applications, and decision-making principles.

Additional training through practice in classroom activities which develop team-building skills will prepare graduates to function as contributing members of management teams. Graduates may find employment in large and small businesses, not-for-profit service organizations, government agencies, and financial institutions.

COURSES AND HOUR REQUIREMENTS:			SHOP	
TITLE	CLASS	LAB	CLIN	CREDIT

Major Courses

ACC 120	Accounting I	3	2	0	4
ACC 121	Accounting II	3	2	0	4
ACC 122	Accounting III	3	2	0	4
ACC 218	Computerized Accounting	2	2	0	3
ACC 225	Cost Accounting	5	0	0	5
ACC 231	Taxes	3	0	0	3
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 190	Business Ethics	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 272	Principles of Supervision	3	0	0	3

BUS 285	Small Business Applications	3	0	0	3
MKT 239	Marketing	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
		53	8	0	57

#### Related Courses

BUS 226	Personal Finance	3	0	0	3
CAS 116	Microcomputers Applications	3	2	0	4
CSC 104	Introduction to Computers	3	2	0	4
ECO 102	Economics I	3	0	0	3
ECO 103	Economics II	3	0	0	3
MAT 101	General Mathematics	3	0	0	3
MAT 110	Business Mathematics	3	0	0	3
MKT 243	Advertising	3	0	0	3
OSC 102	Keyboarding	3	2	0	4
OSC 103	Document Formatting	3	2	0	4
	Related Electives	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		33	8	0	37

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

ACC 252	Payroll Accounting	3	0	0	3
CAS 241	Spreadsheet Applications	3	2	0	4
MKT 232	Sales Development	3	0	0	3
OSC 110	Electronic Calculators	1	2	0	2
OSC 113	Word Processing I	2	2	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



ORI	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:

ENG	105	Literature Appreciation	5	0	0	5
ENG	107	Drama & Film	3	0	0	3
ENG	109	Modern British & American 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:				0
		WORK EXPERIENCE:				0
		TOTAL CREDITS:				116

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

#### Course Title

#### First Quarter (Fall)

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

#### Second Quarter (Winter)

BUS 190 Business Ethics  
 CSC 104 Introduction to Computers  
 ECO 102 Economics I  
 ENG 102 Composition & Grammar II  
 MAT 110 Business Mathematics  
 OSC 103 Document Formatting  
           Social Science\Humanities Elective

### Third Quarter (Spring)

BUS 115 Business Law I  
BUS 235 Business Management I  
CAS 116 Microcomputer Applications  
ECO 103 Economics II  
ENG 103 Composition & Grammar III

### Fourth Quarter (Fall)

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

### Fifth Quarter (Winter)

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

### Sixth Quarter (Spring)

ACC 122 Accounting III  
ACC 225 Cost Accounting  
BUS 218 Computerized Accounting  
BUS 230 Taxes II  
BUS 237 Managing Human Resources  
BUS 285 Small Business Applications

## **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				SHOP	
TITLE		CLASS	LAB	CLIN	CREDIT
<u>Major Courses</u>					
ACC	120 Accounting I	3	2	0	4
ACC	121 Accounting II	3	2	0	4
BUS	101 Introduction to Business	5	0	0	5
CAS	240 Desktop Publishing	3	2	0	4
CSC	104 Introduction to Computers	3	2	0	4
OSC	102 Keyboarding	3	2	0	4
OSC	103 Document Formatting	3	2	0	4
OSC	104 Document Production/ Word Processing	3	2	0	4
OSC	110 Electronic Calculators	1	2	0	2
OSC	112 Records Management	3	0	0	3
OSC	113 Word Processing I	2	2	0	3
OSC	212 Machine Transcription	2	2	0	3
OSC	214 Administrative Office Procedures	3	2	0	4
OSC	273 Word Processing II	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		40	24	0	52
<u>Related Courses</u>					
ACC	231 Taxes	3	0	0	3
BUS	115 Business Law I	3	0	0	3
BUS	134 Professional Development	3	0	0	3
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.

ACC	122 Accounting III	3	2	0	4
ACC	218 Computerized Accounting	2	2	0	3

ACC	225	Cost Accounting	5	0	0	5
ACC	252	Payroll Accounting	3	0	0	3
ACC	269	Auditing	3	0	0	3
BUS	116	Business Law II	3	0	0	3
BUS	190	Business Ethics	3	0	0	3
BUS	226	Personal Finance	3	0	0	3
BUS	235	Business Management I	3	0	0	3
BUS	237	Managing Human Resources	3	0	0	3
CAS	116	Microcomputer Applications	3	2	0	4
CAS	205	Microcomputer Graphics	2	2	0	3
CAS	241	Spreadsheet Applications	3	2	0	4
MKT	232	Sales Development	3	0	0	3
MKT	239	Marketing	5	0	0	5
MKT	243	Advertising	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
ORI	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 & Film	3	0	0	3
ENG	109	Modern British &	5	0	0	5



		American Literature				
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
WORK EXPERIENCE:						0
TOTAL CREDITS:						110

### SUGGESTED SEQUENCE FOR GENERAL OFFICE (T-033)

#### Course Title

#### First Quarter (Fall)

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

#### Second Quarter (Winter)

CSC 104 Introduction to Computers  
 ENG 102 Composition & Grammar II  
 MAT 110 Business Mathematics  
 OSC 103 Document Formatting  
 Social Science/Humanities Elective

#### Third Quarter (Spring)

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

#### Fourth Quarter (Fall)

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

Fifth Quarter (Winter)

ACC	121	Accounting II
ACC	231	Taxes
ENG	204	Oral Communications
OSC	212	Machine Transcription
OSC	273	Word Processing II

Sixth Quarter (Spring)

CAS	240	Desktop Publishing
OSC	214	Administrative Office Procedures
		Elective
		Related Electives

**GENERAL OFFICE**  
Certificate

COURSE AND HOUR REQUIREMENTS		SHOP	
TITLE	CLASS	LAB	CLIN CREDIT

Major Courses

ACC	120	Accounting I	3	2	0	4
CSC	104	Introduction to Computers	3	2	0	4
OSC	102	Keyboarding	3	2	0	4
OSC	103	Document Formatting	3	2	0	4
OSC	104	Document Production/ Word Processing	3	2	0	4
OSC	110	Electronic Calculators	1	2	0	2
OSC	112	Records Management	3	0	0	3
OSC	113	Word Processing I	2	2	0	3
OSC	212	Machine Transcription	2	2	0	3

General Education

ENG	101	Composition & Grammar I	3	0	0	3
ENG	102	Composition & Grammar II	3	0	0	3
MAT	101	General Mathematics	3	0	0	3

Related Electives

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

GENERAL TECHNOLOGY CURRICULUM CORE  
T-201

Certificate

Description

General Technology Curriculum Core is designed as a career mobility program for technical students to acquire the general education and related courses in subject areas such as humanities; communications; social sciences; general computer studies; general graphics (drafting); and theoretical and applied sciences such as biology, chemistry, physics, and mathematics that are foundation courses to specific curriculums in the technical field. After completion of this certificate curriculum the student has job skills for occupations requiring communications skills and/or science and mathematics. The student may take this program as the first level in a specific technical curriculum as an intended objective component of that technical curriculum. Students may also take this program for transfer to a technical curriculum at another community college system institution either prior to or concurrently with enrollment at the institution at which they intend to pursue or are pursuing a technical curriculum degree.

Special Note

Through a transfer agreement with Beaufort County Community College, PCC students meeting admission requirements may transfer courses taken in the General Technology Curriculum Core (T-201) into the Medical Laboratory Technology Program. A limited number of applicants will be accepted if clinical sites are available. Prospective students must meet admission requirements of both institutions. Beaufort County Community College awards the Associate in Applied Science (A.A.S.) degree upon satisfactory completion of program requirements. For additional information, contact Student Development Services or the curriculum advisor.

