

GENERAL CATALOG

2003-2004

# PAMLICO COMMUNITY COLLEGE

*EXPAND YOUR HORIZONS . . .*





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# 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: 404-679-4501;  
to award Associate Degrees, Diplomas,  
and Certificates;

is approved  
for the training of  
veterans and eligible dependents;

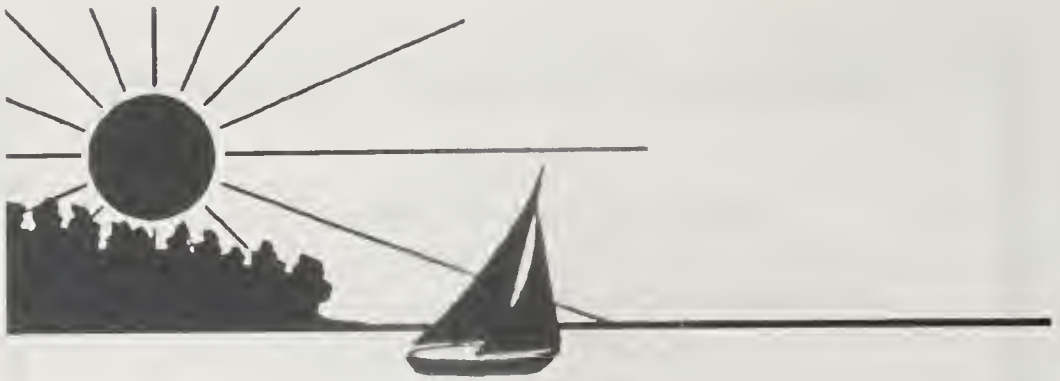
and is a member institution of  
the North Carolina  
Community College System  
and  
American Association of  
Colleges and Junior Colleges.

The Medical Assisting Program is accredited  
by the Commission on Accreditation of  
Allied Health Education Programs (CAAHEP).



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Post Office Box 185  
Grantsboro, NC 28529-0185  
(252) 249-1851*

*Web Site: [www.pamlico.cc.nc.us](http://www.pamlico.cc.nc.us)*



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 is available in this publication. Additional information is also available in the Office of Student Services.

The average rate of persistence toward degree completion of students at PCC is available in the Office of Student Services.

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

## **Message from the President**

Thank you for your interest in attending Pamlico Community College. Whether your career goal is to earn your GED, seek a Certificate, Diploma, or Associate Degree in one of our many quality programs, or to transfer to a four-year university, we at Pamlico Community College are committed to your success and personal goal achievement.



We strive to make our College comfortable and student-centered. Our caring faculty and staff, along with our small classes, set the stage for a successful learning experience. PCC is strongly committed to quality instruction enhanced by unparalleled student support services.

On behalf of our faculty, staff, students, and Board of Trustees, I welcome you to Pamlico Community College.

F. Marion Altman, Jr., Ed.D.  
President

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# ACADEMIC CALENDAR 2003 - 2004

## FALL SEMESTER 2003

- August 1 - 14.....Faculty workdays
- August 5 & 7.....Fall Semester registration  
Tuesday & Thursday      8:30-10:00 am, 2:00-4:00 pm, 6:00-7:00 pm
- August 8.....Last day of summer work schedule for staff  
Friday
- August 15.....Fall Semester curriculum classes begin  
Friday
- August 25.....Last day to register/drop/add. Times to be  
Monday                      announced. \$5.00 late registration fee charged.
- September 1.....Labor Day holiday. (College closed)  
Monday
- October 7.....Dual Enrolled grades due  
Tuesday
- October 10 & 13.....Students' Fall Semester break. Faculty workdays.  
Friday & Monday              (Make up days if necessary for students)
- October 27.....Last day to withdraw without penalty  
Monday
- November 17 - 21.....Spring Semester advising days  
Monday-Friday
- November 24.....Spring Semester pre-registration  
Monday                      8:30-10:00 am, 2:00-4:00 pm, 6:00-7:00 pm
- November 26.....Faculty vacation/workday or make-up day if needed.  
Wednesday                      No curriculum classes.
- November 27 - 28.....Thanksgiving holidays. (College closed)  
Thursday-Friday

- December 11 .....Last day of classes  
Thursday
- December 12 - 17 .....Exam schedules  
Friday-Wednesday
- December 18 .....Faculty workday. Grades due in dean of Curriculum's  
Thursday office by 12:00 Noon.
- December 19 .....Faculty vacation or make-up day if needed.  
Friday (Providing all grades are turned in to dean's office)
- December 22 - 26 .....Faculty/Staff holidays. No curriculum classes.  
Monday-Friday (College closed)
- December 29 - 31 .....Faculty/Staff vacation. No curriculum classes.  
Monday-Wednesday (College closed)

## SPRING SEMESTER 2004

- January 1 .....New Year's Day holiday. (College closed)  
Thursday
- January 2 .....Faculty/Staff vacation. (College closed)  
Friday
- January 5 .....Faculty workday  
Monday
- January 6 .....Spring Semester registration  
Tuesday 8:30-10:00 am, 2:00-4:00 pm, 6:00-7:00 pm
- January 7 .....Faculty workday/student advising  
Wednesday
- January 8 .....Spring semester curriculum classes begin  
Thursday
- January 15 .....Last day to register/drop/add. Times to be announced.  
Thursday \$5.00 late registration fee charged.
- January 19 .....Martin Luther King, Jr., holiday. (College closed)  
Monday
- February 20 .....Faculty vacation/workday  
Friday
- March 17 .....Last day to withdraw without penalty  
Wednesday
- April 12 .....Easter holiday. (College closed)  
Monday
- April 13 - 16.....Faculty/Student vacation. No curriculum classes.  
Tuesday-Friday
- April 19 .....Classes resume  
Monday
- May 3 .....Fall pre-registration for currently enrolled students  
Monday 8:30-10:00 am, 2:00-4:00 pm, 6:00-7:00 pm

May 5 .....Summer registration  
Wednesday 8:30-10:00 am, 2:00-4:00 pm, 6:00-7:00 pm

May 6 .....Last day of classes  
Thursday

May 7-12 .....Exam schedule  
Friday-Wednesday

May 13 .....Graduation rehearsal 7:00 pm. Faculty workday.  
Thursday All grades due by 12:00 noon.

May 14 .....Graduation ceremony 8:00 pm. Faculty workday  
Friday

## SUMMER SESSION 2004

- May 5 .....Summer Term registration  
Wednesday 8:30-10:00 am, 2:00-4:00 pm, 6:00-7:00 pm
- May 17 .....Summer Session classes begin. 12-week session  
Monday
- May 18 .....Last day to register/drop/add for 12-week session.  
Tuesday Times to be announced.  
\$5.00 late registration fee charged.
- May 24 .....Summer Session classes begin. 8-week session  
Monday
- May 25 .....Last day to register/drop/add for 8-week session  
Tuesday
- June 1 .....Summer Session classes begin. 4-week session  
Tuesday
- June 2 .....Last day to register/drop/add for 4-week session  
Wednesday
- June 28 .....End of 4-week summer session  
Monday
- June 29-30 .....Faculty workdays for instructors on 4-week contract.  
Tuesday-Wednesday Grades due for 4-week session. These are regular  
class days for 8-week and 12-week sessions.
- July 5 .....Independence Day holiday. (College closed)  
Monday
- July 6-8 .....Mid-session break. Student holiday/vacation.  
Tuesday-Thursday No curriculum classes. Faculty vacation for  
those under contract in July.
- July 12 .....Classes resume  
Monday
- July 22 .....End of 8-week session. Grades due.  
Thursday
- July 26-29 .....Faculty workdays for instructors on 8-week  
Monday-Thursday contract
- August 12 .....End of 12-week summer session. Grades due.  
Thursday

## **THE COLLEGE OPEN DOOR PHILOSOPHY**

As a member of the North Carolina Community College System, Pamlico Community College subscribes to 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 a changing 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.

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## Landmark Dates

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### 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 reaccredited for 10 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.

**PCC**

- 1987 Pamlico Technical College becomes Pamlico Community College.
- 1988 President Johnson retires after 25 years and Dr. E. Douglas Kearney, Jr. is hired.
- 1992 PCC is reaccredited for 10 more years. New programs and faculty continue to be added to meet changing needs.
- 1997 The North Carolina Community College System converts to the semester system to align with the North Carolina University System. Ground-breaking 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
- 2001 Bayboro satellite facility is established at Pamlico County High School.

# 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 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 two basic prerequisites:

- (1) a High School Diploma or GED, and
- (2) the ASSET Placement Test

The ASSET<sup>®</sup> Placement Test is required for determination of an individual's level of preparation or readiness for any curriculum program in the areas of math, English, and science. Further admission requirements may vary by program, with standards reflecting the various occupational fields. Programs with additional admission requirements list those requirements at the beginning of the descriptions of those programs of study. The placement scores are used to help direct the students into programs that best match their needs, abilities, and stated objectives. Those students enrolling through Huskins or Dual Enrollment are not required to take the ASSET Placement Test or prove a High School Diploma until they graduate from High School and enroll as a regular student. These students, however, must successfully complete the appropriate ASSET placement test prior to enrolling in English, math, or science courses.

Students whose placement scores do not qualify them to enroll in a particular program of study may be required to enroll in developmental courses which are prerequisites to college-level performance. The developmental or college transitional courses are offered in English/reading/writing, math, and science. The Division of Learning Resources offers individualized curricula in a variety

of areas, and the Continuing Education Division offers courses that may accommodate some students' needs.

## 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 in 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, Student Services 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 wheelchairs.

## 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 institutions of higher education previously attended by the applicant, must be received by PCC directly from the high school or institution of higher education before the applicant is fully admitted into the College (see Provisional Admission, pg. 20). Students having earned a high school equivalency diploma, or the General Educational Development (GED) diploma, must provide an official record of completion.

#### Transcript Evaluations

Curriculum program directors and departmental chairs conduct transcript evaluations. 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 program directors determine the acceptability of any course the student is attempting to transfer, and the department chair, dean of Curriculum, and dean of Student Services must approve transcript evaluations.

**Step 3: Placement Testing**

All applicants for curriculum programs are required to take the ASSET Placement Tests to determine their current academic level for English (both reading and writing), math, or science. Students must complete the Algebra Placement Test prior to enrolling in MAT 161 or MAT 155.

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 12 .The following lists indicate the appropriate course selection:

**English**

Writing Skills and Reading Skills:

ENG 111 .....	42 and above on the ASSET Test in both reading and writing
ENG 095 .....	38-41 in both reading and writing
ENG 085 .....	31-37 in both reading and writing
	(a score of 30 or below may require a student to work in the ILC until able to place into ENG 085)

**Math**

Numerical Skills:

MAT 050.....	37 and below
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Elementary Algebra:

MAT 060.....	38 and below
MAT 070.....	39-43
MAT 110, 121 & 140.....	44 and above
MAT 141, 155 & 161.....	18 or higher on College Algebra Placement Test

**Science**

BIO 110, 111, 140 & 168.....	70 or higher on Science Placement Test
PHY 150.....	70 or higher on Science Placement Test
GEL 120.....	70 or higher on Science Placement Test
BIO 090.....	69 or lower on Science Placement Test

Veterans' financial benefits are available to any veteran or veteran's dependent whose scores on placement tests indicate the need 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 placement tests, academic requirements of the applicant's selected program, and the student's career goals. Medical Assisting and Career Mobility students must also have an interview with the program advisor prior to registration.

#### **Step 5: Academic Advising**

During registration the student must meet a curriculum advisor/program director who assists the student in the planning of an educational program to meet specified goals. Students should consult regularly with their faculty advisors 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 that 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 that are listed in this catalog at the beginning of the appropriate program section. See pages 131-132 (Medical Assisting) and pages 109-110 (EDT).

## ENVIRONMENTAL SCIENCE TECHNOLOGY ADMISSION REQUIREMENTS

Students enrolling in Environmental Science are required to take the science placement test in addition to the English/reading/writing and math placement tests. Students scoring 69 or lower must take SCI 090.

## 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' Dual Enrollment Policy***

The purpose of the dual enrollment policy is to allow currently enrolled high school students to enroll in regularly scheduled college credit courses. Through the dual 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.

Dual 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 or Dual 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 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 the 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 chair or advisor will be prime resources in locating and/or approving an appropriate co-op assignment.
4. The employer will interview and/or select the student from a group of applicants.

#### ***Academic Credit***

1. A student may receive one credit hour for a 10-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 semester for 20 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

Through proficiency examinations, the College makes provisions for awarding advanced credit or waiving course requirements. However, some courses are not approved for proficiency or challenge examination. It is the responsibility of the appropriate department chair to determine the courses which may be waived or challenged in a specific program.

### **Proficiency Examination Prior to Enrollment**

A student wishing to take a proficiency test in lieu of actually completing a course must first gain the approval of the appropriate department chair, who will assign an instructor to construct and administer the proficiency test. The examination must be completed before the end of the registration period. Testing method is at the discretion of the assigned instructor, who will submit documentation to the department chair for placement in the student's permanent record.

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 20% (but before 50%) of the semester, students may, with the approval of the appropriate department chair, 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 submitted to the department chair for placement 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 nine 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 students, however, must successfully complete the ASSET Placement Test prior to enrolling in any English or math courses and the science placement test prior to enrolling in any science courses. Like all students, they must also meet any required course prerequisites.

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 toward 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 is required to submit the following:

- A completed application form
- High school transcripts
- An official transcript(s) from each institution of higher education previously attended

- 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. 25% 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 Services.

NOTE: Before awarding credit for certain transfer courses, students may be required by the department chair evaluating the transcript to take a proficiency examination. The College does not award credit for experiential learning, training provided by non-collegiate institutions, or professional certifications. Students, however, may gain credit in certain courses by successfully completing a course proficiency examination (see Advanced Credit, page 23). Some courses, however, are not approved for proficiency or challenge examination. The appropriate program chair makes the determination if a proficiency exam is allowable. Once a decision is reached to allow a proficiency exam, an instructor is assigned by the chair to administer the exam.

