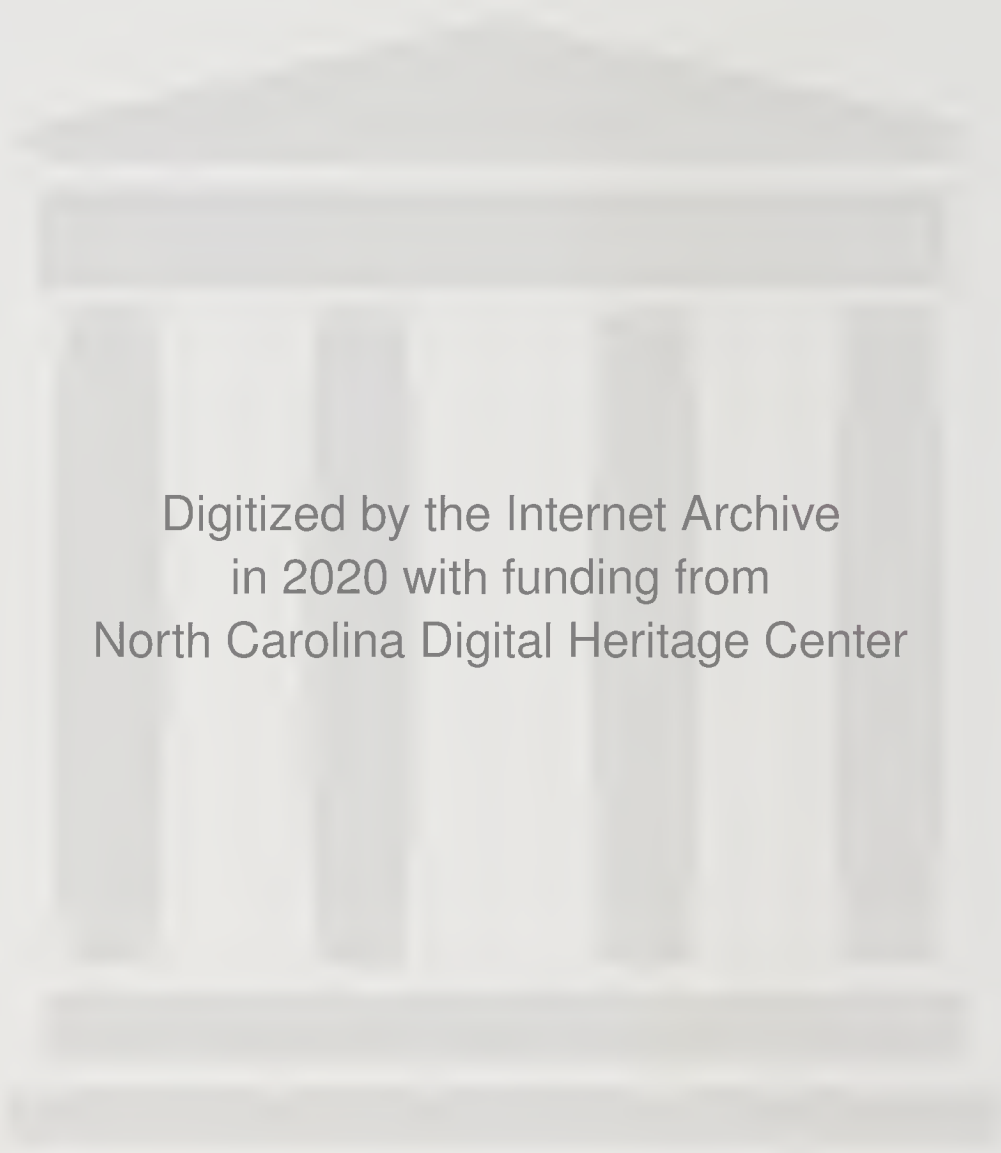
PAMLICO

COMMUNITY COLLEGE

GENERAL CATALOG
2001 - 2002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ACADEMIC CALENDAR 2001 - 2002
FALL SEMESTER 2001 - 2002

August 1 - 9 & 13	Faculty workdays.
August 7 & 8 Tuesday - Wednesday	Fall semester registration. 8:30 - 10:00 am, 2:00 - 4:00 pm, 6:00 - 7:00 pm.
August 15, Wednesday	Fall semester curriculum classes begin.
August 20, Monday	Last day to register or add. Times to be announced. $5.00 late registration fee charged.
August 31, Friday	Faculty vacation or make-up day if needed.
September 3, Monday	College closed. Labor Day holiday.
October 8 - 9 ** Monday & Tuesday	Students' fall semester break. Faculty vacation (Make up days if necessary).
October 25, Thursday	Last day to withdraw without penalty.
November 22 & 23 Thursday & Friday	College closed. Thanksgiving holidays.
November 26 - 28 Monday - Wednesday	Advising days
November 29, Thursday	Spring semester pre-registration. Times to be announced.
December 11 - 14 Tuesday - Friday	Final classes and exam schedules.
December 14, Friday	Fall semester ends. Grades due.
December 17 - 21**	Faculty vacation or make-up days if needed.
December 24 - 28	Faculty/staff holidays. No curriculum classes. (College closed)
December 31, Monday	Faculty/staff vacation. No curriculum classes (College closed)

****Make-up days for class times missed for inclement weather.**
Day 1 - Instructors extend class time to make-up hours missed.
Day 2 - 6 will be made up December 17 - 21.

SPRING SEMESTER 2001 - 2002

January 1, Tuesday	College closed. New Year's Day holiday.
January 2, 3, 4	Faculty vacation.
January 7, Monday	Spring semester registration, 8:30 - 10:00 am, 2:00 - 4:00 pm, 6:00 - 7:00 pm.
January 8, Tuesday	Spring semester curriculum classes begin.
January 14, Monday	Last day to register or add. Times to be announced. $5.00 late registration fee charged.
January 21, Monday	College closed. Martin Luther King, Jr. holiday.
March 15, Friday	Last day to withdraw without penalty.
March 29, Good Friday	Student break/faculty vacation.
April 1, Monday	Easter holiday.
April 2 - 5, Tuesday - Friday	Faculty/students' vacation. No curriculum classes. **Make up day if needed.**
April 8, Monday	Classes resume.
May 4, Saturday	Ol' Country Festival.
May 7 - 10 Tuesday - Friday	Final classes and exam schedule.
May 10, Friday	Spring semester ends. Grades due.
May 13 - 15	Faculty workdays.
May 13, Monday	Graduation rehearsal 7:00 pm.
May 14, Tuesday	Graduation ceremony 8:00 pm.
May 15, Wednesday	Optional Festival Day for faculty.

SUMMER SESSION 2001 - 2002

May 16, Thursday	Summer Session registration. Times to be announced.
May 20, Monday	Summer Session classes begin.
May 22, Wednesday	Last day to register or add. Times to be announced. $5.00 late registration fee charged.
June 27, Thursday	End of first Summer Session. Grades due.
July 1 - 4 Monday - Thursday	Mid session break. Students' holiday/vacation. No curriculum classes. Faculty vacation for those under contract in July.
July 4, Wednesday	College closed. Independence Day holiday.
July 8, Monday	Classes resume.
July 31, Wednesday	End of regular Summer Session. Grades due.

NOTE: Calendar and times are subject to change as conditions warrant.

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;
1866 SOUTHERN LANE, DECATUR, GEORGIA 30033-4097;
TELEPHONE NUMBER 404-679-4501,
TO AWARD ASSOCIATE DEGREES, DIPLOMAS,
AND CERTIFICATES;

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.

THE MEDICAL ASSISTING PROGRAM IS ACCREDITED
BY THE COMMISSION ON ACCREDITATION OF
ALLIED HEALTH EDUCATION PROGRAMS (CAAHEP).

* * * * *

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Grantsboro, NC 28529-0185

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Web Site: www.pamlico.cc.nc.us

THE COLLEGE

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. 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. Restrictions on admission are limited to specific curriculums and in every case, preparatory studies are provided for students who lack appropriate skills necessary for admission to a course or a program.

MISSION

Pamlico Community College, a two-year college with an open door policy, is committed to providing accessible and affordable quality education, relevant training, and lifelong learning opportunities for the people served by the College. To help prepare diverse students for changing a global society, the College offers:

Curriculum programs for certificate, diploma, and terminal Applied Science Degrees and transfer options through the Associate in Arts;

Continuing Education programs providing short-term occupational extension training, avocational courses, and basic skills; and

Services to businesses, groups, and individuals that improve the quality of life.

Revision approved April 2001

HISTORY OF PAMLICO COMMUNITY COLLEGE

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

The origin of the 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 Educational Center at Kinston which could provide post-secondary technical and vocational programs in locations more convenient to the residents of these counties.

The years that followed saw the evolution of that initial extension unit and the development of what is now Pamlico Community College, an accredited and viable member of the North Carolina Community College System.

Landmark Dates

IEC

1962 A branch of Lenoir County Industrial Education Center is officially opened at Bayboro, NC serving Pamlico County in continuing education courses.

1963 Paul Johnson is hired as director; auto mechanics, masonry, and other curriculums are added.

PTI

1967 The Pamlico branch of the Lenoir IEC becomes Pamlico Technical Institute and Paul Johnson is named President.

1967 PTI moves from Bayboro to Alliance, refurbishing an old school building, providing more space and a learning lab.

PTC

1971 Initial accreditation by the Southern Association of Colleges and Schools is granted, and the Institute becomes Pamlico Technical College.

1976 PTC moves to its new campus on highway 306 South to accommodate its growing services to the community.

1982 PTC is re-accredited for ten more years. New programs and faculty are sought to meet ongoing needs.

1985 A contract with East Carolina University expands educational opportunities for students and enables transfer to senior colleges and universities.

1987 The Technical College becomes Pamlico Community College.

1988 President Johnson retires after 25 years and Dr. E. Douglas Kearney, Jr. is hired.

1992 PCC is reacredited for ten more years. New programs and faculty continue to be added to meet changing needs.

1997 The North Carolina Community College System converts to semester system to align with North Carolina University System. Groundbreaking for new multi-purpose building August 22, 1997.

1999 New building is completed, which expands the College's classroom and office space. President Kearney retires after 11 years and Dr. F. Marion Altman, Jr. is hired as the third President of Pamlico Community College.

2000 Dedication of Leland V. Brinson Building on campus, April 9, 2000 and naming of Paul H. Johnson Building, November 5, 2000.

ADMISSIONS PROCESS

GENERAL ADMISSION TO THE COLLEGE

Admission Policies

Admission to programs of learning at Pamlico Community College is a process involving the potential student, Student Development Services, the Business Office, the Divisional Dean or staff and faculty administering the program of instruction.

Admission to the College is open to all adults at their existing level of education. Opportunities are provided at any level of entry, with programs provided which enable a student's advancement through the two-year degree level.

The primary focus of Pamlico Community College is the students and their educational objectives.

Curriculum programs leading to certificates, diplomas, and degrees have the two basic prerequisites:

(1) A High School Diploma or GED, and

(2) the ASSET Placement Test.

The ASSET placement test is required for determination of an individual's level of preparation or readiness for any curriculum program. Further admission requirements vary by program, with standards reflecting the various occupational fields. The placement scores are used to help direct the students into programs which best match their needs, abilities, and stated objectives.

Students whose placement scores do not qualify them to enroll in a particular program of study may be required to enroll in developmental, refresher, or college preparatory courses which are prerequisites to college level performance. The developmental or college transitional courses are offered in English/reading, math, and science. The Learning Resource Center offers individualized instruction in a variety of areas, and the Continuing Education Division offers courses which may accommodate some students' needs.

PROCEDURES FOR APPLICATION

Steps for Applying

Step 1: Application Form

All applicants for curriculum programs must first obtain a copy of the College Application form which they will complete and submit to Student Services to initiate the application process.

Step 2: Transcripts

Official high school transcripts, home school transcripts, as well as official transcripts from all post-secondary schools attended by the applicant must be received by PCC directly from the high school or post secondary school before the applicant is fully admitted into a curriculum program. Students having earned a high-school equivalency diploma, or the General Educational Development (GED), must provide an official record of completion.

Step 3: Placement Testing

All applicants for curriculum programs are required to take the ASSET Placement Tests to determine their current academic level. In addition, any special student who wishes to enroll in either an English or math class must also complete the ASSET Placement Tests. Certain other reading and writing intensive courses may require, as a prerequisite, a placement score of 41 or higher on reading and writing prior to enrollment.

All students are tested in areas of English, mathematics, and reading. Degree programs also require algebra placement tests, and some programs also require the science placement test in addition to the minimum ASSET Placement Tests. Students must complete an Algebra Placement Test prior to enrolling in MATH 161.

Students with low placement scores are required to complete developmental work to prepare them for the rigors of curriculum courses, and they should seriously consider limiting their total credit hours to twelve (12). The following lists indicate the appropriate course selection:

Writing Skills and Reading Skills:

- 41 or higher English 111
- 37 to 40 English 095
- 36 and below Individual Learning Lab*

*Students who score below 36 in either reading or writing skills are required to work in the Individual Learning Lab under the direction of the lab coordinator to correct deficiencies and may again complete the ASSET Placement Test when the lab coordinator determines they are ready. Once they score 37 or above, they may then move to the next appropriate course.

Numerical Skills:

- 38 and above MAT 060
- 34 - 37 Decision Zone
- 33 and below MAT 050

Elementary Algebra

- 42 and above MAT 110, 115 or 121
- 36 - 41 Decision Zone - enroll in either MAT 060 or MAT 070
- 35 and below MAT 060

Veterans' financial benefits are available to any veteran or veteran's dependent whose scores on placement tests indicate the need for them to register for developmental (college transitional) work.

Step 4: Interviews

All applicants should meet with the admissions counselor for a personal interview prior to enrollment. This session is designed to acquaint the student with the College and to review the results of the placement tests, the academic requirements of the applicant's selected program, and the student's career goals. Medical Assisting and Career Mobility students must also interview with the program advisor prior to registration.

Step 5: Academic Advising

During registration the student must meet a curriculum advisor/department head who assists the student in planning an educational program to meet specified goals. Students should consult regularly with their faculty advisor to review and update their goals.

ADMISSION TO CURRICULUM PROGRAMS

Admission requirements vary by program, with standards reflecting the various occupational fields. The placement scores are used to help direct the students into programs which best match their needs, abilities, and stated objectives.

Students who do not meet the admission requirements for a particular program of study may be required to enroll in developmental, refresher, or college transitional courses which are prerequisites to College level performance.

PROVISIONAL ADMISSION

In the event that all materials do not reach the College by the registration date, applicants and transfer students who have started the application process may be permitted to register as provisional students for one semester. Provisional admission students are not eligible to receive any Title IV financial aid or VA benefits.

ALLIED HEALTH PROGRAMS ADMISSION REQUIREMENTS

The Allied Health Programs have additional admission requirements which are contained in the Allied Health Handbook.

ENVIRONMENTAL SCIENCE TECHNOLOGY ADMISSION REQUIREMENTS

Students enrolling in Environmental Science are required to take a science placement test in addition to the English/reading and math placement tests.

ADMISSION TO SPECIAL PROGRAMS

Special programs are designed to enhance educational and work opportunities for students enrolled in curriculum programs and to open the college doors to high school students.

Cooperative Programs for High School Students

1. ***Huskins Bill***

   The purpose of the Huskins Bill Cooperative Program is to make available for the enrichment of high school students college level academic, technical, and advanced vocational courses. These courses are taught at the high school by community college faculty.

   Criteria for selecting students for the Huskins Bill cooperative program are listed in the Huskins Bill Cooperative Program Agreement between the Board of Trustees and the Board of Education.

2. ***State Board of Community Colleges' Concurrent Enrollment Policy***

   The purpose of the concurrent enrollment policy is to allow currently enrolled high school students to enroll in regularly scheduled college credit courses. Through the concurrent enrollment policy, students attend classes on the college campus and abide by the policies and regulations of the college. Students agree to attend classes according to the college schedule, even if the High School is not in session.

Concurrent enrollment students follow the same admission and attendance requirements as all other college students.

There is no tuition charge for courses under the Huskins Bill and the Concurrent Enrollment; however, students must purchase the required textbooks for the courses.

3. ***Home Schooled High School Students May Take Developmental Courses at PCC***

This Bill provides that high school students who are 16 years old or older and who attend a home school may register in developmental courses that prepare them for college-level courses. Tuition may be charged to these students.

Cooperative Education (CO-OP)

The cooperative education program is designed to give students the opportunity to integrate their classroom study with practical experience in their major fields by working and attending school.

Eligibility

All students enrolled in programs offering co-op for academic credit must have completed one semester at PCC. Co-op experience may be scheduled with a current employer. Approval must be obtained from the **employer** and the student's advisor.

1. Students must have a 2.0 GPA before enrolling in a co-op course.

2. Students must plan to graduate from Pamlico Community College.

Application Procedure

1. The student will obtain an application form from thc co-op coordinator and make an appointment to review the completed application.

2. The coordinator will conduct an interview with the student regarding career goals and possible co-op assignments.

3. If the student is accepted, the co-op coordinator and the curriculum department chairperson or advisor will be prime resources in locating and/or approving an appropriate co-op assignment.

4. The employer interviews and/or selects the student from a group of applicants.

Academic Credit

1. A student may receive one credit hour for a ten-hour per week work assignment during a semester in a co-op program. A student may receive a maximum of two credit hours during a scmester for twenty or more hours of work per week. Each curriculum program specifies the maximum number of credit hours allowed toward degree or diploma requirements.

2. Grades given by the faculty advisor will be based on reports and evaluations submitted by the student and the employer. Reports of credit will be made to the registrar's office by the co-op coordinator.

ADVANCED CREDIT

Provisions are made by the College for advanced credit or waiving course requirements. However, some courses are not approved for proficiency or challenge examination. It is the responsibility of the head of each curriculum department to determine the courses which may be waived or challenged in that program.

Proficiency Examination Prior to Enrollment

If a student is allowed by the instructor to waive a course, the examination must be completed before the end of registration period. Testing method is at the discretion of the instructor who will submit documentation for the student's records.

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.

Challenge Examination after Enrollment

After attending twenty percent (but before fifty percent) of the semester, students may, with the approval of their instructor, take a challenge examination to demonstrate mastery of course competencies. The student must request the exam in writing, schedule the exam with the instructor, and be in regular attendance until the exam is given. After completion of the challenge exam, the student may no longer attend class. Documentation of the examination will be placed in the student's permanent record.

The grade earned on the test is the grade the student will receive for the course. An "F" will require that the student repeat the entire course. Credit hours and grade earned will be used in computing the student's GPA. There is no refund of student tuition.

SPECIAL CREDIT ENROLLMENT

A student may enroll in one course per semester in any program offered at the College, up to a total of twelve credit hours. The student will be classified as a special credit student not working toward a degree or diploma. After the student has completed nine credit hours, no further courses may be taken without declaring a program major.

Special credit students pay the same fees as regular students and receive grades for all course work but are not eligible to receive any Title IV financial aid or VA benefits.

READMISSION OF CURRICULUM STUDENTS

Students re-entering the College after not being enrolled for one or more semesters must file an updated application and 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.

CHANGE OF MAJOR

Students changing majors are considered in their new program to be transfer students. The transfer policy applies to students changing majors within the College. A student's GPA is cumulative, i.e., a new major will reflect the previous major's grades. It is the student's program advisor's responsibility to monitor the student's progress for graduation.

TRANSFER POLICY

Students who wish to transfer to Pamlico Community College from another institution must be in good standing and eligible to return to the previous institution (except where the student is ineligible to return, based on his/her GPA). The applicant should submit the following:

- A completed application form
- High school transcripts
- An official transcript(s) of all post secondary credits previously earned
- A catalog or course descriptions from institutions previously attended, if requested by the student's 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 or programs; however, 25% of the total program for which the degree is being awarded must have been earned at Pamlico Community College in the program awarding the credential. (Degree programs require a total of 64-76 semester hours. Twenty-five percent of those required hours must be taken at PCC to earn the degree in that program. Diploma programs require a total of 36-48 hours, and certificates total 12-18 hours.) Transfer students wishing to earn a certificate or diploma must be currently enrolled and earn a minimum of six hours of credit at PCC.

Any credit earned with a grade of "C" or higher at an accredited institution will be accepted at Pamlico Community College provided it is appropriate to the student's program and a comparable course is offered at PCC. The College does not award transfer credit for courses with a grade of "D". The curriculum department chair ultimately determines the acceptance of any course in question.

In attempting to transfer courses taken prior to 1997-98 (when the common course library was implemented) the catalog and/or course descriptions from other institutions attended may be required in order to determine transferability. The student must submit the transfer credit evaluation form which may be obtained from Student Development Services.

NOTE: As a part of the evaluation of transfer credits or experiential learning, students may be required by the instructor to take a proficiency examination. Some courses are not approved for proficiency or challenge examination. The head of the curriculum department who is responsible for the course makes the determination.

Transcript Evaluations

Transcript evaluations are conducted by curriculum departmental chairs. The student may be required to demonstrate current competencies in order to receive credit for any course as much as five years old, or advancing technology courses less than five years old. The curriculum departmental chair ultimately determines the acceptability of any course the student is attempting to transfer.

STUDENTS WITH DISABILITIES

Pamlico Community College is sensitive to the needs of applicants with documented disabilities. Special arrangements will be made for admission testing of disabled applicants. Students will be admitted to curriculums which they project ability to satisfactorily complete. No students will be denied admission solely because of a documented disability. If a student has a documented disability which impairs sensory, manual, or speaking skills, instructors will provide alternative testing and evaluation procedures to ensure that the results of evaluation represent the student's achievement in the course, rather than a student with impaired sensory, manual, or speaking skills (except where such skills are the factors being measured). Classrooms and labs are accessible to students who use a wheelchair.

THE CATALOG AND THE STUDENT'S PROGRAM

The catalog is intended to give descriptions and requirements for complcting the instructional program in which a student is enrolled. The educational program description in the catalog at the time a student enrolls is in effect for a maximum of five years.

Although the courses announced and the regulations given are fairly continuous, neither of them are valid upon the issuance of a new catalog or a supplement. The faculty of the college reserves the right to make changes in curricula and in regulations at any time, when, in its judgement, such changes are in the best interest of the students and the college. All program revisions are effective upon publication of a supplement or new catalog.

If a student elects to meet the program requirements of a catalog published later than the one current at the time of his/her original entrance, he/she must meet all requirements of the selected catalog.

A student who changes program majors will be expected to meet all the requirements of the new program as listed in the catalog at the time of the change.

Course substitutions may be made with the approval of the curriculum department chair and the Dean of Instruction.

Academic regulations and policy changes are effective upon publication, and apply to all students enrolled at the time of publication.

ACADEMIC REGULATIONS

STUDENT CLASSIFICATIONS

Freshman: A student who has earned less than thirty semester hours of credit.
Sophomore: A student who has earned thirty or more semester hours of credit.

Full-time Student: A student who is registered for twelve semester hours or more.

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

Provisional Student: An applicant or transfer student who is applying too late to complete admission procedures, or a student whose file is not complete. Students cannot remain in provisional status more than one semester.

Special Student: A full-or part-time student not seeking a degree or diploma. A student may take courses totaling no more than twelve credit hours as a Special Student.

Audit Student: A student who is enrolled in, but not seeking credit for, a course (for interest only). Audit students will take no exams and receive no credit.

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 eighty percent of the total class hours, laboratory periods, and shop sessions for each course in order to receive a passing grade.

In developmental courses (or college transitional), a student must attend a minimum of eighty-five percent of the total class hours, laboratory periods, and shop sessions for each developmental (college transitional) course in order to receive a passing grade.

The calculation of the attendance policy begins with the first scheduled day of classes, not when a student enters 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. Tuition and fees also must have been paid before the student's attendance can be counted.

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. 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 absent later, because of personal sickness or other emergencies.

NOTE: The above policy is minimal. Individual instructors may have more stringent absentee policies.

Scheduled Course Times

College credit classes meet between the hours of 8:00 a.m. - 10:00 p.m. Monday through Thursday, and 8:00 a.m. - 3:00 p.m. on Fridays. Additional class times are available and publicized for weekends. Classes meet for 50 minutes of each class hour scheduled, and proportionally for additional time.

ACADEMIC LOAD

Students enrolled for twelve or more semester credit hours are designated as full-time students. A student may not enroll for more than twenty-one semester hours without the approval of his/her advisor and the Dean of Curriculum. Determining factors include the student's overall academic progress and attendance record. A student whose academic advisor places him/her 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 upon their academic standing.