Listing for prospective Medical Laboratory Technology students:

COURSE AND HOUR REQUIREMENTS:			SHOP	
TITLE	CLASS	LAB	CLIN	CREDIT
<u>Related Courses:</u>				
BIO 210 Fundamentals of Microbiology	3	0	0	3

BIO	211	Fundamentals of Microbiology Lab	0	6	0	3
CHM	120	Basic General & Organic Chemistry	6	0	0	6
CHM	121	Basic General & Organic Chemistry Lab	0	4	0	2
CHM	260	Basic Biochemistry	5	0	0	5
CHM	261	Basic Biochemistry Lab	0	4	0	2
CSC	104	Introduction to Computers	3	0	2	4
MAT	104	Intermediate Algebra	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
OR						
MAT	106	College Algebra				
			22	14	2	30

The student with the assistance of an advisor will choose a minimum of 25 credit hours from the above list of courses according to the student’s occupational goals.

General Education Courses

ENG	101	Composition & Grammar I	3	0	0	3
OR						
ENG	110	Composition				
ENG	102	Composition & Grammar II	3	0	0	3
OR						
ENG	120	Composition				
ENG	204	Oral Communications	3	0	0	3
ORI	100	Master Student	1	2	0	2
PSY	100	Introductory Psychology	5	0	0	5
		General Ed. Elective	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			20	2	0	21
Electives:						6
TOTAL CREDITS:						50

**ENVIRONMENTAL SCIENCE TECHNOLOGY**  
T-103

Associate in Applied Science Degree

Description

The Environmental Science curriculum provides a broad background in environmentally oriented courses including air, water, & soil pollution



analysis and control. Emphasis is placed on the interrelationship of environmental problems, the overall effect of these problems and proposed solutions to these problems.

The training will qualify students to conduct a wide range of duties, such as inspections, surveys, investigations and evaluations. Specific tasks include water and air sampling and analysis, assisting professionals in performing environmental research, operating and maintaining treatment facilities, and collecting and evaluating environmental impact data. Employment opportunities exist with industry and many branches of our local, state and federal governments.

COURSE AND HOUR REQUIREMENTS				SHOP	
TITLE		CLASS	LAB	CLIN	CREDIT
<u>Major Courses</u>					
BIO	160 Environmental Biology	6	0	0	6
BIO	161 Environmental Biology Lab	0	4	0	2
BIO	210 Fundamentals of Microbiology	3	0	0	3
BIO	211 Fundamentals of Microbiology Lab	0	6	0	3
CHM	120 Basic General/Organic Chemistry	6	0	0	6
CHM	121 Basic General/Organic Chemistry Lab	0	4	0	2
CHM	260 Basic Biochemistry	5	0	0	5
CHM	261 Basic Biochemistry Lab	0	4	0	2
ENV	101 Introduction to Environmental Science	3	0	0	3
ENV	115 Research Protocol	2	2	0	3
ENV	130 Waste Management	3	0	0	3
ENV	201 Industrial Pollution Control Technology	1	2	0	2
ENV	203 Soil Analysis & Treatment	3	2	0	4
ENV	207 Water Analysis & Treatment	3	2	0	4
ENV	213 Air Sampling Analysis & Control	3	2	0	4
ENV	216 Environmental Health	3	2	0	4
ENV	224 Chemistry of Wastewater	3	2	0	4

ENV 230	Environmental Quality, Laws/Enforcement	3	0	0	3
	Technical Electives	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
		49	32	0	65

NOTE: In order to fulfill the Technical Electives requirement, students must select a minimum of 2 credit hours from the following list of courses:

ENV 240	Environmental Science Project	2	0	0	2
COE 101	Cooperative Education Work Experience	0	0	10-20	1-2
COE 102	Cooperative Education Work Experience	0	0	10-20	1-2

Related Courses:

BIO 150	General Biology	5	0	0	5
BIO 151	General Biology Lab	0	4	0	2
CAS 116	Microcomputer Applications	3	2	0	4
CSC 104	Introduction to Computers	3	2	0	4
ISC 105	Industrial Safety	2	0	0	2
MAT 111	Technical Mathematics I	5	0	0	5
PHY 110	Applied Environ. Physics	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
		20	8	0	24

General Education:

ENG 101	Composition & Grammar I	3	0	0	3
ENG 102	Composition & Grammar II	3	0	0	3
ENG 202	Report Writing	3	0	0	3
ENG 204	Oral Communications	3	0	0	3
ORI 100	Master Student	1	2	0	2
PSY 206	Applied Psychology	3	0	0	3
	Social Science/Humanities	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		19	2	0	20

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 & Film	3	0	0	3
ENG 109	Modern British & American Literature	5	0	0	5
PSY 100	Introductory Psychology	5	0	0	5
SOC 211	Introduction to Sociology	5	0	0	5
Electives:					3
WORK EXPERIENCE:					0
TOTAL CREDITS					112

### SUGGESTED SEQUENCE FOR ENVIRONMENTAL SCIENCE TECHNOLOGY (T-103)

#### First Quarter (Fall)

CSC 104 Introduction to Computers  
ENG 101 Composition & Grammar I  
ENV 101 Introduction to Environmental Science  
ORI 100 Master Student  
Free Elective  
Social Science/Humanities Elective

#### Second Quarter (Winter)

BIO 150 General Biology  
BIO 151 General Biology Lab  
CAS 116 Microcomputer Applications  
ENG 102 Composition & Grammar II  
MAT 111 Technical Mathematics I

#### Third Quarter (Spring)

BIO 160 Environmental Biology  
BIO 161 Environmental Biology Lab  
CHM 120 Basic General & Organic Chemistry  
CHM 121 Basic General & Organic Chemistry Lab  
ENG 202 Report Writing

#### Fourth Quarter (Summer)

COE 101S Co-op Educational Work Experience

#### Fifth Quarter (Fall)

CHM 260 Basic Biochemistry  
CHM 261 Basic Biochemistry Lab  
ENV 115 Research Protocol

ENV 130 Waste Management  
ENV 213 Air Sampling Analysis & Control  
ISC 105 Industrial Safety

Sixth Quarter (Winter)

BIO 210 Fundamentals of Microbiology  
BIO 211 Fundamentals of Microbiology Lab  
ENG 204 Oral Communications  
ENV 203 Soil Analysis & Treatment  
ENV 207 Water Analysis & Treatment  
PSY 206 Applied Psychology

Seventh Quarter (Spring)

ENV 201 Industrial Pollution Control Techniques  
ENV 216 Environmental Health  
ENV 224 Chemistry of Wastewater  
ENV 230 Environmental Quality, Laws/Enforcement  
PHY 110 Applied Environmental Physics  
Technical Elective