# COLLEGE EXPENSES

## RESIDENCY

North Carolina statute (GS116-143.1) 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 12 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 GS116-143.1 and GS116-143.3, 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 GS116-143.3, 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 Services for student inspection.

## 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.

	<b>NC Resident</b>		<b>Non-resident</b>	
16 or more credit hrs.	\$ 568.00	per semester	\$ 3,152.00	per semester
Less than 16 credit hrs.	\$ 35.50	per credit hr.	\$ 197.00	per credit hr.
<b>All Students</b>				
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
Late registration fee				\$5.00
Persons over age 65 (must show proof of age)				
No tuition charge				

*In-state and out-of-state fees reflect anticipated increases for the 2003-2004 school year.*

## **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.

## **Graduation Expenses**

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.

## **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.

## **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 10 days or upon agreement with the Business Manager [not to exceed 30 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.

# **REFUND POLICY**

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

## **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 100% 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 100% tuition refund, if requested.

REMINDER: Since a curriculum student is charged one hour for each hour up to 16 credit hours, a refund would not be applicable unless the credit hours enrolled were reduced to less than 16.

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 a 100% 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 75% refund may be made upon request of the student if the student officially withdraws from the class(es) prior to or on the official 10% point of the class(es) or the 10% point of the semester if the student officially withdraws from the College. Requests for refunds will not be considered after the 10% point. A refund for withdrawing from a class or classes may be made for the number of credit hours the student drops below 16 credit hours. No refund is given if the student remains registered for 16 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, 10 calendar days from the first day of the class(es) is the determination date.
2. Other Fees: There is no refund for activity fees, insurance premiums, late registration fees, or once they are ordered, caps, gowns and diplomas. (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 that 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 obtainable from Student Services. The Business Office will execute and mail the refund after all necessary forms and steps have been completed as stated above.

# 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 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 (FAFSA). Information on this service is available in Student Services.
4. A Financial Aid Committee composed of faculty and administration is recommended to the President by the dean of Student 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, a student is eligible for federal aid if he/she:

- has a high school diploma or a GED;
- is a U. S. citizen or eligible non-citizen;
- has a valid Social Security Number;
- shows financial need;
- is making satisfactory progress in his or her course of study;
- is not in default on a National Direct Student Loan, Guaranteed Student Loan, or PLUS Loan;
- does not owe a refund on a Federal Pell Grant or on a Federal Supplemental Educational Opportunity Grant; and
- has 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 18, a citizen or eligible non-citizen (except permanent residents of the Trust Territory of the Pacific Islands and the Northern Mariana Islands), and not currently on active duty in the 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.

### **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 FAFSA, information from any of the non-federal forms, and Special Condition Application must be received at the Federal Processing Center by June 30. 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](http://www.ed.gov/studentaid) or [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

**NOTE: THE FEDERAL SCHOOL CODE FOR PCC IS 007031**

## 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 cases 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 Services.
  - A. Enrolled in 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
  - G. Up to 30 credit hours of developmental coursework, as indicated by the placement test and all prerequisite coursework, 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 (FAFSA)
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 an 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 Financial 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 the student's address.

## **Satisfactory Academic Progress**

To remain eligible to receive Title IV financial aid funds, students must meet the College's definition of satisfactory progress. Requirements are monitored at the end of every enrollment period.

The requirements are that students:

1. maintain a minimum cumulative grade point average of 2.0.
2. pass two thirds (67%) of all course work attempted. Course work attempted includes withdrawals, incompletes, and repeat-courses taken at PCC prior to the receipt of the federal student aid. Developmental course work or courses taken at another institution do not count toward courses attempted or passed.
3. complete degree requirements within 150% of the published program length. All course work accepted for credit in the program of study will count toward the maximum. Students who exceed the maximum time frame will not be eligible for any additional federal student aid.

## **Warning**

Students who do not meet the requirements in (1) or (2) above will be placed on warning and notified of their status in writing by the Financial Aid Office. Students placed on warning will receive aid for one additional term, after which they must meet satisfactory academic progress requirements.

## **Suspension**

Students placed on federal student aid warning who do not meet satisfactory academic progress requirements after their warning term will be suspended from all aid until requirements are met.

## **Reinstatement of Aid after Suspension**

Students who attend one or more terms while suspended from federal student aid and meet satisfactory academic progress requirements will be reinstated for the next period of enrollment.

A student will not be paid retroactively for the period of suspension unless he/she has been reinstated as a result of a reevaluation.

## **Reevaluation of Suspension**

A student who has been suspended from federal student aid may have his/her situation reevaluated in the case of extenuating circumstances; such as illness or the death of a relative.

The procedure for reevaluation is as follows:

1. The student must indicate in writing to the dean of Student Services the reason why he/she did not meet the satisfactory academic progress requirements, and why aid should be reinstated.
2. The dean of Student Services will review the request to determine whether reinstatement of aid is warranted. The student will be notified of the decision in writing. Generally, aid is granted for one additional term, after which the student must meet satisfactory academic requirements.

## **Former Pamlico Community College Students**

Students who have previously attended PCC, but who were not receiving federal student aid during that time, may receive aid for their first term of enrollment, even if they do not meet satisfactory academic progress requirements. At the end of the first term of enrollment, the student must meet satisfactory academic progress requirements to continue receiving federal student aid.

## **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) (Grant)
5. Child Care Grant
6. Displaced Homemakers/Single Parent (Grant)

## **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. The following short-term loans are available:

- *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. Student must be eligible and have a complete Pell Grant application on file in the Financial Aid Office.
2. Loan application must be completed.
3. Loan is not to exceed \$600.
4. Charges will be made at registration or thereafter.
5. Loan must be completely repaid by end of semester. Payment must be deducted from the Federal Pell Grant.

## **SCHOLARSHIPS**

### ***Coca-Cola Bottling Company, New Bern***

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

### ***Gussie Siegel Memorial Scholarship***

Scholarship valued at \$1,500. Student must be enrolled in a full-time curriculum program, maintain satisfactory progress, and be career/goal oriented.

### ***Leo Brinson Memorial Scholarship***

Scholarship valued at \$1000. Student must be a Pamlico County resident, preferably Township District Five. Student must be enrolled full-time and show scholastic promise.

### ***Paul H. Johnson GED Scholarship***

Scholarship valued at \$500. Student must be a Pamlico County High School or GED graduate and enrolled in a full-time curriculum program.

### ***Sprint Telephone Scholarship***

Two scholarships valued at \$550 each. These scholarships will be awarded to students enrolled or intending to enroll in a 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 workers 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 will be given priority in the awarding of the scholarships.

### ***Wachovia Technical Scholarship Program***

Two scholarships valued 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.

### ***Jennifer Daniels Memorial Scholarship***

Scholarship valued at \$500.00. Recipient must be enrolled full time in the Environmental Science Program at Pamlico Community College.

### **Other Scholarships Available:**

- Carolina Power & Light Electric Lineman Technology Scholarship
- Coca-Cola Two-Year College Scholarship
- Project Graduation
- James B. Holton, Jr., Memorial Scholarship
- Beveridge and Mayo Memorial Scholarship

### ***Oriental Rotary Club Emergency Fund***

Student must be enrolled or intend to enroll in Pamlico Community College full-time and maintain a grade point average of 2.0 or above.

### **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. Financial Aid/Scholarship Committee determines recipients.
4. The student is notified within two weeks of the committee’s decision by a representative of the Financial Aid Office.



# **DEPARTMENTAL DIVISIONS WITHIN THE COLLEGE**

## **DIVISION OF CONTINUING EDUCATION**

Based on the belief that learning is a life-long process, the Division of Continuing Education at Pamlico Community College provides programs designed to meet specific needs in basic educational competencies, General Educational Development (GED), small business, and upgrading of occupational, avocational, or practical skills required for the rapidly changing technological advances in the community.

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 1500 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.

## **GENERAL REGISTRATION INFORMATION**

Continuing Education students register at the first class meeting. Students are encouraged to pre-register by calling the Division of Continuing Education. Registration requires the student's Social Security number. Registration fees have been restructured 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 English as a Second Language programs. The registration fee is waived for special training courses for fire service, emergency medical services, law enforcement personnel, and other categories as noted in the North Carolina Administrative Code.

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

For occupational classes that are scheduled to meet 4 times or less, a 75% 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 5 or more times, a 75% refund shall be made prior to or on the 10% point of the class. Requests for refunds will not be considered after the 10% point. All requests for refunds will be forwarded through the dean of the Division of Continuing Education.

## **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 or improving employees' skills. As an example, classes may be taught in: Trade and Industrial Education, Business Education, Fire Service Training, Emergency Medical Services, Teacher Re-certification, Computers, and Seamanship and Nautical classes.

Continuing Education occupational students are to be evaluated based on appropriate written or oral tests and/or on their performance in class and competence in the skills being learned. Students must attend a minimum of 80% of the class in order to be evaluated.

Continuing Education courses may carry Continuing Education Units (CEU). The CEU is a uniform standard of measurement crediting an individual for participation in a Continuing Education course. One CEU is defined as 10 contact hours of participation in an organized Continuing Education experience under responsible sponsorship, capable direction, and qualified instruction.

All Medical Responder and Emergency Medical Technician–Basic students must successfully complete an entrance exam assessing basic reading comprehension skill at a 10<sup>th</sup> grade level prior to sitting for the State examination.

### **Repeat Policy**

Students who take the same Occupational Extension course more than twice within a 5-year period will pay the full student costs, as established by the North Carolina Community College System, or the registration fee, 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.

### **Community Services and Self-supporting Classes**

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

## **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.

English as a Second Language (ESL) is offered to students whose first language is not English. Instruction is focused on English communication skills. No registration fees are charged.

## **Human Resources Development**

The HRD Program provides short-term pre-employment training and counseling for unemployed and under-employed adults, HRD is designed to assist participants in discovering their special talents and strengths that will lead to gainful employment. To help these adults to enter the workforce or further training, the program’s employability skills training classes offer learning opportunities for:

- Assessment of current employment skills
- Locating and applying for employment
- Upgrading job level skills
- Technology’s impact in the work place
- Job retention
- Job transition
- Job advancement

Tuition and fees may be waived for enrollment in these training sessions if students meet at least 1 of the following criteria:

1. Unemployed
2. Notified of pending layoff
3. Working and eligible for Federal Earned Income Tax Credit
4. Working and earning wages at or below 200% of the federal poverty guidelines

## **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. The SBC is located at the Bayboro Center at 701 Main Street, Bayboro. You may contact the SBC by calling (252) 745-7348 or by e-mail at [jprescot@pamlico.cc.nc.us](mailto:jprescot@pamlico.cc.nc.us) or [pwoodard@pamlico.cc.nc.us](mailto:pwoodard@pamlico.cc.nc.us) .

## **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.

# STUDENT SERVICES

## Mission

The mission of Student 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 Student Services 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 Student Services 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.
- **Student 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.

### **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.
- To insure an orderly educational process in addition to the enforcement of civil laws. Disruptive conduct and activities are prohibited on campus.
- To insure students understand their rights and responsibilities under the College's sexual harassment policy.

### **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 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.

## **STUDENT RECORDS**

### **Privacy of Educational Records**

Access to student educational records is regulated by the Family Educational Rights and Privacy Act of 1974. This act provides for the privacy of an individual’s educational record and establishes the rights of students to inspect, review, and challenge information in their student records. Pamlico Community College supports the rights and privacies afforded each student by the act and is in compliance with its provisions.

Within the College, only those individuals acting to facilitate the student’s educational pursuits shall have access to a student’s educational records. This includes instructors, advisors, department chairs, student services personnel, and other staff and faculty with an educational responsibility to the student. The College will not release educational records to individuals or agencies not associated with the College without the prior written consent of the student with the exception of those situations exempted by statute in the Act.

Each student has the right to inspect and review the educational records maintained by the College that are directly related to that student. Educational records include admissions documents, registration documents, grades, and other supporting documents which are maintained in the student’s permanent academic file by the records clerk in Student Services. A student does not have the right to inspect documents containing educational information related to other students.

Requests to inspect and review educational records shall be made by the student in writing to the dean of Student Services, who will schedule such inspections. The College will comply with such requests within a reasonable time period not

to exceed 30 days after the written request is made. Requests by students to challenge the contents of educational records must be made in writing to the dean of Student Services.

Directory information (student's name, address, telephone number, date of birth, major, participation in officially recognized activities, dates of attendance, degrees and awards received, and the most recent previous educational institute attended) may, at the discretion of the College, be released without written consent of the student in accordance with the provisions of the Act. A student may prevent disclosure of directory information by notifying the dean of Student Services in writing. Requests for non-disclosure must be filed annually. Additional information concerning the Family Educational Rights and Privacy Act of 1974 may be obtained from the dean of Student Services.

### **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 or legal guardians who claim students as dependents under Section 152 of the Internal Revenue Code.

Pamlico Community College presumes that parents or legal guardians of students who have not yet reached the age of 18 claim the student as a dependent for tax purposes. Any student not yet 18 who does not want his/her parents or legal guardians to have access to his/her permanent record file must so inform the dean of Student Services (for curriculum records) or the Secretary to the dean of Continuing Education (for continuing education records) and prove that he/she is not a tax dependent of his/her parents or legal guardians. If a parent or legal guardian of a student who is at least 18 wishes to inspect and review his/her child's permanent file, he/she must prove to the dean of Student Services (for curriculum records) or the Secretary to the dean of Continuing Education (for continuing education records) that he/she claims the student as a dependent for federal income tax purposes.