Semester Hour Time Chart

Associate and Diploma:

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

Clock Hour Program:

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

Adult Basic Education (ABE-GED) classroom predominates - 18 contact hours per week; maximum allowed - 726 hours.

ACADEMIC ADVISING

It is the student's responsibility to keep a record of his or her own progress. This includes being aware of grade point averages, course failures, courses repeated, and the requirements to be met for graduation. Faculty advisors maintain files for each of their advisees. A course requirement checklist is provided by the advisor to the student upon entry into a curriculum program. The checklist is used by the student and the advisor to monitor the student's progress and achievement of goals.

GRADING SYSTEM

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

A	90 - 100	4 grade points per hr.
B	80 - 89	3 grade points per hr.
C	70 - 79	2 grade points per hr.
D	60 - 69	1 grade point per hr.
F	below 60	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.
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 by the end of week eight (8) of the next semester. After one semester (not including summer) a grade of "I" will be changed by the instructor to a grade of "F" which will be computed in the GPA.

Writing-Intensive Course Grades

Writing-intensive courses or sections are identified each semester in the course schedules and will be designated "WI" on the student's transcript.

Grade Point Average (GPA) Calculation

Divide total grade points by the number of hours attempted. Example:

Fall Semester:

Course		Hours Attempted	Hours Earned	Grade	Grade Points
BUS	110	3	3	C	6
ENG	111	3	3	A	12
ECO	152	3	3	B	9
		9	9		27

27/9 = 3.0 Grade Point Average

Fall Semester:

Course		Hours Attempted	Hours Earned	Grade	Grade Points
BUS	110	3	3	C	6
ENG	111	3	3	A	12
MAT	110	3	0	I	0
ECO	152	3	3	B	9
		12	9		27

27/12 = 2.2 Grade Point Average

Courses with an "Incomplete" grade are not used in computing grade point averages; however, a student with an "Incomplete" is not eligible for the Dean's List or Honor Roll and must complete the course by the 8th week of the following semester. The Instructor records a grade of "F" if the student does not complete the course during the next semester following the grade of incomplete.

Student Right-to-Know Information

Pamlico Community College is committed to informing students and prospective students about the probabilities of success in our programs and current job market information. The U. S. Department of Education requires that each institution of higher education publish completion rates for students who entered as full-time students and who completed their curriculum program within one and one-half times the time we allowed in the catalog for that program. The average rate of persistence toward degree completion of students in each curriculum at PCC is available from the Student Development Services Office.

DEAN'S LIST AND HONOR ROLL

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

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

Part-time students enrolled in at least 6 credit hours of work maintaining a semester grade point average of 3.50 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 3.5 or above will be recognized with an honor cord and gold tassel at graduation exercises. The student can order these items through Student Services.

DROPPING/ADDING COURSES AND WITHDRAWALS

Drop/add dates and time periods are published in the College calendar and other handouts published prior to each semester.

A student may withdraw anytime during the semester up to the end of the eleventh week (date published in the calendar). A Registration Change Notice Form must be obtained from Student Services and completed to initiate the withdrawal process. Upon signing this form, the instructor will assign a grade of "W" (withdrawal) on each course for which the student was registered.

After the eleventh week of the semester, withdrawal (W) 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 constitutes extended absence and results in an automatic "F".

ACADEMIC STANDARDS

Students are expected to maintain a GPA of 2.0, which is required for graduation. A student whose GPA is less than 2.0 is subject to academic probation.

Repeating Courses

A student may repeat a course to improve a grade. The highest grade will be used in computing the GPA.

Academic Probation

A student whose cumulative GPA falls below 2.0 will be placed on academic probation and will be notified in writing of that status by the Dean of Student Development Services. The student will be required to schedule a conference with his/her faculty advisor and a counselor before registering for the next semester. Determined by the nature and severity of the student's academic difficulty, a program of action will be developed to help the student deal with his/her problems before they become chronic. Options are a possible reduction in course load, repetition of a course or courses, enrollment in developmental classes, or referral to the Individualized Learning Center.

A student whose cumulative GPA remains below 2.0 for a second consecutive semester will remain on academic probation and will be notified in writing of that status by the Dean of Student Development Services. Again, the student will be required to schedule a conference with his/her academic advisor and a counselor prior to registering for another semester. At this meeting, the student's progress over the past semester will be evaluated as follows:

- If the student has earned a term quality point average of 2.0 or above, he/she will be removed from academic probation, permitted to register, and to continue a program of action deemed appropriate by the academic advisor and counselor to continue raising the student's cumulative GPA.

- If, however, the student does not earn a quality point average of at least 2.0, then the student will be suspended from all degree, diploma, and certificate programs for one semester. Any student who has been suspended for academic reasons must reapply for admission into the college and into a specific degree program.

- A student readmitted to PCC after being suspended for academic reasons is required to earn a quality point average of 2.0 or higher during the term of readmission. If the student does not earn a quality point average of 2.0 or higher, he or she will be dismissed from all degree, diploma, and certificate programs.

- A student who is dismissed for academic reasons may reapply for admission after two years and may be readmitted to the College and be forgiven his or her previous cumulative GPA.

The staff at PCC is committed to helping the student. If a student has academic deficiencies, the staff works to help the student understand his/her difficulties, to confront them, to work to overcome them, and to set realistic and attainable educational goals. It is, however, the student's responsibility to use the resources and services PCC makes available.

Auditing

A student may audit any course offered at PCC. Courses which have been audited can later be taken for credit. The cost for auditing a course is the same as taking the course for credit.

Students auditing courses are not required to take examinations. No grade or credit is given. The student must register for the course during registration, and audit will be noted on the form.

COMPUTER TUTORIAL LAB

A computer tutorial lab is provided for students who are experiencing academic difficulty in a particular curriculum course. Students are referred to the computer tutorial lab by the instructor of the curriculum course. The lab cannot be used for homework assignments. Hours of operation are posted in the LRC.

GRADUATION REQUIREMENTS

Graduation exercises are conducted once each year following Spring Semester. Additional ceremonies are conducted by programs as determined by the department or program. Prospective graduates must be recommended by the director of the program in which the credential is being awarded.

1. An application for graduation should be filed at the **beginning** of spring semester by completing the application form and returning it to Student Development Services.

2. A prospective graduate must be currently enrolled in the major and have completed a minimum of twenty-five percent of his/her program course work at Pamlico Community College in the program for which the credential is being awarded.

3. A student must have an overall GPA of 2.0 or higher to be awarded a certificate, diploma, or degree.

4. All financial obligations to the College, including the business office and the library, must be cleared before a student can participate in graduation or be awarded any credential.

5. Caps and gowns for graduation cost approximately $20.00 and must be purchased through Student Development Services by the publicized date. (Students may choose to borrow caps and gowns.)

6. Students are encouraged, but not required, to attend the graduation ceremony in order to publically receive their credentials.

PAMLICO COMMUNITY COLLEGE
1999-2000
OUTCOMES/STATE PERFORMANCE MEASURES

1. Progress of Basic Skills students:
   - state standard: 75% will make progress;
   - PCC outcome: 87% made progress

2. Licensure and certification:
   - state standard: 80% aggregate pass rate with no exam pass rate below 70%
   - PCC outcome: Information not available at publication

3. Goal completion of graduates:
   - state standard: 90%
   - PCC outcome:100% met goals either fully or partially

4. Employment status of graduates:
   - state standard: 90% will be employed;
   - PCC outcome: 90% employed

5 Performance of transfer students:
   - state standard: 84% will have GPA of 2.0 or higher (North Carolina University System)
   - PCC outcome: Information not available at publication

6. Passing rate of student in developmental courses
   - state standard: 70% passing rate of students in developmental courses
   - PCC outcome: 59% passing rate

PROGRAMS OF INSTRUCTION

PCC curriculum programs lead to certificates, diplomas, and associate degrees.

Associate in Applied Science (A.A.S.) degree programs provide preparation for various career fields with entry level skills and competencies required in today's technologically-oriented workplace.

The Associate in Arts (A.A.) degree program is designed for transfer to a senior college or university at the junior level.

The Associate in General Education (A.G.E.) degree is not intended for transfer, but it provides the latitude and options for students to design programs tailored to their needs and interests.

Students seeking degrees may opt to receive a diploma or certificate after receiving academic and career counseling, and approval by their advisor.

The Pamlico Community College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Program (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment.

Graduates of CAAHEP accredited medical assisting programs may be eligible to sit for the AAMA's Certification Examination to become Certified Medical Assistants.

Note:

Some programs are in transition and subject to change.
An addendum will be issued once final approval is received.

PROGRAM DESCRIPTIONS

ASSOCIATE IN ARTS DEGREE (A 10100)
Contract Program with East Carolina University

The Associate in Arts degree shall be granted for a planned program of study consisting of a minimum of 64 and a maximum of 65 semester hours of approved college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the use of computers. The program is designed for transfer to a senior college or university.

Career Mobility Track

The College offers students a career mobility track which enables them to advance more rapidly in nursing, allied health, and science-related fields. Students wishing to earn the Bachelor of Science in Nursing Degree at ECU may enroll in the Associate in Arts degree program at PCC and take the college transfer course requirements specified by the ECU School of Nursing.

Course and Hour Requirements

			Class	Lab	Clin	Credit
GENERAL EDUCATION CORE (44 SHC)*						
English Composition						
ENG	111	Expository Writing *(Writing Intensive)*	3	0	0	3
ENG	113	Literature-Based Research *(Writing Intensive)*	3	0	0	3
Humanities/Fine Arts (12 SHC)						
*Select courses from at least **three** of the following discipline areas. **At least one must be a literature course.***						
Art						
ART	111	Art Appreciation	3	0	0	3
ART	1906	Art History Survey (to the Renaissance)	3	0	0	3
ART	1907	Art History Survey (to Modern Times)	3	0	0	3
ART	1910	Art Appreciation (on line)	2	0	0	2
Foreign Language						
SPAN	1001	Spanish Level I	3	0	0	3
SPAN	1002	Spanish Level II	3	0	0	3
Humanities						
HUM	110	Technology and Society	3	0	0	3
HUM	120	Cultural Studies	3	0	0	3
HUM	130	Myth in Human Culture	3	0	0	3
Literature						
ENG	233	Major British Writers *(Writing Intensive)*	3	0	0	3
ENG	243	Major American Writers *(Writing Intensive)*	3	0	0	3
ENG	261	World Literature I *(Writing Intensive)*	3	0	0	3
ENG	262	World Literature II *(Writing Intensive)*	3	0	0	3
Music						
MUS	2208	Music Appreciation	2	0	0	2
Philosophy and Religion						
PHIL	1110	Introduction to Philosophy	3	0	0	3
Speech/Communication						
COM	110	Introduction to Communication	3	0	0	3
COM	231	Public Speaking	3	0	0	3

Social/Behavioral Sciences (12 SHC)
*Select **four** courses from at least **three** of the following discipline areas. **At least one course must be a history course.***

Anthropology						
ANTH	1000	Introduction to Anthropology	3	0	0	3
Economics						
ECO	151	Survey of Economics	3	0	0	3
Geography						
GEOG	2003	Economic Geography	3	0	0	3
History						
HIST	1030	World Civilization to 1500	3	0	0	3
HIST	1031	World Civilization since 1500	3	0	0	3
HIST	1050	American History to 1877	3	0	0	3
HIST	1051	American History since 1877	3	0	0	3
Political Science						
POLS	1010	National Government	3	0	0	3
Psychology						
PSY	150	General Psychology (on-line)	3	0	0	3
PSYC	1000	Introductory Psychology	3	0	0	3
PSYC	3206	Developmental Psychology	3	0	0	3
Sociology						
SOC	210	Introduction to Sociology (on line)	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
SOC	2110	Introduction to Sociology	3	0	0	3

Natural Sciences (8 SHC)
Natural Sciences
Select two courses including accompanying laboratory work, from among biology and physical science disciplines.

Biology						
BIOL	1050	General Biology	3	0	0	3
BIOL	1051	General Biology Lab	0	3	0	1
Chemistry						
CHEM	1120	Basic General, Organic, and Biochemistry I	4	0	0	4
CHEM	1121	Basic General, Organic, and Chemistry Lab I	0	3	0	1
CHEM	1130	Basic General, Organic, and Chemistry Lab II	4	0	0	4
CHEM	1131	Basic General, Organic, and Chemistry Lab II	0	3	0	1
Physical Sciences						
GEOL	1500	Physical Geology	3	0	0	3
GEOL	1501	Physical Geology Lab	0	3	0	1

Mathematics (6 SHC)
Select one course in introductory mathematics;(college algebra); the other unit may be selected from among other quantitative subjects (statistics or computer science).

Computer Science						
CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Intro. to Programming and Logic	2	2	0	3
Mathematics						
MAT	140	Survey of Mathematics	3	0	0	3
MAT	155	Statistical Analysis	3	0	0	3
MAT	161	College Algebra	3	0	0	3

OTHER REQUIRED HOURS (21 SHC)

Orientation						
ACA	111	College Student Success	1	0	0	1
Health						
HLTH	1000	Health in Modern Society	2	0	0	2

Other required hours include additional general education and professional courses which have been approved for transfer, including the following ECU contract courses. These courses do not meet general education core requirements.

ACC	120	Principles of Accounting I	3	2	0	4
ACC	121	Principles of Accounting II	3	2	0	4
BIO	168	Anatomy and Physiology I	3	3	0	4
BIO	169	Anatomy and Physiology II	3	3	0	4
BIOL	2110	**Fundamental of Microbiology	4	0	0	4
BIOL	2111	**Fundamental of Microbiology Lab				
BUS	110	Introduction to Business	3	0	0	3
BUS	115	Business Law I	3	0	0	3
CJC	111	Introduction to Criminal Justice	3	0	0	3
CJC	121	Law Enforcement	3	0	0	3
CJC	141	Corrections	3	0	0	3
EDU	116	Introduction to Education	3	0	0	3
MAT	141	Math I for Teachers/K-9	3	0	0	3
NURS	3020	Health Assessment	2	2	0	3
NURS	3200	Introduction to Professional Nursing	3	0	0	3

Total Semester Hours Credit in Program **65**

* Students must meet the receiving university's foreign language, health, and physical education requirements, if applicable, prior to or after transfer to the senior institution.

** Does not satisfy a General Education requirement for School of Nursing.

NOTE: PROGRAM SUBJECT TO CHANGE

Transferring From PCC to Another Institution

A student planning to transfer to East Carolina or any other senior college or university, should consult with the receiving institution for specific institutional 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.

Articulation Agreements

The North Carolina Community College System and the North Carolina University System and Independent Colleges of North Carolina have an articulation agreement for transfer of courses from the Community College. Academic advisors can provide information regarding specific 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 borrower's fee for use of the library for all persons not currently enrolled on the campus of East Carolina University.

ASSOCIATE IN GENERAL EDUCATION DEGREE (AGE) (A10300)

			Course and Hour Requirements Class	Lab	Clin	Credit
GENERAL EDUCATION COURSES (15 SHC)						
Communications (6 SHC)						
ENG	111	Expository Writing	3	0	0	3
ENG	113	Literature-Based Research	3	0	0	3
Natural Sciences/Mathematics (3 SHC)						
Natural Sciences						
Select from the following disciplines: astronomy, biology, chemistry, earth sciences, physics, and/or general science;						
or						
Mathematics						
Select from the following discipline areas: college algebra, trigonometry, calculus, computer science, and statistics.						
Humanities/Fine Arts (3 SHC)						
Select a minimum of 3 SHC from the following:						
ART	111	Art Appreciation (On Line)	3	0	0	3
ART	1906	Art History Survey (to Renaissance)	3	0	0	3
ART	1907	Art History Survey (to Modern Times)	3	0	0	3
ART	1910	Art Appreciation	2	0	0	2
COM	110	Introduction to Communication	3	0	0	3
COM	231	Public Speaking	3	0	0	3
ENG	233	Major British Writers	3	0	0	3
ENG	243	Major American Writers	3	0	0	3
ENG	261	World Literature I	3	0	0	3
ENG	262	World Literature II	3	0	0	3
HUM	110	Technology and Society	3	0	0	3
HUM	120	Cultural Studies	3	0	0	3
HUM	130	Myth in Human Culture	3	0	0	3
MUSC	2208	Music Appreciation	2	0	0	2
PHIL	1110	Introduction to Philosophy	3	0	0	3
SPAN	1001	Spanish Level I	3	0	0	3
SPAN	1002	Spanish Level II	3	0	0	3
Social/Behavioral Sciences (3 SHC)						
Select one course from the following:						
ANTH	1000	Introduction to Anthropology	3	0	0	3
ECO	151	Survey of Economics	3	0	0	0
GEOG	2003	Economic Geography	3	0	0	3
HIST	1030	World Civilizations to 1500	3	0	0	3
HIST	1031	World Civilizations since 1500	3	0	0	3
HIST	1050	American History to 1877	3	0	0	3
HIST	1051	American History since 1877	3	0	0	3
POLS	1010	National Government	3	0	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
PSY	150	General Psychology (on line)	3	0	0	3
PSYC	1000	Introductory Psychology	3	0	0	3
PSYC	3206	Developmental Psychology	3	0	0	3
SOC	210	Introduction to Sociology (On Line)	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
SOCI	2110	Introduction to Sociology	3	0	0	3
OTHER REQUIRED HOURS (50 SHC)						
Other required hours include additional general education and professional courses in addition to the following:						
ACA	111	College Student Success	1	0	0	1
Total Semester Hours Credit in Program						**64 - 65**

ACCOUNTING (A25100)

Associate in Applied Science Degree

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the "language of business," accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

Course and Hour Requirements

			Class	Lab	Clin	Credit
GENERAL EDUCATION COURSES						
Communication						
ENG	111	Expository Writing	3	0	0	3
ENG	113	Literature-Based Research	3	0	0	3
Natural Sciences/Mathematics						
MAT	140	Survey of Mathematics	3	0	0	3
Humanities/Fine Arts (3 SHC)						
Select a minimum of 3 SHC from the following:						
ART	111	Art Appreciation (On Line)	3	0	0	3
ART	1906	Art History Survey (to Renaissance)	3	0	0	3
ART	1907	Art History Survey (to Modern Times)	3	0	0	3
ART	1910	Art Appreciation	2	0	0	2
ENG	233	Major British Writers	3	0	0	3
ENG	243	Major American Writers	3	0	0	3
ENG	261	World Literature I	3	0	0	3
ENG	262	World Literature II	3	0	0	3
HUM	110	Technology and Society	3	0	0	3
HUM	120	Cultural Studies	3	0	0	3
HUM	130	Myth in Human Culture	3	0	0	3
MUSC	2208	Music Appreciation	2	0	0	2
PHIL	1110	Introduction to Philosophy	3	0	0	3
SPAN	1001	Spanish Level I	3	0	0	3
SPAN	1002	Spanish Level II	3	0	0	3
Social/Behavioral Sciences (3 SHC)						
Select one course from the following:						
ANTH	1000	Introduction to Anthropology	3	0	0	3
GEOG	2003	Economic Geography	3	0	0	3
HIST	1030	World Civilizations to 1500	3	0	0	3
HIST	1031	World Civilizations since 1500	3	0	0	3
HIST	1050	American History to 1877	3	0	0	3
HIST	1051	American History since 1877	3	0	0	3
POLS	1010	National Government	3	0	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
PSY	150	General Psychology (on line)	3	0	0	3
PSYC	1000	Introductory Psychology	3	0	0	3
PSYC	3206	Developmental Psychology	3	0	0	3
SOC	210	Introduction to Sociology (On Line)	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
SOCI	2110	Introduction to Sociology	3	0	0	3

MAJOR COURSES

Required Courses

ACC	120	Principles of Accounting I	3	2	0	4
ACC	121	Principles of Accounting II	3	2	0	4
ACC	220	Intermediate Accounting I	3	2	0	4
ACC	221	Intermediate Accounting II	3	2	0	4
ACC	225	Cost Accounting	3	0	0	3
BUS	115	Business Law I	3	0	0	3

Required Subject Areas

Taxes

ACC	131	Federal Income Taxes	2	2	0	3

Economics

ECO	151	Survey of Economics	3	0	0	3

Computers

CIS	110	Introduction to Computers	2	2	0	3

Other Major Courses

ACC	140	Payroll Accounting	1	2	0	2
ACC	150	Computerized General Ledger	1	2	0	2
ACC	269	Auditing	3	0	0	3
BUS	110	Introduction to Business	3	0	0	3
BUS	121	Business Math	3	0	0	3
BUS	260	Business Communication	3	0	0	3
CIS	169	Business Presentations	1	2	0	3
COM	110	Introduction to Communication	3	0	0	3
OST	122	Office Computations	1	2	0	2
OST	131	Keyboarding	1	2	0	2

OTHER REQUIRED COURSES

ACA	111	College Student Success	1	0	0	1

Total Semester Hours Credit in Program **69-70**

ACCOUNTING DIPLOMA (D25100)

Course and Hour Requirements

			Class	Lab	Clin	Credit
GENERAL EDUCATION COURSES						
Communications						
ENG	111	Expository Writing	3	0	0	3
Natural Sciences/Mathematics						
MAT	140	Survey of Mathematics	3	0	0	3
MAJOR COURSES						
Required Courses						
ACC	120	Principles of Accounting I	3	2	0	4
ACC	121	Principles of Accounting II	3	2	0	4
BUS	115	Business Law I	3	0	0	3
Required Subject Areas						
Taxes						
ACC	131	Federal Income Taxes	2	2	0	3
Computers						
CIS	110	Introduction to Computers	3	0	0	3
Other Major Courses						
ACC	140	Payroll Accounting	1	2	0	2
ACC	150	Computerized General Ledger	1	2	0	2
BUS	110	Introduction to Business	3	0	0	3

BUS	121	Business Math	3	0	0	3
CIS	169	Business Presentations	1	2	0	3
OST	131	Keyboarding	1	2	0	2
OTHER REQUIRED COURSES						
ACA	111	College Student Success	1	0	0	1
Total Semester Hours Credit in Program						**38**

ACCOUNTING CERTIFICATE (C25100)

Course and Hour Requirements

			Class	Lab	Clin	Credit
MAJOR COURSES						
Required Courses						
ACC	120	Principles of Accounting I	3	2	0	4
ACC	121	Principles of Accounting II	3	2	0	4
Required Subject Areas						
Taxes						
ACC	131	Federal Income Taxes	2	2	0	3
Other Major Courses						
OST	131	Keyboarding	1	2	0	2
Total Semester Hours Credit in Program						**13**

ELECTRONIC ACCOUNTING CERTIFICATE (C25100B)

Course and Hour Requirements

			Class	Lab	Clin	Credit
ACC	120	Principles of Accounting I	3	2	0	4
ACC	121	Principles of Accounting II	3	2	0	4
ACC	150	Computerized General Ledger	1	2	0	2
BUS	121	Business Math	3	0	0	3
CIS	110	Introduction to Computers	3	0	0	3
Total Semester Hours Credit in Program						**16**

BUSINESS ADMINISTRATION (A25120)
Associate in Applied Science Degree

Course and Hour Requirements

			Class	Lab	Clin	Credit
GENERAL EDUCATION COURSES						
Communications						
ENG	111	Expository Writing	3	0	0	3
ENG	113	Literature-Based Research	3	0	0	3
Natural Sciences/Mathematics						
MAT	140	Survey of Mathematics	3	0	0	3
Humanities/Fine Arts (3 SHC)						
Select a minimum of 3 SHC from the following:						
ART	111	Art Appreciation (On Line)	3	0	0	3
ART	1906	Art History Survey (to Renaissance)	3	0	0	3
ART	1907	Art History Survey (to Modern Times)	3	0	0	3
ART	1910	Art Appreciation	2	0	0	2
ENG	233	Major British Writers	3	0	0	3
ENG	243	Major American Writers	3	0	0	3
ENG	261	World Literature I	3	0	0	3
ENG	262	World Literature II	3	0	0	3
HUM	110	Technology and Society	3	0	0	3
HUM	120	Cultural Studies	3	0	0	3
HUM	130	Myth in Human Culture	3	0	0	3
HUM	160	Introduction to Film	3	0	0	3
MUSC	2208	Music Appreciation	2	0	0	2
PHIL	1110	Introduction to Philosophy	3	0	0	3
SPAN	1001	Spanish Level I	3	0	0	3
SPAN	1002	Spanish Level II	3	0	0	3
Social/Behavioral Sciences (3 SHC)						
Select one course from the following:						
ANTH	1000	Introduction to Anthropology	3	0	0	3
ECO	151	Survey of Economics	3	0	0	3
GEOG	2003	Economic Geography	3	0	0	3
HIST	1030	World Civilizations to 1500	3	0	0	3
HIST	1031	World Civilizations since 1500	3	0	0	3
HIST	1050	American History to 1877	3	0	0	3
HIST	1051	American History since 1877	3	0	0	3
POLS	1010	National Government	3	0	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
PSY	150	General Psychology (on line)	3	0	0	3
PSYC	1000	Introductory Psychology	3	0	0	3
PSYC	3206	Developmental Psychology	3	0	0	3
SOC	210	Introduction to Sociology (On Line)	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
SOCI	2110	Introduction to Sociology	3	0	0	3
MAJOR COURSES						
Required Courses						
ACC	120	Principles of Accounting I	3	2	0	4
BUS	115	Business Law I	3	0	0	3
BUS	137	Principles of Management	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
Required Subject Areas						
Computer Applications						
CIS	110	Introduction to Computers	2	2	0	3