**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.

COURSE AND HOUR REQUIREMENTS					SHOP	
	TITLE	CLASS	LAB.	CLIN	CREDIT	
<u>Major Courses</u>						
ELC	105	DC, AC Theory, Circuits, Machines	12	6	0	15
ELC	105A	DC, AC Theory, Circuits, Machines	7	2	0	8
ELC	105B	DC, AC Theory, Circuits, Machines	5	4	0	7
ELC	115	Machine Control Systems	4	0	12	8
ELC	115A	Machine Control Systems	2	0	6	4
ELC	115B	Machine Control Systems	2	0	6	4
ELC	123	Electrical Installations	1	0	6	3
ELC	223	Programmable Logic Controllers	7	8	0	11
ELC	223A	Programmable Logic Controllers	3	4	0	5
ELC	223B	Programmable Logic Controllers	4	4	0	6
ELC	225	Commercial/Industrial Wiring	6	10	0	11
ELC	225A	Commercial/Industrial Wiring	3	4	0	5
ELC	225B	Commercial/Industrial Wiring	3	6	0	6
ELN	119	Industrial Electronic Fundamentals	6	8	0	10
ELN	119A	Industrial Electronic Fundamentals	3	4	0	5
ELN	119B	Industrial Electronic Fundamentals	3	4	0	5
ELN	218	Digital Fundamentals	5	6	0	8
ELN	218A	Digital Fundamentals	3	2	0	4
ELN	218B	Digital Fundamentals	2	4	0	4
ELN	219	Digital Control Systems	5	6	0	8
ELN	219A	Digital Control Systems	3	2	0	4
ELN	219B	Digital Control Systems	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</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
MAT	111	Technical Mathematics I	5	0	0	5
MAT	112	Technical Mathematics II	5	0	0	5
ORI	100	Master Student	1	2	0	2
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 & 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
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 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 & Film	3	0	0	3
ENG	109	Modern British & American 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 & Grammar I
ORI	100	Master Student

Second Quarter (Winter)

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

Third Quarter (Spring)

ENG	103	Composition & 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 & Grammar I	3	0	0	3
ENG	102	Composition & 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

<u>Fall Quarter</u>		<u>Credit Hours</u>	<u>Class Hours</u>
ELC 105A	DC AC Theory, Circuits, Machines	<u>7</u> 7	<u>9</u> 9
<u>Winter Quarter</u>			
ELC 105B	DC AC Theory, Circuits, Machines	<u>8</u> 8	<u>9</u> 9
<u>Spring Quarter</u>			
ELC 115	Machine Control Systems	<u>7</u>	<u>11</u>
	College Credits	22	29

Senior Year

<u>Fall Quarter</u>			
ELN 119A	Industrial Electronic Fundamentals	5	7
ELC 126	Interpreting the National Electrical Code	<u>5</u>	<u>5</u>
		10	12
<u>Winter Quarter</u>			
ELN 119B	Industrial Electronic Fundamentals	5	7
PHY 101	Introduction to Physics	<u>4</u> 9	<u>5</u> 12
<u>Spring Quarter</u>			
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.



MEDICAL ASSISTING TECHNOLOGY  
T-058

Associate in Applied Science Degree

Description

The Medical Assisting curriculum prepares the graduate to be a multi-skilled healthcare professional qualified to perform administrative, clinical and laboratory procedures. The administrative aspects of instruction include scheduling appointments; processing insurance accounts, reports, records, and billing and collections; coding medical records; transcribing and computer operations; and processing telephone calls, correspondence, reports and manuscripts. Clinical and laboratory aspects of instruction include preparing patients for examination and treatment; obtaining vital signs; assisting with examination and treatment; performing routine laboratory procedures, phlebotomy, electrocardiography, sterilization procedures; and administering medications under the supervision of a physician.

Graduates receiving a diploma achieve competencies in the above procedures. Graduates completing the associate degree develop additional competencies in effective communications and managerial and supervisory skills.

Graduates of medical assisting programs recognized by the Commission on Accreditation of Allied Health Programs (CAAHEP) in collaboration with the American Association of Medical Assistants (AAMA), are eligible to sit for the certification examination administered by the Certifying Board of the American Association of Medical Assistants.

Individuals desiring a career in medical assisting should take biology, mathematics and keyboarding/computer courses prior to entering the program.

COURSE AND HOUR REQUIREMENTS:			SHOP	
TITLE	CLASS	LAB	CLIN	CREDIT

Major Courses

ACC	129	Accounting Essentials*	3	2	0	4
BUS	101	Introduction to Business	5	0	0	5
BUS	272	Principles of Supervision	3	0	0	3

MED 103	Orientation to Medical* Assisting	2	0	0	2
MED 105	Human Relation/The Health Professional*	3	0	0	3
MED 115	Exam. Room Procedures*	3	8	0	7
MED 116	Lab Procedures*	2	6	0	5
MED 130	Basic Health Science*	5	2	0	6
MED 141	Medical Terminology & Vocabulary I*	3	0	0	3
MED 142	Medical Terminology & Vocabulary II*	3	0	0	3
MED 143	Medical Terminology & Vocabulary III*	3	0	0	3
MED 200	Medical Office Administration I*	2	4	0	4
MED 201	Medical Office Administration II*	3	0	0	3
MED 202	Medical Office Practice*	1	0	21	8
MED 218	Medical Law & Ethics*	3	0	0	3
PHM 100	Pharmacology*	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
		46	22	21	64

#### Related Courses

BUS 134	Professional Development	3	0	0	3
CAS 116	Microcomputer Applications	3	2	0	4
CSC 104	Introduction to Computers*	3	2	0	4
OSC 102	Keyboarding*	3	2	0	4
MAT 101	General Mathematics	3	0	0	3
MAT 110	Business Mathematics	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		18	6	0	21

#### 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
ORI 100	Master Student	1	2	0	2
SOC 211	Introduction to Sociology Social Science/Humanities	5	0	0	5
	Elective	<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 East Carolina University 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 & Film	3	0	0	3
ENG 109	Modern British & American Literature	5	0	0	5
PSY 100	Introductory Psychology	5	0	0	5
Electives:					0
WORK EXPERIENCE:					0
TOTAL CREDITS:					107

\* Required for the diploma program.

### SUGGESTED SEQUENCE FOR DIPLOMA PROGRAM

#### First Quarter (Fall)

- ENG 101 Composition & Grammar I
- MED 103 Orientation to Medical Assisting
- MED 105 Human Relations/The Health Professional
- MED 130 Basic Health Science
- MED 141 Medical Terminology & Vocabulary I
- ORI 100 Master Student
- OSC 102 Keyboarding

#### Second Quarter (Winter)

- ACC 129 Accounting Essentials
- CSC 104 Introduction to Computers
- ENG 102 Composition & Grammar II
- MED 142 Medical Terminology & Vocabulary II
- MED 200 Medical Office Administration I
- MED 218 Medical Law & Ethics

#### Third Quarter (Spring)

- MED 115 Examination Room Procedures
- MED 116 Lab Procedures
- MED 143 Medical Terminology & Vocabulary III

MED 201 Medical Office Administration II  
PHM 100 Pharmacology

Fourth Quarter (Summer)

MED 202 Medical Office Practice

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:			SHOP	
TITLE	CLASS	LAB	CLIN	CREDIT

Major Courses

ACC 120	Accounting I	3	2	0	4
ACC 121	Accounting II	3	2	0	4
ACC 218	Computerized Accounting	2	2	0	3
BUS 101	Introduction to Business	5	0	0	5
CAS 126	Graphical-Based Software	3	2	0	4
CAS 205	Microcomputer Graphics	2	2	0	3
CAS 240	Desktop Publishing	3	2	0	4
CAS 241	Spreadsheet Applications	3	2	0	4
CAS 245	Database Management Sys.	3	2	0	4
CSC 104	Introduction to Computers	3	2	0	4
CSC 131	Microcomputer Operating Systems	3	2	0	4
CSC 235	Microcomputer Hardware	3	0	0	3

CSC	242	Data Communications	1	2	0	2
CSC	250	Local Area Networks	3	0	0	3
CSC	260	Trends & Issues in Microcomputer Technology	3	0	0	3
OSC	102	Keyboarding	3	2	0	4
OSC	113	Word Processing I	2	2	0	3
OSC	273	Word Processing II	3	2	0	4
MAT	110	Business Mathematics	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			56	26	0	69

#### Related Courses

BUS	190	Business Ethics	3	0	0	3
BUS	226	Personal Finance	3	0	0	3
BUS	272	Principles of Supervision	3	0	0	3
MAT	101	General Mathematics	3	0	0	3
MAT	102	Elementary Algebra	5	0	0	5
MKT	232	Sales Development	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			22	0	0	22