Parents or legal guardians or students who wish to inspect and review the permanent record file shall submit a request in writing to the dean of Student Services (for curriculum records) or the Secretary to the dean of Continuing Education (for continuing education records). 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 15 days after the request has been made. The inspection and review shall be made in the office of the dean of Student Services (for curriculum records) or the Secretary to the dean of Continuing Education (for continuing education records), 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 or legal guardians and students who wish to inspect records and live within 50 miles of the place where the records are kept must do so at the place designated by the College. After the inspection, they may request copies of the records they inspected. Parents or legal guardians or students who live further than 50 miles from the place where the records are kept may request copies of the records without first inspecting them at the College. The copies shall be sent by certified mail, return receipt. Division of Continuing Education transcripts shall be sent by first class mail. There will be no fee for copies of records to parents, legal guardians, 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 Student Services.

### **Student Retention and Enrollment Patterns**

Information pertaining to student enrollment and retention by program is available in Student Services . Contact the dean of Student Services.

### **Graduates**

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

## **OTHER SERVICES**

### **Placement Services**

Student 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 the faculty or academic advisor.

### ***Occupational Placement***

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

- 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 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 Services.

## **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 DLR. Students requesting transcripts must complete a transcript request form obtained from Student Services. Students requesting GED transcripts must complete a transcript request form obtained from the DLR and return it to a GED examiner. A 48 hour notice is requested.

## **PCC Rings**

Upon completion of 36 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.

## **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 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 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.

### **JobLink Career Center**

The JobLink Career Center assists with a wide range of career development needs. Career exploration and counseling is available for anyone undecided about a career path. Information is available on the outlook for employment, salary, work tasks, required training/education, in order to help evaluate the occupation as a possible career choice. Job search skill development in the areas of resume/cover letter preparation, interviewing, and salary negotiation is conducted individually or in groups. Job placement assistance is provided through the posting of job openings throughout campus and on-line databases of job listings.

Representatives from the Employment Security Commission, Vocational Rehabilitation, Department of Social Services, and Coastal Community Action and other agencies are available for advanced scheduled consultations at the JobLink Career Center, Monday through Friday 7:30 AM – 4:30 PM. Consultations should be scheduled by calling the JobLink Career Center at (252) 249-1633.

## **DIVISION OF INSTRUCTIONAL SERVICES**

The Division of Instructional Services includes the planning, research, special projects, and marketing departments and the Office of Institutional Effectiveness.

All activities related to planning, research, evaluation, and marketing are coordinated under the direction of the Vice President of Instructional Services.

### **Planning, Research, and Institutional Effectiveness**

To ensure the effectiveness of programs and services provided by the College, the Division of Instructional Services guides the process for studying the mission of the College and implementing changes through the strategic planning process.

Under the direction of the Vice President of Instructional Services, 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 guidelines and in compliance with the Southern Association of Colleges and Schools (SACS) criteria.

### **Marketing and Public Information**

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

## **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, staff, 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 over 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 46 other community colleges within the North Carolina Community College System.

Students may also call, fax or e-mail requests for books not found in CCLINC by contacting the Evening Library Technician ([eleggett@pamlico.cc.nc.us](mailto: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 NCLIVE (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 NCLIVE.
- CCLINC - can place holds on books from other community college libraries.
- SIRS (Social Issues Resources Series) general magazine articles
- THOMAS REGISTER – on-line 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 discs, 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 projector, 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. The student is required to achieve a minimum score of 50 on each pre-test before being allowed to take the official GED exam. GED classes are also provided on-campus and off-campus through Continuing Education. Dates and times are posted. A fee of \$7.50 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 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. Computer Tutorial Lab (CTL) is provided for students who are experiencing academic difficulties in their Curriculum classes. Students can be referred by instructors to 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 one of the College Information Technology contacts, 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 College home page includes the DLR home page for remote access and it can be located at: (<http://www.pamlico.cc.nc.us>).

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



# **CAMPUS REGULATIONS**

It is a violation of this policy for any administrator, instructor, employee, or student to engage in or condone sexual harassment.

It is the responsibility of every employee to recognize acts of sexual harassment and take every action necessary to ensure that the applicable policies and procedures of Pamlico Community College are employed.

Any employee or student who believes he/she has been subjected to sexual harassment has the right to file a complaint and to receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties. The Title IX Sex Equity Coordinator shall be responsible for assisting employees and students in seeking guidance or support in addressing matters relating to sexual harassment or inappropriate behavior of a sexual nature.

## **Sexual Harassment Policy**

It is the policy of the Board of Trustees of Pamlico Community College to provide an atmosphere free from sexual harassment for students, employees, and visitors.

## **Sexual Harassment**

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature that takes place under any of the following circumstances:

- a. When submission (either explicitly or implicitly), to such conduct is made a condition of employment, instruction, or participation in school activities or programs;
- b. When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personal or academic decisions affecting the individual subjected to sexual advances;
- c. When such conduct has the effect of unreasonably interfering with the individual's work; or
- d. When such conduct has the effect of creating an intimidating, hostile, or offensive work or learning environment.

The Title IX Sex Equity Coordinator is the person who is responsible for investigation of any complaint alleging sexual harassment. This person shall be appointed by the President of the College and his/her name and office location shall be posted on the College's bulletin board in the mall area of the main building.

Examples of sexual harassment include:

- a. Placing nude pictures of men or women on College property
- b. Offering sexual jokes or humor in the classroom by an instructor
- c. Making obscene gestures
- d. Making comments about gender-specific traits
- e. Promising grades in exchange for sexual favors
- f. Giving unwelcome hugs or brushing the body
- g. Carving sexual graffiti on restroom walls or other College property

## **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 main entrance. Spaces in front are reserved for visitors, persons with disabilities, 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 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 Services prior to posting.

## **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.

## **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 Services.

# **STUDENT RIGHTS AND RESPONSIBILITIES**

Students are responsible for the proper completion of their academic program, for familiarity with all requirements of the curriculum from which they intend to graduate, for maintaining the grade average required and at all times knowing their academic standing, and for meeting all other degree requirements. Their advisors will counsel them, but the final responsibility remains that of the student.

Students are required to have knowledge of and observe all regulations pertaining to campus life and student behavior. They are responsible for maintaining communications with Pamlico Community College by keeping on file with the Records Clerk at all times their current address and telephone number.

### **Change of Address**

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

### **Academic Freedom**

Freedom is a necessary element in education. This freedom must be accorded both to the instructor and to the student. Pamlico Community College makes every effort to see that this situation exists. Hence, no semblance of thought control is imposed upon any faculty member. Each individual is free to investigate, to speculate, to revolutionize, and to express his/her academic convictions. However, it is the policy of the Board that no instructor of the College shall teach or recommend that students disobey the law, whether it be local, county, or federal. As the instructor is free, so is the student. A minimum of rules and regulations exist in relation to his/her personal conduct. Respecting the student as an individual, the College assures him/her the right to self-expression essential in intellectual and educational growth.

### **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 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.

## **Smoking Policy**

Smoking is not allowed inside College buildings. Smoking is allowed in designated areas.

## **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, barbituate, marijuana, alcoholic beverage, or intoxicant of any kind.

## **Possession of Weapons on Campus**

Possession of weapons on campus or at any Pamlico Community College class site, activity, or program, is a violation of North Carolina Law (GS14-269.2).

It shall be a class 1 felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite, cartridge, bomb, grenade, mine, or powerful explosive on campus or any Pamlico Community College class site, activity, or program.

GS14-269 prohibits the possession of any weapons (guns, knives, blackjacks, metallic knuckles, etc.) on campus.

It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razor or razor blades, or any sharp-pointed or edged instrument, except instructional supplies, unaltered nail files and clips, an ordinary pocket knife whose cutting edge is fully enclosed in its handle, and tools used solely for preparation of food, instruction, and maintenance on campus or at any Pamlico Community College class site, activity, or program.

Any person found to be in violation of the law will be referred to the local law enforcement authorities for appropriate legal action.

Students who violate the law will be suspended immediately for a minimum of one full semester. A student is identified as any person currently enrolled in continuing education class(es) or curriculum class(es), whether the person is an adult or a minor.

A violation of this policy or possible violations during day operations shall be reported to the office of Student Services immediately by phone, 249-1851, or in person. During evening operations, the Evening Supervisor should be notified. The dean of Student Services or the Evening Supervisor shall cause a full inquiry to be conducted and civilian police to be notified if deemed necessary. An incident report shall be completed on all violations of this policy. Violations shall be reported in the annual crime statistics published by Student Services as required by the Campus Security Act of 1990.

## **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.

The 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 victims of crimes 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.

<b>Category</b>	<b>Calendar 2002</b>	<b>Calendar 2001</b>	<b>Calendar 2000</b>
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 2000, 2001, or 2002 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 Vice President of Administrative Services is responsible for the orderly conduct of activities which occur on the campus but outside the classroom. The dean of Curriculum and the dean of Continuing Education are responsible for the orderly conduct of the faculty and students in the classroom during the instructional process. The dean of Student Services and dean of the Division of Learning Resources 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 for Plagiarism or Cheating***

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 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 may 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 2 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 2 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 20 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.

## **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 Student Services and in 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 Student Services. Student 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 and are obligated, ethically and legally, to conduct themselves responsibly in accordance with such knowledge, for the protection of others.

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

## **STUDENT ACTIVITIES**

All extracurricular activities operate under the jurisdiction of the dean of Student 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 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 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 48 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 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 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 President, 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 12 hours of work leading to a recognized two-year degree.

## **PAMLICO COMMUNITY COLLEGE REPORT CARD ON PERFORMANCE MEASURE RESULTS**

The North Carolina Community College System has utilized numerous processes over the past three decades to ensure public accountability for state monies spent. These processes have included fiscal audits, program audits, institutional effectiveness plans, and program review. Beginning with the 1999-2000 fiscal year, a new system of accountability based on 12 performance measures was implemented and has become the cornerstone of public accountability.

The 12 performance standards are listed below:

1. Progress of Basic Skills students
2. Passing rate for licensure and certification examinations
3. Goal completion of program completers and non-completers
4. Employment status of graduates
5. Performance of students who transfer to the university system
6. Passing rates in developmental courses
7. Success rates of developmental students in subsequent college-level courses
8. The level of satisfaction of program completers and non-completers
9. Curriculum student retention and graduation
10. Employer satisfaction with graduates
11. Client satisfaction with customized training
12. Program enrollment

<b>2002-2003 PERFORMANCE MEASURE RESULTS</b>
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<b>Measure Standard</b>	<b>Standard</b>	<b>* Met</b>
1 Progress of Basic Skills students	75% making progress	No
2 Passing rates on licensure and certification exams	80% aggregate passing rate; 70% minimum passing rate for all exams	N/A
3 Goal completion of completers	95% goal achievement	Yes
4 Employment status of graduates	95% employment rate; adjusted for local employment conditions	Yes
5 Performance of college transfer students	Equivalent to native UNC sophomores and juniors	N/A*
6 Passing rates of students in developmental courses	70% passing rate	Yes
7 Success of developmental students in subsequent college-level courses	No statistically significant difference between developmental and non-developmental students	Yes
8 Student satisfaction of completers and non-completers	90% satisfied with the quality of college programs and services	Yes
9 Curriculum student retention and graduation	60% of student cohort retained or graduated	Yes
10 Employer satisfaction	85% satisfaction with training provided by the College	Yes
11 Business and industry satisfaction with customized training	90% satisfied with services provided by the College	Yes
12 Program unduplicated headcount enrollment	Minimum enrollment of 10 students	Yes

\*Source: NCCCS Critical Success Factors Report

## **THE CATALOG AND THE STUDENT'S PROGRAM**

The catalog is intended to give descriptions and requirements for completing 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 judgment, such changes are in the best interests 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 Curriculum. 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 30 semester hours of credit.

**Sophomore:** A student who has earned 30 or more semester hours of credit.

**Full-time Student:** A student who is registered for 12 semester hours or more.

**Part-time Student:** A student who is registered for 11 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 nine 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 are not required to complete course work or exams. They do not receive credit for the course.

## ATTENDANCE

Students are expected to be in class on time and are expected to attend all classes, laboratory periods, and shop sessions. A student must attend a minimum of 80% of the total class hours, laboratory periods, and shop sessions for each course in order to receive a passing grade.

In developmental courses, a student must attend a minimum of 85% of the total class hours, laboratory periods, and shop sessions for each developmental course in order to receive a passing grade.

In allied health core courses, a student must attend a minimum of 90% of the total class hours and laboratory periods. Additional attendance requirements may be placed on externships and clinical field trips. See the Allied Health Handbook and the individual instructor's course syllabus for clarification of absentee policy.

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.

## INCLEMENT WEATHER PLAN

The President or his/her designee makes the decision whether 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. on 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)*

*KISS 102 (New Bern)*

*WRNS 95.1 (Kinston)*

Curriculum and Continuing Education classes 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.

## ACADEMIC LOAD

Students enrolled for 12 or more semester credit hours are designated as full-time students. A student may not enroll for more than 21 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, Diploma, and Certificate:

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
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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/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 on each of their advisees. The advisor provides a course requirement checklist 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 4.0 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 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	<u>3</u>	<u>3</u>	B	<u>9</u>
	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	<u>3</u>	<u>3</u>	B	<u>9</u>
	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 eighth week of the following semester. The instructor records a grade of "F" if the student does not complete the course during the first eight weeks of the next semester following the grade of incomplete.

An "I" is normally given when a student has completed most of the course requirements and must stop attending the course because of a verifiable emergency, either personal or within the immediate family. Part-time instructors must gain the approval of the appropriate department chair prior to awarding an

"I" and must make arrangements with the chair so the student can complete the course requirements if that instructor leaves the College at the end of the semester.

## **STUDENT RIGHT-TO-KNOW ACT DISCLOSURE**

In compliance with the Student Right-to-know Act, Pamlico Community College hereby discloses a graduation/completion rate of 23% for the 1998 cohort of full-time, first-time degree/diploma/certificate seeking students.