Economics						
ECO	151	Survey of Economics	2	2	0	3
Other Major Courses						
ACC	121	Principles of Accounting II	3	2	0	4
ACC	150	Computerized General Ledger	1	2	0	2
BUS	110	Introduction to Business	3	0	0	3
BUS	121	Business Math	3	0	0	3
BUS	125	Personal Finance	3	0	0	3
BUS	225	Business Finance	2	2	0	3
BUS	230	Small Business Management	3	0	0	3
BUS	240	Business Ethics	3	0	0	3
BUS	260	Business Communication	3	0	0	3
BUS	280	REAL Small Business	4	0	0	4
CIS	120	Spreadsheet I	2	2	0	3
MKT	123	Fundamentals of Selling	3	0	0	3
MKT	220	Advertising and Sales Promotion	3	0	0	3
Required Subject Areas: Supervision/Co-Op Education: Select 3 hrs. from the following:						
BUS	135	Principles of Supervision	3	0	0	3
COE	111	Co-Op Work Experience I	0	0	10	1
COE	112	Co-Op Work Experience I	0	0	20	2
COE	121	Co-Op Work Experience II	0	0	10	1
COE	122	Co-Op Work Experience II	0	0	20	2
OTHER REQUIRED COURSES						
COM	110	Introduction to Communication	3	0	0	3
ACA	111	College Student Success	1	0	0	1
Total Semester Hours Credit in Program						**74**

BUSINESS ADMINISTRATION CERTIFICATE (C25120)
Course and Hour Requirements

			Class	Lab	Clin	Credit
MAJOR COURSES						
Required Courses						
ACC	120	Principles of Accounting I	3	2	0	4
Required Subject Areas						
Computer Applications						
CIS	110	Introduction to Computers	2	2	0	3
Other Major Courses						
BUS	110	Introduction to Business	3	0	0	3
CIS	120	Spreadsheet I	2	2	0	3
Required Subject Areas: Supervision/Co-Op Education						
Select 3 SHC from the following:						
BUS	135	Principles of Supervision	3	0	0	3
COE	111	Co-Op Work Experience I	0	0	10	1
COE	112	Co-Op Work Experience I	0	0	20	2
COE	121	Co-Op Work Experience II	0	0	10	1
COE	122	Co-Op Work Experience II	0	0	20	2
Total Semester Hours Credit in Program						**16**

BUSINESS APPLICATION CERTIFICATE (C25120C)

Course and Hour Requirements

			Class	Lab	Clin	Credit
MAJOR COURSES						
Required Courses						
ACC	120	Principles of Accounting I	3	2	0	4
BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
CIS	120	Spreadsheet I	2	2	0	3
Required Subject Areas: Supervision/Co-Op Education						
Select 3 SHC from the following:						
BUS	135	Principles of Supervision	3	0	0	3
COE	111	Co-Op Work Experience I	0	0	10	1
COE	112	Co-Op Work Experience I	0	0	20	2
COE	121	Co-Op Work Experience II	0	0	10	1
COE	122	Co-Op Work Experience II	0	0	20	2
Total Semester Hours Credit in Program						**16**

SMALL BUSINESS ADMINISTRATION CERTIFICATE (C25120B)

Course and Hour Requirements

			Class	Lab	Clin	Credit
MAJOR COURSES						
Required Courses						
ACC	120	Principles of Accounting I	3	2	0	4
MKT	120	Principles of Marketing	3	0	0	3
Other Major Courses						
BUS	121	Business Math	2	2	0	3
BUS	280	REAL Small Business	4	0	0	4
Required Subject Areas: Supervision/Co-Op Education						
Select 3 SHC from the following:						
BUS	135	Principles of Supervision	3	0	0	3
COE	111	Co-Op Work Experience I	0	0	10	1
COE	112	Co-Op Work Experience I	0	0	20	2
COE	121	Co-Op Work Experience II	0	0	10	1
COE	122	Co-Op Work Experience II	0	0	20	2
Total Semester Hours Credit in Program						**16**

CRIMINAL JUSTICE ASSOCIATE (A55180)

Associate in Applied Science Degree

Course and Hour Requirements

			Class	Lab	Clin	Credit
GENERAL EDUCATION COURSES						
Communication						
ENG	111	Expository Writing	3	0	0	3
ENG	113	Literature-Based Research	3	0	0	3
Natural Sciences/Mathematics						
MAT	115	Mathematical Models	2	2	0	3
BIO	140	Environmental Biology	3	0	0	3
Humanities/Fine Arts (3 SHC)						
Select a minimum of 3 SHC from the following:						
ART	111	Art Appreciation (On Line)	3	0	0	3
ART	1906	Art History Survey (to Renaissance)	3	0	0	3
ART	1907	Art History Survey (to Modern Times)	3	0	0	3
ART	1910	Art Appreciation	2	0	0	2
ENG	233	Major British Writers	3	0	0	3
ENG	243	Major American Writers	3	0	0	3
ENG	261	World Literature I	3	0	0	3
ENG	262	World Literature II	3	0	0	3
HUM	110	Technology and Society	3	0	0	3
HUM	120	Cultural Studies	3	0	0	3
HUM	130	Myth in Human Culture	3	0	0	3
MUSC	2208	Music Appreciation	2	0	0	2
PHIL	1110	Introduction to Philosophy	3	0	0	3
SPAN	1001	Spanish Level I	3	0	0	3
SPAN	1002	Spanish Level II	3	0	0	3
Social/Behavioral Sciences (3 SHC)						
Select one course from the following:						
ANTH	1000	Introduction to Anthropology	3	0	0	3
ECO	151	Survey of Economics	3	0	0	3
GEOG	2003	Economic Geography	3	0	0	3
HIST	1030	World Civilizations to 1500	3	0	0	3
HIST	1031	World Civilizations since 1500	3	0	0	3
HIST	1050	American History to 1877	3	0	0	3
HIST	1051	American History since 1877	3	0	0	3
POLS	1010	National Government	3	0	0	3
PSY	150	General Psychology	3	0	0	3
PSYC	1000	Introductory Psychology	3	0	0	3
PSYC	3206	Developmental Psychology	3	0	0	3
SOC	210	Introduction to Sociology (On Line)	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
SOCI	2110	Introduction to Sociology	3	0	0	3
MAJOR COURSES						
Required Courses:						
CJC	111	Introduction to Criminal Justice	3	0	0	3
CJC	112	Criminology	3	0	0	3
CJC	113	Juvenile Justice	3	0	0	3
CJC	131	Criminal Law	3	0	0	3
CJC	212	Ethics & Community Relations	3	0	0	3
CJC	221	Investigative Principles	3	0	0	3
CJC	231	Constitutional Law	3	0	0	3

OTHER MAJOR HOURS						
CJC	121	Law Enforcement Operations	3	0	0	3
CJC	122	Community Policing	3	0	0	3
CJC	132	Court Procedure & Evidence	3	0	0	3
CJC	141	Corrections	3	0	0	3
CJC	151	Introduction to Loss Prevention	3	0	0	3
CJC	211	Counseling	3	0	0	3
CJC	213	Substance Abuse	3	0	0	3
CJC	214	Victimology	3	0	0	3
CJC	222	Criminalistics	3	0	0	3
CJC	233	Correctional Law	3	0	0	3
CJC	241	Community-Based Corrections	3	0	0	3
OTHER REQUIRED HOURS						
ACA	111	College Student Success	1	0	0	1
Total Semester Hours Credit in Program						**71**

EARLY CHILDHOOD ASSOCIATE (A55220)

Associate in Applied Science Degree

The Early Childhood Associate curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Course and Hour Requirements

			Class	Lab	Clin	Credit
GENERAL EDUCATION COURSES						
Communications						
ENG	111	Expository Writing	3	0	0	3
ENG	113	Literature-Based Research	3	0	0	3
Natural Sciences/Mathematics						
MAT	140	Survey of Mathematics	2	2	0	3
Humanities/Fine Arts (3 SHC)						
Select a minimum of 3 SHC from the following:						
ART	111	Art Appreciation (On Line)	3	0	0	3
ART	1906	Art History Survey (to Renaissance)	3	0	0	3
ART	1907	Art History Survey (to Modern Times)	3	0	0	3
ART	1910	Art Appreciation	2	0	0	2
ENG	233	Major British Writers	3	0	0	3
ENG	243	Major American Writers	3	0	0	3
ENG	261	World Literature I	3	0	0	3
ENG	262	World Literature II	3	0	0	3
HUM	110	Technology and Society	3	0	0	3
HUM	120	Cultural Studies	3	0	0	3
HUM	130	Myth in Human Culture	3	0	0	3
MUSC	2208	Music Appreciation	2	0	0	2
PHIL	1110	Introduction to Philosophy	3	0	0	3
SPAN	1001	Spanish Level I	3	0	0	3
SPAN	1002	Spanish Level II	3	0	0	3
Social/Behavioral Sciences: *Select 3 hrs. from the following.*						
PSY	150	General Psychology	3	0	0	3
PSYC	1000	Introductory Psychology	3	0	0	3
MAJOR COURSES						
Required Courses:						
COE	111	Co-op Work Experience I	0	0	10	1
EDU	131	Children, Family, and Community	3	0	0	3
EDU	146	Child Guidance	3	0	0	3
EDU	221	Children with Special Needs	3	0	0	3
Required Subject Areas:						
Select one of the following sets:						
EDU	111	Early Childhood Credential I	2	0	0	2
and						
EDU	112	Early Childhood Credential II	2	0	0	2
or						
EDU	113	Family & Early Child. Credential	2	0	0	2

Child Development

Select 6 SHC from the following:

EDU	144	Child Development I	3	0	0	3
EDU	145	Child Development II	3	0	0	3

OTHER MAJOR HOURS

CIS	110	Introduction to Computers	2	2	0	3
EDU	151	Creative Activities	3	0	0	3
EDU	153	Health, Safety & Nutrition	3	0	0	3
EDU	234	Infants, Toddlers & Twos	3	0	0	3
EDU	259	Curriculum Planning	3	0	0	3
EDU	280	Literacy Experiences	3	0	0	3
EDU	286	Early Childhood Issues	1	0	0	1
HEA	112	First Aid & CPR	1	2	0	2
PSY	263	Educational Psychology	3	0	0	3

Select one 3 SHC and one 2 SHC course from the following:

EDU	235	School-Age Development & Program	2	0	0	2
EDU	251	Exploration Activities	3	0	0	3
EDU	261	Early Childhood Administration I	2	0	0	2
EDU	262	Early Childhood Administration II	3	0	0	3

OTHER REQUIRED HOURS

ACA	111	College Student Success	1	0	0	1

Total Semester Hours Credit in Program **65**

Classes with an EDU or COE prefix must be passed with a "C" or better to receive credit.

EARLY CHILDHOOD DIPLOMA (D55220)

Course and Hour Requirements

			Class	Lab	Clin	Credit
GENERAL EDUCATION COURSES						
Communication						
ENG	111	Expository Writing	3	0	0	3
ENG	113	Literature-Based Research	3	0	0	3
Social/Behavioral Sciences						
PSY	150	General Psychology	3	0	0	3
PSYC	1000	Introductory Psychology	3	0	0	3
MAJOR COURSES						
Required Courses:						
COE	111	Co-op Work Experience I	0	0	10	1
EDU	131	Children, Family, and Community	3	0	0	3
EDU	146	Child Guidance	3	0	0	3
EDU	221	Children with Special Needs	3	0	0	3
Required Subject Areas:						
Select one of the following sets:						
EDU	111	Early Childhood Credential I	2	0	0	2
and						
EDU	112	Early Childhood Credential II	2	0	0	2
or						
EDU	113	Family & Early Child. Credential	2	0	0	2
Child Development						
Select 6 SHC from the following:						
EDU	144	Child Development I	3	0	0	3
EDU	145	Child Development II	3	0	0	3

OTHER MAJOR HOURS						
EDU	151	Creative Activities	3	0	0	3
EDU	153	Health, Safety & Nutrition	3	0	0	3
HEA	112	First Aid & CPR	1	2	0	2
Select one of the following:						
EDU	251	Exploration Activities	3	0	0	3
EDU	261	Early Childhood Admin. I	2	0	0	2
OTHER REQUIRED HOURS						
ACA	111	College Student Success	1	0	0	1
Total Semester Hours Credit in Program						**40 -41**

Classes with an EDU or COE prefix must be passed with a "C" or better to receive credit.

EARLY CHILDHOOD CERTIFICATE (C55220)

Course and Hour Requirements

			Class	Lab	Clin	Credit
MAJOR COURSES						
Required Courses:						
EDU	146	Child Guidance	3	0	0	3
Required Subject Areas:						
Select one of the following sets:						
EDU	111	Early Childhood Credential I	2	0	0	2
and						
EDU	112	Early Childhood Credential II	2	0	0	2
or						
EDU	113	Family & Early Child. Credential	2	0	0	2
Child Development						
EDU	144	Child Development I	3	0	0	3
OTHER MAJOR HOURS						
EDU	153	Health, Safety & Nutrition	3	0	0	3
HEA	112	First Aid & CPR	1	2	0	2
Total Semester Hours Credit in Program						**15**

ELECTRICAL/ELECTRONICS TECHNOLOGY (A35220)

Associate in Applied Science Degree

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial, and industrial facilities.

Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice, assisting in the layout, installation, and maintenance of electrical/electronic systems.

Course and Hour Requirements

			Class	Lab	Clin	Credit
GENERAL EDUCATION COURSES						
Communication						
ENG	111	Expository Writing	3	0	0	3
ENG	113	Literature-Based Research	3	0	0	3
Natural Sciences/Mathematics						
MAT	121	Algebra/Trigonometry I	2	2	0	3
MAT	122	Algebra/Trigonometry II	2	2	0	3
Humanities/Fine Arts (3 SHC)						
Select a minimum of 3 SHC from the following:						
ART	111	Art Appreciation (On Line)	3	0	0	3
ART	1906	Art History Survey (to Renaissance)	3	0	0	3
ART	1907	Art History Survey (to Modern Times)	3	0	0	3
ART	1910	Art Appreciation	2	0	0	2
ENG	233	Major British Writers	3	0	0	3
ENG	243	Major American Writers	3	0	0	3
ENG	261	World Literature I	3	0	0	3
ENG	262	World Literature II	3	0	0	3
HUM	110	Technology and Society	3	0	0	3
HUM	120	Cultural Studies	3	0	0	3
HUM	130	Myth in Human Culture	3	0	0	3
MUSC	2208	Music Appreciation	2	0	0	2
PHIL	1110	Introduction to Philosophy	3	0	0	3
SPAN	1001	Spanish Level I	3	0	0	3
SPAN	1002	Spanish Level II	3	0	0	3
Social/Behavioral Sciences						
Select one course from the following:						
ANTH	1000	Introduction to Anthropology	3	0	0	3
ECO	151	Survey of Economics	3	0	0	3
GEOG	2003	Economic Geography	3	0	0	3
HIST	1030	World Civilizations to 1500	3	0	0	3
HIST	1031	World Civilizations since 1500	3	0	0	3
HIST	1050	American History to 1877	3	0	0	3
HIST	1051	American History since 1877	3	0	0	3
POLS	1010	National Government	3	0	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
PSY	150	General Psychology	3	0	0	3
PSYC	1000	Introductory Psychology	3	0	0	3
PSYC	3206	Developmental Psychology	3	0	0	3
SOC	210	Introduction to Sociology (On Line)	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
SOCI	2110	Introduction to Sociology	3	0	0	3

MAJOR COURSES						
Required Core Courses						
ELC	112	DC/AC Electricity	3	6	0	5
ELC	113	Basic Wiring I	2	6	0	4
ELC	117	Motors and Controls	2	6	0	4
ELC	128	Introduction to PLC	2	3	0	3
Required Subject Areas						
Wiring						
ELC	114	Basic Wiring II	2	6	0	4
Electronics						
ELN	131	Electronic Devices	3	3	0	4
Digital Electronics						
ELN	133	Digital Electronics	3	3	0	4
Other Major Courses						
CIS	110	Introduction to Computers	2	2	0	3
ELC	118	National Electrical Code	1	2	0	2
ELC	119	NEC Calculations	1	2	0	2
ELC	132	Electrical Drawings	1	3	0	2
ISC	112	Industrial Safety	2	0	0	2
PCI	264	Process Control with PLC's	3	3	0	4
PHY	121	Applied Physics I	3	2	0	4
Required Subject Areas						
Select 3 SHC from the following:						
ELC	215	Electrical Maintenance	2	3	0	3
COE	111	Co-op Work Experience I	0	0	10	1
COE	121	Co-op Work Experience II	0	0	10	1
COE	131	Co-op Work Experience III	0	0	10	1
OTHER REQUIRED COURSES						
ACA	111	College Student Success	1	0	0	1
Total Semester Credit Hours in Program						**69**

ELECTRICAL/ELECTRONICS TECHNOLOGY DIPLOMA (D35220)

Course and Hour Requirements

			Class	Lab	Clin	Credit
GENERAL EDUCATION COURSES						
Communication						
ENG	111	Expository Writing	3	0	0	3
Natural Sciences/Mathematics						
MAT	121	Algebra/Trigonometry I	2	2	0	3
MAJOR COURSES						
Required Core Courses						
ELC	112	DC/AC Electricity	3	6	0	5
ELC	113	Basic Wiring I	2	6	0	4
ELC	117	Motors and Controls	2	6	0	4
Required Subject Areas						
Wiring						
ELC	114	Basic Wiring II	2	6	0	4
Electronics						
ELN	131	Electronic Devices	3	3	0	4
Other Major Courses						

CIS	110	Introduction to Computers	2	2	0	3
ELC	118	National Electrical Code	1	2	0	2
ELC	119	NEC Calculations	1	2	0	2
ELC	132	Electrical Drawings	1	3	0	2
PHY	121	Applied Physics I	3	2	0	4

Required Subject Areas
Select 3 SHC from the following:

ELC	215	Electrical Maintenance	2	3	0	3

Total Semester Credit Hours in Program **43**

ELECTRICAL/ELECTRONICS TECHNOLOGY CERTIFICATE (C35220)

Course and Hour Requirements

			Class	Lab	Clin	Credit
MAJOR COURSES						
Required Core Courses						
ELC	112	DC/AC Electricity	3	6	0	5
ELC	113	Basic Wiring I	2	6	0	4
Required Subject Areas						
Electronics						
ELN	131	Electronic Devices	3	3	0	4
Other Major Courses						
ELC	118	National Electrical Code	1	2	0	2

Total Semester Credit Hours in Program **15**

ELECTRONEURODIAGNOSTIC TECHNOLOGY ASSOCIATE (A45320)

The Electroneurodiagnostic Technology curriculum is designed to provide students with the knowledge and skills to obtain recording of patients' nervous system function through the use of electroncephalographic equipment and other electrophysiological devices.

Course work includes communication skills with patients with and healthcare personnel, taking appropriate patient histories, electrode application, documentation of patients' clinical status, electrical waveform recognition, management of medical emergencies, and preparation of descriptive reports for the physician.

Graduates should qualify for the ABRET (American Board of Registration of EEG and EP Technologists) Exam and, working under the supervision of a qualified physician, may be employed by hospitals or private offices of neurologists and neurosurgeons.

ADMISSION REQUIREMENTS

(See Allied Health Program Admission Requirements on page 12 for additional requirements)

CERTIFICATION/REGISTRY

Pamlico Community College's Electroneurodiagnostic Technology program will be conducting a self-study to achieve accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Graduates of CAAHEP-accredited programs may be eligible to sit for the American Society of Electroneurodiagnostic Technologists' National Registry Examination.

Course and Hour Requirements

			Class	Lab	Clin	Credit
GENERAL EDUCATION COURSES						
Communication						
ENG	111	Expository Writing	3	0	0	3
ENG	113	Literature-Based Research	3	0	0	3
Natural Sciences/Mathematics						
MAT	110	Mathematical Measurement	2	2	0	3
Humanities/Fine Arts (3 SHC)						
Select a minimum of 3 SHC from the following:						
ART	111	Art Appreciation (On Line)	3	0	0	3
ART	1906	Art History Survey (to Renaissance)	3	0	0	3
ART	1907	Art History Survey (to Modern Times)	3	0	0	3
ART	1910	Art Appreciation	2	0	0	2
ENG	233	Major British Writers	3	0	0	3
ENG	243	Major American Writers	3	0	0	3
ENG	261	World Literature I	3	0	0	3
ENG	262	World Literature II	3	0	0	3
HUM	110	Technology and Society	3	0	0	3
HUM	120	Cultural Studies	3	0	0	3
HUM	130	Myth in Human Culture	3	0	0	3
MUSC	2208	Music Appreciation	2	0	0	2
PHIL	1110	Introduction to Philosophy	3	0	0	3
SPAN	1001	Spanish Level I	3	0	0	3
SPAN	1002	Spanish Level II	3	0	0	3
Social/Behavioral Sciences						
Select one course from the following:						
PSY	118	Interpersonal Psychology	3	0	0	3
PSY	150	General Psychology	3	0	0	3
PSYC	1000	Introductory Psychology	3	0	0	3

MAJOR COURSES

Required Courses						
EDT	110	Neuroscience/Pathological Conditions	4	0	0	4
EDT	111	Laboratory Management	1	0	0	1
EDT	112	Instrument/Record Methods	3	0	0	3
EDT	113	Clinical Correlates	2	0	0	2
EDT	114	Special Procedures	3	0	0	3
EDT	115	EDT Laboratory Practice	0	6	0	2
EDT	116	EDT Clinical Experience	0	0	36	12
EDT	118	EDT Laboratory Practice II	0	9	0	3
ELC	111	Introduction to Electricity	2	2	0	3
MED	121	Medical Terminology I	3	0	0	3
Required Subject Areas						
Anatomy & Physiology						
BIO	168	Anatomy & Physiology I	3	3	0	4
BIO	169	Anatomy & Physiology II	3	3	0	4
Other Major Courses						
MED	122	Medical Terminology II	3	0	0	3
MED	118	Medical Law and Ethics	2	0	0	2
MED	182	CPR First Aid & Emergency	1	2	0	2
CIS	110	Introduction to Computers	2	2	0	3
Other Required Courses						
ACA	111	College Student Success	1	0	0	1
Total Semester Credit Hours in Program						**70**

ENVIRONMENTAL SCIENCE TECHNOLOGY (A20140)

Associate in Applied Science Degree

The Environmental Science Technology curriculum is designed to prepare individuals for employment in environmental testing/consulting and related industries. Major emphasis is placed on biological and chemical evaluation of man's impact on his environment.

Course work includes general education, computer applications, biology, chemistry, industrial safety, and an extensive array of detailed environmentally specific classes.

Graduates should qualify for numerous positions within the industry. Employment opportunities include, but are not limited to, the following: Chemical Analysis, Biological Analysis, Water/Wastewater Treatment, EPA Compliance Inspection, Hazardous Material Handling, Waste Abatement/Removal, and Contaminated Site Assessment/Remediation.

The Environmental Management Concentration is designed to prepare individuals for employment in a rural agricultural region with sensitive environmental resources. Major emphasis is placed on agricultural waste management, watersheds, related pathogens and contaminants, and resource conservation.