#### 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
ORI	100	Master Student	1	2	0	2
		Electives: Social Science/ Humanities	<u>0</u>	<u>0</u>	<u>3</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 & Film	3	0	0	3
ENG	109	Modern British & American Literature	5	0	0	5
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:					114

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

First Quarter (Fall)

- ACC 120 Accounting I
- CSC 104 Introduction to Computers
- ENG 101 Composition & Grammar I
- MAT 101 General Mathematics
- ORI 100 Master Student
- OSC 102 Keyboarding

Second Quarter (Winter)

- ACC 121 Accounting II
- BUS 101 Introduction to Business
- CSC 131 Microcomputer Operating Systems
- ENG 102 Composition & Grammar II
- MAT 110 Business Mathematics

Third Quarter (Spring)

- ACC 218 Computerized Accounting
- CAS 126 Graphical-Based Software
- ENG 103 Composition & Grammar III
- MAT 102 Elementary Algebra
- Social Science/Humanities Elective

Fourth Quarter (Fall)

- BUS 272 Principles of Supervision
- CAS 241 Spreadsheet Applications
- CSC 235 Microcomputer Hardware
- ENG 211 Advanced Composition
- OSC 113 Word Processing I

Fifth Quarter (Winter)

- BUS 190 Business Ethics
- BUS 226 Personal Finance
- CAS 245 Database Management Systems
- CSC 242 Data Communications

ENG 204 Oral Communications  
OSC 273 Word Processing II

Sixth Quarter (Spring)

CAS 205 Microcomputer Graphics  
CAS 240 Desktop Publishing  
CAS 260 Trends & Issues Microcomputer Technology  
CSC 250 Local Area Networks  
MKT 232 Sales Development  
Free Elective

**COSMETOLOGY**

V-009

Approved for Fall 1996

Diploma

Description

The field of Cosmetology is based on scientific principles. The Cosmetology curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling and wig service.

Upon completion of this program and successful passing of a comprehensive examination administered by the North Carolina State Board of Cosmetic Arts, a license is given. The cosmetologist is called upon to advise men and women on problems of makeup and care of the hair, skin and hands including the nails. Employment opportunities are available in beauty salons, private clubs, department stores, women's specialty shops, as well as setting up one's own business.

**COURSE AND HOUR REQUIREMENTS:**

		TITLE	CLASS	LAB	SHOP CLIN	CREDIT
<u>Major Courses</u>						
COS	1001	Introduction to Cosmetology	5	0	0	5
COS	1011	Mannequin Practice	2	0	21	9
COS	1002	Cosmetology Theory I	5	0	0	5
COS	1022	Cosmetology Skills I	2	0	21	9
COS	1003	Cosmetology Theory II	5	0	0	5
COS	1033	Cosmetology Skills II	2	0	21	9

COS	1004	Cosmetology Theory III	5	0	0	5
COS	1044	Cosmetology Skills III	2	0	21	9
COS	1055	Advanced Cosmetology Skills	<u>3</u>	<u>0</u>	<u>30</u>	<u>11</u>
			31	0	114	67

Related Courses

MAT	1101	Business Math	3	0	0	3
BUS	1103	Small Business Operations	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			6	0	0	6

General Education

ENG	1204	Communication Skills	3	0	0	3
PSY	1101	Human Relations	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			6	0	0	6

TOTAL CREDITS: 68

ADVANCED DIPLOMA:

TOTAL CREDITS: 78

SUGGESTED SEQUENCE FOR  
COSMETOLOGY (V-009)

Course Title

First Quarter (Fall)

- COS 1001 Introduction to Cosmetology
- COS 1011 Mannequin Practice
- PSY 1101 Human Relations

Second Quarter (Winter)

- COS 1002 Cosmetology Theory I
- COS 1022 Cosmetology Skills I
- ENG 1204 Communications Skills

Third Quarter (Spring)

- COS 1003 Cosmetology Theory II
- COS 1033 Cosmetology Skills II
- MAT 1101 Business Math

Fourth Quarter (Summer)

COS 1004 Cosmetology Theory III

COS 1044 Cosmetology Skills III

BUS 1103 Small Business Operations

Fifth Quarter Optional (Fall)

COS 1055 Advanced Cosmetology Skills

## COURSE DESCRIPTIONS

ACC 120 ACCOUNTING I 3 2 0 4  
(Formerly BUS 120)

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.

ACC 121 ACCOUNTING II 3 2 0 4  
(Formerly BUS 121)

A continuation of ACC 120. Study will be devoted to receivables, inventories, depreciation, deferrals, accruals, systems, control, and payroll taxes. Prerequisite ACC 120.

ACC 122 ACCOUNTING III 3 2 0 4  
(Formerly BUS 122)

The student will gain a basic knowledge of accounting principles appropriate to partnership and corporation forms of organization and accounting operations. Prerequisite: ACC 121.

ACC 129 ACCOUNTING ESSENTIALS 3 2 0 4  
(Formerly BUS 129)

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).

ACC 218 COMPUTERIZED ACCOUNTING 2 2 0 3  
(Formerly BUS 218)

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: ACC 121.



ACC 221 INTERMEDIATE ACCOUNTING I 5 0 0 5  
(Formerly BUS 221)

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: ACC 120, 121, 122.

ACC 222 INTERMEDIATE ACCOUNTING II 5 0 0 5  
(Formerly BUS 222)

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: ACC 221.

ACC 223 INTERMEDIATE ACCOUNTING III 5 0 0 5  
(Formerly BUS 223)

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: ACC 222.

ACC 225 COST ACCOUNTING 5 0 0 5  
(Formerly BUS 225)

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: ACC 121.

ACC 231 TAXES 3 0 0 3

A study of taxes and tax problems as they relate to business. Emphasis will be placed on Sole Proprietors, General Partnerships, and S and C Corporations. Prerequisite: MAT 110 and ACC 120.

ACC 252 PAYROLL ACCOUNTING 3 0 0 3  
(Formerly BUS 252)

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: ACC 120.

ACC 269 AUDITING (Formerly BUS 269)	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: ACC 121.				
ANT 100 INTRODUCTION TO ANTHROPOLOGY (Same as ECU ANTH 1000)	5	0	0	5
A general introduction to anthropological studies of man and his culture.				
ANT 201 SOCIETIES AROUND THE WORLD (Same as ECU ANTH 2010)	5	0	0	5
Enthnographic survey of world culture areas showing similarities and variations in culture patterns.				
ART 100 COLOR AND DESIGN (Same as ECU ART 1001)	5	0	0	5
Color theory and design principles. Open to non-art majors only.				
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 3 0 0 3  
(Same as ECU BIOL 2110)

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 0 6 0 3  
(Same as ECU BIOL 2111)

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.

**BIO 213 and 214 combined are equivalent to ECU BIOL 2130 and 2131.**

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 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.

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 190 BUSINESS ETHICS 3 0 0 3

This course leads students to consider the ethical and moral issues confronting management and employers of contemporary organizations. Students will participate in lecture sessions, group discussions, and case studies pertaining to ethical dilemmas in modern businesses. Students will be asked to examine their individual values and morals relating to business practices.

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 231 TAXES 3 0 0 3

A study of taxes and tax problems as they relate to business. Emphasis will be placed on Sole Proprietors, General Partnerships, and S and C Corporations. Prerequisite: MAT 110 and BUS 120.