## **DEAN'S LIST AND HONOR ROLL**

All full-time students maintaining a semester grade point average between 3.5 and 4.0 will be recognized on the Dean's List.

A semester grade point average between 3.0 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 3.5 or higher will be recognized on a Student Recognition List.

The Dean's List, Honor Roll, and Student Recognition List are prepared by Student 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 11th 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 11th 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 with a GPA 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 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 (ILC).

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 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/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 Computer Tutorial Lab is located in room 182 of the ILC in the Division of Learning Resources. Hours of operation are posted in the DLR.

## **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 the Spring Semester by completing the application form and returning it to Student Services.
2. A prospective graduate must be currently enrolled in Pamlico Community College, have completed a minimum of 25% of the required program course work at the College, and meet the minimum requirements for the credential.

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 DLR, 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 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.

## 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 advisors.

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 Commission on Accreditation of Allied Health Education Programs (CAAHEP)-accredited medical assisting programs may be eligible to sit for the AAMA's Certification Examination to become Certified Medical Assistants.



## GRADUATE COMPETENCE IN A GENERAL EDUCATION CORE

All graduates of Pamlico Community College must have demonstrated competence in a general education core. To that effect, each degree program at the College requires students to successfully complete collegiate courses that measure competence in reading, writing, mathematics, and the use of computers. Since many of its programs do not require students to complete a course in oral communication, however, the College has defined competencies it believes are germane to speakers in all fields and that it believes its graduates should demonstrate.

A competent public speaker:

- Chooses and narrows a topic appropriate to his or her audience and the length of the presentation;
- Selects a central idea appropriate to the purpose of the presentation;
- Researches and finds materials to adequately support the presentation;
- Effectively organizes the presentation into an introduction, three-point body, and conclusion, using transitions between parts;
- Speaks extemporaneously, using notes only as references;
- Maintains eye contact with the members of the audience;
- Speaks at an appropriate rate and with clarity and volume;
- Uses expressive gestures and movements and exhibits good posture.

The College evaluates successful student achievement of the above competencies in the six-hour communications block of coursework that is required of all graduates of all programs.

# **PROGRAM DESCRIPTIONS**

## **ASSOCIATE IN ARTS DEGREE (A10100)**

### **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 their nursing, allied health, and science-related fields. Students wishing to earn the Bachelor of Science in Nursing Degree at ECU may enroll in the Associate in Arts degree program at PCC and take the College Transfer course requirements specified by the ECU School of Nursing.

The career Mobility Track also offers registered nurses a ReNew Track to complete the Bachelor of Science in Nursing Degree at ECU. The ReNew track is designed to enable a two-year RN to complete the nursing program in three semesters once accepted by ECU and the ECU School of Nursing. This is the curriculum of choice for most RNs wishing to complete a BSN. Depending upon the student's needs, however, the ReNew track can be completed in two semesters (Fast Track) at ECU. RNs interested in the ReNew Track can take the necessary requirements specified by the ECU School of Nursing prior to transfer.

Contact the department chair of arts and sciences for further information.

## Course and Hour Requirements

		Class	Lab	Clin	Credit
<b>GENERAL EDUCATION CORE (44 SHC)*</b>					
<b>Communications (6 SHC)</b>					
ENG 111	Expository Writing	3	0	0	3
ENG 113	Literature-Based Research	3	0	0	3
<b>Humanities/Fine Arts (12 SHC)</b>					
<i>Select courses from at least <b>three</b> of the following discipline areas. At least one must be a literature course.</i>					
<u>Art</u>					
ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
<u>Foreign Language</u>					
SPA 111	Elementary Spanish I	3	0	0	3
SPA 112	Elementary Spanish II	3	0	0	3
<u>Humanities</u>					
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 150	American Women's Studies	3	0	0	3
<u>Literature</u>					
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British Writers	3	0	0	3
ENG 261	World Literature I	3	0	0	3
ENG 262	World Literature II	3	0	0	3
<u>Music</u>					
MUS 110	Music Appreciation	3	0	0	3
<u>Philosophy and Religion</u>					
PHI 210	History of Philosophy	3	0	0	3
<u>Speech/Communication</u>					
COM 110	Introduction to Communication	3	0	0	3
COM 231	Public Speaking	3	0	0	3
<b>Social/Behavioral Sciences (12 SHC)</b>					
<i>Select <b>four</b> courses from at least <b>three</b> of the following discipline areas. At least one course must be a history course.</i>					
<u>Anthropology</u>					
ANT 210	General Anthropology	3	0	0	3

Economics

ECO 151	Survey of Economics	3	0	0	3
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Geography

GEO 111	World Regional Geography	3	0	0	3
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History

HIS 111	World Civilizations I	3	0	0	3
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HIS 112	World Civilizations II	3	0	0	3
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HIS 115	Intro to Global History	3	0	0	3
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HIS 131	American History I	3	0	0	3
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HIS 132	American History II	3	0	0	3
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Political Science

POL 120	American Government	3	0	0	3
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Psychology

PSY 150	General Psychology	3	0	0	3
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PSY 241	Developmental Psychology	3	0	0	3
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Sociology

SOC 210	Introduction to Sociology	3	0	0	3
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SOC 213	Sociology of the Family	3	0	0	3
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**Natural Sciences (8 SHC)**Natural Sciences

*Select two courses, including accompanying laboratory work, from among biological and physical science disciplines.*

Biology

BIO 110	Principles of Biology	3	3	0	4
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BIO 140	Environmental Biology	3	0	0	3
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BIO 140A	Environmental Biology Laboratory	0	3	0	1
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Chemistry

CHM 131	Introduction to Chemistry	3	0	0	3
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CHM 131A	Introduction to Chemistry Lab	0	3	0	1
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CHM 132	Organic and Biochemistry	3	3	0	4
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Physical Sciences

GEL 120	Physical Geology	3	2	0	4
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PHY 110	Conceptual Physics	3	0	0	3
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PHY 110A	Conceptual Physics Lab	0	2	0	1
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## 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 115	Intro to Programming and Logic	2	2	0	3
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### Mathematics

MAT 140	Survey of Mathematics	3	0	0	3
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MAT 155	Statistical Analysis	3	0	0	3
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MAT 161	College Algebra	3	0	0	3
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## OTHER REQUIRED HOURS (21 SHC)

### Orientation

ACA 111	College Student Success	1	0	0	1
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*All students should register for this course during their first semester at Pamlico Community College.*

### Computer Science

CIS 110	Introduction to Computers	2	2	0	3
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### Health

HEA 110	Personal Health/Wellness	3	0	0	3
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### Physical Education

PED 110	Fit and Well for Life	1	2	0	2
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Other required hours include additional general education and professional courses which have been approved for transfer. **These courses do not meet general education core requirements.**

ACC 120	Principles of Accounting I	3	2	0	4
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ACC 121	Principles of Accounting II	3	2	0	4
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BIO 168	Anatomy and Physiology I	3	3	0	4
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BIO 169	Anatomy and Physiology II	3	3	0	4
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BIO 275	Microbiology	3	3	0	4
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BUS 110	Introduction to Business	3	0	0	3
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BUS 115	Business Law I	3	0	0	3
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CJC 111	Introduction to Criminal Justice	3	0	0	3
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CJC 121	Law Enforcement Operations	3	0	0	3
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CJC 141	Corrections	3	0	0	3
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EDU 116	Introduction to Education	3	0	0	3
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ENG 125	Creative Writing	3	0	0	3
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ENG 126	Creative Writing II	3	0	0	3
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HIS 221	African-American History	3	0	0	3
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HIS 226	The Civil War	3	0	0	3
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MAT 141	Math I for Teachers/K-9	3	0	0	3
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MAT 142	Math II for Teachers/K-9	3	0	0	3
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**Total Semester Hours Credit in Program**

**64-65**

\*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.

***NOTE: PROGRAM SUBJECT TO CHANGE***

### **Transferring From PCC to Another Institution**

A student planning to transfer to East Carolina University 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 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
<b>GENERAL EDUCATION COURSES (15 SHC)</b>				
<b>Communications (6 SHC)</b>				
ENG 111 Expository Writing	3	0	0	3
ENG 113 Literature-Based Research	3	0	0	3
<b>Natural Sciences/Mathematics (3 SHC)</b>				
<b>Mathematics</b>				
<i>Select from the following discipline areas:</i>				
college algebra, trigonometry, calculus, computer science, and statistics.				
<b>Humanities/Fine Arts (3 SHC)</b>				
<i>Select a minimum of 3 SHC from the following:</i>				
ART 111 Art Appreciation	3	0	0	3
ART 114 Art History Survey I	3	0	0	3
ART 115 Art History Survey II	3	0	0	3
COM 110 Introduction to Communication	3	0	0	3
COM 231 Public Speaking	3	0	0	3
ENG 125 Creative Writing I	3	0	0	3
ENG 233 Major American Writers	3	0	0	3
ENG 243 Major British 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 150 American Women's Studies	3	0	0	3
MUS 110 Music Appreciation	3	0	0	3
PHI 210 History of Philosophy	3	0	0	3
SPA 111 Elementary Spanish I	3	0	0	3
SPA 112 Elementary Spanish II	3	0	0	3
<b>Social/Behavioral Sciences (3 SHC)</b>				
<i>Select a minimum of 3 SHC from the following:</i>				
ANT 210 General Anthropology	3	0	0	3
ECO 151 Survey of Economics	3	0	0	3
GEO 111 World Regional Geography	3	0	0	3
HIS 111 World Civilizations I	3	0	0	3
HIS 112 World Civilizations II	3	0	0	3

HIS 115	Intro to Global History	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3

**OTHER REQUIRED HOURS (49-50 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
	<i>All students should register for this course during their first semester at Pamlico Community College.</i>				

CIS 110	Introduction to Computers	2	2	0	3
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**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	
<b>GENERAL EDUCATION COURSES</b>					
<b>Communications (6 SHC)</b>					
ENG 111	Expository Writing	3	0	0	3
ENG 113	Literature-Based Research	3	0	0	3
<b>Natural Sciences/Mathematics (3 SHC)</b>					
MAT 140	Survey of Mathematics	3	0	0	3
<b>Humanities/Fine Arts (3 SHC)</b>					
<i>Select a minimum of 3 SHC from the following:</i>					
ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
COM 110	Introduction to Communication	3	0	0	3
COM 231	Public Speaking	3	0	0	3
ENG 125	Creative Writing I	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British 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 150	American Women's Studies	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
SPA 111	Elementary Spanish I	3	0	0	3
SPA 112	Elementary Spanish II	3	0	0	3

### Social/Behavioral Sciences (3 SHC)

*Select a minimum of 3 SHC from the following:*

ANT 210	General Anthropology	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 115	Intro to Global History	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3

## MAJOR COURSES

### Required Courses: (15 SHC)

ACC 120	Prin of Financial Acct	3	2	0	4
ACC 121	Prin of Managerial Acct	3	2	0	4
ACC 220	Intermediate Accounting I	3	2	0	4
BUS 115	Business Law I	3	0	0	3

### Required Subject Areas: (9 SHC)

#### Taxes

ACC 131	Federal Income Taxes	2	2	0	3
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#### Economics

ECO 151	Survey of Economics	3	0	0	3
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#### Computers

CIS 110	Introduction to Computers	2	2	0	3
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### Other Major Courses: (29 SHC)

ACC 140	Payroll Accounting	1	2	0	2
ACC 150	Computerized General Ledger	1	2	0	2
ACC 225	Cost Accounting	3	0	0	3
ACC 240	Gov and Not-for-Profit Acct	3	0	0	3
ACC 269	Auditing	3	0	0	3
BUS 110	Introduction to Business	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 260	Business Communication	3	0	0	3

CIS 120	Spreadsheet I	2	2	0	3
CIS 169	Business Presentations	1	2	0	2
OST 131	Keyboarding	1	2	0	2
<b>Other Required Courses: (4 SHC)</b>					
ACA 111	College Student Success	1	0	0	1
	<i>All students should register for this course during their first semester at Pamlico Community College.</i>				
COM 110	Introduction to Communication	3	0	0	3
<b>Total Semester Hours Credit in Program</b>					<b>72</b>

## ACCOUNTING DIPLOMA (D25100)

### Course and Hour Requirements

	Class	Lab	Clin	Credit	
<b>GENERAL EDUCATION COURSES</b>					
<b>Communications (3 SHC)</b>					
ENG 111	Expository Writing	3	0	0	3
<b>Natural Sciences/Mathematics (3 SHC)</b>					
MAT 140	Survey of Mathematics	3	0	0	3
<b>MAJOR COURSES</b>					
<b>Required Courses: (11 SHC)</b>					
ACC 120	Prin of Financial Acct	3	2	0	4
ACC 121	Prin of Managerial Acct	3	2	0	4
BUS 115	Business Law I	3	0	0	3
<b>Required Subject Areas: (6 SHC)</b>					
<u>Taxes</u>					
ACC 131	Federal Income Taxes	2	2	0	3
<u>Computers/Information Systems</u>					
CIS 110	Introduction to Computers	2	2	0	3
<b>Other Major Courses: (14 SHC)</b>					
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	2	2	0	3
CIS 169	Business Presentations	1	2	0	2
OST 131	Keyboarding	1	2	0	2

**Other Required Courses: (1 SHC)**

ACA 111	College Student Success	1	0	0	1
<i>All students should register for this course during their first semester at Pamlico Community College.</i>					

**Total Semester Hours Credit in Program** **38**

## ACCOUNTING CERTIFICATE (C25100)

### Course and Hour Requirements

		Class	Lab	Clin	Credit
<b>MAJOR COURSES</b>					
<b>Required Courses: (8 SHC)</b>					
ACC 120	Prin of Financial Acct	3	2	0	4
ACC 121	Prin of Managerial Acct	3	2	0	4
<b>Required Subject Areas: (3 SHC)</b>					
<i>Taxes</i>					
ACC 131	Federal Income Taxes	2	2	0	3
<b>Other Major Courses: (2 SHC)</b>					
OST 131	Keyboarding	1	2	0	2
<b>Total Semester Hours Credit in Program</b>					<b>13</b>