Course work specific to the concentration includes: Land Resource Management; Rural Watershed Protection; Environmental and Public Health Pathogens.

Course and Hour Requirements

			Class	Lab	Clin	Credit
GENERAL EDUCATION COURSES						
Communications						
ENG	111	Expository Writing	3	0	0	3
ENG	113	Literature-Based Research	3	0	0	3
Natural Sciences/Mathematics						
MAT	121	Algebra/Trigonometry 1	2	2	0	3
MATH	1065	College Algebra	3	0	0	3
Humanities/Fine Arts (3 SHC)						
Select a minimum of 3 SHC from the following:						
ART	111	Art Appreciation (On Line)	3	0	0	3
ART	1906	Art History Survey (to Renaissance)	3	0	0	3
ART	1907	Art History Survey (to Modern Times)	3	0	0	3
ART	1910	Art Appreciation	2	0	0	2
ENG	233	Major British Writers	3	0	0	3
ENG	243	Major American Writers	3	0	0	3
ENG	261	World Literature I	3	0	0	3
ENG	262	World Literature II	3	0	0	3
HUM	110	Technology and Society	3	0	0	3
HUM	120	Cultural Studies	3	0	0	3
HUM	130	Myth in Human Culture	3	0	0	3
MUSC	2208	Music Appreciation	2	0	0	2
PHIL	1110	Introduction to Philosophy	3	0	0	3
SPAN	1001	Spanish Level I	3	0	0	3
SPAN	1002	Spanish Level II	3	0	0	3
Social/Behavioral Sciences						
Select one course from the following:						
ANTH	1000	Introduction to Anthropology	3	0	0	3
ECO	151	Survey of Economics	3	0	0	3
GEOG	2003	Economic Geography	3	0	0	3
HIST	1030	World Civilizations to 1500	3	0	0	3
HIST	1031	World Civilizations since 1500	3	0	0	3
HIST	1050	American History to 1877	3	0	0	3
HIST	1051	American History since 1877	3	0	0	3

POLS	1010	National Government	3	0	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
PSY	150	General Psychology (on line)	3	0	0	3
PSYC	1000	Introductory Psychology	3	0	0	3
PSYC	3206	Developmental Psychology	3	0	0	3
SOC	210	Introduction to Sociology (On Line)	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
SOCI	2110	Introduction to Sociology	3	0	0	3

MAJOR COURSES

Required Courses

BIOL	1050	General Biology	3	0	0	3
BIOL	1051	General Biology Laboratory	0	3	0	1
CHEM	1120	Basic General, Organic, and Biochemistry I	4	0	0	4
CHEM	1121	Basic General, Organic, and Biochemistry Lab I.0	3	0	1	
ENV	218	Environmental Health	3	0	0	3

Required Subject Areas

Science

Select one sequence from the following:

BIOL	1060	Environmental Biology	4	0	0	4
BIOL	1061	Environmental Biology Laboratory	0	3	0	1
ENV	110	Environment Science	3	0	0	3

Safety

ISC	121	Environmental Health & Safety	3	0	0	3

Other Major Courses

BIOL	2110	Fundamentals of Microbiology	3	4	0	4
BIOL	2111	Fundamentals of Microbiology Lab				
CIS	110	Introduction to Computers	2	2	0	3
CIS	169	Business Presentations	1	2	0	2
CHEM	1130	Basic Biochemistry	3	0	0	3
CHEM	1131	Basic Biochemistry Laboratory	0	3	0	1
ENV	210	Management of Waste	3	2	0	4
ENV	214	Water Quality	3	2	0	4
ENV	222	Air Quality	3	2	0	4
ENV	226	Environmental Law	3	0	0	3
ENV	240	Field Sampling & Analysis	3	0	0	3

Required Subject Area

Select one course from the following:

COE	112	Co-Op Work Experience I	0	0	20	2
ENV	228	Environmental Issues	1	0	0	1

Other Required Courses

ACA	111	College Student Success	1	0	0	1

Total Semester Credit Hours in Program **65-67**

The ECU contract course BIOL 1050 and BIOL 1051 satisfy requirements for BIO 111.
The ECU contract course BIOL 1060 and 1061 satisfy requirements for BIO 140 and BIO 140A.
The ECU contract course CHEM 1120 and CHEM 1121 satisfy requirements for CHM 131 and CHM 131A.
The ECU contract course CHEM 2620 and CHEM 2621 satisfy requirements for CHM 132.
The ECU contract course BIOL 2110 and BIOL 2111 satisfy requirements for BIO 170.

ENVIRONMENTAL SCIENCE/ENVIRONMENTAL MANAGEMENT (A2014B)

Associate in Applied Science Degree

Course and Hour Requirements

			Class	Lab	Clin	Credit
GENERAL EDUCATION COURSES						
Communication						
ENG	111	Expository Writing	3	0	0	3
ENG	113	Literature-Based Research	3	0	0	3
Natural Sciences/Mathematics						
MAT	121	Algebra/Trigonometry I	2	2	0	3
Humanities/Fine Arts (3 SHC)						
Select a minimum of 3 SHC from the following:						
ART	111	Art Appreciation (On Line)	3	0	0	3
ART	1906	Art History Survey (to Renaissance)	3	0	0	3
ART	1907	Art History Survey (to Modern Times)	3	0	0	3
ART	1910	Art Appreciation	2	0	0	2
ENG	233	Major British Writers	3	0	0	3
ENG	243	Major American Writers	3	0	0	3
ENG	261	World Literature I	3	0	0	3
ENG	262	World Literature II	3	0	0	3
HUM	110	Technology and Society	3	0	0	3
HUM	120	Cultural Studies	3	0	0	3
HUM	130	Myth in Human Culture	3	0	0	3
MUSC	2208	Music Appreciation	2	0	0	2
PHIL	1110	Introduction to Philosophy	3	0	0	3
SPAN	1001	Spanish Level I	3	0	0	3
SPAN	1002	Spanish Level II	3	0	0	3
Social/Behavioral Sciences						
Select one course from the following:						
ANTH	1000	Introduction to Anthropology	3	0	0	3
ECO	151	Survey of Economics	3	0	0	3
GEOG	2003	Economic Geography	3	0	0	3
HIST	1030	World Civilizations to 1500	3	0	0	3
HIST	1031	World Civilizations since 1500	3	0	0	3
HIST	1050	American History to 1877	3	0	0	3
HIST	1051	American History since 1877	3	0	0	3
POLS	1010	National Government	3	0	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
PSY	150	General Psychology (on line)	3	0	0	3
PSYC	1000	Introductory Psychology	3	0	0	3
PSYC	3206	Developmental Psychology	3	0	0	3
SOC	210	Introduction to Sociology (On Line)	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
SOCI	2110	Introduction to Sociology	3	0	0	3
Concentration						
ENV	224	Land Resource Management	3	2	0	4
ENV	240	Field Sampling and Analysis	2	3	0	3
ENV	250	Rural Watershed Protection	3	3	0	4
ENV	255	Environmental/Public Health Pathogens	3	3	0	4
MAJOR COURSES						
Required Courses						
BIOL	1050	General Biology	3	0	0	3
BIOL	1051	General Biology Laboratory	0	3	0	1
CHEM	1120	Basic General, Organic, and Biochemistry I	4	0	0	4

CHEM	1121	Basic General, Organic, and Biochemistry Lab I 0	3	0	1	
ENV	218	Environmental Health	3	0	0	3
Required Subject Areas						
Science						
ENV	110	Environment Science	3	0	0	3
Safety						
ISC	121	Environmental Health & Safety	3	0	0	3
Other Major Courses						
CIS	110	Introduction to Computers	2	2	0	3
CIS	169	Business Presentations	1	2	0	2
CHEM	2620	Basic Biochemistry	3	0	0	3
CHEM	2621	Basic Biochemistry Laboratory	0	3	0	1
ENV	210	Management of Waste	3	2	0	4
ENV	214	Water Quality	3	2	0	4
Required Subject Area						
Select one course from the following:						
COE	112	Co-Op Work Experience I	0	0	20	2
ENV	228	Environmental Issues	1	0	0	1
Other Required Courses						
ACA	111	College Student Success	1	0	0	1
Total Semester Credit Hours in Program						**66**

The ECU contract course BIOL 1050 and BIOL 1051 satisfy requirements for BIO 111.
The ECU contract course BIOL 1060 and 1061 satisfy requirements for BIO 140 and BIO 140A.
The ECU contract course CHEM 1120 and CHEM 1121 satisfy requirements for CHM 131 and CHM 131A.
The ECU contract course CHEM 2620 and CHEM 2621 satisfy requirements for CHM 132.

GENERAL OCCUPATIONAL TECHNOLOGY (A55280)

Associate in Applied Science Degree

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from associate degree-level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

Course and Hour Requirements

			Class	Lab	Clin	Credit
GENERAL EDUCATION COURSES						
Communications						
ENG	111	Expository Writing	3	0	0	3
ENG	113	Literature-Based Research	3	0	0	3
Natural Sciences/Mathematics (3 SHC)						
Select from the following discipline areas: college algebra, trigonometry, calculus, computer science, and statistics.						
Humanities/Fine Arts (3 SHC)						
Select a minimum of 3 SHC from the following:						
ART	111	Art Appreciation (On Line)	3	0	0	3
ART	1906	Art History Survey (to Renaissance)	3	0	0	3
ART	1907	Art History Survey (to Modern Times)	3	0	0	3
ART	1910	Art Appreciation	2	0	0	2
COM	110	Introduction to Communication	3	0	0	3
COM	231	Public Speaking	3	0	0	3
ENG	233	Major British Writers	3	0	0	3
ENG	243	Major American Writers	3	0	0	3
ENG	261	World Literature I	3	0	0	3
ENG	262	World Literature II	3	0	0	3
HUM	110	Technology and Society	3	0	0	3
HUM	120	Cultural Studies	3	0	0	3
HUM	130	Myth in Human Culture	3	0	0	3
MUSC	2208	Music Appreciation	2	0	0	2
PHIL	1110	Introduction to Philosophy	3	0	0	3
SPAN	1001	Spanish Level I	3	0	0	3
SPAN	1002	Spanish Level II	3	0	0	3
Social/Behavioral Sciences						
Select one course from the following:						
ANTH	1000	Introduction to Anthropology	3	0	0	3
ECO	151	Survey of Economics	3	0	0	3
GEOG	2003	Economic Geography	3	0	0	3
HIST	1030	World Civilizations to 1500	3	0	0	3
HIST	1031	World Civilizations since 1500	3	0	0	3
HIST	1050	American History to 1877	3	0	0	3
HIST	1051	American History since 1877	3	0	0	3
POLS	1010	National Government	3	0	0	3
PSY	150	General Psychology (on line)	3	0	0	3
PSYC	1000	Introductory Psychology	3	0	0	3
PSYC	3206	Developmental Psychology	3	0	0	3
SOC	210	Introduction to Sociology (On Line)	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
SOCI	2110	Introduction to Sociology	3	0	0	3

Major Courses (18 SHC)
Select courses from a combination of core courses for curriculums approved to be offered by the College.

OTHER MAJOR HOURS (31 SHC)
31 SHC to be selected from the following prefixes: ACC, BIOL, BUS, CHEM, CIS, COE, ECO, ELC, ELN, ENV, ISC, MED, MKT, NET, OST, PCI, PHY.

OTHER REQUIRED COURSES

ACA	111	College Student Success	1	0	0	1

Total Semester Hours Credit in Program **64**

GENERAL OCCUPATIONAL TECHNOLOGY - DIPLOMA (D55280)

Course and Hour Requirements

			Class	Lab	Clin	Credit
GENERAL EDUCATION COURSES						
Communication (3 SHC)						
ENG	111	Expository Writing	3	0	0	3
ENG	113	Literature-Based Research	3	0	0	3

Natural Sciences/Mathematics (3 SHC)
Select from the following discipline areas: college algebra, trigonometry, calculus, computer science, and statistics.

OTHER MAJOR HOURS (30 SHC)
Select courses from the following prefixes: ACC, BIOL, BUS, CHEM, CIS, COE, ECO, ELC, ELN, ENV, ISC, MED, MKT, NET, OST, PCI, PHY.

OTHER REQUIRED COURSES

ACA	111	College Student Success	1	0	0	1

Total Semester Hours Credit in Program **37**

GENERAL OCCUPATIONAL TECHNOLOGY- CERTIFICATE (C55280)

Course and Hour Requirements

	Class	Lab	Clin	Credit

OTHER MAJOR HOURS (16 SHC)
Select courses from the following prefixes: ACC, BIOL, BUS, CHEM, CIS, COE, ECO, ELC, ELN, ENV, ISC, MED, MKT, NET, OST, PCI, PHY.

OTHER REQUIRED COURSES

ACA	111	College Student Success	1	0	0	1

Total Semester Hours Credit in Program **17**

HEALTHCARE MANAGEMENT TECHNOLOGY (A25200)

Associate in Applied Science Degree

NOTE: Courses marked with "#" are courses offered via the Internet.

NOTE: Pitt Community College is the associate degree- and diploma-granting institution, and all (HMT) courses must be taken via Distance Learning courses on the Internet or on Pitt CC campus. A required or elective course (Gen. Ed., ACC, BUS, MED, or OST) offered at Pamlico may be taken at Pamlico.

HealthCare Management Technology Certificate is a concentration under the Accounting program. Contact the Accounting Department Chair for more information.

The HealthCare Management Technology curriculum is designed to prepare students for employment in HealthCare business and financial operations. Students will gain a comprehensive understanding of the application of management principles to the HealthCare environment.

The curriculum places emphasis on planning, organizing, directing, and controlling tasks related to HealthCare organizational objectives including the legal and ethical environment. Emphasis is placed on the development of effective communication, managerial, and supervisory skills.

Graduates may find employment in HealthCare settings including hospitals, medical offices, clinics, long-term care facilities, and insurance companies. Graduates are eligible to sit for the Certified Patient Account Manager (CPAM) and the Certified Manager of Patient Accounts (CMPA) examinations.

The Associate in Applied Science Degree in HealthCare Management Technology is awarded by Pitt Community College upon completion of the full program.

Course and Hour Requirements per Pitt Community College

			Class	Lab	Clin	Credit
GENERAL EDUCATION COURSES						
Communication						
COM	231	Public Speaking	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	113	Literature-Based Research	3	0	0	3
Natural Sciences/Mathematics						
Mathematics						
MAT	155	Statistical Analysis	3	0	0	3
Select *one* of the following:						
MAT	115	Mathematical Models	2	2	0	3
MATH	1065	College Algebra	3	0	0	3
Humanities/Fine Arts						
PHIL	1110	Introduction to Philosophy	3	0	0	3
Social/Behavioral Sciences						
PSYC	1000	Introductory Psychology	3	0	0	3
MAJOR COURSES						
Required Courses						
ACC	120	Principles of Accounting I	3	2	0	4
ACC	121	Principles of Accounting II	3	2	0	4
ACC	225	Cost Accounting	3	0	0	3
BUS	110	Introduction to Business	3	0	0	3
BUS	137	Principles of Management	3	0	0	3
#HMT	110	Introduction to HealthCare Management	via Internet			3
#HMT	210	Medical Insurance	via Internet			3
#HMT	211	Long-term Care Administration	via Internet			3
#HMT	212	Mgt. of HealthCare Organizations	via Internet			2

#HMT	220	HealthCare Financial Management	via Internet			4
MED	118	Medical Law and Ethics	2	0	0	2
Required Subject Areas						
Computers/Information Systems						
CIS	110	Introduction to Computers	2	2	0	3
CIS	120	Spreadsheets I	2	2	0	3
#OST	284	Emerging Technologies	via Internet			2
Business						
#BUS	153	Human Resources Management	via Internet			3
Medical Terminology (6 SHC)						
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
Other Required Courses						
ACA	111	College Student Success	1	0	0	1
COE	112	Co-op Work Experience II	0	0	20	2
Total Semester Hours Credit in Program						**74**

HEALTHCARE MANAGEMENT TECHNOLOGY CERTIFICATE (C25200)

Course and Hour Requirements

MAJOR COURSES			**Class**	**Lab**	**Clin**	**Credit**
Required Courses						
ACC	120	Principles of Accounting I	3	2	0	4
ACC	121	Principles of Accounting II	3	2	0	4
ACC	225	Cost Accounting	3	0	0	3
BUS	137	Principles of Management	3	0	0	3
Required Subject Areas						
Computers/Information Systems						
CIS	110	Introduction to Computers	2	2	0	3
Other Required Courses						
ACA	111	College Student Success	1	0	0	1
Total Semester Hours Credit in Program						**18**

HORTICULTURE (A15240)

Associate in Applied Science Degree

Horticulture Technology curriculum is designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

Course work includes plant science, plant material, propagation, soils, fertilizers, and pest management. Also included are courses in plant production, landscaping, and the management and operation of horticulture businesses.

Graduates should qualify for employment opportunities in nurseries, garden centers, greenhouses, landscape operations, gardens, and governmental agencies. Graduates should also be prepared to take North Carolina Pesticide Applicator's Examination and the North Carolina Certified Plant Professional Examination.

Course and Hour Requirements

GENERAL EDUCATION COURSES			Class	Lab	Clin	Credit
Communication						
ENG	111	Expository Writing		3	0	0 3
Select one course from the following:						
ENG	113	Literature-Based Research		3	0	0 3
COM	231	Public Speaking		3	0	0 3
Natural Sciences/Mathematics						
MAT	140	Survey of Mathematics		3	0	0 3
Humanities/Fine Arts (3 SHC)						
Select a minimum of 3 SHC from the following:						
ART	111	Art Appreciation (On Line)		3	0	0 3
ART	1906	Art History Survey (to Renaissance)		3	0	0 3
ART	1907	Art History Survey (to Modern Times)		3	0	0 3
ART	1910	Art Appreciation		2	0	0 2
ENG	233	Major British Writers		3	0	0 3
ENG	243	Major American Writers		3	0	0 3
ENG	261	World Literature I		3	0	0 3
ENG	262	World Literature II		3	0	0 3
HUM	110	Technology and Society		3	0	0 3
HUM	120	Cultural Studies		3	0	0 3
HUM	130	Myth in Human Culture		3	0	0 3
MUSC	2208	Music Appreciation		2	0	0 2
PHIL	1110	Introduction to Philosophy		3	0	0 3
SPAN	1001	Spanish Level I		3	0	0 3
SPAN	1002	Spanish Level II		3	0	0 3
Social/Behavioral Sciences						
Select one course from the following:						
ECO	151	Survey of Economics		3	0	0 3
PSY	150	General Psychology		3	0	0 3
SOC	210	Introduction to Sociology (On Line)		3	0	0 3
SOC	213	Sociology of the Family		3	0	0 3
MAJOR COURSES						
Required Courses						
HOR	160	Plant Materials I		2	2	0 3
HOR	162	Applied Plant Science		2	2	0 3
HOR	164	Hort Pest Management		2	2	0 3
HOR	166	Soils & Fertilizers		2	2	0 3
HOR	168	Plant Propagation		3	0	0 3

Other Major Courses						
BUS	135	Principles of Supervision	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
CIS	172	Introduction to the Internet	2	3	0	3
COE	112	Co-Op Work Experience I	0	0	20	2
HOR	112	Landscape Design I	2	3	0	3
HOR	124	Nursery Operations	2	3	0	3
HOR	134	Greenhouse Operations	2	2	0	3
HOR	260	Plant Materials II	2	2	0	3
TRF	110	Intro Turfgrass Cult & ID	3	2	0	4
TRF	151	Intro Landscape Design	2	2	0	3
Required Subject Areas						
BUS	230	Small Business Management	3	0	0	3
BUS	240	Business Ethics	3	0	0	3
Other Required Courses						
ACA	111	College Student Success	1	0	0	1
Total Semester Credit Hours in Program						**69**

INFORMATION SYSTEMS (A25260)

Associate in Applied Science Degree

The Information Systems curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible program, designed to meet community information systems needs.

Course work includes computer systems terminology and operations, logic, operating systems, database, data communications/networking, and related business topics. Studies will provide experience for students to implement, support, and customize industry-standard information systems.

Graduates should qualify for a wide variety of computer-related, entry-level positions that provide opportunities for advancement with increasing experience and ongoing training. Duties may include systems maintenance and troubleshooting, support and training, and business applications design and implementation.

Course and Hour Requirements

			Class	Lab	Clin	Credit
GENERAL EDUCATION COURSES						
Communication						
ENG	111	Expository Writing	3	0	0	3
ENG	113	Literature-Based Research	3	0	0	3
Natural Sciences/Mathematics						
MAT	140	Survey of Mathematics	3	0	0	3
Humanities/Fine Arts (3 SHC)						
Select a minimum of 3 SHC from the following:						
ART	111	Art Appreciation (On Line)	3	0	0	3
ART	1906	Art History Survey (to Renaissance)	3	0	0	3
ART	1907	Art History Survey (to Modern Times)	3	0	0	3
ENG	233	Major British Writers	3	0	0	3
ENG	243	Major American Writers	3	0	0	3
ENG	261	World Literature I	3	0	0	3
ENG	262	World Literature II	3	0	0	3
HUM	110	Technology and Society	3	0	0	3
HUM	120	Cultural Studies	3	0	0	3
HUM	130	Myth in Human Culture	3	0	0	3
PHIL	1110	Introduction to Philosophy	3	0	0	3
SPAN	1001	Spanish Level I	3	0	0	3
SPAN	1002	Spanish Level II	3	0	0	3
Social/Behavioral Sciences						
Select one course from the following:						
ANTH	1000	Introduction to Anthropology	3	0	0	3
ECO	151	Survey of Economics	3	0	0	3
GEOG	2003	Economic Geography	3	0	0	3
HIST	1030	World Civilizations to 1500	3	0	0	3
HIST	1031	World Civilizations since 1500	3	0	0	3
HIST	1050	American History to 1877	3	0	0	3
HIST	1051	American History since 1877	3	0	0	3
POLS	1010	National Government	3	0	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
PSY	150	General Psychology (on line)	3	0	0	3
PSYC	1000	Introductory Psychology	3	0	0	3
PSYC	3206	Developmental Psychology	3	0	0	3
SOC	210	Introduction to Sociology (On Line)	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
SOCI	2110	Introduction to Sociology	3	0	0	3

MAJOR COURSES						
Required Courses						
CIS	115	Intro. to Programming and Logic	2	2	0	3
CIS	130	Survey of Operating Systems	2	3	0	3
CIS	152	Database Concepts & Applications	2	2	0	3
Required Subject Areas						
Computers/Information Systems						
CIS	110	Introduction to Computers	2	2	0	3
Networking						
NET	110	Data Communication/Networking	2	2	0	3
Business						
ACC	120	Principles of Accounting I	3	2	0	4
Other Major Courses						
ACC	150	Computerized General Ledger	1	2	0	2
BUS	121	Business Mathematics	2	2	0	3
BUS	240	Business Ethics	3	0	0	3
CIS	120	Spreadsheet I	2	2	0	3
CIS	135	PC Diagnostics/Configuration	2	2	0	3
CIS	169	Business Presentations	1	2	0	2
NET	260	Internet Development & Support	3	0	0	3
OST	131	Keyboarding	1	2	0	2
OST	136	Word Processing	1	2	0	2
Other Major *Electives*-*Select a minimum of 7 semesters hours credits from the following:*						
ACC	121	Principles of Accounting II	3	2	0	4
ACC	140	Payroll Accounting	1	2	0	2
BUS	110	Introduction to Business	3	0	0	3
BUS	115	Business Law I	3	0	0	3
BUS	135	Principles of Supervision	3	0	0	3
BUS	137	Principles of Management	3	0	0	3
BUS	260	Business Communication	3	0	0	3
COE	111	Co-Op Work Experience I	0	0	10	1
COE	112	Co-Op Work Experience I	0	0	20	2
COE	121	Co-Op Work Experience II	0	0	10	1
COE	122	Co-Op Work Experience II	0	0	20	2
OST	236	Advanced Word/Information Processing	2	2	0	3
OTHER REQUIRED COURSES						
ACA	111	College Student Success	1	0	0	1
Total Semester Hours Credit in Program						**65**

INFORMATION SYSTEMS DIPLOMA (D25260)
Course and Hour Requirements

			Class	Lab	Clin	Credit
GENERAL EDUCATION COURSES						
Must have 3 SHC General Education Elective in addition to the following:						
Communication						
ENG	111	Expository Writing	3	0	0	3
MAJOR COURSES						
Required Courses						
CIS	130	Survey of Operating Systems	2	3	0	3
CIS	152	Database Concepts & Applications	2	2	0	3
Required Subject Areas						
Computers/Information Systems						
CIS	110	Introduction to Computers	2	2	0	3

Networking						
NET	110	Data Communication/Networking	2	2	0	3
Other Major Courses						
BUS	121	Business Mathematics	2	2	0	3
CIS	120	Spreadsheet I	2	2	0	3
CIS	135	PC Diagnostics/Configuration	2	2	0	3
CIS	169	Business Presentations	1	2	0	2
NET	260	Internet Development & Support	3	0	0	3
OST	131	Keyboarding	1	2	0	2
OST	136	Word Processing	1	2	0	2
OTHER REQUIRED COURSES						
ACA	111	College Student Success	1	0	0	1
Total Semester Hours Credit in Program						**37**

INFORMATION SYSTEMS CERTIFICATE (C25260)

Course and Hour Requirements

			Class	Lab	Clin	Credit
MAJOR COURSES						
Required Courses						
CIS	130	Survey of Operating Systems	2	3	0	3
CIS	152	Database Concepts & Applications	2	2	0	3
Required Subject Areas						
Computers/Information Systems						
CIS	110	Introduction to Computers	2	2	0	3
Other Major Courses						
CIS	120	Spreadsheet I	2	2	0	3
CIS	169	Business Presentations	1	2	0	2
Total Semester Hours Credit in Program						**14**

MEDICAL ASSISTING (A45400)

Associate in Applied Science Degree

Student must have completed the Medical Assisting Diploma before enrolling in the Associate.