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 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 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 3 0 0 3  
An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial methods of improving businesses, and employer-employee relations.
- CAS 116 MICROCOMPUTER APPLICATIONS 3 2 0 4  
(Formerly EDP 116)  
This course is for non-MST majors. The course covers the following applications from the basic to intermediate level: word processing, spreadsheets, and database software. This course may not be counted towards a major in Microcomputer Systems Technology. Prerequisite: CSC 104 or consent of instructor.
- CAS 126 GRAPHICAL-BASED SOFTWARE 3 2 0 4  
(Formerly MCS 126)  
A study of graphical-based software; the Windows operating system will be explored in-depth. Students will also acquire hands-on experience with several popular Windows-based applications. Upon completion, students will know the distinction between graphical-based and traditional text-based software. Prerequisite: CSC 104 or consent of instructor.
- CAS 205 MICROCOMPUTER GRAPHICS 2 2 0 3  
(Formerly MCS 205)  
The student will develop proficiency in business graphics development through extensive hands-on experience using a major business graphics software package. Students will learn to produce visual aids such as graphs and text charts. Prerequisite: CSC 104 or consent of instructor.
- CAS 240 DESKTOP PUBLISHING 3 2 0 4  
(Formerly MCS 240)  
The student will develop proficiency in the use of Desktop publishing software. Applications covered includes the creation of newsletters, flyers, brochures and other miscellaneous publication documents. Prerequisite: CSC 104 or consent of instructor.



CAS 241 SPREADSHEET APPLICATIONS (Formerly MCS 241)	3	2	0	4
The student will develop proficiency in spreadsheets development through extensive hands-on experience using a major spreadsheet software package. Students will learn functions, formulas, graphics, and macros. Certain advanced functions may be included. Prerequisite: CSC 104.				
CAS 245 DATABASE MANAGEMENT SYSTEMS (Formerly MCS 245)	3	2	0	4
A course in database management software. Among the topics are database creation, inquiry, updating and reporting. Extensive hands-on experience will be acquired through the use of a major database management system software package. Prerequisite: CSC 104.				
CHM 120 BASIC GENERAL AND ORGANIC CHEMISTRY (Same as ECU CHEM 1120)	6	0	0	6
An elementary course in general and organic chemistry. Prerequisite: Math placement test.				
CHM 121 BASIC GENERAL AND ORGANIC CHEMISTRY LAB (Same as ECU CHEM 1121)	0	4	0	2
Four laboratory hours per week. Corequisite: CHM 120.				
CHM 260 BASIC BIOCHEMISTRY (Same as ECU CHEM 2620)	5	0	0	5
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 (Same as ECU CHEM 2621)	0	4	0	2
Applications of principles learned in CHM 260. Prerequisite: CHM 120. Corequisite CHM 260.				
COE 101-106 COOPERATIVE EDUCATION WORK EXPERIENCE	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: Completion of first year courses.

COS 1001 INTRODUCTION TO COSMETOLOGY 5 0 0 5

This course introduces the beginning student to various aspects of cosmetology, ethics, interpersonal relationships, and orientation. The course includes the study of the hair and skin; the effects of cosmetics and chemicals upon the hair and skin; cleansing, conditioning, and cutting of the hair; the basics of hairstyling; cosmetology law and first aid; and sterilization and sanitizing of implements and equipment. Students will also learn conduct in relation to co-workers and others. Corequisite: COS 1011.

COS 1011 MANNEQUIN PRACTICE 2 0 21 9

Mannequin practice allows the student to develop cosmetological skills that will be needed when providing services to the public in a full service salon. The practical work is devoted to draping, fingerwaving, hairstyling, haircutting, hair relaxing and permanent waving, pincurling, roller placement, thermal pressing, and curling. After demonstration by a faculty member, hair and scalp treatments, shampooing, facials with massage, makeup, waving, hair color, and manicures will be practiced on other students. Emphasis is placed on first aid skills and sanitary and safety precautions. Corequisite: COS 1001.

COS 1002 COSMETOLOGY THEORY I 5 0 0 5

This is a classroom study of advanced principles: chemical reformation (permanent waving, chemical relaxers); the basic principles of haircutting to achieve the various styles; how to style hair according to bone and body structure, facial features, lifestyle and customer preference; selection, care and styling of wigs and hairpieces; thermal pressing and styling; and various scalp treatments. Prerequisite: COS 1001.

COS 1022 COSMETOLOGY SKILLS I 2 0 21 9

This course is a continuation of the application of skills learned in COS 1001. Laboratory skills will be practiced on mannequins and live models on the clinical floor in the areas of pincurling, fingerwaving, roller placement, permanent waving, chemical relaxing, thermal pressing and curling, hair analysis, cutting and scalp treatments, facials and makeup, manicuring and pedicuring, and hair color. Prerequisite: COS 1011.

COS 1003 COSMETOLOGY THEORY II 5 0 0 5

This is a classroom study of the theory, concept, application, and history of haircoloring; nails and disorders of the nails; anatomy of the arm and hand; and manicuring and pedicuring. Prerequisite: COS 1001.

COS 1033 COSMETOLOGY SKILLS II 2 0 21 9

This course is a continuation of instructor demonstrations and student live-model performances in the application of temporary haircolor, semi-permanent haircolor, permanent haircolor, hairlightening products and toners. The practice of pressing, curling, and shaping the hair, hairweaving, perming, relaxing, hairstyling, manicuring, and pedicuring are also presented in this course. Prerequisite: COS 1011.

COS 1004 COSMETOLOGY THEORY III 5 0 0 5

This classroom study includes fundamentals of skin and its care; basics of facial massages, makeup application and corrective contouring; electricity and light therapy; professional business relationships and successful salon retailing; operating and beauty salon; and review of laws that govern cosmetologists. Prerequisite: COS 1001.

COS 1044 COSMETOLOGY SKILLS III 2 0 21 9

This course is a continuation of advanced demonstrations and clinical practices in all phases of beauty salon applications including sculptured nails and nail artistry. Students develop speed and accuracy in cosmetological skills which will enable them to be more effective and successful. Prerequisite: COS 1011.

COS 1055 ADVANCED COSMETOLOGY SKILLS 3 0 30 11

This course is designed for the student who wishes to complete the additional hours and live model projects, as set forth by the North Carolina State Board of Cosmetic Art Examiners, so that one may take the Cosmetologist Exam without serving the six month apprenticeship. Students will review theories and concepts and will explore advanced methods of hairstyling, haircutting, and creative concepts in hair coloring, sculptured nails and nail art. Prerequisite: COS 1044.

CSC 104 INTRODUCTION TO COMPUTERS 3 2 0 4  
(Formerly EDP 104)

A survey course in computers; topics include basic terminology, operating systems, software, hardware, and "everyday" applications. The basics of word processing, spreadsheets, data bases, and graphics are covered. Prerequisite: None.

CSC 131 MICROCOMPUTER OPERATING SYSTEMS 3 2 0 4  
A course in the basic and advanced elements of PC operating systems. The MS-DOS operating system will be explored in-depth through hands-on experience. Prerequisite: CSC 104.

CSC 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: CSC 131.

CSC 242 DATA COMMUNICATIONS 3 0 0 3  
This course covers the basic principles of data communications. Topics include hardware and software, error handling, and protocols. Some hands-on experience will be provided. Prerequisite: SCS 235.

CSC 250 LOCAL AREA NETWORKS 3 0 0 3  
A survey course in local area networks. Topics include planning, management, software, hardware, and topologies. Prerequisite: CSC 235.

CSC 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 in trends and issues through reviewing current computer literature and participating in informal discussions. Prerequisite: to be taken during the last quarter of a student's program; exceptions may be requested and approved/disapproved at the discretion of the instructor.

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.

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 genres 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 109 MODERN BRITISH AND AMERICAN LITERATURE 5 0 0 5  
A study of American and British literature since World War II. Prerequisite: ENG 120 or ENG 103.