## ELECTRONIC ACCOUNTING CERTIFICATE

### Course and Hour Requirements

		Class	Lab	Clin	Credit
ACC 120	Prin of Financial Acct	3	2	0	4
ACC 121	Prin of Managerial Acct	3	2	0	4
ACC 150	Computerized General Ledger	1	2	0	2
BUS 121	Business Math	2	2	0	3
CIS 110	Introduction to Computers	2	2	0	3
<b>Total Semester Hours Credit in Program</b>					<b>16</b>

# BUSINESS ADMINISTRATION (A25120)

## Associate in Applied Science Degree

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team-building, and decision-making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

### Course and Hour Requirements

		Class	Lab	Clin	Credit
<b>GENERAL EDUCATION COURSES</b>					
<b>Communications (6 SHC)</b>					
ENG 111	Expository Writing	3	0	0	3
ENG 113	Literature-Based Research	3	0	0	3
<b>Natural Sciences/Mathematics (3 SHC)</b>					
MAT 140	Survey of Mathematics	3	0	0	3
<b>Humanities/Fine Arts (3 SHC)</b>					
<i>Select a minimum of 3 SHC from the following:</i>					
ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
COM 110	Introduction to Communication	3	0	0	3
COM 231	Public Speaking	3	0	0	3
ENG 125	Creative Writing I	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British 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 150	American Women's Studies	3	0	0	3

MUS 110	Music Appreciation	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
SPA 111	Elementary Spanish I	3	0	0	3
SPA 112	Elementary Spanish II	3	0	0	3

### Social/Behavioral Sciences (3 SHC)

*Select a minimum of 3 SHC from the following:*

ANT 210	General Anthropology	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 115	Intro to Global History	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3

### MAJOR COURSES

#### Required Courses: (13 SHC)

ACC 120	Prin of Financial Acct	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: (6 SHC)

##### Computer Applications

CIS 110	Introduction to Computers	2	2	0	3
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##### Economics

ECO 151	Survey of Economics	3	0	0	3
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#### Other Major Courses: (22 SHC)

ACC 121	Prin of Managerial Acct	3	2	0	4
ACC 150	Computerized General Ledger	1	2	0	2
BUS 110	Introduction to Business	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

**Required Subject Areas: (12 SHC)***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

*Finance: Select 3 SHC from the following:*

BUS 125	Personal Finance	3	0	0	3
BUS 225	Business Finance	2	2	0	3

*Math: Select 3 SHC from the following:*

BUS 121	Business Math	2	2	0	3
BUS 228	Business Statistics	2	2	0	3

*Marketing: Select 3 SHC from the following:*

MKT 123	Fundamentals of Selling	3	0	0	3
MKT 220	Advertising and Sales Promotion	3	0	0	3

**Other Required Courses: (4SHC)**

ACA 111	College Student Success	1	0	0	1
<i>All students should register for this course during their first semester at Pamlico Community College.</i>					
COM 110	Introduction to Communication	3	0	0	3

**Total Semester Hours Credit in Program****72**

## BUSINESS ADMINISTRATION CERTIFICATE (C25120)

**Course and Hour Requirements**

		Class	Lab	Clin	Credit
<b>MAJOR COURSES</b>					
<b>Required Courses: (4 SHC)</b>					
ACC 120	Prin of Financial Acct	3	2	0	4
<b>Required Subject Areas: (3 SHC)</b>					
<i>Computer Applications</i>					
CIS 110	Introduction to Computers	2	2	0	3

**Other Major Courses: (9 SHC)**

BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3

**Total Semester Hours Credit in Program** **16**

## BUSINESS APPLICATION CERTIFICATE (C25120C)

### Course and Hour Requirements

	Class	Lab	Clin	Credit
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**MAJOR COURSES****Required Courses: (16 SHC)**

ACC 120	Prin of Financial Acct	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 135	Principles of Supervision	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
CIS 120	Spreadsheet I	2	2	0	3

**Total Semester Hours Credit in Program** **16**

## SMALL BUSINESS ADMINISTRATION CERTIFICATE (C25120B)

### Course and Hour Requirements

	Class	Lab	Clin	Credit
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**MAJOR COURSES****Required Courses: (3 SHC)**

MKT 120	Principles of Marketing	3	0	0	3
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**Other Major Courses: (13 SHC)**

BUS 110	Introduction to Business	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 135	Principles of Supervision	3	0	0	3
BUS 280	REAL Small Business	4	0	0	4

**Total Semester Hours Credit in Program** **16**



# COSMETOLOGY DIPLOMA (55140)

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

## Course and Hour Requirements

	Class	Lab	Clin	Credit
<b>GENERAL EDUCATION COURSES</b>				
<b>Communications (3 SHC)</b>				
ENG 101 Applied Communications I	3	0	0	3
<b>Natural Sciences/Mathematics (3 SHC)</b>				
MAT 101 Applied Mathematics I	2	2	0	3
<b>MAJOR COURSES</b>				
<b>Required Courses: (32 SHC)</b>				
COS 111 Cosmetology Concepts I	4	0	0	4
COS 112 Salon I	0	24	0	8
COS 113 Cosmetology Concepts II	4	0	0	4
COS 114 Salon II	0	24	0	8
COS 115 Cosmetology Concepts III	4	0	0	4
COS 116 Salon III	0	12	0	4
<b>Required Subject Areas: (9 SHC)</b>				
COS 117 Cosmetology Concepts IV	2	0	0	2
COS 118 Salon IV	0	21	0	7
<b>Other Required Courses: (1 SHC)</b>				
ACA 111 College Student Success	1	0	0	1
<i>All students should register for this course during their first semester at Pamlico Community College.</i>				

**Total Semester Hours Credit in Program**

**48**

# CRIMINAL JUSTICE ASSOCIATE (A55180)

## Associate in Applied Science Degree

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

### Course and Hour Requirements

		Class	Lab	Clin	Credit
<b>GENERAL EDUCATION COURSES</b>					
<b>Communications (6 SHC)</b>					
ENG 111	Expository Writing	3	0	0	3
ENG 113	Literature-Based Research	3	0	0	3
<b>Natural Sciences/Mathematics (6 SHC)</b>					
MAT 140	Survey of Mathematics	3	0	0	3
MAT 155	Statistics Analysis	3	0	0	3
<b>Humanities/Fine Arts (3 SHC)</b>					
<i>Select a minimum of 3 SHC from the following:</i>					
ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
COM 110	Introduction to Communication	3	0	0	3
COM 231	Public Speaking	3	0	0	3
ENG 125	Creative Writing I	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British 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 150	American Women's Studies	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3

PHI 210	History of Philosophy	3	0	0	3
SPA 111	Elementary Spanish I	3	0	0	3
SPA 112	Elementary Spanish II	3	0	0	3

**Social/Behavioral Sciences (3 SHC)**

*Select a minimum of 3 SHC from the following:*

ANT 210	General Anthropology	3	0	0	3
ECO 151	Survey of Economics	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 115	Intro to Global History	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3

**MAJOR COURSES**

**Required Courses: (22 SHC)**

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 and Community Relations	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
CJC 231	Constitutional Law	3	0	0	3

**Other Major Courses: (29 SHC)**

CIS 110	Introduction to Computers	2	2	0	3
CJC 120	Interviews/Interrogations	1	2	0	2
CJC 121	Law Enforcement Operations	3	0	0	3
CJC 122	Community Policing	3	0	0	3
CJC 132	Court Procedure and Evidence	3	0	0	3
CJC 141	Corrections	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

**Other Required Courses: (1 SHC)**

ACA 111	College Student Success	1	0	0	1
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*All students should register for this course during their first semester at Panlico Community College.*

**Total Semester Hours Credit in Program**

**70**

# CRIMINAL JUSTICE DIPLOMA (D55180)

## GENERAL EDUCATION COURSES

### Communications (3 SHC)

ENG 111	Expository Writing	3	0	0	3
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### Natural Sciences/Mathematics (3 SHC)

MAT 140	Survey of Mathematics	3	0	0	3
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### Social/Behavioral Sciences (3 SHC)

PSY 150	General Psychology	3	0	0	3
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## MAJOR COURSES

### Required Courses: (19 SHC)

CJC 111	Introduction to Criminal Justice	3	0	0	3
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CJC 112	Criminology	3	0	0	3
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CJC 131	Criminal Law	3	0	0	3
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CJC 212	Ethics and Community Relations	3	0	0	3
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CJC 221	Investigative Principles	3	2	0	4
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CJC 231	Constitutional Law	3	0	0	3
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### Other Major Courses Required: (12 SHC)

CIS 110	Introduction to Computers	2	2	0	3
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CJC 121	Law Enforcement Operations	3	0	0	3
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CJC 132	Court Procedure and Evidence	3	0	0	3
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CJC 141	Corrections	3	0	0	3
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### Other Required Courses: (1 SHC)

ACA 111	College Student Success	1	0	0	1
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*All students should register for this course during their first semester at Pamlico Community College.*

**Total Semester Hours Credit in Program**

**41**

# CRIMINAL JUSTICE CERTIFICATE (C55180)

## MAJOR COURSES

### Required Courses: (12 SHC)

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

### Other Major Courses Required: (3 SHC)

CJC 132	Court Procedure and Evidence	3	0	0	3
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### Other Required Courses: (1 SHC)

ACA 111	College Student Success	1	0	0	1
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*All students should register for this course during their first semester at Pamlico Community College.*

**Total Semester Hours Credit in Program** **16**

# 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 childcare programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

### Course and Hour Requirements

		Class	Lab	Clin	Credit
<b>GENERAL EDUCATION COURSES</b>					
<b>Communications (6 SHC)</b>					
ENG 111	Expository Writing	3	0	0	3
ENG 113	Literature-Based Research	3	0	0	3
<b>Mathematics (3 SHC)</b>					
<i>Select a minimum of 3 SHC from the following:</i>					
MAT 110	Mathematical Measurement	2	0	0	3
MAT 140	Survey of Mathematics	2	2	0	3
<b>Humanities/Fine Arts (3 SHC)</b>					
<i>Select a minimum of 3 SHC from the following:</i>					
ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
COM 110	Introduction to Communication	3	0	0	3
COM 231	Public Speaking	3	0	0	3
ENG 125	Creative Writing I	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British 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 150	American Women's Studies	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3

PHI 210	History of Philosophy	3	0	0	3
SPA 111	Elementary Spanish I	3	0	0	3
SPA 112	Elementary Spanish II	3	0	0	3

**Social/Behavioral Sciences (3 SHC)**

PSY 150	General Psychology	3	0	0	3
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**MAJOR COURSES**

**Required Courses: (10 SHC)**

COE 111	Co-op Work Experience I	0	0	10	1
EDU 131	Child, 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: (4 SHC)**

*Select one of the following sets:*

EDU 111	Early Childhood Credential I	2	0	0	2
<i>and</i>					
EDU 112	Early Childhood Credential II	2	0	0	2
<i>or</i>					
EDU 113	Family/Early Child Credential	2	0	0	2

**Child Development (6 SHC)**

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

**Other Major Hours: (30 SHC)**

BUS 240	Business Ethics	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, and Nutrition	3	0	0	3
EDU 234	Infants, Toddlers, and Twos	3	0	0	3
EDU 259	Curriculum Planning	3	0	0	3
EDU 282	Early Childhood Literature	3	0	0	3
EDU 286	Early Childhood Issues	1	0	0	1
PSY 241	Developmental Psychology	3	0	0	3

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

EDU 235	School-Age Development and Program	2	0	0	2
EDU 252	Math and Science 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 Courses: (1 SHC)**

ACA 111	College Student Success	1	0	0	1
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*All students should register for this course during their first semester at Pamlico Community College.*

**Total Semester Hours Credit in Program****66**

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
<b>GENERAL EDUCATION COURSES</b>					
<b>Communications (6 SHC)</b>					
ENG 111	Expository Writing	3	0	0	3
ENG 113	Literature-Based Research	3	0	0	3
<b>Social/Behavioral Sciences (3 SHC)</b>					
PSY 150	General Psychology	3	0	0	3
<b>MAJOR COURSES</b>					
<b>Required Courses: (10 SHC)</b>					
COE 111	Co-op Work Experience I	0	0	10	1
EDU 131	Child, 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
<b>Required Subject Areas: (10 SHC)</b>					
<i>Select one of the following sets:</i>					
EDU 111	Early Childhood Credential I	2	0	0	2
<i>and</i>					
EDU 112	Early Childhood Credential II	2	0	0	2
<i>or</i>					
EDU 113	Family/Early Child Credential	2	0	0	2
<b><u>Child Development</u></b>					
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3



**Other Major Courses: (11-12 SHC)**

BUS 240	Business Ethics	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, and Nutrition	3	0	0	3

*Select one of the following:*

EDU 252	Math and Science Activities	3	0	0	3
EDU 261	Early Childhood Administration I	2	0	0	2

**Other Required Courses: (1 SHC)**

ACA 111	College Student Success	1	0	0	1
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*All students should register for this course during their first semester at Pamlico Community College.***Total Semester Hours Credit in Program****41-42**

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****MAJOR COURSES****Required Courses: (3 SHC)**

		Class	Lab	Clin	Credit
EDU 146	Child Guidance	3	0	0	3

**Required Subject Areas: (7 SHC)***Select one of the following sets:*

EDU 111	Early Childhood Credential I	2	0	0	2
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*and*

EDU 112	Early Childhood Credential II	2	0	0	2
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*or*

EDU 113	Family/Early Child Credential	2	0	0	2
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*Child Development*

EDU 144	Child Development I	3	0	0	3
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**Other Major Courses: (6 SHC)**

BUS 240	Business Ethics	3	0	0	3
EDU 153	Health, Safety, and Nutrition	3	0	0	3
<b>Total Semester Hours Credit in Program</b>					<b>16</b>