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations, assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration, and ethical/legal issues associated with patient care.

ADMISSION REQUIREMENTS

(See Allied Health Program Admission Requirements on page 12 for additional requirements)

ACCREDITATION

The PCC Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE).

Course and Hour Requirements

			Class	lab	Clin	Credit
GENERAL EDUCATION COURSES						
Communication						
ENG	111	Expository Writing	3	0	0	3
ENG	113	Literature-Based Research	3	0	0	3
Natural Sciences/Mathematics						
MAT	110	Mathematical Measurement	3	2	0	3
Humanities/Fine Arts (3 SHC)						
Select a minimum of 3 SHC from the following:						
ART	111	Art Appreciation (On Line)	3	0	0	3
ART	1906	Art History Survey (to Renaissance)	3	0	0	3
ART	1907	Art History Survey (to Modern Times)	3	0	0	3
ART	1910	Art Appreciation	2	0	0	2
ENG	233	Major British Writers	3	0	0	3
ENG	243	Major American Writers	3	0	0	3
ENG	261	Western World Literature I	3	0	0	3
ENG	262	Western World Literature II	3	0	0	3
HUM	110	Technology and Society	3	0	0	3
HUM	120	Cultural Studies	3	0	0	3
HUM	130	Myth in Human Culture	3	0	0	3
MUSC	2208	Music Appreciation	2	0	0	2
PHIL	1110	Introduction to Philosophy	3	0	0	3
SPAN	1001	Spanish Level I	3	0	0	3
SPAN	1002	Spanish Level II	3	0	0	3
Social/Behavioral Sciences						
PSY	118	Interpersonal Psychology	3	0	0	3
PSYC	1000	Introductory Psychology	3	0	0	3
MAJOR COURSES						
Required Courses						
MED	110	Orientation to Medical Assisting	1	0	0	1
MED	118	Medical Law and Ethics	2	0	0	2
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
MED	130	Administrative Office Procedures I	1	2	0	2

MED	131	Administrative Office Procedures II	1	2	0	2
MED	134	Medical Transcription	2	2	0	3
MED	140	Exam Room Procedures I	3	4	0	5
MED	150	Lab Procedures I	3	4	0	5
MED	260	MED Clinical Externship	0	0	15	5
Required Subject Areas						
Anatomy and Physiology						
MED	116	Intro. to Anatomy & Physiology	3	2	0	4
Other Major Courses						
MED	232	Medical Insurance Coding	1	3	0	2
MED	240	Exam Room Procedures II	3	4	0	5
MED	262	Clinical Perspectives	1	0	0	1
MED	264	Medical Assisting Overview	2	0	0	2
MED	270	Symptomatology	2	2	0	3
MED	272	Drug Therapy	3	0	0	3
OTHER REQUIRED COURSES						
ACA	111	College Student Success	1	0	0	1
Total Semester Credit Hours in Program						**65**

MEDICAL ASSISTING - DIPLOMA (D45400)

Course and Hour Requirements

GENERAL EDUCATION COURSES			Class	lab	Clin	Credit
Communication						
ENG	111	Expository Writing	3	0	0	3
Natural Sciences/Mathematics						
MAT	110	Mathematical Measurement	2	2	0	3
MAJOR COURSES						
Required Courses						
MED	110	Orientation to Medical Assisting	1	0	0	1
MED	118	Medical Law and Ethics	2	0	0	2
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
MED	130	Administrative Office Procedures I	1	2	0	2
MED	131	Administrative Office Procedures II	1	2	0	2
MED	134	Medical Transcription	2	2	0	3
MED	140	Exam Room Procedures I	3	4	0	5
MED	150	Lab Procedures I	3	4	0	5
MED	260	MED Clinical Externship	0	0	15	5
Required Subject Areas						
Anatomy and Physiology						
MED	116	Intro. to Anatomy & Physiology	3	2	0	4
Other Major Courses						
MED	262	Clinical Perspectives	1	0	0	1
MED	264	Medical Assisting Overview	2	0	0	2
OTHER REQUIRED COURSES						
ACA	111	College Student Success	1	0	0	1
Total Semester Credit Hours in Program						**45**

ACCREDITATION
The PCC Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE).

MEDICAL ASSISTING TRANSCRIPTION CERTIFICATE (C45400)

Courses and Hours Requirements

			Class	Lab	Clin	Credit
MED	118	Medical Law & Ethics	2	0	0	2
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
MED	130	Administrative Office Procedures I	1	2	0	2
MED	134	Medical Transcription	2	2	0	3
Total Semester Hours Credit in Program						**13**

OFFICE SYSTEMS TECHNOLOGY (A25360)

Associate in Applied Science Degree

The Office Systems Technology curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

Course and Hour Requirements

			Class	Lab	Clin	Credit
GENERAL EDUCATION COURSES						
Communication						
ENG	111	Expository Writing	3	0	0	3
ENG	113	Literature-Based Research	3	0	0	3
Natural Sciences/Mathematics						
MAT	140	Survey of Mathematics	2	2	0	3
Humanities/Fine Arts (3 SHC)						
Select a minimum of 3 SHC from the following:						
ART	111	Art Appreciation (On Line)	3	0	0	3
ART	1906	Art History Survey (to Renaissance)	3	0	0	3
ART	1907	Art History Survey (to Modern Times)	3	0	0	3
ENG	233	Major British Writers	3	0	0	3
ENG	243	Major American Writers	3	0	0	3
ENG	261	World Literature I	3	0	0	3
ENG	262	World Literature II	3	0	0	3
HUM	110	Technology and Society	3	0	0	3
HUM	120	Cultural Studies	3	0	0	3
HUM	130	Myth in Human Culture	3	0	0	3
PHIL	1110	Introduction to Philosophy	3	0	0	3
SPAN	1001	Spanish Level I	3	0	0	3
SPAN	1002	Spanish Level II	3	0	0	3
Social/Behavioral Sciences						
Select one course from the following:						
ANTH	1000	Introduction to Anthropology	3	0	0	3
ECO	151	Survey of Economics	3	0	0	3
GEOG	2003	Economic Geography	3	0	0	3
HIST	1030	World Civilizations to 1500	3	0	0	3
HIST	1031	World Civilizations since 1500	3	0	0	3
HIST	1050	American History to 1877	3	0	0	3
HIST	1051	American History since 1877	3	0	0	3
POLS	1010	National Government	3	0	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
PSY	150	General Psychology (on line)	3	0	0	3
PSYC	1000	Introductory Psychology	3	0	0	3
PSYC	3206	Developmental Psychology	3	0	0	3
SOC	210	Introduction to Sociology (On Line)	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
SOCI	2110	Introduction to Sociology	3	0	0	3
MAJOR COURSES						
Required Courses						
OST	164	Text Editing Applications	3	0	0	3
OST	184	Records Management	1	2	0	2

Required Subject Areas						
Formatting/Word Processing						
OST	134	Text Entry & Formatting	2	2	0	3
OST	136	Word Processing	1	2	0	2
Office Systems/Management						
OST	289	Office Systems Management	2	2	0	3
Computer/Information Systems						
CIS	110	Introduction to Computers	2	2	0	3
Other Major Courses						
ACC	120	Principles of Accounting I	3	2	0	4
BUS	121	Business Mathematics	2	2	0	3
BUS	260	Business Communication	3	0	0	3
CIS	169	Business Presentations	1	2	0	2
NET	115	Telecommunications Fundamentals	1	2	0	2
OST	131	Keyboarding	1	2	0	2
OST	135	Advanced Text Entry & Formatting	3	2	0	4
OST	137	Office Software Applications	1	2	0	2
OST	181	Introduction to Office Systems	2	2	0	3
OST	223	Machine Transcription I	1	2	0	2
OST	236	Advanced Word/Information Processing	2	2	0	3
OST	286	Professional Development	3	0	0	3
Required Subject Areas						
Select one course from the following:						
BUS	110	Introduction to Business	3	0	0	3
BUS	115	Business Law I	3	0	0	3
BUS	135	Principles of Supervision	3	0	0	3
BUS	137	Principles of Management	3	0	0	3
Selection of course is optional						
COE	112	Co-Op Work Experience I (optional)	0	0	20	2
OTHER REQUIRED COURSES						
ACA	111	College Student Success	1	0	0	1
Total Semester Hours Credit in Program						**68**

OFFICE SYSTEMS TECHNOLOGY DIPLOMA (D25360)

Course and Hour Requirements

			Class	Lab	Clin	Credit
GENERAL EDUCATION						
Communications						
ENG	111	Expository Writing	3	0	0	3
Humanities/Fine Arts (3 SHC)						
Select a minimum of 3 SHC from the following:						
ART	111	Art Appreciation (On Line)	3	0	0	3
ART	1906	Art History Survey (to Renaissance)	3	0	0	3
ART	1907	Art History Survey (to Modern Times)	3	0	0	3
ENG	233	Major British Writers	3	0	0	3
ENG	243	Major American Writers	3	0	0	3
ENG	261	World Literature I	3	0	0	3
ENG	262	World Literature II	3	0	0	3
HUM	110	Technology and Society	3	0	0	3
HUM	120	Cultural Studies	3	0	0	3
HUM	130	Myth in Human Culture	3	0	0	3
PHIL	1110	Introduction to Philosophy	3	0	0	3
SPAN	1001	Spanish Level I	3	0	0	3
SPAN	1002	Spanish Level II	3	0	0	3

MAJOR COURSES

Required Courses						
OST	164	Text Editing Applications	3	0	0	3
OST	184	Records Management	1	2	0	2
Required Subject Areas						
Formatting/Word Processing						
OST	134	Text Entry & Formatting	2	2	0	3
OST	136	Word Processing	1	2	0	2
Office Systems/Management						
OST	289	Office Systems Management	2	2	0	3
Computer/Information Systems						
CIS	110	Introduction to Computers	2	2	0	3
Other Major Courses						
ACC	120	Principles of Accounting I	3	2	0	4
BUS	121	Business Mathematics	2	2	0	3
BUS	260	Business Communication	3	0	0	3
NET	115	Telecommunications Fundamentals	1	2	0	2
OST	131	Keyboarding	1	2	0	2
OST	137	Office Software Applications	1	2	0	2
OST	181	Introduction to Office Systems	2	2	0	3
OST	223	Machine Transcription I	1	2	0	2
OST	286	Professional Development	3	0	0	3
OTHER REQUIRED COURSES						
ACA	111	College Student Success	1	0	0	1
Total Semester Hours Credit in Program						**47**

OFFICE SYSTEM TECHNOLOGY CERTIFICATE (C25360)
Course and Hour Requirements

MAJOR COURSES			Class	Lab	Clin	Credit
Required Courses						
OST	184	Records Management	1	2	0	2
Required Subject Areas						
Formatting/Word Processing						
OST	134	Text Entry & Formatting	2	2	0	3
OST	136	Word Processing	1	2	0	2
Computer/Information Systems						
CIS	110	Introduction to Computers	2	2	0	3
Other Major Courses						
OST	131	Keyboarding	1	2	0	2
OST	181	Introduction to Office Systems	2	2	0	3
OTHER REQUIRED COURSES						
ACA	111	College Student Success	1	0	0	1
Total Semester Hours Credit in Program						**16**

Four-digit numbers indicate ECU contract courses.

		Class	Lab	Work	Credit
ACA 111	**College Student Success**	1	0	0	1

Prerequisites: None
Corequisites: None
This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources, policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

ACC 120	**Principles of Accounting I**	3	2	0	4

Prerequisites: None
Corequisites: None
This course introduces the basic principles and procedures of accounting. Emphasis is placed on collecting, summarizing, analyzing, and reporting financial information. Upon completion, students should be able to analyze data and prepare journal entries and reports as they relate to the accounting cycle. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ACC 121	**Principles of Accounting II**	3	2	0	4

Prerequisites: ACC 120
Corequisites: None
This course is a continuation of ACC 120. Emphasis is placed on corporate and managerial accounting for both external and internal reporting and decision making. Upon completion, students should be able to analyze and record corporate transactions, prepare financial statements and reports, and interpret them for management. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ACC 131	**Federal Income Taxes**	2	2	0	3

Prerequisites: None
Corequisites: None
This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Emphasis is placed on the application of the Internal Revenue Code to preparation of tax returns for individuals, partnerships, and corporations. Upon completion, students should be able to complete federal tax returns for individuals, partnerships, and corporations.

ACC 140	**Payroll Accounting**	1	2	0	2

Prerequisites: ACC 120
Corequisites: None
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries.

ACC 150	**Computerized General Ledger**	1	2	0	2

Prerequisites: ACC 120
Corequisites: None
This course introduces microcomputer applications related to the major accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

ACC 220 Intermediate Accounting I 3 2 0 4
Prerequisites: ACC 121
Corequisites: None
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and statements and extensive analyses of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

ACC 221 Intermediate Accounting II 3 2 0 4
Prerequisites: ACC 220
Corequisites: None
This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 225 Cost Accounting 3 0 0 3
Prerequisites: ACC 121
Corequisites: None
This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 269 Auditing 3 0 0 3
Prerequisites: ACC 220
Corequisites: None
This course covers the overall framework of the process of conducting audits and investigations. Emphasis is placed on collecting data from working papers, arranging and systematizing the audit, and writing the audit report. Upon completion, students should be able to demonstrate competence in applying the generally accepted auditing standards and the procedures for conducting an audit.

ANTH 1000 Introduction to Anthropology 3 0 0 3
Prerequisites: None
Corequisites: None
A general introduction to anthropological studies of human culture.

ART 111 Art Appreciation 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 1906 Art History Survey (to Renaissance) 3 0 0 3
Prerequisites: ART 1910
Corequisites: None
A survey of the history of art from prehistoric times to the Renaissance.

ART 1907 Art History Survey (to Modern Times) 3 0 0 3
Prerequisites: ART 1910
Corequisites: None
A survey of the history of art from the Renaissance to modern times.

ART 1910 Art Appreciation 2 0 0 2
Prerequisites: None
Corequisites: None
An exploratory study of the visual experience intended to enhance the student's understanding and enjoyment of art.

BIO 110 Principles of Biology 3 3 0 4
Prerequisites: None
Corequisites: None
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is place on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 140 Environmental Biology 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces environmental processes and the influence of human activities upon them. Topics include: ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 140A Environmental Biology Lab 0 3 0 1
Prerequisites: None
Corequisites: None
This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

BIO 168 Anatomy and Physiology I 3 3 0 4
Prerequisites: Satisfactory science placement scores
Corequisites: None
This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirements.*

BIO 169 Anatomy and Physiology II 3 3 0 4
Prerequisites: BIO 168
Corequisites: None
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include: the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary,

and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BIO 275 Microbiology 3 3 0 4
Prerequisites: BIO 110 or BIO 163 or BIO 165 or BIO 168
Corequisites: None
This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include: the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BIOL 1050 General Biology 3 0 0 3
Prerequisites: Satisfactory science placement test score
Corequisites: BIOL 1051
Molecular basis of biology, bioenergetics, control systems, reproduction and development, genetics, diversity, evolution, and communication and behavior ecosystems.

BIOL 1051 General Biology Laboratory 0 3 0 1
Prerequisites: None
Corequisites: BIOL 1050
Practical applications of biological principles.

BIOL 1060 Environmental Biology 4 0 0 4
Prerequisites: Satisfactory Science placement test score
Corequisites: BIOL 1061
A basic study of the interrelationships of organisms with each other and with their environment and human factors. Basic ecological problems, principles, and solutions will be presented.

BIOL 1061 Environmental Biology Lab 0 3 0 1
Prerequisites: None
Corequisites: BIOL 1060
A laboratory of field course offered to provide a more in-depth look at habitats.

BIOL 2110 Fundamentals of Microbiology 3 4 0 4
BIOL 2111 Fundamentals of Microbiology Lab
Prerequisites: Four hours of biology and eight hours of chemistry
Corequisites: None
A general study of microorganisms and their importance to humans, with special emphasis on their fundamental life processes, including a brief introduction to epidemiology and immunology.

BUS 110 Introduction to Business 3 0 0 3
Prerequisites: None
Corequisites: None
This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BUS 115 Business Law I 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BUS 121 Business Math 2 2 0 3
Prerequisites: MATH 060
Corequisites: None
This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

BUS 125 Personal Finance 3 0 0 3
Prerequisites: None
Corequisites: None
This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

BUS 135 Principles of Supervision 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.

BUS 137 Principles of Management 3 0 0 3
Prerequisites: None
Corequisites: None
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

BUS 225 Business Finance 2 2 0 3
Prerequisites: ACC 120
Corequisites: None
This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

BUS 230 Small Business Management 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

BUS 240 Business Ethics 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

BUS 260 Business Communication 3 0 0 3
Prerequisites: ENG 111 and OST 131
Corequisites: None
This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

BUS 280 REAL Small Business 4 0 0 4
Prerequisites: None
Corequisites: None
This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

CHEM 1120 Basic General, Organic, and Biochemistry I 4 0 0 4
Prerequisites: Satisfactory science placement test score
Corequisites: CHEM 1121, An elementary course in general and organic chemistry

CHEM 1121 Basic General, Organic, and Biochemistry Lab I 0 3 0 1
Prerequisites: None
Corequisites: None

CHEM 1130 Basic General, Organic, and Biochemistry II 4 0 0 4
Prerequisites: CHEM 1120
Corequisites: None
May not count toward general education requirement for science major.

CHEM 1131 Basic General, Org., and Biochemistry Lab II 0 0 3 1
Prerequisites: CHEM 1121
Corequisites: CHEM 1131
A study of the chemistry and intermediary metabolism of lipids, carbohydrates, proteins, vitamins, and nucleic acids.

CIS 110 Introduction to Computers 2 2 0 3
Prerequisites: None
Corequisites: None
This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CIS 115 Intro to Programming & Logic 2 2 0 3
Prerequisites: CIS 110 and MAT 070
Corequisites: None

This course introduces computer programming and problem solving in a programming environment, including an introduction to operating systems, text editor, and a language translator. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. *This course has been approved to satisfy the Comprehensive Articulation Agreement in general education core requirements in natural sciences/mathematics.*

CIS 120 Spreadsheet I 2 2 0 3
Prerequisites: CIS 110.
Corequisites: None
This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CIS 130 Survey of Operating Systems 2 3 0 3
Prerequisites: CIS 110 or instructor consent
Corequisites: None
The course covers operating system concepts which are necessary for maintaining and using computer systems. Topics include disk, file, and directory structures; installation and setup; resource allocation, optimization, and configuration; system security; and other related topics. Upon completion, students should be able to install and configure operating systems and optimize performance.

CIS 135 PC Diagnostics/Configuration 2 2 0 3
Prerequisite: Instructor consent
Corequisite: CIS 130
This course covers personal computer hardware including identification, installations, diagnostics, and repair. Topics include component/bus identification, safety procedures, hardware/software installation and configuration, diagnosing and replacing field replaceable units including memory and storage devices. Upon completion students should be able to identify, install, upgrade, maintain, diagnose and repair/replace basic microcomputer components.

CIS 152 Database Concepts & Applications 2 2 0 3
Prerequisites: CIS 110
Corequisites: None
This course introduces database design and creation using a DBMS product. Topics include database terminology, usage in industry, design theory, types of DBMS models, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to create simple database tables, queries, reports, and forms which follow acceptable design practices.

CIS 169 Business Presentations 1 2 0 2
Prerequisites: CIS 110
Corequisites: None
This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text and graphics. Upon completion, students should be able to design and demonstrate an effective presentation.

CIS 172 Introduction to the Internet 2 3 0 3
Prerequisites: CIS 110
Corequisites: None
This course introduces the various navigational tools and services of the Internet. Topics include using Internet protocols, search engines, file compression/decompression, FTP, e-mail, listservers and other

related topics. Upon completion, students should be able to use the Internet resources, retrieve/decompress files, and use e-mail, FTP, and other Internet tools.

CJC 111 Intro to Criminal Justice 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and /or elective course requirement.*

CJC 112 Criminology 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

CJC 113 Juvenile Justice 3 0 0 3
Prerequisite: None
Corequisite: None
This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

CJC 121 Law Enforcement Operations 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

CJC 122 Community Policing 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

CJC 131 Criminal Law 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crimes, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132 Court Procedure & Evidence 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers judicial structure/process/procedures from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

CJC 141 Corrections 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

CJC 151 Intro to Loss Prevention 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention.

CJC 211 Counseling 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces the basic elements of counseling and specific techniques applicable to the criminal justice setting. Topics include observation, listening, recording, interviewing, and problem exploration necessary to form effective helping relationships. Upon completion, students should be able to discuss and demonstrate the basic techniques of counseling.

CJC 212 Ethics and Community Relations 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC 213 Substance Abuse 3 0 0 3
Prerequisites: None
Corequisites: None
This course is a study of substance abuse in our society. Topics include the history and classification of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

CJC 214 Victimology 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles and current victim assistance programs.

CJC 221 Investigative Principles 3 2 0 4
Prerequisites: None
Corequisites: None
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 222 Criminalistics 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

CJC 231 Constitutional Law 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

CJC 233 Correctional Law 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.

CJC 241 Community-Based Corrections 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

COE 111 Co-Op Work Experience I 0 0 10 1
Prerequisites: None
Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 112 Co-Op Work Experience I 0 0 20 2
Prerequisites: None
Corequisites: None
This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 121 Co-Op Work Experience II 0 0 10 1
Prerequisites: COE 111 or COE 112
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 122 Co-Op Work Experience II 0 0 20 2
Prerequisites: COE 111 or COE 112
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career
selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 131 Co-Op Work Experience III 0 0 10 1
Prerequisites: COE 121 or COE 122
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 132 Co-Op Work Experience III 0 0 20 2
Prerequisites: COE 121 or COE 122
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COM 110 Introduction to Communication 3 0 0 3
Prerequisites: None
Corequisites: None
This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in speech/communication.*

COM 231 Public Speaking 3 0 0 3
Prerequisites: None
Corequisites: None
This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved to satisfy the Comprehensive Articulation Agreement in general education core requirement in humanities/fine arts.*

ECO 151 Survey of Economics 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces basic concepts of micro- and macro-economics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

EDT 110 Neuroscience/Pathological Conditions 4 0 0 4
Prerequisites: Enrollment in the EDT program and BIO 168
Corequisites: BIO 169
This course covers the anatomy and physiology of the nervous system as well as those disease processes which affect nervous system components. Topics include anatomy, physiology, and pathology of the neuron, brain, spinal cord, peripheral nerves, and the special senses. Upon completion, students should be able to understand the structure and function of the nervous system and how this structure/function is affected by specific diseases.

EDT 111 Laboratory Management 1 0 0 1
Prerequisites: Enrollment in EDT program
Corequisites: None
This course provides the skills and knowledge necessary to effectively manage and/or function as a team player in an electroneurodiagnostics department. Topics include the role of an effective manager, the role of a team player, techniques for scheduling, record keeping/storage, and creation/implementation of department polices. Upon completion, students should be able to understand those skills necessary to manage an electroneurodiagnostics department, both independently and as a team worker.