- 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 202 REPORT WRITING 3 0 0 3  
 A study of the organization and techniques of modern report writing. Practice in developing various types of reports is culminated in the preparation of a formal report and the oral presentation of that report. Prerequisite: 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 English 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.

ENG 1204 COMMUNICATION SKILLS 3 0 0 3  
This course is a study of the basic concepts of oral and written communications. Emphasis is placed on the speaker's attitude, pronunciation, vocabulary usage, and gestures. Practical application of skills is demonstrated through preparation of oral presentations. Additional attention may be given to interpersonal and business communications of writing business letters, job applications and resumes. The study includes how to use a dictionary and how to write effective sentences using correct grammar, punctuation, capitalization, and spelling.

ENV 101 INTRODUCTION TO ENVIRONMENTAL SCIENCE 3 0 0 3  
This course is designed to give the student a broad general background knowledge of environmental problems facing society today. Topics include population, natural resources, air and water pollution, and waste disposal problems. Intended as the first course for new Environmental Science Technology students. Prerequisite: None.

ENV 115 RESEARCH PROTOCOL 2 2 0 3  
Elements of sampling design and analysis, including elementary surveying and map reading, basic statistics, and methods for maintaining the integrity of collected data. Prerequisite: MAT 111.

ENV 130 WASTE MANAGEMENT 3 0 0 3  
A study of the problems concerning the management, handling, and disposal of solid and liquid waste. Topics include waste generated by municipal, industrial, and nuclear sources. Prerequisite: BIO 160, BIO 161.

ENV 201 INDUSTRIAL POLLUTION CONTROL TECHNIQUES 1 2 0 2  
A study of techniques commonly used in industry to remove or reduce pollutants from discharges of air and water. Topics include scrubbers, incinerators, and other catalytic and filtration devices. Prerequisite or Corequisite: PHY 110.



- ENV 203 SOIL ANALYSIS AND TREATMENT 2 2 0 3  
A study of the basic properties of various soil types, including identification, analysis, and treatment of contaminated soils. The relationship of soil properties to groundwater hydrology will also be included. Prerequisite: BIO 160, BIO 161.
- ENV 207 WATER ANALYSIS AND TREATMENT 3 2 0 4  
Topics cover routine analysis for water quality and operational procedures for water treatment plant operations. Water treatment plant design is also included. Prerequisites: BIO 210, BIO 211, (May be taken simultaneously), CHM 120, CHM 121.
- ENV 213 AIR SAMPLING ANALYSIS AND CONTROL 3 2 0 4  
A study of air quality standards, air monitoring equipment, and techniques for sampling air. Labs will include sampling and analysis of ambient air. Prerequisites: CHM 120, CHM 121.
- ENV 216 ENVIRONMENTAL HEALTH 3 2 0 4  
The influence of environmental conditions on human health. Special emphasis given to medical laboratory procedures, including bacteriology, hematology, clinical chemistry, and urinalysis, used in assessing health. Prerequisite: BIO 210, BIO 211.
- ENV 224 CHEMISTRY OF WASTEWATER 3 2 0 4  
Course content is designed to teach routine laboratory analysis of wastewater. Laboratory procedures include routine testing for temperature, pH, solids, DO, BOD, COD, oil and grease, ammonia, and coliform bacteria. Prerequisite: BIO 210, BIO 211, CHM 120, CHM 121, ENV 207.
- ENV 230 ENVIRONMENTAL QUALITY, LAWS/ENFORCEMENT 3 0 0 3  
A study of local, state, and federal laws and acts concerning environmental quality standards and the use of resources, legal procedure for enforcing laws, and problems concerning enforcement. Included will be environmental standards dealing with polluting sources such as industry, agriculture, municipalities, and individuals. Prerequisite: ENV 101, ENV 120, ENV 130, ENV 207, ENV 213.
- ENV 240 ENVIRONMENTAL SCIENCE PROJECT 2 0 0 2  
An approved project which may be required if no co-op assignment is available. The project will cover some aspect of work in a specific area of environmental science. Requirements will include, but not be limited to,



visiting job sites and preparing a major report. Prerequisite: Completion of first year courses.

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

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.

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.

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 CIVILIZATIONS TO 1500	5 0 0 5
(Same as ECU HIST 1030)	
The evolution of world civilizations from prehistory to 1500.	
HIS 104 WORLD CIVILIZATIONS SINCE 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.	
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 word descriptions. 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, logarithms, 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 reviews of the real number system, algebra concepts and operations, and geometry. It then covers functions and graphs; ratio, proportion, and variation; factoring and algebraic fractions; and solving fractional and quadratic equations. It concludes with trigonometric functions and vectors. Prerequisite: Satisfactory placement test score or MAT 097.
- MAT 112 TECHNICAL MATHEMATICS II** 5 0 0 5  
 A continuation of MAT 111, this course begins with systems of linear equations and determinants, then moves to graphs of trigonometric functions, exponents and radicals, exponential and logarithmic functions, and complex numbers. It concludes with systems of non-linear equations and inequalities, matrices, and statistics and empirical methods. 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 MATII 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, and regression. Prerequisite: MAT 106, MAT 107, or MAT 212.



MAT 1101 BUSINESS MATHEMATICS3 0 0 3

(Cosmetology)

An introduction to business math beginning with a review of the basic mathematical operations including decimals and percents. This course stresses the fundamental operations and their application to business problems relating to records, inventories, turnover, insurance, measurements and sales records. Other topics covered include payrolls, price marking, interest and discount, commission, taxes, and use of mathematics in the business world.

MED 100 PHARMACOLOGY2 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 ASSISTING2 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 105 HUMAN RELATIONS/THE HEALTH3 0 0 3

PROFESSIONAL

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 115 EXAM ROOM PROCEDURES3 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 116 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 130 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.

MED 141 MEDICAL TERM. & 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 TERM. & 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 TERM .& 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 0 21 7

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 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.

MKT 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.

MKT 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.

MKT 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.

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.

ORI 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.

OSC 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.

OSC 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: OSC 102 or equivalent.

OSC 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: OSC 103 or equivalent.

OSC 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.

OSC 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.

OSC 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: OSC 102 and CSC 104.

OSC 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: OSC 103 or equivalent.

OSC 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: OSC 104 and OSC 113.

OSC 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: OSC 113 or Equivalent.

PIII 111 INTRODUCTION TO PHILOSOPHY 5 0 0 5  
(Same as ECU PIII 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.

PIII 150 INTRODUCTION TO LOGIC 5 0 0 5  
(Same as ECU PIII 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 110 APPLIED ENVIRONMENTAL PHYSICS 2 0 0 2

A course in basic physics principles applied to environmental science concepts, including properties of singlephase and multiphase systems and fundamentals of materials and energy balances. Prerequisite: MAT 111.

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 5 0 0 5

(Same as ECU PSYC 3206)

A survey of psychological development throughout the life span, with emphasis on perceptual, cognitive, social, and personality development. Prerequisite PSY 100.



PSY 1101 HUMAN RELATIONS 3 0 0 3  
A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships in the work situation. Emphasis is placed on techniques to improve communications and motivation in the work place.

SCI 099 INTRODUCTION TO SCIENCE 5 0 0 5  
(Previously BIO 099)  
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.

SOC 102 COURTSHIP AND MARRIAGE 5 0 0 5  
(Same as ECU SOCI 1025)  
Designed to introduce freshman students to critical thinking and empirical knowledge relative to affectional involvement.

SOC 110 MARRIAGE AND FAMILY RELATIONS 5 0 0 5  
(Same as ECU CDFR 1103)  
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 5 0 0 5  
(Same as ECU SOCI 2110)  
The nature, concepts, and principles of sociology; society, culture socialization, groups, institutions and organization, the class system, social change, and social processes.