**EARLY CHILDHOOD TEACHER ASSISTANT  
CERTIFICATE (C55220)**

**Course and Hour Requirements**

		<b>Class</b>	<b>Lab</b>	<b>Clin</b>	<b>Credit</b>
<b>MAJORCOURSES</b>					
<b>Required Courses: (12 SHC)</b>					
EDU 111	Early Childhood Credential I	2	0	0	2
EDU 112	Early Childhood Credential II	2	0	0	2
EDU 144	Child Development I	3	0	0	3
EDU 235	School-Age Dev and Program	2	0	0	2
EDU 252	Math and Sci Activities	3	0	0	3
<b>Total Semester Hours Credit in Program</b>					<b>12</b>

# 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 Electrical 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
<b>GENERAL EDUCATION COURSES</b>					
<b>Communications (6 SHC)</b>					
ENG 111	Expository Writing	3	0	0	3
ENG 113	Literature-Based Research	3	0	0	3
<b>Natural Sciences/Mathematics (6 SHC)</b>					
MAT 121	Algebra/Trigonometry I	2	2	0	3
MAT 122	Algebra/Trigonometry II	2	2	0	3
<b>Humanities/Fine Arts (3 SHC)</b>					
<i>Select a minimum of 3 SHC from the following:</i>					
ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
COM 110	Introduction to Communication	3	0	0	3
COM 231	Public Speaking	3	0	0	3
ENG 125	Creative Writing I	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British 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 150	American Women's Studies	3	0	0	3

MUS 110	Music Appreciation	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
SPA 111	Elementary Spanish I	3	0	0	3
SPA 112	Elementary Spanish II	3	0	0	3

**Social/Behavioral Sciences (3 SHC)**

*Select a minimum of 3 SHC from the following:*

ANT 210	General Anthropology	3	0	0	3
ECO 151	Survey of Economics	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 115	Intro to Global History	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3

**MAJOR COURSES**

**Required Core Courses: (16 SHC)**

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: (12 SHC)**

Wiring

ELC 114	Basic Wiring II	2	6	0	4
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Electronics

ELN 131	Electronic Devices	3	3	0	4
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Digital Electronics

ELN 133	Digital Electronics	3	3	0	4
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**Other Major Courses: (19 SHC)**

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: (3 SHC)***Select a minimum of 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
MEC 172	Intro to Metallurgy	2	2	0	3

**Other Required Courses: (1 SHC)**

ACA 111	College Student Success	1	0	0	1
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*All students should register for this course during their first semester at Pamlico Community College.***Total Semester Hours Credit in Program****69**

## ELECTRICAL/ELECTRONICS TECHNOLOGY DIPLOMA (D35220)

**Course and Hour Requirements**

		Class	Lab	Clin	Credit
<b>GENERAL EDUCATION COURSES</b>					
<b>Communications (3 SHC)</b>					
ENG 111	Expository Writing	3	0	0	3
<b>Natural Sciences/Mathematics (3 SHC)</b>					
MAT 121	Algebra/Trigonometry I	2	2	0	3
<b>MAJOR COURSES</b>					
<b>Required Core Courses: (13 SHC)</b>					
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
<b>Required Subject Areas: (8 SHC)</b>					
<u>Wiring</u>					
ELC 114	Basic Wiring II	2	6	0	4
<u>Electronics</u>					
ELN 131	Electronic Devices	3	3	0	4

**Other Major Courses: (13 SHC)**

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: (1 SHC)**

ELC 215	Electrical Maintenance	2	3	0	3
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**Total Semester Hours Credit in Program** **43**

## ELECTRICAL/ELECTRONICS TECHNOLOGY CERTIFICATE (C35220)

### Course and Hour Requirements

Class    Lab    Clin    Credit

**MAJOR COURSES****Required Core Courses: (9 SHC)**

ELC 112	DC/AC Electricity	3	6	0	5
ELC 113	Basic Wiring I	2	6	0	4

**Required Subject Areas: (4 SHC)**Electronics

ELN 131	Electronic Devices	3	3	0	4
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**Other Major Courses: (2 SHC)**

ELC 118	National Electrical Code	1	2	0	2
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**Total Semester Hours Credit 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 electroencephalographic equipment and other electrophysiological devices.

Course work includes communication skills with patients 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**

Because of the nature of allied health programs and the enrollment restrictions placed on the College by accrediting agencies and clinical facilities, only a limited number of students will be accepted each year. In order to be considered for an allied health program, the applicant must be certain that all admissions criteria have been met.

In addition to the General Admission Policy of the College, all applicants are required to:

1. Be at least 18 years of age to enroll in allied health core courses;
2. Submit three sealed letters of reference to the department chair of the Allied Health programs (letters must be from individuals who are not relatives of the applicant or employees of the College);
3. Schedule an appointment for a personal interview with the department chair and the program chair prior to enrolling in the Allied Health program and registering for classes;
4. Complete the ASSET Elementary Algebra Test and the Science Placement Test;
5. Have a physical examination completed by a qualified healthcare provider and submit the resulting Report of Medical History form to the department chair prior to scheduling an interview and enrolling in the program. **The physical examination (Report of Medical History) is at the full financial**

**expense and responsibility of the applicant.** A copy of the applicant's report of childhood immunizations must accompany the Report of Medical History.

Student medical information is kept in strictest confidence. Such records are securely stored in Student Services and in the office of the department chair of Allied Health. Some externship facilities may require additional immunizations prior to externship placement (All immunizations are at the expense of the student).

### **CRIMINAL HISTORY**

Applicants who have been convicted of felony and/or serious misdemeanor crime(s) may find difficulty being placed into externship settings. Without placement into an externship setting, the student will not complete the clinical aspect of the educational process and will not graduate from an Allied Health program, and most will not be able to find employment in the healthcare field.

Students who have been convicted of felony crime(s) will not be eligible to take the national examination to become registered or certified healthcare professionals.

### **CARDIOPULMONARY RESUSCITATION CERTIFICATION**

Students must possess and provide documentation of current CPR certifications prior to placement into an assigned externship. It is the student's responsibility to maintain current certification/recertification.

### **MALPRACTICE INSURANCE**

Students must purchase malpractice insurance prior to placement into an assigned externship. The department chair or program director will provide the insurance application form and payment will be collected by the Business Office.

*See Allied Health Handbook for additional information to be used in conjunction with all College policies and procedures.*



## Course and Hour Requirements

		Class	Lab	Clin	Credit
<b>GENERAL EDUCATION COURSES</b>					
<b>Communications (6 SHC)</b>					
ENG 111	Expository Writing	3	0	0	3
ENG 113	Literature-Based Research	3	0	0	3
<b>Natural Sciences/Mathematics (3 SHC)</b>					
MAT 110	Mathematical Measurement	2	2	0	3
<b>Humanities/Fine Arts (3 SHC)</b>					
<i>Select a minimum of 3 SHC from the following:</i>					
ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
COM 110	Introduction to Communication	3	0	0	3
COM 231	Public Speaking	3	0	0	3
ENG 125	Creative Writing I	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British 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 150	American Women's Studies	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
SPA 111	Elementary Spanish I	3	0	0	3
SPA 112	Elementary Spanish II	3	0	0	3
<b>Social/Behavioral Sciences (3 SHC)</b>					
PSY 150	General Psychology	3	0	0	3
<b>MAJOR COURSES</b>					
<b>Required Courses: (36 SHC)</b>					
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: (8 SHC)**

*Anatomy and Physiology*

BIO 168	Anatomy and Physiology I	3	3	0	4
BIO 169	Anatomy and Physiology II	3	3	0	4

**Other Major Courses: (5 SHC)**

MED 118	Medical Law and Ethics	2	0	0	2
CIS 110	Introduction to Computers	2	2	0	3

**Other Required Courses: (1 SHC)**

ACA 111	College Student Success	1	0	0	1
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*All students should register for this course during their first semester at Pamlico Community College.*

**Total Semester Hours Credit in Program**

**65**

# 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.

### ADMISSION REQUIREMENTS

Environmental Science students must complete the Science Placement Test with a score of 70 or higher.

### Course and Hour Requirements

	Class	Lab	Clin	Credit
<b>GENERAL EDUCATION COURSES</b>				
<b>Communications (6 SHC)</b>				
ENG 111 Expository Writing	3	0	0	3
ENG 113 Literature-Based Research	3	0	0	3
<b>Natural Sciences/Mathematics (3 SHC)</b>				
MAT 121 Algebra/Trigonometry I	2	2	0	3
<b>Humanities/Fine Arts (3 SHC)</b>				
<i>Select a minimum of 3 SHC from the following:</i>				
ART 111 Art Appreciation	3	0	0	3
ART 114 Art History Survey I	3	0	0	3
ART 115 Art History Survey II	3	0	0	3
COM 110 Introduction to Communication	3	0	0	3
COM 231 Public Speaking	3	0	0	3
ENG 125 Creative Writing I	3	0	0	3
ENG 233 Major American Writers	3	0	0	3
ENG 243 Major British 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 150	American Women's Studies	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
SPA 111	Elementary Spanish I	3	0	0	3
SPA 112	Elementary Spanish II	3	0	0	3

### **Social/Behavioral Sciences (3 SHC)**

*Select a minimum of 3 SHC from the following:*

ANT 210	General Anthropology	3	0	0	3
ECO 151	Survey of Economics	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 115	Intro to Global History	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3

### **MAJOR COURSES**

#### **Required Courses: (11 SHC)**

BIO 111	General Biology I	3	3	0	4
CHM 131	Introduction to Chemistry	3	0	0	3
CHM 131A	Introduction to Chemistry Lab	0	3	0	1
ENV 218	Environmental Health	3	0	0	3

#### **Required Subject Areas: (6-7 SHC)**

##### Science

BIO 140	Environmental Biology	3	0	0	3
BIO 140A	Environmental Biology Lab	0	3	0	1

##### Safety

*Select one course from the following:*

ISC 112	Industrial Safety	2	0	0	2
ISC 121	Environmental Health and Safety	3	0	0	3

**Other Major Courses: (35-36 SHC)**

BIO 110	Principles of Biology	3	3	0	4
BIO 275	Microbiology	3	3	0	4
CIS 110	Introduction to Computers	2	2	0	3
CHM 132	Organic and Biochemistry	3	3	0	4
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 and Analysis	2	3	0	3

Computers*Select one course from the following:*

CIS 120	Spreadsheet I	2	2	0	3
CIS 169	Business Presentations	1	2	0	2

**Required Subject Area: (1-2 SHC)***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: (1 SHC)**

ACA 111	College Student Success	1	0	0	1
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*All students should register for this course during their first semester at Pamlico Community College.***Total Semester Hours Credit in Program****69-70**

## ENVIRONMENTAL SCIENCE/ENVIRONMENTAL MANAGEMENT (A2014B)

**Associate in Applied Science Degree**

The Environmental Management is a concentration under the curriculum title of Environmental Technology. This curriculum prepares 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. Coursework includes general education, computer applications, biology, chemistry, industrial safety, and detailed environmental classes specific to the concentration.

Graduates should qualify for numerous positions within the industry. Employment opportunities include, but are not limited to, Chemical Analysis, Biological Analysis, Water/Wastewater Management, Environmental Regulatory Compliance/Enforcement, and Sensitive Resource Management and Conservation.

### ADMISSION REQUIREMENTS

Environmental Science/Environmental Management students must complete the Science Placement Test with a score of 70 or higher.

### Course and Hour Requirements

		Class	Lab	Clin	Credit
<b>GENERAL EDUCATION COURSES</b>					
<b>Communications (6 SHC)</b>					
ENG 111	Expository Writing	3	0	0	3
ENG 113	Literature-Based Research	3	0	0	3
<b>Natural Sciences/Mathematics (3 SHC)</b>					
MAT 121	Algebra/Trigonometry I	2	2	0	3
<b>Humanities/Fine Arts (3 SHC)</b>					
<i>Select a minimum of 3 SHC from the following:</i>					
ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
COM 110	Introduction to Communication	3	0	0	3
COM 231	Public Speaking	3	0	0	3
ENG 125	Creative Writing I	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British 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 150	American Women's Studies	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
SPA 111	Elementary Spanish I	3	0	0	3
SPA 112	Elementary Spanish II	3	0	0	3

**Social/Behavioral Sciences (3 SHC)***Select a minimum of 3 SHC from the following:*

ANT 210	General Anthropology	3	0	0	3
ECO 151	Survey of Economics	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 115	Intro to Global History	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3

**Concentration (15 SHC)**

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: (11 SHC)**

BIO 111	General Biology	3	3	0	4
CHM 131	Introduction to Chemistry	3	0	0	3
CHM 131A	Introduction to Chemistry Lab	0	3	0	1
ENV 218	Environmental Health	3	0	0	3

**Required Subject Areas: (6-7 SHC)**Science

BIO 140	Environmental Biology	3	0	0	3
<i>and</i>					
BIO 140A	Environmental Biology Lab	0	3	0	1

Safety*Select one course from the following:*

ISC 112	Industrial Safety	2	0	0	2
ISC 121	Environmental Health and Safety	3	0	0	3

**Other Major Courses: (18 SHC)**

CHM 132	Organic and Biochemistry	3	3	0	4
CIS 110	Introduction to Computers	2	2	0	3

ENV 120	Earth Science	3	2	0	4
ENV 214	Water Quality	3	2	0	4
ENV 236	Wetlands Science	2	2	0	3

**Required Subject Area: (3-5 SHC)**

Supervision/Issues

*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

Computers

*Select one course from the following:*

CIS 120	Spreadsheet I	2	2	0	3
CIS 169	Business Presentations	1	2	0	2

**Other Required Courses: (1 SHC)**

ACA 111	College Student Success	1	0	0	1
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*All students should register for this course during their first semester at Pamlico Community College.*