EDT 112 Instrument/Record Methods 3 0 0 3
Prerequisites: ELC 111, MAT 110, Enrollment in the EDT Program
Corequisites: None
This course covers theories of electrode placement, various instrumentation components used in neurological testing, and optimal recording techniques based on patient status. Topics include the International 10-20 System of electrode placement, electrode types/applications, electronics applicable to neurological testing, instrument controls, montages, and polarity/localization. Upon completion, students should be able to understand the theories underlying optimal utilization of electrodes and instrumentation for neurological testing.

EDT 113 Clinical Correlates 2 0 0 2
Prerequisites: Enrollment in the EDT program, EDT 110, ELC 111, MAT 110
Corequisites: None
This course covers normal and abnormal neurological test findings associated with the anatomy/physiology/pathology covered in EDT 100. Topics include normal and abnormal neurological test results, artifacts, and activation procedures utilizing teaching records from affiliated laboratories.

Upon completion, students should be able to identify patterns and artifacts on neurological tests in order that optimal recording strategies may be utilized.

EDT 114 Special Procedures 3 0 0 3
Prerequisites: Enrollment in EDT program, EDT 115, EDT 113, MAT 110
Corequisites: None
This course provides a basic understanding of special training procedures used in neurological diagnosis. Topics include foundations of evoked potentials, nerve condition studies, operating room monitoring, ambulatory EEGs, long-term video monitoring, polysomnography, and various radiological procedures. Upon completion, students should be able to demonstrate an understanding of the principles of various special procedures used in neurological diagnosis.

EDT 115 EDT Laboratory Practice 0 6 0 2
Prerequisites: Enrollment in EDT program, EDT 110, ELC 111, MAT 110
Corequisites: None
This course provides a practical application of theories covered in previous EDT courses. Emphasis is placed on practical skill development in neurological testing, appropriate patient rapport, infection control, and electrical safety guidelines, using mock situations. Upon completion, students should be able to conduct optimal neurological testing in mock situations.

EDT 116 EDT Clinical Experience 0 0 36 12
Prerequisites: Successful completion of all required courses in EDT program
Corequisites: None
This course provides clinical experience in a hospital neurology department under the supervision of a qualified technologist. Emphasis is placed on qualified interaction between patients/families and hospital personnel and optimal skill level development in neurological testing. Upon completion, students should be able to conduct themselves professionally in a hospital setting and conduct optimal neurological studies as ordered by physicians.

EDT 118 EDT Laboratory Practice II 0 9 0 3
Prerequisites: EDT 115
Corequisites: None
This course is a continuation of EDT 115. Emphasis is placed on practical skills developed in neurological testing, to include the basic EEG along with special testing procedures. Upon completion, students should be able to conduct neurological testing in mock situations.

EDU 111 Early Childhood Credentials I 2 0 0 2
Prerequisites: None
Corequisites: None
This course introduces early childhood education and the role of the teacher in environments that encourage exploration and learning. Topics include professionalism, child growth and development, individuality, family, and culture. Upon completion, students should be able to identify and demonstrate knowledge of professional roles, major areas of child growth and development, and diverse families.

EDU 112 Early Childhood Credentials II 2 0 0 2
Prerequisites: EDU 111
Corequisites: None
This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety, and nutrition. Topics include the learning environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety, and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques and describe health/sanitation/nutrition practices that promote healthy environments for children.

EDU 113 Family/Early Child Credentials 2 0 0 2
Prerequisites: EDU 111
Corequisites: None
This course covers business/professional practices for family early childhood providers, developmentally appropriate practices, positive guidance, and methods of providing a safe and healthy environment. Topics include developmentally appropriate practices; health, safety and nutrition; and business and professionalism. Upon completion, students should be able to develop a handbook of policies, procedures, and practices for a family child care home.

EDU 119 Early Childhood Education 3 2 0 4
Prerequisites: None
Corequisites: None
This course covers the foundations of the education profession, types of programs, professionalism, and planning quality programs for children. Topics include historical foundations, career options, types of programs, professionalism, observational skills, and planning developmentally appropriate schedules, environments, and activities for children. Upon completion, students should be able to demonstrate observational skills, identify appropriate schedules and environments, develop activity plans, and describe influences on the profession.

EDU 131 Child, Family, and Community 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the relationships between the families, programs for children/schools, and the community. Emphasis is placed on establishing and maintaining positive collaborative relationships with families and community resources. Upon completion, students should be able to demonstrate strategies for effectively working with diverse families and identifying and utilizing community resources.

EDU 144 Child Development I 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the theories of child development and the developmental sequences of children from conception through the pre-school years for early childhood educators. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and appropriate experiences for the young child. Upon completion, students should be able to identify developmental milestones, plan experiences to enhance development, and describe appropriate interaction techniques and environments for typical/atypical development.

EDU 145 Child Development II 3 0 0 3
Prerequisites: EDU 144
Corequisites: None
This course covers theories of child development and developmental sequences of children from pre-school through middle childhood for early childhood educators. Emphasis is placed on characteristics of physical/motor, social, emotional, and cognitive/language development and appropriate experiences for children. Upon completion, students should be able to identify developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments.

EDU 146 Child Guidance 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces practical principles and techniques for developmentally appropriate guidance. Emphasis is placed on encouraging self-esteem and cultural awareness, effective communication skills, and direct and indirect guidance techniques and strategies. Upon completion, students should be able to demonstrate strategies which encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and self-esteem in children.

EDU 151 Creative Activities 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers creative learning environments, planning and implementing developmentally appropriate experiences, and developing appropriate teaching materials for the classroom. Emphasis is placed on creative activities for children in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to select and evaluate developmentally appropriate learning materials and activities.

EDU 153 Health, Safety, and Nutrition 3 0 0 3
Prerequisites: None
Corequisites: None
This course focuses on promoting and maintaining the health and well-being of children. Topics include health and nutritional needs, safe and healthy environments, and recognition and reporting of child abuse and neglect. Upon completion, students should be able to set up and monitor safe indoor and outdoor environments and implement a nutrition education program.

EDU 221 Children with Special Needs 3 0 0 3
Prerequisites: EDU 144 and EDU 145 or PSY 244 and PSY 245
Corequisites: None
This course introduces working with children with special needs. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the home and classroom environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, and work collaboratively to plan, implement, and evaluate inclusion strategies.

EDU 234 Infants, Toddlers, and Twos 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the skills needed to effectively implement group care for infants, toddlers, and two-year-olds. Emphasis is placed on child development and developmentally appropriate practices. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate a developmentally appropriate curriculum.

EDU 235 School-Age Development and Program 2 0 0 2
Prerequisites: None
Corequisites: None
This course presents devclopmentally appropriate practices in group care for school-age children. Topics include principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for children five to twelve years of age and plan and implement age-appropriate activities.

EDU 251 Exploration Activities 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

EDU 259 Curriculum Planning 3 0 0 3
Prerequisites: EDU 112, EDU 113, or EDU 119
Corequisites: None
This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indoor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon completion, students should be able to assess children and curriculum; plan for

daily, weekly, and long-range instruction; and design environments with appropriate equipment and supplies.

EDU 261 Early Childhood Administration I 2 0 0 2
Prerequisites: None
Corequisites: None
This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for an NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision.

EDU 262 Early Childhood Administration II 3 0 0 3
Prerequisites: EDU 261
Corequisites: None
This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans and develop personnel policies, including supervision and staff development plans.

EDU 280 Literacy Experiences 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers literacy, early literacy development, and appropriate early experiences with books and writing. Emphasis is placed on reading and writing readiness, major approaches used in teaching literacy, and strategies for sharing quality in children's literature. Upon completion, students should be able to select, plan, and evaluate appropriate early literacy experiences.

EDU 286 Early Childhood Issues 1 0 0 1
Prerequisites: ENG 111 and completion of curriculum core requirements
Corequisites: COE 111 or COE 121
This course provides an opportunity to discuss the application of skills in a developmentally appropriate early childhood environment. Emphasis is placed on developing strategies for reaching competency goals and objectives and on planning and developing curriculum. Upon completion, students should be able to demonstrate competence in classroom management skills and in developing, implementing, and evaluating curriculum plans.

ELC 111 Intro to Electricity 2 2 0 3
Prerequisites: None
Corequisites: None
This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronics majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

ELC 112 DC/AC Electricity 3 6 0 5
Prerequisites: None
Corequisites: None
This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

ELC 113 Basic Wiring I 2 6 0 4
Prerequisites: None
Corequisites: None
This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC; electrical safety, and electrical blueprint reading; planning, layout, and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

ELC 114 Basic Wiring II 2 6 0 4
Prerequisites: ELC 113
Corequisites: None
This course provides additional instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduits associated with electrical installations.

ELC 117 Motors and Controls 2 6 0 4
Prerequisites: ELC 112 or ELN 131
Corequisites: None
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

ELC 118 National Electrical Code 1 2 0 2
Prerequisites: None
Corequisites: None
This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.

ELC 119 NEC Calculations 1 2 0 2
Prerequisites: None
Corequisites: None
This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.

ELC 128 Introduction to PLC 2 3 0 3
Prerequisites: None
Corequisites: None
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

ELC 132 Electrical Drawings 1 3 0 2
Prerequisites: None
Corequisites: None
This course introduces the technical documentation that is typically found or used in the industrial environment. Topics include interpretation of service manuals, freehand sketching of lines, orthographic

views and dimensions, and blueprint reading. Upon completion, students should be able to interpret technical documents and blueprints and use basic drafting skills to prepare usable field drawings.

ELC 215 Electrical Maintenance 2 3 0 3
Prerequisites: ELC 117
Corequisites: None
This course introduces the theory of maintenance and the skills necessary to maintain electrical equipment found in industrial and commercial facilities. Topics include maintenance theory, predictive and preventive maintenance, electrical equipment operation and maintenance, and maintenance documentation. Upon completion, students should be able to perform maintenance on electrical equipment in industrial and commercial facilities.

ELN 131 Electronic Devices 3 3 0 4
Prerequisites: ELC 112
Corequisites: None
This course includes semiconductor-based devices such as diodes, bipolar transistors, FETs, thermistors, and related components. Emphasis is placed on analysis, selection, biasing, and applications in power supplies, small signal amplifiers, and switching and control circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

ELN 133 Digital Electronics 3 3 0 4
Prerequisites: ELC 112
Corequisites: None
This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AC/DC converters, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN 141 Digital Fundamentals 4 6 0 6
Prerequisites: None
Corequisites: None
This course covers combinational and sequential logic circuits. Topics include number systems, logic elements, Boolean algebra, Demorgan's theorem, logic families, flip flops, registers, counters, and other related topics. Upon completion, students should be able to analyze, verify, and troubleshoot digital circuits.

ENG 095 Reading & Composition Strategies 5 0 0 5
Prerequisites: Satisfactory reading and writing placement test scores
Corequisites: None
This course uses whole language to strengthen proficiency in reading and writing for college. Emphasis is placed on applying critical reading skills to narrative and expository texts and on using the writing process. Upon completion, students should be able to comprehend, analyze, and evaluate college texts and to compose essays in preparation for college writing.

ENG 111 Expository Writing (Writing Intensive) 3 0 0 3
Prerequisites: ENG 095 with a grade of "C" or higher or satisfactory placement test score
Corequisites: None
This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. Further emphasis is placed on oral presentations of essays. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 113 **Literature-Based Research** 3 0 0 3
Prercquisites: ENG 111 with grade of "C" or higher.
Corequisites: None
This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. Additionally, emphasis is placed on preparation of oral presentations, including handouts and slides, to accompany research papers. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirements in English composition.*

ENG 233 **Major American Writers** (Writing Intensive) 3 0 0 3
Prerequisites: ENG 113 with a grade of "C" or higher
Corequisites: None
This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 243 **Major British Writers** (Writing Intensive) 3 0 0 3
Prerequisites: ENG 113 with a grade of "C" or higher
Corequisites: None
This course provides an intensive study of the works of several major British authors. Emphasis is placed on British history, culture, and literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 261 **World Literature I** (Writing Intensive) 3 0 0 3
Prerequisites: ENG 112. ENG 113 or ENG 114 with a grade of "C" or higher
Corequisites: None
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 262 **World Literature II** (Writing Intensive) 3 0 0 3
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course satisfies the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENV 110 **Environmental Science** 3 0 0 3
Prerequisites: Satisfactory science placement test score
Corequisites: None
This course covers the environmental problems facing society today. Topics include population, natural resources, air and water pollution, and waste disposal problems. Upon completion, students should be able to demonstrate insight into the role the individual plays in shaping the environment.

ENV 120 Earth Science 3 2 0 4
Prerequisites: ENV 110 or BIO 140 and BIO 140A
Corequisites: None
This course covers the fundamental principles of earth science that provide a foundation for continued study in environmental science. Emphasis is placed on the basic principles of geology, oceanography, meteorology, astronomy, and the development of inquiry about the natural world through observation. Upon completion, students should be able to demonstrate an understanding of the component areas of earth sciencc.

ENV 210 Management of Waste 3 2 0 4
Prerequisites: ENV 110 or BIOL 1060 and BIOL 1061
Corequisites: CHEM 1120 and CHEM 1121
This course examines contemporary environmental issues concerning the disposal of wastes. Topics include problems associated with the disposal of municipal solid waste, low-level radioactive waste, high-level radioactive waste, and hazardous and toxic waste. Upon completion, students should be able to demonstrate an understanding of the methodologies and technologies involved in the proper handling and disposal of wastes.

ENV 212 Instrumentation 3 3 0 4
Prerequisites: ENV 110 or BIO 140 and BIO 140A or PTC 110
Corequisites: CHM 132
This course introduces analytical techniques used in quantitative analysis of chemical samples. Emphasis is placed on both classical wet techniques of chemical analysis and modern instrumental techniques. Upon completion, students should be able to use the methodologies and technologies involved in chemical analysis.

ENV 214 Water Quality 3 2 0 4
Prerequisites: ENV 110 or BIOL 1060 and BIOL 1061
Corequisites: CHEM 1120 and CHEM 1121
This course examines the constituents of natural waters from a biological and geochemical perspective. Topics include common components of water, water sources, water law, health consequences, water treatment procedures, and the design of water treatment plants. Upon completion, students should be able to demonstrate an understanding of the biological, chemical, and geological factors affecting water quality.

ENV 218 Environmental Health 3 0 0 3
Prerequisites: ENV 110 or BIOL 1060 and BIOL 1061
Corequisites: CHEM 1120 and CHEM 1121
This course covers the influence of environmental conditions on human health. Emphasis is placed on environmental contaminants and the major exposure routes of the human body. Upon completion, students should be able to examine segments of the environment, including air, water, and food, and determine how the conditions of these influence human health.

ENV 222 Air Quality 3 2 0 4
Prerequisites: ENV 110 or BIOL 1060 and BIOL 1061
Corequisites: CHEM 1120 and CHEM 1121
This course introduces the study of air quality and air pollution. Emphasis is placed on air pollution basics, current atmospheric conditions, effects of air pollution, air quality analysis and measurement, and regulatory control of air pollution. Upon completion, students should be able to demonstrate an understanding of the environmental hazards associated with air pollution from a human health and welfare perspective.

ENV 224 Land Resource Management 3 2 0 4
Prerequisites: ENV 110 or BIOL 1060 and BIOL 1061, ENV 120 or GEL 120
Corequisites: None

This course covers methods of properly managing land-based resources for maximum conservation and use. Emphasis is placed on the physical, biological, and ecological principles underlying sustainable use of soil, mineral, forest, and ground and surface water resources for current and future generations. Upon completion, students should be able to develop conservation plans for sustainable use of major land resources.

ENV 226 Environmental Law 3 0 0 3
Prerequisites: ENV 110 or BIOL 1061and BIOL 1061and ENV 214
Corequisites: ENV 218
This course covers federal laws and acts concerning environmental quality standards and the use of resources, legal procedures for enforcing laws, and problems concerning enforcement. Emphasis is placed on environmental law basics, water quality laws, air quality laws, waste disposal laws, and biological resource protection laws. Upon completion, students should be able to demonstrate an understanding of federal/state environmental laws and their importance to the protection of environmental quality.

ENV 228 Environmental Issues 1 0 0 1
Prerequisites None
Corequisites: None
This course provides a forum for the discussion of current environmental issues. Emphasis is placed on environmental news, regulations, accidents, and areas of controversy. Upon completion, students should be able to demonstrate an understanding of the impact of local, state, national and global events on environmental quality.

ENV 232 Site Assessment and Remediation 2 3 0 3
Prerequisites: ENV 110 or BIOL 1060 and BIOL 1061
Corequisites: None
This course introduces the concepts and techniques utilized in the assessment and remediation of contaminated soils and groundwater. Emphasis is placed on hydrogeology, environmental sampling, and remediation practices. Upon completion, the student should be able to properly sample environmental media, demonstrate a knowledge of groundwater dynamics, and discuss various remediation approaches.

ENV 240 Field Sampling and Analysis 2 3 0 3
Prerequisites: CHEM 2620 and CHEM 2621
Corequisites: None
This course introduces field sampling techniques and analysis of chemical and environmental parameters in the field as well as the laboratory. In addition, statistics, quality assurance and presentation of data will be discussed. Upon completion, students should be able to use methodologies and technologies involved in field sampling and analysis and be able to present data appropriately.

ENV 250 Rural Watershed Protection 3 3 0 4
Prerequisites: None
Corequisites: None
This course examines the environmental and public health impacts of animal wastes, pesticides and fertilizer contamination in rural watersheds. Emphasis is placed on contamination characterization and transport, containment and control measures, re-use, recycling and treatment of fertilizer runoff and animal wastes. Upon completion, the student should be able to demonstrate an understanding of watershed dynamics, environmental contamination and associated protection techniques.

ENV 255 Environ./Public Health Pathogens 3 3 0 4
Prerequisites: None
Corequisites: None
This course examines the various pathogens of humans, plants and animals from an environmental and public health perspective. Topics include pathogen identification, associated diseases and control measures. Upon completion, the student should have an understanding of the environmental and public health impact of various pathogen species and effective management and control techniques.

GEOG 2003 Economic Geography 3 0 0 3
Prerequisites: None
Corequisites: None
Introduction to the spatial concepts and decision-making processes which influence the location of economic activities. Attention is given to manufacturing, agriculture, energy production, retailing and cities as economic entities.

GEOL 1500 Physical Geology 3 0 0 3
Prerequisites: None
Corequisites: None
An introduction to the study of geologic materials (minerals and rocks), topographic features on the continents and in the ocean basins, geological structures (faults, folds, etc.), and various processes (igneous activity, weathering, erosion, sedimentation, glaciation, mountain-building, etc.) that produce geologic features.

GEOL 1501 Physical Geology Laboratory 0 3 0 1
Prerequisites: None
Corequisites: GEOL 1500
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.

HEA 112 First Aid and CPR 1 2 0 2
Prerequisites: None
Corequisites: None
This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

HLTH 1000 Health in Modern Society 2 0 0 2
Prerequisites: None
Corequisites: None
An investigation of mental, social, and physical health problems related to man's internal and external environments in technological and leisure-oriented societies.

HIST 1030 World Civilizations to 1500 3 0 0 3
Prerequisites: None
Corequisites: None
The evolution of world civilizations from prehistory to 1500.

HIST 1031 World Civilizations since 1500 3 0 0 3
Prerequisites: None
Corequisites: None
World civilizations since 1500 and their economic, social, cultural, and political development.

HIST 1050 American History to 1877 3 0 0 3
Prerequisites: None
Corequisites: None
The history of the United States from the discovery of America in 1492 to the end of Reconstruction.

HIST 1051 **American History since 1877** 3 0 0 3
Prerequisites: None
Corequisites: None
The history of the United States from Reconstruction to the present.

HOR 112 **Landscape Design I** 2 3 0 3
Prerequisites: None
Corequisites: None
This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization. Upon completion, students should be able to read, plan and draft a landscape design.

HOR 124 **Nursery Operations** 2 3 0 3
Prerequisites: None
Corequisites: None
This course covers nursery site and crop selection, cultural practices, and production and marketing methods. Topics include considerations, water availability, equipment, irrigation, fertilization, containers, media, and pest control. Upon completion, students should be able to design and implement a nursery operation and grow and harvest nursery crops.

HOR 134 **Greenhouse Operations** 2 2 0 3
Prerequisites: None
Corequisites: None
This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops.

HOR 160 **Plant Materials I** 2 2 0 3
Prerequisites: None
Corequisites: None
This course covers identification, culture, characteristics, and use of plants. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials.

HOR 162 **Applied Plant Science** 2 2 0 3
Prerequisites: None
Corequisites: None
This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture.

HOR 164 **Hort Pest Management** 2 2 0 3
Prerequisites: None
Corequisites: None
This course covers the identification and control of plant pests including insects, diseases, and weeds. Topics include pest identification and chemical regulations, safety, and pesticide application. Upon completion, students should be able to meet the requirements for North Carolina Commercial Pesticide Ground Applicator's License.

HOR 166 Soils & Fertilizers 2 2 0 3
Prerequisites: None
Corequisites: None
This course covers the physical and chemical properties of soils, and soil fertility and management. Topics include soil formation, classification, physical and chemical properties, testing, fertilizer application, and other amendments. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media.

HOR 168 Plant Propagation 2 2 0 3
Prerequisites: None
Corequisites: None
This course is a study of sexual and asexual reproduction of plants. Emphasis is placed on seed propagation, grafting, stem and root propagation, micro-propagation, and other propagation techniques. Upon completion, students should be able to successfully propagate ornamental plants.

HOR 260 Plant Materials II 2 2 0 3
Prerequisites: None
Corequisites: None
This course is a continuation of HOR 160 and covers additional plants. Emphasis is placed on reinforcement of skills and the introduction of additional plants. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials.

HUM 110 Technology and Society 3 0 0 3
Prerequisites: None
Corequisites: None
This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. *This course has been approved to satisfy the Comprehensive Articulation Agreement in general education core requirement in humanities/fine arts.*

HUM 120 Cultural Studies 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 130 Myth in Human Culture 3 0 0 3
Prerequisites: None
Corequisites: None
This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse culture contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ISC 112 Industrial Safety 2 0 0 2
Prerequisites: None
Corequisites: None

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment.

ISC 121 **Environmental Health and Safety** 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers workplace environmental, health, and safety issues. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental, health, and safety issues.

MAT 050 **Basic Math Skills** 3 2 0 4
Prerequisites: None
Corequisites: None
This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.

MAT 060 **Essential Mathematics** 3 2 0 4
Prerequisites: MAT 050 or satisfactory placement test score
Corequisites: None
This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.

MAT 070 **Introductory Algebra** 3 2 0 4
Prerequisites: MAT 060 or satisfactory placement test score
Corequisites: None
This course establishes a foundation in algebraic concepts and problem solving. Topics include sine numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 080 **Intermediate Algebra** 3 2 0 4
Prerequisites: MAT 070 or satisfactory placement test score
Corequisites: None
This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 110 **Mathematical Measurement** 2 2 0 3
Prerequisites: MAT 070 or satisfactory placement test score
Corequisites: None
This course provides an activity-based approach to utilizing, interpreting, and communicating data in a variety of measurement systems. Topics include accuracy, precision, conversion, and estimation within metric, apothecary, and avoirdupois systems; ratio and proportion; measures of central tendency and dispersion; and charting of data. Upon completion, students should be able to apply proper techniques to gathering, recording, manipulating, analyzing, and communicating data.

MAT 115 Mathematical Models 2 2 0 3
Prerequisites: MAT 070 or satisfactory placement test score
Corequisites: None
This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, functional notation, linear functions and their groups, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently.

MAT 121 Algebra/Trigonometry I 2 2 0 3
Prerequisites: MAT 070 or satisfactory placement test score
Corequisites: None
This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic, radical, exponential, and logarithmic functions; descriptive statistics; right triangle trigonometry; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

MAT 122 Algebra/Trigonometry II 2 2 0 3
Prerequisites: MAT 121
Corequisites: None
This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, trigonometry, and systems of equations. Topics include translation and scaling of functions, Sine Law, Cosine Law, complex numbers, vectors, statistics, and systems of equations. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.