# CONTINUING EDUCATION

Based on the belief that learning is a life-long process, Pamlico Community College offers a wide range of short courses, seminars, workshops and special services through the Continuing Education Division. Approximately 1,500 adults are enrolled annually in Continuing Education programs designed to upgrade job skills, enrich leisure, discover aptitudes and options, and learn other vital information. Continuing Education classes provide students with easily accessible, non-credit classes that can target specific training needs in the community.

Components of the Continuing Education program include the following:

## I. OCCUPATIONAL AND VOCATIONAL EDUCATION

These classes are designed to provide job training and/or upgrade job skills in the following areas:

### a. TRADE AND INDUSTRIAL EDUCATION

- Automotive Repair
- Aviation Ground School
- Boatbuilding
- Electrical Contractors License Renewal
- EPA Refrigerant Recovery/Recycling Certification
- Outboard Motor Repair
- Small Engine Repair
- Welding

### b. BUSINESS EDUCATION

- Bookkeeping for Small Businesses
- Career Choices
- Cashier Training
- Computer Applications
- Desktop Publishing
- Federal Job Skills
- Hotel-Motel Management
- How to Start a Small Business
- Introduction to Computers
- Job Survival Skills
- Leadership and Supervisory Skills

Medical Transcription and Terminology  
Microsoft Windows  
Notary Public Education  
Real Estate Appraisal  
Real Estate Brokerage Operations  
Real Estate Finance  
Real Estate Sales  
Typing (Keyboarding)  
Wordperfect

c. FIRE SERVICE TRAINING

Emergency Medical Care  
Fire Alarms and Communications  
Fire Behavior  
Fire Control  
Fire Department Organization  
Fire Hose and Appliances  
Fire Prevention  
Foam Fire Streams  
Forcible Entry  
Ladders  
Overhaul  
Personal Protective Equipment  
Portable Extinguishers  
Rescue  
Response to Hazardous Materials  
Ropes  
Safety  
Salvage  
Sprinklers  
Ventilation  
Water Supplies

d. EMERGENCY MEDICAL SERVICES

Emergency Medical Technician Training  
Emergency Medical Technician Defibrillation  
First Aid and CPR

e. TEACHER RECERTIFICATION PROGRAM

- A Survey of Child Development
- Computer Applications
- Discipline Techniques for the Classroom
- Effective Teacher Training
- First Aid and CPR
- Introduction to Computers
- Keyboarding
- Microsoft Windows
- Physical Education, Grades K-6

f. EARLY CHILDHOOD EDUCATION

- Child Care Credential I and II
- Child Care Program Administration
- Effective Teacher Training
- First Aid and CPR

g. NAUTICAL CLASSES

- Basic Coastal Navigation
- Advanced Coastal Navigation
- Boatbuilding
- Captain's Licensing Preparation
- Outboard Motor Repair
- First Aid and CPR

II. COMMUNITY SERVICE AND SELF-SUPPORTING CLASSES

These classes are designed to meet the avocational and cultural interests of the adult population.

- Basketweaving
- Cake Decorating
- Ceramics
- Creative Writing
- Drawing
- Fabric Painting
- French
- Painting
- Quilting
- Spanish

Tai Chi  
Upholstery  
Woodcrafts

III. ELDERHOSTEL

Linking with the national Elderhostel network, the Department of Continuing Education co-sponsors with Camp Sea Gull annual Elderhostel programs for adults 60 and over. Sessions are held for one week at Camp Sea Gull where participants may live during the week or commute.

IV. SMALL BUSINESS CENTER

The Small Business Center (SBC) program has been established to help businesses succeed in Pamlico County. As part of North Carolina Community College SBC Network, it works with other centers across the State to increase the success rate and number of small businesses. The SBC provides small business owners and prospective owners with the SBC information, training, counseling or referral, and other technical or managerial assistance. Range of services include seminars and short courses, direct one-to-one assistance, training and upgrading of skills for employees of small businesses.

V. COMPENSATORY EDUCATION

Designed to provide educational opportunities that will enable adults with mental retardation to function in the community at a level which will allow them to reach their fullest potential within the perimeters of the program, courses consist of a series of task-analyzed plans which were field-tested over a three year period. The curriculum is composed of the following areas:

Language	Community Living	Consumer Education
Math	Social Science	Vocational Education
	Health	

VI. ADULT BASIC EDUCATION AND THE HIGH SCHOOL EQUIVALENCY PROGRAM

Adult Basic Education (ABE) and High School Completion (General Education Development - 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 maybe prepare to take the General Education Development Examination (GED). This exam is administered at the College and those passing it are granted a NC High School Equivalency Certificate.

### **GENERAL REGISTRATION INFORMATION**

All Continuing Education students will register at the first class meeting. Students are encouraged to pre-register by calling the department.

Registration requires the student's Social Security number. A registration fee of \$35.00 is charged for all occupational classes and \$20.00 for community service classes. Fees are subject to change as mandated by the North Carolina Legislature. Fees for self-supporting classes will vary and there will be no exemptions for senior citizens. Registration fees do not include the cost of books and/or supplies. Senior citizens 65 years of age and older may enroll in any non self-supporting 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. Students between the ages of 16 and 18 may register with special permission. There are no registration fees 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.

Classes may be cancelled at any time due to insufficient enrollment or attendance.

For occupational classes that are scheduled to meet four times or less, a 75% refund shall be made upon the request of the student if the student officially withdraws from the class prior to or on the first day of class. For classes that are scheduled to meet five or more times, a 75% refund shall be made upon the request of the student if the student officially withdraws from the class prior to or on the 20 percent point of the class. Requests for refunds will not be considered after the 20 percent point.

**BOARD OF TRUSTEES**  
Louise Muse - Chairman  
Charles D. Hardison - Vice Chairman

**APPOINTED BY:**

Commissioners of Pamlico County

	<u>Expiration of Term</u>
Charles D. Hardison	June 30, 1998
Brenda P. Harris	June 30, 1996
Charles P. Holton	June 30, 1997
Louise Muse	June 30, 1995

Board of Education

George R. Brinson	June 30, 1996
Leland V. Brinson	June 30, 1997
James A. Mason, Sr.	June 30, 1995
Ida B. Ollison	June 30, 1998

Governor

Paul J. Delamar	June 30, 1997
R. Stephen Fountaine	June 30, 1995
Joyce Moore	June 30, 1998
Daphne Yeomans	June 30, 1996

**PAMLICO COMMUNITY COLLEGE FOUNDATION DIRECTORS**

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Richard Crystal, Vice President  
Sally Belangia, Secretary/Treasurer

Linda Brinson  
Gary Collier  
Mary Clyde Dunn  
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# INDEX

Academic Advising .....	43
Academic Advising, Counseling, Career Development/Place .....	43
Academic Load .....	26
Academic Regulations .....	21-38
Academic Warning and Dismissal Policy .....	28-29
Acceptance and Admission Information .....	9-20
Accounting T-016 .....	79
Accounting Certificate Option .....	83
Administrative Officers and Staff .....	146-150
Admissions .....	9
Admissions Requirements for Technical Programs .....	16
Adult Basic Education Program/GED .....	20
Adult Basic Education Prog./High School Completion Prog .....	143
Advance Credit after Enrollment .....	23-29
Advance Placement Prior to Enrollment .....	22
Application .....	12
Application Forms (Financial Aid) .....	58
Application Procedures (Financial Aid) .....	66
Associate in General Education Degree .....	77-78
Attendance .....	23-29
Auditing .....	26
Auditing Contracted Classes .....	76
Auto Regulations/Parking .....	37
Award Determining Procedures (Financial Aid) .....	66
Board of Trustees .....	145
Business Administration T-018 .....	84
Business Education (Continuing Education) .....	140
Business Programs. ....	79
Calendar, Academic .....	xiv
Campus Regulations .....	52
Career Mobility Track/General Education .....	76
Career Planning & Placement Center .....	47
Catalog of Record .....	15
Certificate .....	41
Change of Address .....	47
College Property .....	37
Communicable Disease Policy .....	38
Community Service Classes .....	142