**Total Semester Hours Credit in Program** **69-72**



# 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
<b>GENERAL EDUCATION COURSES</b>				
<b>Communications (6 SHC)</b>				
ENG 111 Expository Writing	3	0	0	3
ENG 113 Literature-Based Research	3	0	0	3
<b>Natural Sciences/Mathematics (3 SHC)</b>				
<i>Select from the following discipline areas:</i>				
college algebra, trigonometry, calculus, computer science, and statistics.				
<b>Humanities/Fine Arts (3 SHC)</b>				
<i>Select a minimum of 3 SHC from the following:</i>				
ART 111 Art Appreciation	3	0	0	3
ART 114 Art History Survey I	3	0	0	3
ART 115 Art History Survey II	3	0	0	3
COM 110 Introduction to Communication	3	0	0	3
COM 231 Public Speaking	3	0	0	3
ENG 125 Creative Writing I	3	0	0	3
ENG 233 Major American Writers	3	0	0	3
ENG 243 Major British 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 150 American Women's Studies	3	0	0	3
MUS 110 Music Appreciation	3	0	0	3
PHI 210 History of Philosophy	3	0	0	3
SPA 111 Elementary Spanish I	3	0	0	3
SPA 112 Elementary Spanish II	3	0	0	3

**Social/Behavioral Sciences (3 SHC)***Select a minimum of 3 SHC from the following:*

ANT 210	General Anthropology	3	0	0	3
ECO 151	Survey of Economics	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 115	Intro to Global History	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	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, BIO, BUS, CHM, CIS, COE, ECO, ELC, ELN, ENV, ISC, MED, MKT, NET, OST, PCI, PHY.*

**Other Required Courses: (4 SHC)**

ACA 111	College Student Success	1	0	0	1
	<i>All students should register for this course during their first semester at Pamlico Community College.</i>				
CIS 110	Introduction to Computers	2	2	0	3

**Total Semester Hours Credit in Program** **68**

# GENERAL OCCUPATIONAL TECHNOLOGY DIPLOMA (D55280)

## Course and Hour Requirements

	Class	Lab	Clin	Credit
<b>GENERAL EDUCATION COURSES</b>				
<b>Communications (3 SHC)</b>				
ENG 111 Expository Writing	3	0	0	3
<b>Natural Sciences/Mathematics (3 SHC)</b>				
<i>Select from the following discipline areas:</i>				
college algebra, trigonometry, calculus, computer science, and statistics.				
<b>Other Major Hours (30 SHC)</b>				
<i>Select courses from the following prefixes: ACC, BIO, BUS, CHM, CIS, COE, ECO, ELC, ELN, ENV, ISC, MED, MKT, NET, OST, PCI, PHY.</i>				
<b>Other Required Courses: (1 SHC)</b>				
ACA 111 College Student Success	1	0	0	1
<i>All students should register for this course during their first semester at Pamlico Community College.</i>				
<b>Total Semester Hours Credit in Program</b>				<b>37</b>

# GENERAL OCCUPATIONAL TECHNOLOGY CERTIFICATE (C55280)

## Course and Hour Requirements

	Class	Lab	Clin	Credit
<b>Other Major Hours (16 SHC)</b>				
<i>Select courses from the following prefixes: ACC, BIO, BUS, CHM, CIS, COE, ECO, ELC, ELN, ENV, ISC, MED, MKT, NET, OST, PCI, PHY.</i>				
<b>Other Required Courses: (1 SHC)</b>				
ACA 111 College Student Success	1	0	0	1
<i>All students should register for this course during their first semester at Pamlico Community College.</i>				
<b>Total Semester Hours Credit in Program</b>				<b>17</b>

# 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 the North Carolina Pesticide Applicator's examination and the North Carolina Certified Plant Professional examination.

### Course and Hour Requirements

	Class	Lab	Clin	Credit	
<b>GENERAL EDUCATION COURSES</b>					
<b>Communications (6 SHC)</b>					
ENG 111	Expository Writing	3	0	0	3
<i>Select one course from the following:</i>					
ENG 113	Literature-Based Research	3	0	0	3
COM 231	Public Speaking	3	0	0	3
<b>Natural Sciences/Mathematics (3 SHC)</b>					
MAT 140	Survey of Mathematics	3	0	0	3
<b>Humanities/Fine Arts (3 SHC)</b>					
<i>Select a minimum of 3 SHC from the following:</i>					
ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
COM 110	Introduction to Communication	3	0	0	3
COM 231	Public Speaking	3	0	0	3
ENG 125	Creative Writing I	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British 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 150	American Women's Studies	3	0	0	3

MUS 110	Music Appreciation	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
SPA 111	Elementary Spanish I	3	0	0	3
SPA 112	Elementary Spanish II	3	0	0	3

### **Social/Behavioral Sciences (3 SHC)**

*Select a minimum of 3 SHC from the following:*

ANT 210	General Anthropology	3	0	0	3
ECO 151	Survey of Economics	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 115	Intro to Global History	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3

### **MAJOR COURSES**

#### **Required Courses: (15 SHC)**

HOR 160	Plant Materials I	2	2	0	3
HOR 162	Applied Plant Science	2	2	0	3
HOR 164	Horticultural Pest Management	2	2	0	3
HOR 166	Soils and Fertilizers	2	2	0	3
HOR 168	Plant Propagation	2	2	0	3

#### **Other Major Courses: (30 SHC)**

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 and ID	3	2	0	4
TRF 151	Intro Landscape Design	2	2	0	3

#### **Required Subject Areas: (6 SHC)**

BUS 230	Small Business Management	3	0	0	3
BUS 240	Business Ethics	3	0	0	3

**Other Required Courses: (1 SHC)**

ACA 111	College Student Success	1	0	0	1
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*All students should register for this course during their first semester at Paulico Community College.*

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

## HORTICULTURE DIPLOMA (D15240)

### Course and Hour Requirements

	Class	Lab	Clin	Credit	
<b>GENERAL EDUCATION COURSES</b>					
<b>Communications (3 SHC)</b>					
ENG 111	Expository Writing	3	0	0	3
<b>Natural Sciences/Mathematics (3 SHC)</b>					
MAT 140	Survey of Mathematics	3	0	0	3
<b>MAJOR COURSES</b>					
<b>Required Courses: (15 SHC)</b>					
HOR 160	Plant Materials I	2	2	0	3
HOR 162	Applied Plant Science	2	2	0	3
HOR 164	Horticultural Pest Management	2	2	0	3
HOR 166	Soils and Fertilizers	2	2	0	3
HOR 168	Plant Propagation	2	2	0	3
<b>Other Major Courses: (18 SHC)</b>					
BUS 135	Principles of Supervision	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
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
<b>Required Subject Areas: (3 SHC)</b>					
BUS 230	Small Business Management	3	0	0	3
<b>Other Required Courses: (1 SHC)</b>					
ACA 111	College Student Success	1	0	0	1

*All students should register for this course during their first semester at Paulico Community College.*

**Total Semester Hours Credit in Program** **43**

# HORTICULTURE CERTIFICATE (C15240)

## Course and Hour Requirements

		Class	Lab	Clin	Credit
<b>Required Courses. (12 SHC)</b>					
HOR 112	Landscape Design I	2	3	0	3
HOR 160	Plant Materials I	2	2	0	3
HOR 164	Horticultural Pest Management	2	2	0	3
HOR 166	Soils and Fertilizers	2	2	0	3

### **Other Required Courses: (1 SHC)**

ACA 111	College Student Success	1	0	0	1
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*All students should register for this course during their first semester at Pamlico Community College.*

**Total Semester Hours Credit in Program** **13**

# 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
<b>GENERAL EDUCATION COURSES</b>				
<b>Communications (6 SHC)</b>				
ENG 111 Expository Writing	3	0	0	3
ENG 113 Literature-Based Research	3	0	0	3
<b>Natural Sciences/Mathematics (3 SHC)</b>				
MAT 140 Survey of Mathematics	3	0	0	3
<b>Humanities/Fine Arts (3 SHC)</b>				
<i>Select a minimum of 3 SHC from the following:</i>				
ART 111 Art Appreciation	3	0	0	3
ART 114 Art History Survey I	3	0	0	3
ART 115 Art History Survey II	3	0	0	3
COM 110 Introduction to Communication	3	0	0	3
COM 231 Public Speaking	3	0	0	3
ENG 125 Creative Writing I	3	0	0	3
ENG 233 Major American Writers	3	0	0	3
ENG 243 Major British 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 150 American Women's Studies	3	0	0	3
MUS 110 Music Appreciation	3	0	0	3



PHI 210	History of Philosophy	3	0	0	3
SPA 111	Elementary Spanish I	3	0	0	3
SPA 112	Elementary Spanish II	3	0	0	3

**Social/Behavioral Sciences (3 SHC)**

*Select a minimum of 3 SHC from the following:*

ANT 210	General Anthropology	3	0	0	3
ECO 151	Survey of Economics	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 115	Intro to Global History	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3

**MAJOR COURSES**

**Required Courses: (9 SHC)**

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 and Applications	2	2	0	3

**Required Subject Areas: (10 SHC)**

Computers/Information Systems

CIS 110	Introduction to Computers	2	2	0	3
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Networking

NET 110	Data Communication/Networking	2	2	0	3
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Business

ACC 120	Prin of Financial Acct	3	2	0	4
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**Other Major Courses: (23 SHC)**

ACC 150	Computerized General Ledger	1	2	0	2
BUS 121	Business Math	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
CIS 172	Intro to the Internet	2	3	0	3
OST 131	Keyboarding	1	2	0	2
OST 136	Word Processing	1	2	0	2

**Other Major Electives: (7 SHC)***Select a minimum of 7 SHC from the following:*

ACC 121	Prin of Managerial Acct	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
CIS 226	Trends in Technology	1	2	0	2
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
ITN 140	Web Development Tools	2	2	0	3
ITN 160	Principles of Web Design	2	2	0	3
OST 236	Advanced Word/Information Processing	2	2	0	3

**Other Required Courses: (1 SHC)**

ACA 111	College Student Success	1	0	0	1
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*All students should register for this course during their first semester at Pamlico Community College.***Total Semester Hours Credit in Program****65**

# INFORMATION SYSTEMS DIPLOMA (D25260)

## Course and Hour Requirements

Class    Lab    Clin    Credit

### GENERAL EDUCATION COURSES (3 SHC)

*Must have 3 SHC General Education Elective in addition to the following:*

#### Communications (3 SHC)

ENG 111	Expository Writing	3	0	0	3
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### MAJOR COURSES

#### Required Courses: (6 SHC)

CIS 130	Survey of Operating Systems	2	3	0	3
CIS 152	Database Concepts and Applications	2	2	0	3

#### Required Subject Areas: (6 SHC)

##### Computers/Information Systems

CIS 110	Introduction to Computers	2	2	0	3
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##### Networking

NET 110	Data Communication/Networking	2	2	0	3
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#### Other Major Courses: (18 SHC)

BUS 121	Business Math	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
CIS 172	Intro to the Internet	2	3	0	3
OST 131	Keyboarding	1	2	0	2
OST 136	Word Processing	1	2	0	2

#### Other Required Courses: (1 SHC)

ACA 111	College Student Success	1	0	0	1
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*All students should register for this course during their first semester at Pamlico Community College.*

**Total Semester Hours Credit in Program**

**37**

# INFORMATION SYSTEMS CERTIFICATE (C25260)

## Course and Hour Requirements

		Class	Lab	Clin	Credit
<b>MAJOR COURSES</b>					
<b>Required Courses: (6 SHC)</b>					
CIS 130	Survey of Operating Systems	2	3	0	3
CIS 152	Database Concepts & Applications	2	2	0	3
<b>Required Subject Areas: (3 SHC)</b>					
<i>Computers/Information Systems</i>					
CIS 110	Introduction to Computers	2	2	0	3
<b>Other Major Courses: (5 SHC)</b>					
CIS 120	Spreadsheet I	2	2	0	3
CIS 169	Business Presentations	1	2	0	2
<b>Total Semester Hours Credit in Program</b>					<b>14</b>

# **MEDICAL ASSISTING (A45400)**

## **Associate in Applied Science Degree**

**Student must have completed the Medical Assisting Diploma before enrolling in the Associate in Applied Science degree program.**

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.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification examination to become Certified Medical Assistants. Employment opportunities include those in physicians' offices, health maintenance organizations, health departments, and hospitals.

### **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).

### **ADMISSION REQUIREMENTS**

Because of the nature of Allied Health programs and the enrollment restrictions placed on the College by accrediting agencies and clinical facilities, only a limited number of students will be accepted each year. In order to be considered for an Allied Health program, the applicant must be certain that all admissions criteria have been met.

In addition to the General Admission Policy of the College, all applicants are required to:

1. Be at least 18 years of age to enroll in Allied Health core courses;
2. Submit three sealed letters of reference to the department chair of the Allied Health programs (Letters must be from individuals who are not relatives of the applicant or employees of the College);

3. Schedule an appointment for a personal interview with the department chair and the program director prior to enrolling in the Allied Health program and registering for classes;
4. Complete the ASSET Elementary Algebra Test and the Science and Keyboarding Placement Test(s);
5. Have a physical examination completed by a qualified healthcare provider and submit the resulting Report of Medical History form to the department chair prior to scheduling an interview and enrolling in the program. **The physical examination (Report of Medical History) is at the full financial expense and responsibility of the applicant.** A copy of the applicant's report of childhood immunizations must accompany the Report of Medical History.

Student medical information is kept in strictest confidence. Such records are securely stored in Student Services and in the office of the department chair of Allied Health. Some externship facilities may require additional immunizations prior to externship placement (All immunizations are at the expense of the student).

### **CRIMINAL HISTORY**

Applicants who have been convicted of felony and/or serious misdemeanor crime(s) may find difficulty being placed into externship settings. Without placement into an externship setting, the student will not complete the clinical aspect of the educational process and will not graduate from an Allied Health program, and most will not be able to find employment in the healthcare field.