MAT 140 Survey of Mathematics 3 0 0 3
Prerequisites: MAT 070 or satisfactory placement test score
Corequisites: None
This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*
Requirement Satisfied: GEN.ED: Mathematics

MAT 141 Math I for Teachers/K-9 3 0 0 3
Prerequisites: MAT 080 or satisfactory placement test score
Corequisites: None
This course is the first of a two course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on sets, logic, number bases, elementary number theory, introductory algebra, measurement including metrics, and problem solving. Upon completion, students should be able to communicate basic mathematical concepts, orally and in writing.

MAT 151 Statistical Analysis 3 0 0 3
Prerequisites: MAT 080 or satisfactory placement test score
Corequisites: None
This course is an introduction to descriptive and inferential statistical analysis. Topics include sampling, distribution, plotting data, central tendency, dispersion, Central Limits Theorem, confidence intervals, hypothesis testing, correlations, regression, and multinomial experiments. Upon completion, students should be able to describe data and test inferences about population using sample data. *This course has*

been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.

MAT 161 College Algebra 3 0 0 3
Prerequisites: MAT 080 or satisfactory placement test score
Corequisites: None
This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on equations and inequalities, polynomial rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

MED 110 Orientation to Medical Assisting 1 0 0 1
Prerequisites: None
Corequisites: None
This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behavior, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

MED 116 Intro. to Anatomy & Physiology 3 2 0 4
Prerequisites: Enrollment in the Medical Assisting program
Corequisites: None
This course introduces basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care. Upon completion, students should be able to identify body system components and functions, relating this knowledge to the delivery of health care.

MED 118 Medical Law and Ethics 2 0 0 2
Prerequisites: None
Corequisites: None
This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bio-ethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

MED 121 Medical Terminology I 3 0 0 3
Prerequisites: Satisfactory ENG placement scores
Corequisites: ENG 111
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 122 Medical Terminology II 3 0 0 3
Prerequisites: MED 121
Corequisites: None
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 130 Administrative Office Procedures I 1 2 0 2
Prerequisites Enrollmcnt in Medical Assisting Program
Corequisites: None
This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

MED 131 Administrative Office Procedures II 1 2 0 2
Prerequisites: MED 130
Corequisites: MED 140 and MED 150
This course is the second in a series and provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

MED 134 Medical Transcription 2 2 0 3
Prerequisites: MED 121
Corequisites: MED 122
This course provides the basic knowledge, understanding, and skills required to complete medical reports and transcribe medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to demonstrate competence in medical transcription.

MED 140 Exam Room Procedures I 3 4 0 5
Prerequisites: Enrollmcnt in the Medical Assisting program
Corequisites: MED 131 and MED 150
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

MED 150 Laboratory Procedures I 3 4 0 5
Prerequisites: Enrollment in the Medical Assisting program
Corequisites: MED 131 and MED 140
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and proccssing specimens, performing sclective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

MED 182 CPR First Aid and Emergency 1 2 0 2
Prerequisites: None
Corequisites: None
This course provides the basic knowledge and skills necessary to perform basic CPR, first aid, and medical emergency care related to the clinical, home, office, and recreational setting. Emphasis is placed on triage, assessment, and proper management of emergency care. Upon completion, students should be able to demonstrate basic CPR, first aid, and medical emergency care.

MED 232 Medical Insurance Coding 1 3 0 2
Prerequisites: MED 131
Corequisites None
This coursc is dcsigned to dcvelop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

MED 240 **Exam Room Procedures II** 3 4 0 5
Prerequisites: MED 140, successfully completed MA Diploma
Corequisites: None
This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures.

MED 260 **MED Clinical Externship** 0 0 15 5
Prerequisites: Enrollment in the Medical Assisting program
Corequisites: None
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as entry-level health care professionals. (Students must meet specific program requirements.)

MED 262 **Clinical Perspectives** 1 0 0 1
Prerequisites: Enrollment in the Medical Assisting program
Corequisites: None
This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

MED 264 **Medical Assisting Overview** 2 0 0 2
Prerequisites: Enrollment in the Medical Assisting program
Corequisites: None
This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

MED 270 **Symptomatology** 2 2 0 3
Prerequisites: Successfully completed the MA Diploma
Corequisites: None
This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

MED 272 **Drug Therapy** 3 0 0 3
Prerequisites: MED 140 and must have successfully completed the MA Diploma
Corequisites: None
This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

MKT 120 **Principles of Marketing** 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MKT 123 Fundamentals of Selling 3 0 0 3
Prerequisites: None
Corequisites: None
This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

MKT 220 Advertising and Sales Promotion 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

MUSC 2208 Music Appreciation 2 0 0 2
Prerequisites: None
Corequisites: None
Introduction to the basic materials of music and their utilization in the understanding and enjoyment of music of different styles and periods. Includes lectures and live performances. Emphasizes development of aural awareness.

NET 110 Data Communication/Networking 2 2 0 3
Prerequisites: CIS 130 or instructor consent
Corequisites: None
This course introduces data communication and networking. Topics include telecommunication standards, protocols, equipment, network topologies, communication software, LANs, WANs, the Internet, and network operating systems. Upon completion, students should be able to demonstrate understanding of the fundamentals of telecommunication and networking.

NET 115 Telecommunications Fundamentals 1 2 0 2
Prerequisites: CIS 110
Corequisites: None
This course covers the fundamentals of the electronic transfer of information for those who have not received credit for NET 110. Topics include terminal emulation software usage, file transfer methods, PC-based fax/modem/voice-mail operations, accessing and navigating the Internet, and bulletin boards. Upon completion, students should be able to access and use on-line services and the Internet, send and receive e-mail, and perform other basic telecommunication operations. The basics of Web page development are also covered.

NET 260 Internet Development and Support 3 0 0 3
Prerequisites: NET*110 or NET*115 or CIS*282
Corequisites: None
This course covers issues relating to the development and implementation of Internet related tools and services. Topics include Internet organization, site registration, e-mail servers, Web servers, Web page development, legal issues, firewalls, multimedia, TCP/IP, service providers, FTP, list servers, and gateways. Upon completion, students should be able to devclop and support the Internet services needed within an organization.

NURS 3020 Health Assessment 2 2 0 3
Prerequisites: BIOL 1050,2110,2111,2130,2131; Chem 1120,1130; MAT 161; PSY3206
Corequisites: None
Provides theoretical foundations and laboratory experiences necessary for performing a holistic health assessment.

NURS 3200 Introduction to Professional Nursing 3 0 0 3
Prerequisites: BIOL 1050,2110,2111,2130,2131; Chem 1120,1130; MAT 161; PSY3206
Corequisites: None
Introduces conceptual and philosophical foundations of professional nursing.

OST 131 Keyboarding 1 2 0 2
Prerequisites: None
Corequisites: None
This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

OST 134 Text Entry & Formatting 2 2 0 3
Prerequisites: OST 131
Corequisites: None
This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents and key timed writings at speeds commensurate with employability.

OST 135 Advanced Text Entry & Formatting 3 2 0 4
Prerequisites: OST 134
Corequisites: None
This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on the production of letters, manuscripts, business forms, tabulation, legal documents, and newsletters. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

OST 136 Word Processing 1 2 0 2
Prerequisites: OST 131
Corequisites: None
This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

OST 137 Office Software Applications 1 2 0 2
Prerequisites: OST 131 and CIS 110
Corequisites: None
This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment.

OST 164 Text Editing Applications 3 0 0 3
Prerequisites: None
Corequisites: None
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 181 **Intro to Office Systems** 2 2 0 3
Prerequisites: OST 131
Corequisites: None
This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.

OST 184 **Records Management** 1 2 0 2
Prerequisites: None
Corequisites: None
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 223 **Machine Transcription I** 1 2 0 2
Prerequisites: OST 134, OST 136, and OST 164
Corequisites: None
This course covers the use of transcribing machines to produce mailable documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe documents into mailable copy.

OST 236 **Advanced Word/Information Processing** 2 2 0 3
Prerequisites: OST 135 or OST 136
Corequisites: None
This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents.

OST 286 **Professional Development** 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multi-cultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

OST 289 **Office Systems Management** 2 2 0 3
Prerequisites: OST 134, OST 136, and OST 164
Corequisites: OST 181
This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment.

PCI 264 **Process Control with PLCs** 3 3 0 4
Prerequisites: ELC 128
Corequisites: None
This course introduces automatic process control implemented with PLC technology. Topics include interfacing and controlling advanced PID control loops and devices using various PLC-based systems. Upon completion, students should be able to demonstrate an understanding of advanced applications of process control and instrumentation systems with PLC-based devices.

PHIL 1110 **Introduction to Philosophy** 3 0 0 3
Prerequisites: None
Corequisites: None
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 betwcen right and wrong? Selected readings from major philosophers.

PHY 121 **Applied Physics I** 3 2 0 4
Prerequisites: None
Corequisites: None
This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Topics include systems of units, problem-solving methods, graphical analyses, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial/service fields.

POLS 1010 **National Government** 3 0 0 3
Prerequisites: None
Corequisites: None
American national government with emphasis on basic concepts, structure, powers, procedures, and problems.

PSY 118 **Interpersonal Psychology** 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

PSY 150 **General Psychology** 3 0 0 3
Prerequisites: None
Corequisites: None
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 263 **Educational Psychology** 3 0 0 3
Prerequisites: PSY 150
Corequisites: None
This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PSYC 1000 **Introductory Psychology** 3 0 0 3
Prerequisites: None
Corequisites: None

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.

PSYC 3206 Developmental Psychology 3 0 0 3
Prerequisites: None
Corequisites: None
A survey of psychological development throughout the life span, with emphasis on perceptual, cognitive, social, and personality development.

SCI 090 Skills for the Sciences 2 2 0 3
Prerequisites: None
Corequisites: None
This course is designed to provide fundamental skills necessary for entry into college-level science courses. Topics include scientific vocabulary, measurement, scientific notation, the scientific method for solving problems, collaborative skills, and applications to various areas of science. Upon completion, students should be able to demonstrate a readiness for college-level science courses.

SOC 210 Introduction to Sociology 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 213 Sociology of the Family 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economics issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOCI 1025 Courtship and Marriage 3 0 0 3
Prerequisites: None
Corequisites: None
Designed to introduce freshman students to critical thinking and empirical knowledge relative to affectional involvement.

SOCI 2110 Introduction to Sociology 3 0 0 3
Prerequisites: None
Corequisites: None
The nature, concepts, and principles of sociology: society, culture, socialization, groups, institutions and organizations, the class system, social change, and social processes.

SPAN 1001 Spanish Level I 3 0 0 3
Prerequisites: None
Corequisites: None
Intensive training in the basic skills of understanding, speaking, reading and writing Spanish with focus on the life and culture of the Spanish-speaking world.

SPAN 1002 Spanish Level II 3 0 0 3
Prerequisites: SPAN 1001
Corequisites: None
Activities increasing exposure to and command over basic skills of listening, speaking, reading, and writing in Spanish, fostering contact with Hispanic people and culture.

TRF 110 Intro Turfgrass Cult & ID 3 2 0 4
Prerequisites: None
Corequisites: None
This course provides an in-depth study of turfgrass. Topics include principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawn applications. Upon completion, students should be able to identify turfgrass species through characteristics and reproductive stages and develop an establishment and maintenance plan for high quality turf areas.

TRF 151 Intro Landscape Design 2 2 0 3
Prerequisites: None
Corequisites: None
This covers the principles and practices of landscape design with application to landscape problems associated with lawn areas. Topics include site analysis, drafting techniques, cost estimating, plant selection, and presentation of plans. Upon completion, students should be able to design and install a landscape plan.

COLLEGE EXPENSES

TUITION AND FEES

Tuition fees are set by the North Carolina Legislature 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.

	NC Resident	Non-resident
16 or more credit hrs.	$ 440.00 per semester	$ 2,716.00 per semester
Less than 16 credit hrs.	$ 27.50 per credit hr.	$ 169.75 per credit hr.

All Students	
Activity fee full-time (12 hours or more)	$ 7.50
Three-semester time (9-11 hrs)	$ 5.65
One-half time (6-8 hrs)	$ 3.75
Persons over age 65 (must show proof of age)	No tuition charge
Late registration fee	$ 5.00

Graduation Expense

There is no graduation fee. Caps and gowns which students may order at the specified time before graduation usually cost $20.00 and are ordered through Student Services in the spring.

Fee Paying Regulations

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 students may expect to pay between $400 and $500 per semester. 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 re-purchase of textbooks purchased from the College Book Store unless the class is cancelled and the book is not damaged.

Non-Sufficient Funds (NSF) Check Policy

It is the policy of the Pamlico Community College Board of Trustees that any individual writing an 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 ten days or upon agreement with the Business Manager [not to exceed thirty days] will be prosecuted to the full 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/her 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 semester will be eligible for a one-hundred 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 a one-hundred percent tuition refund, if requested.

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

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 one-hundred percent tuition refund, if requested.

75% Tuition Refund

75% refunds will be made only under the following conditions:

1. Tuition Refunds: A refund shall not be made except under the following circumstances:

   A. A seventy-five 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 ten percent point of the class(es) or the ten percent point of the semester if the student officially withdraws from the college. Requests for refunds will not be considered after the ten percent point. A refund for withdrawing from a class or classes may be made for the number of credit hours the student drops below sixteen credit hours. No refund is given if the student remains registered for sixteen credit hours or more.

   B. For classes beginning at times other than at the beginning of the semester, the same provisions set forth in Part (1)(A) of this paragraph apply. For contact hour classes, ten 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 fees, insurance premiums, caps and gowns and diplomas once they are ordered, 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 semester, 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. If a student, having paid the required tuition for a semester, dies during the semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester 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.

RESIDENCY

North Carolina statute (GS1166-143.1) requires that to qualify as a resident for tuition purposes, a person must have established legal residence in North Carolina and maintained that legal residence for at least twelve months immediately prior to his/her classification as a resident for tuition purposes.

A student may be eligible for in-state tuition if he/she is a member of the Armed Forces or a dependent relative of such a member.

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.

FINANCIAL AID INFORMATION

Financial Assistance General Information

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.

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 Officer 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. 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 Scholarship and PCC Loan Program.

5. The Financial Aid Office strives to provide factual information about the types of aid available through publications and other communications.

6. The College realizes that the family of a student is expected to make a maximum effort consistent within its available resources to assist the student with educational expenses as supplementary to the family efforts.

7. The Financial Aid Office and the Business Office work jointly to serve the students. In no way does the Financial Aid Office guarantee to provide unmet needs to a student.

Types of Title IV 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 do not have to be paid back.
Work Study gives students the opportunity to gain work experience and earn money to aid in their educational expenses.

Undergraduates may receive aid from all three types of programs.

Eligibility

In general, students are eligible for federal aid if they meet the following requirements:

- Have a high school diploma or a GED;
- Are U. S. citizens or eligible non-citizens;
- Have a valid Social Security Number;
- Show financial need;
- Are making satisfactory progress in their course of study;
- Are not in default on a National Direct Student Loan, Guaranteed Student Loan, or PLUS Loan;
- Do not owe a refund on a Federal Pell Grant or on a Federal Supplemental Educational Opportunity Grant;
- Have signed a statement of registration compliance indicating having registered with the Selective Service or not being required to register. *Males born on or after January 1, 1960, at least eighteen, 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 United States Armed Forces must register with the Selective Service. Proof of registration may be required.*

Aid received from any Department of Education must be used only for educational purposes. The student must sign a statement of educational purpose saying that the money will be used only for expenses related to attending school.

The student must certify that as a condition of receipt of Federal Pell Grant he/she **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 the cost of education (educational expenses such as tuition, fees, room, board, books, supplies, and other expenses) and the amount the student or the student's family can afford to pay, as determined by a standard formula. This amount is called the Expected Family Contribution (EFC).

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

Application for Title IV Federal Financial Aid

Prospective students should apply for federal aid by completing the Free Application for Federal Student Aid (FAFSA).

Records Needed

Before the application can be filled out, certain records must be on hand. The student's United States Income Tax Return is the most important one, since information must be entered on the application from specific lines on the tax return. Referring to the return will make it easier to complete the application and get it through the processing system.

Federal Deadline for Processing

The federal student aid application, information from any of the non-federal forms, and Special Condition Application must be received at the Federal Processing Center by June 30. But students should apply as early as possible.

Pamlico Community College Deadline for Processing

May 15 is the deadline for submitting the Student Aid Report (SAR) to the College's Financial Aid Officer for payment during the current year enrolled. Students should turn in the SAR immediately upon its receipt.

Addresses

Submit the completed FAFSA to:

Federal Student Aid Programs
P. O. Box 4008
Mt. Vernon, IL 62864-8608

If corrections or additions are necessary they must be made on Part 2 of the SAR with the applicant's signature of certification on the back of Part 2. This should be mailed to:

Federal Student Aid Programs
P.O. Box 7021
Lawrence, KS 66044-7023

To apply electronically or to find out more about Federal Student Aid, one may visit the U.S. Department of Education's web site at: **www.ed.gov/studentaid** or **www.fafsa.ed.gov.**

NOTE: THE FEDERAL SCHOOL CODE FOR PCC IS 007021

Telephone Numbers

There may be times when questions arise about an application, the SAR, or other federal student aid matters, and the answer is needed immediately. In such case the applicant or student should call Federal Student Aid Center 1-800-4FEDAID (1-800-433-3243).

The Information Center provides services in the following areas:

- Helping to complete an application or correcting an SAR
- Checking the status of an application
- Explaining eligibility requirements and payment procedures
- Determining what lender or agency holds a student's loan
- Getting more information about aid amounts and payment procedures
- Ordering duplicate student aid reports
- Explaining general program requirements
- Changing the college listed on the Student Aid Report

Requirements for Determination of Pell Grant Awards

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

1. All admission requirements complete and on file in Student Development Services.

   A. Enrolled into an eligible Pell Grant Degree Program. (See Financial Aid Officer)
   B. Placement testing
   C. High school transcripts, all secondary college transcripts or GED scores
   D. Transfer course evaluation
   E. Take only courses in your degree program
   F. Eligibility amount is prorated according to the number of hours enrolled

      12 + Full Time
      9 - 11 Three Quarter Time
      6 - 8 Half Time
      3 - 5 Less Than Half Time
      -3 Less Than 3 SH eligible

   G. Up to 45 credit hours of developmental course work, as indicated by the placement test and all prerequisite course work, will be counted toward enrollment status for Federal Student Aid.
   H. Courses that are audited will not be counted.

2. A Processed Free Application for Federal Student Aid

3. An interview with the Financial Aid Officer

4. The Financial Aid Office reserves the right to review, revise or cancel a student's financial aid award at any time due to changes in financial or academic status or federal regulations.

5. Meet all other Federal Title IV or state requirements

Determination Procedures by Program

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).

Federal Work-study (FWS)

Students may apply for FWS through the Financial Aid Office. To be eligible for a FWS job, a student must meet all eligibility requirements for a Federal Pell Grant. To the maximum extent practicable, PCC provides FWS jobs that complement and reinforce each student's educational goal.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Student must have on file an SAR (Student Aid Report) and be eligible to receive a Federal Pell Grant. The student with the lowest EFC (Effective Family Contribution) is given first priority and can receive $300 per year.

Notification of Awards

After all PCC enrollment applications procedures have been completed, the student will receive his/her final notification in writing.

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.

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.

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 last day to withdraw of each semester. The specific date is dependent on receipt of federal funds and PCC calendar date.

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.

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. (*The academic year begins with the Fall term).* Students enrolled in a one-year diploma/certificate curriculum may receive Title IV assistance for three (3) academic years.

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

Full-Time Student

DEGREE PROGRAM (2-YEAR)				
Academic years completed	1	2	3	4
Number of credits successfully completed	12	30	46	72
CERTIFICATE/DIPLOMA PROGRAM (1-YEAR)				
Academic years completed	1	2	3	
Number of credits successfully completed	13	33	48	

Students enrolling during the fall and spring semesters will be evaluated on a prorated basis.

Qualitative Evaluation

Student must meet both the quantitative and qualitative requirements to remain eligible. If a student fails to earn a 2.0 GPA (the minimum standard for graduation) he/she will be allowed one semester of probation. If the student's GPA is not up to the minimum at the end of the probationary period, all financial assistance will be terminated. Aid will be restored as soon as the GPA minimum has been met.

LOCAL SOURCES OF FINANCIAL AID

The Financial Aid Office has applications for other programs.

1. Students eligible for Department of Veterans' Affairs Benefits

2. PCC Short Term Foundation Loans

3. Scholarships

4. Workforce Investment Act (WIA)

5. Child Care Grant

6. Displaced Homemakers/Single Parent

Short Term Loans

Emergency student loans are available to cover tuition and books for one semester. A new loan cannot be made unless all outstanding loans are paid in full.

- *Michael W. Crawford Emergency Loan Fund*
- *PCC Urgent Student 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 ten calendar days prior to the first day of registration or on the first day of registration.

3. Loan is not to exceed cost of tuition, fees, and books.

4. Payment will be made at registration or thereafter.

5. Loan must be completely repaid by end of semester. Payment may be deducted from the Federal Pell Grants/scholarships.

Scholarships

Carolina Power and Light Company

One scholarship at $550. Recipient must be enrolled in a technical level or college transfer program. Award is based on academic performance, scholastic promise, and need.

Coca-Cola Bottling Company, New Bern

One scholarship at $750. Awarded to a student demonstrating financial need. Scholastic achievement is also a primary factor in the selection process.

Flemming Chiropractic Scholarship

One scholarship for $250. Student must be enrolled or intend to be enrolled as a full-time student in the Medical Assisting Curriculum Program and maintain 2.0 average or above.

Gussie Siegel Memorial Scholarship

One scholarship at $1,500. Student must be enrolled into a full-time curriculum program, maintain satisfactory progress, and be career/goal oriented.

Leo Brinson Memorial Scholarship

One scholarship for $1000. Student must be a Pamlico County resident, preferably Township District five. Student must be enrolled full-time and show scholastic promise.

Oriental Rotary Club Scholarship

Scholarships valued at $500 each. Student must be enrolled or intend to enroll into Pamlico Community College full-time and maintain a grade point average of 2.0 or above.

Paul H. Johnson GED Scholarship

One scholarship for $500. Student must be a Pamlico County High School or GED graduate and enrolled into a full-time curriculum program.

Sprint Telephone Scholarship

Two scholarships for $550 each. 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 the 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.

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.

Other scholarships available:

- Prospective Teacher Scholarship Loan Program
- Carolina Power & Light Electric Lineman Technology Scholarship
- North Carolina Community College Scholarship
- Coca-Cola Two-Year College Scholarship
- Project Graduation
- James B. Holton, Jr., Memorial Scholarship
- Beveridge and Mayo Memorial Scholarship
- Jennifer Daniels Memorial Scholarship

Application and Award Procedures

1. Complete program admissions applications procedures as stated in the catalog

2. Complete the scholarship application form and submit it to the Financial Aid Office

3. Scholarship Committee determines recipients

4. The student is notified within two weeks

Inclement Weather Plan

The President or his/her designee makes the decision as to whether or not classes will be held during periods of inclement weather. Announcements are made on local radio and television stations. Announcements specify whether the College will be closed for students and all employees, or just that classes will be suspended and all administrative, clerical, and maintenance personnel will report.

Local radio and television stations will be notified by 6:30 a.m. of the day in question, but no guarantees can be made as to when notifications will actually be placed on the air.

Interested parties should tune in to one of the following:

Radio/TV Stations
WITN (TV) (Washington)
WCTI (TV) (New Bern)
WNCT (TV) (Greenville)
WSFL 106.5 (New Bern)

Curriculum and Continuing Education classes which are cancelled because of adverse weather, natural disasters, emergencies, or other unanticipated causes will be rescheduled or made up by some other alternative. Alternatives may include extra class sessions, extended class sessions, individual conferences, or other options approved by the College's administration. The alternative(s) chosen may be affected by the duration of the closure, the point at which the closure occurs in the academic term, or other factors, but the College will make a good faith effort to make up classes which have been missed.

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. Students whose conduct is disruptive to the education process or other lawful operations of the College will be subject to dismissal and further discipline relative to the conduct. Misconduct includes such behavior as stealing, cheating, damaging institutional or personal property, or assault of others.

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 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. Through due process, the president or designated representatives will investigate reported incidents.

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, may meet 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 4:00 p.m. and 7:00 p.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 any vehicle unless permission has been obtained from the owner.