Compensatory Education .....	143
Computer Usage Policy .....	71
Continuing Education .....	19 & 140
Cooperative Education Program .....	18
Cosmetology V-009 .....	110
Counseling Services .....	43
Course Descriptions .....	113
Courses Offered (Continuing Education) .....	140
Dean's List and Honor Roll .....	39
Degree Programs .....	74-112
Department of Veterans Affairs .....	47
Description of Financial Aid Programs .....	63-64
Diploma Programs .....	41
Diploma Programs Offered .....	17
Disruptive Activities .....	34
Distribution of Awards (Financial Aid) .....	67
Dress Recommendations .....	37
Dropping/Adding Courses and Withdrawals .....	27
Drug Abuse .....	34
Early Childhood Education .....	142
ECU Library Privileges .....	76
Editors .....	52
Educational Opportunities .....	9
Educational Placement .....	44
Elderhostel .....	143
Eligibility (Financial Aid) .....	57
Environmental Science Technology T-103 .....	93
Emergency Medical Technician's Program (EMT) .....	141
Explanation of Grades .....	26
Faculty .....	148
Fee Paying Regulation .....	32
Financial Aid Consumer Information .....	39
Financial Assistance .....	55
Fire Service Training .....	141
Food and Beverages .....	53
Food Service .....	38
General Admission Requirements .....	10
General Admission Statement .....	10

General Education . . . . .	16
General Education Develop. (GED) High School Completion . . . . .	72
General Information . . . . .	1-8
General Office T-033 . . . . .	87
General Office Certificate Option . . . . .	91
General Staff . . . . .	147
Goals . . . . .	2
Grade Point Average (GPA) Calculation . . . . .	27
Grade Report . . . . .	27
Grading System . . . . .	26
Graduation Requirments . . . . .	40-41
Guidelines for Establishment of Student Activities . . . . .	50
Handicap Services . . . . .	15
Health Services . . . . .	38
History of Pamlico Community College . . . . .	3
Housing . . . . .	46
Human Resources Development . . . . .	48
Inclement Weather Plan . . . . .	24
Individualized Learning Center . . . . .	71
Individualized Learning Center (Ged) . . . . .	19
Industrial Electrical/Electronics Technician T-212 . . . . .	97
Industrial Electrical/Electronics Diploma Option . . . . .	101
Industrial Electrical/Electronics Certificate Option . . . . .	102
Insurance and Accidents . . . . .	46
Institutional Development . . . . .	7
Interviews . . . . .	13
Learning Resource Center . . . . .	69
Letter of Reference . . . . .	12
Library . . . . .	69
Limited Enrollment Programs . . . . .	13
Maintenance Staff . . . . .	150
Marketing and Public Information . . . . .	7
Media Services Center . . . . .	71
Medical Assisting T-058 . . . . .	104
Microcomputer Systems Technology T-192 . . . . .	107
Mission . . . . .	1
Nautical Classes (Continuing Education) . . . . .	142



Need .....	58
Non-High School Graduate .....	10-12
Notification of Awards (Financial Aid) .....	66
Occupational and Vocational Education .....	140
Occupational Placement .....	45
Open Door Philosophy .....	1
Orientation .....	44
Other Sources of Financial Aid .....	57
Pamlico Community College Foundation Directors .....	145
Pamlico Community College Foundation, Inc .....	8
Part-Time Curriculum Offerings .....	79
PCC Rings .....	46
PCC/PCHS Co-op Enrollment (Industrial Electrical/Elect) .....	102
Phi Theta Kappa .....	51
Placement Services .....	44
Placement Testing .....	13
Plagiarism and Cheating .....	35
Planning, Research & Institutional Effectiveness .....	7
Pre-Employment Training Program .....	48
Program of Instruction .....	9-20
Provisional Admission .....	13
Purpose .....	1
Purpose and Philosophy (Student Dev. Services) .....	41
Quantitative Evaluation (Financial Aid) .....	67
Qualitative Evaluation (Financial Aid) .....	68
Quarter Hour Time Chart .....	47
Readmission of Curriculum Students .....	15
Records-students Rights .....	53
Refund Policy .....	30-32
Registration (Continuing Education) .....	144
Remedial Courses for Diploma Students .....	17
Remedial Courses for Technical/General Education Student .....	17
Repeat Courses .....	25
Requirements for Graduation .....	40-41
Residency .....	21
Rights of Parents & Student to Review and Inspect Record .....	54
Safety .....	53

Scheduling of Courses .....	41
Scholarships .....	64-69
Senior College Transfer Information .....	18
Small Business Center .....	143
Smoking .....	52
Social Life .....	37
Special Credit Enrollment .....	14
Student Accident Insurance .....	30
Student Activities .....	50-52
Student Appeal .....	36
Student Center .....	38
Student Classification .....	22
Student Conduct .....	33
Student Development Model .....	42
Student Development Services .....	41-43
Student Development Services Goals & Objectives .....	42
Student Discipline .....	33-38
Student Financial Aid Information .....	55-56
Student Government Association .....	50
Student Involvement in Political Activities .....	33
Student Organizations .....	52
Student Publications .....	51
Student Publications Committee .....	51
Student Records .....	53-55
Student Rights and Responsibilities (Financial Aid) .....	61
Students Rights and Responsibilities .....	32
Students with Handicaps .....	15
Support Staff .....	149
Teacher Recertification Program .....	142
Technical Curricula .....	15
Technical Programs Offered .....	16
Telephone .....	52
Textbooks and Supplies .....	32
Title IX Complaint Process .....	37
Trade and Industrial Education .....	140
Traffic .....	52
Transcripts .....	12
Transcripts (Request For) .....	46
Transfer Students and Evaluation .....	14
Transferring from PCC .....	76
Tuition and Fees .....	29

Types of Financial Aid Programs . . . . . 56

Vocational Curricula (Diploma) . . . . . 17

Weapons . . . . . 64

Withdrawals, Dropping/Adding Courses . . . . . 27

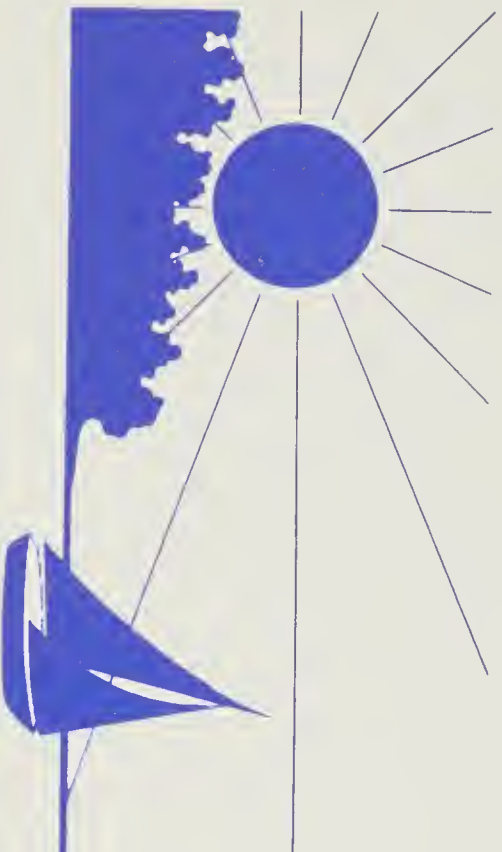
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