For specific details on use of College facilities see College Policy Manual Section 8.3 Regulations Governing the Use of the College Campus. Manuals are available in the instructors' and administrators' offices and the library.

Drug Abuse

While on campus, 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.

Crime Awareness and Campus Security

Pamlico Community College is in compliance with the Crime Awareness and Campus Security Act of 1990 and will provide the safest educational environment possible for all students, faculty, staff and visitors.

Known and suspected violations of Federal and North Carolina laws and other emergencies should be reported to the College for action. Acts such as murder, sex offense, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violation, drug abuse violation and weapons possession must be reported immediately.

Pamlico County Sheriff's Office and Pamlico Community College work cooperatively to apprehend and prosecute violators of the law.

Students, faculty and staff must recognize that they should take individual steps to protect themselves from becoming a victim of a crime and work together as a campus community in the prevention of crime and the promotion of security.

ANNUAL REPORT OF CRIMINAL OFFENSES

The Crime Awareness and Campus Security Act of 1990 requires publication of criminal activity in the following categories. The figures shown represent the campus of Pamlico Community College.

Category	Calendar **2000**	Calendar **1999**	Calendar **1998**
Murder	0	0	0
Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0

No arrests were made in 1998, 1999 or 2000 for liquor law violations, drug abuse, or weapons possession.

Handling of Disruptive Activities

Disruptive activities are dealt with by the President and the deans who exercise responsibility within defined areas. The Business Manager is responsible for the orderly conduct of activities which occur on the campus but outside the classroom. The Dean of Instruction is responsible for the orderly conduct of the faculty and students in the classroom during the instructional process. The Dean of Student Services and the Dean of the Learning Resources Center assist in matters as requested by either of the responsible administrators. The evening supervisor and evening coordinator are responsible for evening operations, both inside and outside the classroom. Any incident which occurs during evening hours will be reported to the appropriate administrators.

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

1. Instructor (or person in authority in area of disruptive activity) informs the President or the ranking member of the administrative staff on campus.

2. Administrator responds to the trouble area immediately.

3. Instructor (or person in authority in area of disruptive activity) attempts to restore order, keeping in mind that the minimum amount of restraint to normalize the situation is the desirable approach.

4. Instructor (or person in authority in area of disruptive activity) makes an immediate verbal report to the President and/or 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.

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.

Penalties

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 corrective action and will submit a written report of the incident to the Dean of Student Development Services and the Dean of Instruction.

Second Offense: Violation of the regulation can result in the instructor's dropping the student from the course, assigning a grade of F, and filing a report in the student's file. The student will be suspended from the College.

All decisions may be appealed through the Student Appeals Procedures.

Student Appeals Procedures

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 working 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. Other 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 chairperson. 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 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/her.

It is 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 receiving the request. 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 Chair 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.

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 (OCR) for investigation. The aggrieved person may register such an investigation with the OCR. 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. The OCR address is 101 Marietta Street NW, Atlanta, GA 30323.

College Property

Students who through due process are found guilty of destroying or abusing College property shall be held liable and dismissed from the College with documentation indicating the student may not be re-enrolled at the College.

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, faculty, 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.

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 laboratory and 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.

Food Service

The College provides vending machines in the student lounge that dispense sandwiches/cakes, cookies, soft drinks, and other sundries. No cafeteria is maintained on campus. Any complaints or requests concerning vending machines service and operations should be directed to the Business Office.

Student Lounge

The student lounge is a place to meet, eat, and relax during breaks and leisure moments. Ample trash receptacles are provided so that students and staff may dispose of their own trash and leave the area neat and clean.

The bulletin board in the lounge is maintained by Student Development Services for student use. Information such as employment opportunities, social and recreational events, and Student Government activities may be posted with the approval of Student Development Services prior to posting.

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/her parents or guardian.

First-aid kits are located in the Student Development Services Office and in the laboratory and 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 Services 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 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.

STUDENT ACTIVITIES

All extracurricular activities 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 morale.

Extracurricular activities should not interfere with the educational process. Care should be taken to ensure that these activities are scheduled so as not to interfere with classes. Students wishing to organize additional activities must apply 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/her efforts to his/her personal improvement and the good of the College.

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.

Functions of the Committee:

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 annually 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. Committee actions will be final unless such request is made within forty-eight hours.

Editors

The editors and Student Publications Committee 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/she will lead. The prospective editor will then be approved by the Student Publications Committee, thus, clearing the way for him/her to begin work.

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

Advisor-Staff Relationship

Good working relationships between the advisors and the staff are essential to the production of good campus publications. If such a relationship does not exist, both the staff and the advisor have the responsibility of reviewing the situation before the Student Publications Committee. The review may be initiated by either the editor or the advisor.

STUDENT ORGANIZATIONS

Student organizations or clubs may be organized by following procedures outlined in school policies. The Dean of Student Development Services should be contacted regarding existing or proposed student organizations.

Student Government Association

The Student Government Association (SGA) 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 President, Vice Prcsident, Secretary, and Treasurer. Election for these offices 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. Activities may be provided 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 twelve hours of work leading to a recognized two-year degree.

CAMPUS REGULATIONS

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 designated areas. 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, Division of Learning Resources, labs, and shops.

Weapons

G.S. 14-269 prohibits the possession of any weapons (guns, knives, blackjacks, 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

Rights to Records Access

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.

No other persons will be permitted access to such information except: 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 of enrollment, 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 ten days of each year's initial enrollment.

The following is considered "Directory Information" and 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:

- Student's name
- Student's address
- Student's Social Security Number
- Student's telephone number
- Student's classification
- 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 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 student's permanent record 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 twenty-one claim the student as a dependent for tax purposes. Any student not yet twenty-one who does not want his/her parents to have access to his/her 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/she is not a tax dependent of his/her parents. If a parent of a student who is at least twenty-one wishes to inspect and review his/her child's permanent file, he/she must prove to the Registrar, the

Secretary to the Director of Community Services, or the Secretary to the Adult High School Program that he/she 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/she 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 fifteen days after the request has been 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 fifty 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 fifty 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.

RETENTION AND DISPOSITION OF RECORDS

Retention and Disposition of records maintained by the Office of Director of Admissions and Records is handled in accordance with the schedules published in the *Public Records Retention and Disposition Schedule* as prepared by the North Carolina Community College System and Board of Community Colleges for institutions in the Community College System. A copy of this document is maintained in the Student Development Services 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.

DIVISION OF CONTINUING EDUCATION

Based on the belief that learning is a life-long process, the Continuing Education Division at Pamlico Community College offers a wide range of short courses, seminars, workshops, and special services.

Continuing Education classes provide students, employees, and employers with easily accessible, non-credit classes that can target their specific avocational, educational, and training needs in the community.

Approximately one thousand, five hundred adults enroll annually in Continuing Education programs designed to upgrade job skills and enrich leisure time. Many of the courses allow students to discover new aptitudes and explore options.

COMPONENTS

The Continuing Education program is divided into components designed to meet specific needs of the community.

Occupational and Vocational Education

Occupational and vocational classes are designed for the specific purpose of training an individual for employment. As an example, classes may be taught in: Trade and Industrial Education, Business Education, Fire Service Training, Emergency Medical Services, Teacher Recertification, Computers, and Seamanship and Nautical classes.

Community Service and Self-supporting Classes

Community Services courses are those that focus on an individual's personal or leisure needs rather than occupational or professional employment. Community Service programs provide lifelong learning for adults to meet needs and interests and contribute to the community's overall cultural, civic, and intellectual growth. Community Service program offerings include courses, seminars, activities, or other special events. These are funded by the Community Service Block Grant, by money generated from community service classes, or by money generated by self-supporting dollars.

Elderhostel

Linking with the national Elderhostel network, the Pamlico Community College Division of Continuing Education co-sponsors with Camp Sea Gull annual Elderhostel programs for adults 55 and over. Sessions are one week in length and are held at Camp Sea Gull where participants may live during the week or commute.

Basic Skills

The three components of Basic Skills education are Adult Basic Education/General Education Development Preparation (ABE/GED), Compensatory Education, and English as a Second Language.

ABE/GED Preparation provides adults with an opportunity to resume and complete their schooling through high school equivalency completion or to improve their skills. Reading, math, social studies, writing, and science are included in the individualized course of study. No registration fees are charged and books are loaned.

Compensatory Education is defined as "those educational opportunities that will enable the adult with mental retardation to function in society at a level which will allow him/her to reach his/her fullest potential within the limits of the program." These educational opportunities will enable the adult with mental retardation to become more independent and self-directed and to acquire skills to meet community, social, work, and personal adult responsibilities necessary to successfully participate in society. The curriculum is composed of language, math, social science, community living, consumer education, health, and vocational education. No registration fees are charged and supplies are provided.

English as a Second Language is offered to students whose first language is not English.. Instruction is focused on English communication skills for the community workplace. No fees are charged.

Small Business Center

The Small Business Center (SBC) program has been established to help businesses succeed in Pamlico County. As part of the 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 information, training, counseling or referral, and other technical and managerial assistance. Services include seminars and short courses, direct one-on-one assistance, and programs designed to train and upgrade the skills for employees of small businesses. Resources, such as videotapes and books, are also available through the center's lending library. Small Business Seminars are conducted throughout the year to assist the businesses.

Repeat Policy

Students who take the same Occupational Extension course more than twice within a five year period will pay the full student costs, as established by the North Carolina Community College System or the cost for the course, whichever is greater. There is no waiver of fees for senior citizens taking an occupational course for the third time. This provision is waived if standards governing certification licensing programs require course repetition.

GENERAL REGISTRATION INFORMATION

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

Registration requires the student's Social Security number. Registration fees have been re-structured by the 1999 NC Community College System Board in cooperation with the NC Legislature and vary based upon a sliding scale. Fees for self-supporting classes vary, and there are 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 fees associated with books and/or supplies and insurance. 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 programs. The registration fee is waived for job related courses for fire service, rescue, and law enforcement personnel.

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

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

HUMAN RESOURCES DEVELOPMENT

Pre-employment Training Program

HRD is a tuition-free six- to eight-week training program designed to assist participants in discovering their special talents and strengths. Through HRD, students learn to take the resources they already have and package them into a marketable commodity—a "job-ready person." For additional information, see the HRD Coordinator.

Students learn:

- Basic skills for entry level positions
- Methods for locating and applying for jobs
- How to make a good impression at job interviews
- How to complete application forms
- How to write letters of application and résumés
- Conflict management for dealing with problems on the job
- Goal setting strategies
- Student/Life survival skills

GEDs

A GED can be earned during the course. Students who do not have a High School Diploma or GED are enrolled in the GED Program.

Job Placement

During training, students learn methods for becoming a more competitive applicant for jobs. By applying what they have learned, HRD students will gain a "competitive edge" over others looking for work. HRD helps students find employment after training.

Typical employers of HRD graduates:

- Hatteras Yachts
- U. S. Armed Forces
- J. C. Penney's
- Child Development Centers
- Solid Waste Disposal & Treatment Plants

- Cherry Point (MCAS)
- Camps
- Convenience Stores
- Seafood Industries
- Pamlico Community College
- Weyerhaeuser
- Craven Regional Medical Center
- Pamlico County
  Department of Social Services
- Pamlico County Businesses
- Government
- Wal-Mart
- Self-Employed
- PCS Phosphate
- Home Health Care Agencies
- Area Nursing Homes

STUDENT DEVELOPMENT SERVICES

Mission

The mission of the Student Development Services is to provide support services appropriate and accessible to the students within our reach as well as to the staff and faculty of the institution. Services provided by SDS are essential to the achievement of the educational goals of students and should contribute to their cultural, social, moral, intellectual, and physical development. Consistent with the mission of SDS and of the College:

- **Admissions** assists students in reaching their educational objectives by enrolling them in curriculum programs or appropriate courses that lead to certificates, diplomas, or degrees.
- **Registration** further supports students by initiating and processing the paperwork necessary to enroll in classes at the College.
- **Students Records** maintain accurate records of student grades and other relevant progress reports.
- **Counseling Services** makes available career and personal counseling from the initial interview until the student leaves the College.
- **Financial Aid** assists students in meeting educational expenses.
- **Placement** provides program information, proctors placement examinations, and assists students in finding employment.
- **Student Activities** are provided through the Student Government Association that help maintain the morale of the student body and make possible a close working relationship between students and college personnel.

The 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
North Carolina 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

ACADEMIC ADVISING, COUNSELING, CAREER DEVELOPMENT/PLACEMENT

The counseling staff provides specific services in the areas of recruiting, testing, orientation, academic advising, personal counseling, program placement, and job placement. Students in the evening programs receive the same services as day students.

Academic Advising

Upon registration for a particular program, each student is assigned a faculty advisor in his/her major curriculum area. During registration the student meets with the advisor who assists in the planning of an educational program to meet the student's goals. Students should consult regularly with their faculty advisor to review and update their goals.

Counseling Services

Student services include counseling provided by trained personnel. Counseling is available to every student from pre-admission through graduation. Counseling begins with the initial interview and continues until the student transfers to another institution or is placed in a job. The primary purpose of the interview is to aid the student in making a wise decision among choices of study to most closely match his/her 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 to discuss or explore any problem or condition which impacts their educational program. Students can confide in counselors 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 gain an understanding of the philosophy and standards of the College, students are expected to attend 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

OTHER SERVICES

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 other applicants, may require placement assistance in meeting entrance requirements, particularly those applicants who need GED, developmental (college transitional), 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 an appropriate program. 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 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/she is seeking.

Four areas of concern which may be instrumental in properly placing students in programs are: (1) placement tests, (2) advanced placement prior to enrollment, (3) transcripts of previous educational experiences, and (4) recommendation of thc faculty or academic advisor.

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

- Providing information to prospective employers regarding the student
- Occupational information
- Vocational guidance
- Re-entering the job market
- Job interviewing techniques
- Resume-writing assistance
- Job-seeking strategies

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

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

The College 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 LRC. Students requesting transcripts must complete a transcript request form obtained from the Student Development Services Office. Students requesting GED transcripts must complete a transcript request form obtained from the LRC and return it to a GED examiner. A forty-eight hour notice is rcquested.

PCC Rings

Upon completion of thirty-six semester credit hours, students may order a ring from a representative scheduled on campus during the spring semester. Dates and times will be announced. The representative will furnish prices in advance. GED students may order rings upon completion of the GED program.

Change of Address

Students who change their residence after registration must notify the Business Office and Student Development Services as soon as possible.

Department of Veterans' Affairs

A financial stipend is available for students who have completed active tours of duty in armed forces, who are war orphans, or who are children of totally disabled veterans. Most educational programs are approved for participation by qualified individuals on a full-time, three-quarter, or one-half time basis in order to receive educational benefits. Veterans will not be certified to receive benefits until all admission requirements have been completed.

VA NATIONAL TOLL FREE NUMBER: 1-800-827-1000. This number will connect with the VA offices in the state where the call is placed.

CAREER PLANNING AND PLACEMENT CENTER
SPECIAL SERVICES CENTER

Students who are interested in determining what they want to do with their lives and what kind of career best suits them, or students not completely satisfied with their present career choice may consult with the Career Planning and Placement Center (CPPC) which 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 8 a.m. until 8:30 p.m. and Friday 8 a.m. until 3 p.m. Further information may be obtained by calling 249-1851 extension 3022 or visiting a student services counselor.

DIVISION OF LEARNING RESOURCES

Mission

To provide quality support services, resources, equipment, and staff to meet the educational and informational needs of traditional and non-traditional students, faculty, staff, and the community.

General Information

The Division of Learning Resources consists of an Academic Library, Media Services, Integrated Learning Center/GED Testing, and Distance Learning Open Lab. Students, faculty and community patrons are encouraged to use the facility and resources.

Academic Library

The Academic Library provides access to a broad collection of books and other printed and non-printed materials. The library book collection is shelved in open stacks using the Dewey Decimal System, allowing individual browsing and selection. In addition to the 20,000-book collection at the College, students have access to over one million books through CCLINC at http://www.cclinc.cc.nc.us. This service is made available through the Library Automation cooperative with forty-six other community colleges within the North Carolina Community College System.

Students may also call, fax or email requests for books not found in CCLINC by contacting the evening library technician (eleggett@pamlico.cc.nc.us.).

Most books can be checked out for a period of three weeks and may be renewed twice. A fine will be levied when the books are late. There is no limit to the number of books that may be borrowed. Some books can be placed on reserve for various courses and are subject to different checkout procedures. Reference books are not to be checked out except by special permission.

Students have equal access to a range of electronic information resources through the following:

- Library resources housed in libraries statewide through the NC LIVE (North Carolina Libraries and Virtual Education) project with the state of North Carolina, the University of North Carolina for independent higher education collaboration. There are over six thousand on-line magazines and newspapers available through NC LIVE
- CCLINC - can place holds on books from other community college libraries
- SIRS (Social Issues Resources Series) general magazine articles
- THOMAS REGISTER - online database for researching products and manufacturing companies
- Internet Explorer

The Craven, Pamlico and Carteret Bookmobile stops on campus monthly to provide supplemental recreational reading interests for students, faculty, staff and community patrons for pleasure reading. Books are selected by the Dean of DLR off the Bookmobile and checked out by students, faculty, staff, and community patrons.

A multi-functional computer lab is provided as an open lab that is also utilized by the Integrated Learning Center. Students can do library research and homework, in addition to receiving individualized computer instruction. Hours of operation are posted. Computer usage policy and guidelines are posted throughout the labs. The computers are for enrolled students (16 years or older), faculty, and staff, but they are also made available to community patrons. Currently enrolled students are given priority.

Media Services

Through Media Services, the DLR provides audiovisual materials and equipment to meet instructional and institutional needs of the College. Audiovisual materials include: videocassettes, audio cassettes, audio books, films, microform, slides, transparencies, maps, charts, posters, CD-ROM disks, laser discs, and computer software and programs.

Audiovisual equipment is checked out to faculty to support classroom instruction. Most classrooms are furnished with an overhead, television, and videocassette recorders. Several LCD projectors are

available for on-campus and off-campus circulation and some classrooms are provided with an LCD, depending upon demand.

Integrated Learning Center (ILC)

The Integrated Learning Center contains a large selection of self-instructional materials for those who wish to study independently. Students needing help with basic subjects are given assistance with non-credit study that provides the flexibility needed. In all programs of study, the student progresses on an individual basis.

The ILC staff assists the students by identifying their level of instructional need and suggesting appropriate study materials and methods, integrating a variety of technologies to provide the most up-to-date resources possible. The center is open both days and evenings. Hours are Monday-Thursday 7:30 a.m. until 9:30 p.m and on Friday from 7:30 a.m. until 3:00 p.m.

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

Math	Reading	Spanish
French	Plato 2000	Keyboarding
Science	English	Medical Terminology
Office 2000	Psychology	Speed Reader

Additional special requests from faculty, staff, and students:

Biology	Writing	Physicians Desk Reference (PDR)
Chemistry	Grammar	Physiology/Anatomy

The official GED Testing Center for the college is located in the ILC. Pre-testing is provided before the GED test is taken. The student is required to achieve a minimum score of fifty (50) on each pre-test before being allowed to take the official GED exam. The period of study varies according to the individual's background and rate of progress. GED classes are also provided on-campus and off-campus through Continuing Education. Dates and times are posted. A fee of seven-and-a-half dollars must be paid prior to taking any part of the GED exam. Testing times are posted.

Students are awarded the High School Diploma Equivalency by the North Carolina Community College System after they have successfully passed all five of the GED tests. Students participate in graduation ceremonies of the College; the diploma is mailed to them by the state.

A Multi-functional Computer Lab is also provided as an open lab in room 182 of the Division of Learning Resources where students can do homework or receive individualized computer instruction. Ten Gateway Computers are available with a variety of computer software: Internet Explorer, NCLIVE, and SIRS. One computer is dedicated to Math applications. Students who are experiencing academic difficulties in their curriculum classes can be referred by instructors to the Computer Tutorial Lab (CTL) located in room 182 of the ILC.

Distance Learning Open Lab

In the Distance Learning Open Lab, Room 184 of the Division of Learning Resources, the College provides access to satellite teleconferencing, video teleconferencing, telecourses, and the Internet for group presentations, as well as staff development. Equipment includes an LCD projector, laptop computer, a large pull-down projection screen, and three multimedia computers. The distance learning open lab can be scheduled for specific use by request to the Dean of Learning Resources.

The Dean of DLR also serves as the College Information Technology contact and chairs the College Technology Planning Committee.

Hours of Operation

The Division of Learning Resources is available on campus between the hours of 7:30 a.m. and 9:30 p.m. Monday through Thursday and 7:30 a.m. to 3:00 p.m. on Friday. Remote access to the DLR is available 24 hours and 7 days a week through the internet. The DLR Home page Internet address is

(http://www4.coastalnet.com/community orgs/education/pamlicocc. The College home page also includes the DLR Home page and it can be located at:
(http://pamlico.cc.nc.us).

The services of the Division of Learning Resources are open to students, faculty, and community patrons age sixteen (16) or older.

DIVISION OF INSTITUTIONAL DEVELOPMENT

The Division of Institutional Development includes the Planning and Marketing Departments and the Office of Institutional Effectiveness.

All activities related to planning, research, evaluation, and marketing are coordinated through the Division of Institutional Development under the direction of the Dean of 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 North Carolina Community College System's (NCCCS) Planning and Research guidelines and in compliance with Southern Association of Colleges and Schools (SACS) criteria.

Marketing and Public Information

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

PAMLICO COMMUNITY COLLEGE FOUNDATION, INC.

The foundation, established in 1985, solicits gifts and bequests to support a variety of activities at the College, such as: scholarships and loans for students; small grants for faculty projects; student, personnel, and institutional development.

FOUNDATION DIRECTORS

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Gary B. Collier, Secretary/Treasurer

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Richard C. (Dick) Bailey
Sallie Belangia
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Floyd Hardison
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Daphne Yeomans	June 30, 2004
Bob Sanders	June 30, 2005
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Sallie Gaskins	June 30, 2002
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Governor	
Joyce Moore	June 30, 2002
Louise Muse	June 30, 2003
Booker T. Jones	June 30, 2004
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EMPLOYEE DIRECTORY

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M.Ed., Ed.D., East Carolina University

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B.S., Business Administration, Mount Olive College
M.L.S., North Carolina Central University
Library Science Course Work, East Carolina University

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B.S., Pembroke State University
M.A., Appalachian State University

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M.A., Central Michigan University

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A.A. Information Systems, Pamlico Community College

Jane W. Crary ..... Secretary to President
Affirmative Action Secretary
Bookstore Coordinator

Scott Frazer ..... Network Administrator
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A.A.S, Network Technology, Craven Community College

David Lee Hall ..... Coordinator: Evening Services/College Purchasing
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Alford Collins ..... Masonry Instructor

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M.B.A., City University, Washington

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Roger Sample ..... ABE/GED Instructor
B.A., Boston University

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Robert Smith ..... Maintenance/Supervisor of Custodian

Elizabeth Jones ..... Custodian

Shirley Styron ..... Custodian

Delores Wannamaker ..... Custodian

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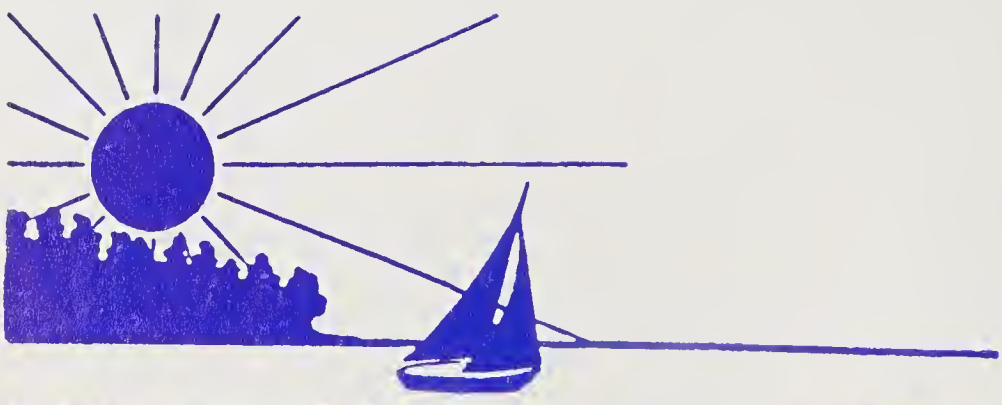

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