Students who have been convicted of felony crime(s) will not be eligible to take the national examination to become registered or certified healthcare professionals.

### **CARDIOPULMONARY RESUSCITATION CERTIFICATION**

Students must possess and provide documentation of current CPR certifications prior to the placement into an assigned externship. It is the student's responsibility to maintain current certification/recertification.

### **MALPRACTICE INSURANCE**

Students must purchase malpractice insurance prior to placement into an assigned externship. The department chair or program director will provide the insurance application form and payment will be collected by the Business Office.

*See Allied Health Handbook for additional information to be used in conjunction with all College policies and procedures.*

## Course and Hour Requirements

Class    Lab    Clin    Credit

### GENERAL EDUCATION COURSES

#### 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)

MAT 110	Mathematical Measurement	2	2	0	3
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#### Humanities/Fine Arts (3 SHC)

*Select a minimum of 3 SHC from the following:*

ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
COM 110	Introduction to Communication	3	0	0	3
COM 231	Public Speaking	3	0	0	3
ENG 125	Creative Writing I	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British 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 150	American Women's Studies	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
SPA 111	Elementary Spanish I	3	0	0	3
SPA 112	Elementary Spanish II	3	0	0	3

#### Social/Behavioral Sciences (3 SHC)

PSY 150	General Psychology	3	0	0	3
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### MAJOR COURSES

#### Required Courses: (31 SHC)

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: (4 SHC)**

Anatomy and Physiology

MED 116	Intro to Anatomy and Physiology	3	2	0	4
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**Other Major Courses: (16 SHC)**

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: (1 SHC)**

ACA 111	College Student Success	1	0	0	1
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*All students should register for this course during their first semester at Pamlico Community College.*

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

## MEDICAL ASSISTING DIPLOMA (D45400)

### 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).

### ADMISSION REQUIREMENTS

(See admission requirements for Medical Assisting program, p.131-132.)



## Course and Hour Requirements

	Class	Lab	Clin	Credit
<b>GENERAL EDUCATION COURSES</b>				
<b>Communications (3 SHC)</b>				
ENG 111 Expository Writing	3	0	0	3
<b>Natural Sciences/Mathematics (3 SHC)</b>				
MAT 110 Mathematical Measurement	2	2	0	3
<b>MAJOR COURSES</b>				
<b>Required Courses: (31 SHC)</b>				
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
<b>Required Subject Areas: (4 SHC)</b>				
<i>Anatomy and Physiology</i>				
MED 116 Intro to Anatomy and Physiology	3	2	0	4
<b>Other Major Courses: (3 SHC)</b>				
MED 262 Clinical Perspectives	1	0	0	1
MED 264 Medical Assisting Overview	2	0	0	2
<b>Other Required Courses: (1 SHC)</b>				
ACA 111 College Student Success	1	0	0	1
<i>All students should register for this course during their first semester at Pamlico Community College.</i>				
<b>Total Semester Hours Credit in Program</b>				<b>45</b>

# **MEDICAL ASSISTING TRANSCRIPTION CERTIFICATE (C45400)**

## **Courses and Hours Requirements**

		<b>Class</b>	<b>Lab</b>	<b>Clin</b>	<b>Credit</b>
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 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
<b>GENERAL EDUCATION COURSES</b>					
<b>Communications (6 SHC)</b>					
ENG 111	Expository Writing	3	0	0	3
ENG 113	Literature-Based Research	3	0	0	3
<b>Natural Sciences/Mathematics (3 SHC)</b>					
MAT 140	Survey of Mathematics	3	0	0	3
<b>Humanities/Fine Arts (3 SHC)</b>					
<i>Select a minimum of 3 SHC from the following:</i>					
ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
COM 110	Introduction to Communication	3	0	0	3
COM 231	Public Speaking	3	0	0	3
ENG 125	Creative Writing I	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British 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 150	American Women's Studies	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
SPA 111	Elementary Spanish I	3	0	0	3
SPA 112	Elementary Spanish II	3	0	0	3

**Social/Behavioral Sciences (3 SHC)***Select a minimum of 3 SHC from the following:*

ANT 210	General Anthropology	3	0	0	3
ECO 151	Survey of Economics	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 115	Intro to Global History	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3

**MAJOR COURSES****Required Courses: (5 SHC)**

OST 164	Text Editing Applications	3	0	0	3
OST 184	Records Management	1	2	0	2

**Required Subject Areas: (11 SHC)**Formatting/Word Processing

OST 134	Text Entry and 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
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Computer/Information Systems

CIS 110	Introduction to Computers	2	2	0	3
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**Other Major Courses: (27 SHC)**

ACC 120	Prin of Financial Acct	3	2	0	4
BUS 121	Business Math	2	2	0	3
BUS 260	Business Communication	3	0	0	3
CIS 169	Business Presentations	1	2	0	2
CIS 172	Intro to the Internet	2	3	0	3
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 236	Advanced Word/Information Processing	2	2	0	3

**Required Subject Areas: (6-9 SHC)**Business*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

COE*Selection of course is optional*

COE 112	Co-Op Work Experience I (optional)	0	0	20	2
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Office Systems*Select one course from the following:*

CIS 165	Desktop Publishing I	2	2	0	3
ITN 140	Web Development Tools	2	2	0	3
OST 135	Adv Text Entry and Format	3	2	0	4
OST 233	Office Publication Design	2	2	0	3

**Other Required Courses: (1 SHC)**

ACA 111	College Student Success	1	0	0	1
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*All students should register for this course during their first semester at Pamlico Community College.***Total Semester Hours Credit in Program****65-68**

## OFFICE SYSTEMS TECHNOLOGY DIPLOMA (D25360)

**Course and Hour Requirements**

	Class	Lab	Clin	Credit
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**GENERAL EDUCATION COURSES****Communications (3 SHC)**

ENG 111	Expository Writing	3	0	0	3
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**Humanities/Fine Arts (3 SHC)***Select a minimum of 3 SHC from the following:*

ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
COM 110	Introduction to Communication	3	0	0	3
COM 231	Public Speaking	3	0	0	3
ENG 125	Creative Writing I	3	0	0	3

ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British 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 150	American Women's Studies	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
SPA 111	Elementary Spanish I	3	0	0	3
SPA 112	Elementary Spanish II	3	0	0	3

## MAJOR COURSES

### Required Courses: (5 SHC)

OST 164	Text Editing Applications	3	0	0	3
OST 184	Records Management	1	2	0	2

### Required Subject Areas: (11 SHC)

#### Formatting/Word Processing

OST 134	Text Entry and 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
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#### Computer/Information Systems

CIS 110	Introduction to Computers	2	2	0	3
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### Other Major Courses: (22 SHC)

ACC 120	Prin of Financial Acct	3	2	0	4
BUS 121	Business Math	2	2	0	3
BUS 260	Business Communication	3	0	0	3
CIS 172	Intro to the Internet	2	3	0	3
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

### Other Required Courses: (1 SHC)

ACA 111	College Student Success	1	0	0	1
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*All students should register for this course during their first semester at Paulico Community College.*

**Total Semester Hours Credit in Program**

**45**

# OFFICE SYSTEMS TECHNOLOGY CERTIFICATE (C25360)

## Course and Hour Requirements

	Class	Lab	Clin	Credit
<b>MAJOR COURSES</b>				
<b>Required Courses: (2 SHC)</b>				
OST 184     Records Management	1	2	0	2
<b>Required Subject Areas: (8 SHC)</b>				
<i>Formatting/Word Processing</i>				
OST 134     Text Entry and Formatting	2	2	0	3
OST 136     Word Processing	1	2	0	2
<i>Computer/Information Systems</i>				
CIS 110     Introduction to Computers	2	2	0	3
<b>Other Major Courses: (5 SHC)</b>				
OST 131     Keyboarding	1	2	0	2
OST 181     Introduction to Office Systems	2	2	0	3
<b>Other Required Courses: (1 SHC)</b>				
ACA 111     College Student Success	1	0	0	1
<i>All students should register for this course during their first semester at Pamlico Community College.</i>				
<b>Total Semester Hours Credit in Program</b>				<b>16</b>

# PAMLICO CORRECTIONAL INSTITUTION PROGRAMS

Pamlico Community College makes the programs listed below available to the inmates at the Pamlico Correctional Institution. All programs are one semester in length, and each awards a certificate upon successful completion of the semester. Students are admitted to these programs after appropriate testing by Pamlico Community College.

## ELECTRICAL/ELECTRONICS TECHNOLOGY CERTIFICATE (C35220)

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 Electrical 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
<b>MAJOR COURSES</b>					
<b>Required Core Courses: (9 SHC)</b>					
ELC 112	DC/AC Electricity	3	6	0	5
ELC 113	Basic Wiring I	2	6	0	4
<b>Other Major Courses: (6 SHC)</b>					
ELC 114	Basic Wiring II	2	6	0	4
ELC 118	National Electrical Code	1	2	0	2
<b>Other Required Courses: (1 SHC)</b>					
ACA 111	College Student Success	1	0	0	1
<i>All students should register for this course during their first semester at Pamlico Community College.</i>					
<b>Total Semester Hours Credit in Program</b>					<b>16</b>



# HORTICULTURE CERTIFICATE (C15240)

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 the North Carolina Pesticide Applicator's examination and the North Carolina Certified Plant Professional examination.

## Course and Hour Requirements

		Class	Lab	Clin	Credit
<b>Required Courses: (21 SHC)</b>					
HOR 134	Greenhouse Operations	2	2	0	3
HOR 160	Plant Materials I	2	2	0	3
HOR 162	Applied Plant Science	2	2	0	3
HOR 164	Horticultural Pest Management	2	2	0	3
HOR 166	Soils and Fertilizers	2	2	0	3
HOR 168	Plant Propagation	2	2	0	3
HOR 253	Horticulture Turfgrass	2	2	0	3
<b>Other Required Courses: (1 SHC)</b>					
ACA 111	College Student Success	1	0	0	1
	<i>All students should register for this course during their first semester at Pamlico Community College.</i>				
<b>Total Semester Hours Credit in Program</b>					<b>22</b>

# INFORMATION SYSTEMS CERTIFICATE (C25260)

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
<b>MAJOR COURSES</b>					
<b>Required Courses: (6 SHC)</b>					
CIS 130	Survey of Operating Systems	2	3	0	3
CIS 152	Database Concepts and Applications	2	2	0	3
<b>Required Subject Areas: (3 SHC)</b>					
<u>Computers/Information Systems</u>					
CIS 110	Introduction to Computers	2	2	0	3
<b>Other Major Courses: (9 SHC)</b>					
CIS 120	Spreadsheet I	2	2	0	3
CIS 169	Business Presentations	1	2	0	2
OST 131	Keyboarding	1	2	0	2
OST 136	Word Processing	1	2	0	2
<b>Other Required Courses: (1 SHC)</b>					
ACA 111	College Student Success	1	0	0	1
<i>All students should register for this course during their first semester at Pamlico Community College.</i>					
<b>Total Semester Hours Credit in Program</b>					<b>19</b>

# MASONRY CERTIFICATE (C35280)

The Masonry curriculum is designed to prepare individuals to work in the construction industry as masons. Masonry courses provide principles and fundamentals of masonry and experiences necessary to produce quality construction using safe, practical, and reliable work habits.

Course work includes basic mathematics, blueprint reading, and methods used in laying out masonry jobs for residential, commercial, and industrial construction. Upon completion, students will be able to read blueprints, estimate structures, construct footings and walks, and lay masonry units.

Upon completion, students will be issued a certificate. Graduates should qualify for employment in the masonry industry as apprentices or masons.

## Course and Hour Requirements

		Class	Lab	Clin	Credit
<b>MAJOR COURSES</b>					
<b>Required Core Courses: (12 SHC)</b>					
BPR 130	Blueprint Reading/Construction	1	2	0	2
MAS 110	Masonry I	5	15	0	10
<b>Other Major Courses: (2 SHC)</b>					
ISC 112	Industrial Safety	2	0	0	2
<b>Other Required Courses: (1 SHC)</b>					
ACA 111	College Student Success	1	0	0	1
	<i>All students should register for this course during their first semester at Pamlico Community College.</i>				
<b>Total Semester Hours Credit in Program</b>					<b>15</b>

# COURSE DESCRIPTIONS

		Class	Lab	Clin	Credit
<b>ACA 111</b>	<b>College Student Success</b>	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. *This course is also available through the Virtual Learning Community (VLC).*

<b>ACC 120</b>	<b>Prin of Financial Acct</b>	3	2	0	4
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Prerequisites: None

Corequisites: None

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

<b>ACC 121</b>	<b>Prin of Managerial Acct</b>	3	2	0	4
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Prerequisite: ACC 120

Corequisites: None

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting, and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

**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. Topics include tax law, electronic research and methodologies, and the use of technology for the preparation of individual and business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax laws, and complete federal tax returns for individuals, partnerships, and corporations.

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

Prerequisite: 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 using appropriate technology. *This course is also available through the Virtual Learning Community (VLC).*

**ACC 150 Acct Software Appl** 1 2 0 2

Prerequisite: ACC 120

Corequisites: None

This course introduces microcomputer applications related to 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. *This course is also available through the Virtual Learning Community (VLC).*

**ACC 220 Intermediate Accounting I** 3 2 0 4

Prerequisite: 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 an extensive analysis of financial statements. Upon completion, students should be able to demonstrate

competence in the conceptual framework underlying financial accounting, including the application of financial standards.

<b>ACC 225</b>	<b>Cost Accounting</b>	3	0	0	3
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Prerequisite: 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. *This course is also available through the Virtual Learning Community (VLC).*

<b>ACC 240</b>	<b>Gov and Not-for-Profit Acct</b>	3	0	0	3
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Prerequisite: ACC 121  
Corequisites: None

This course introduces principles and procedures applicable to governmental and not-for-profit organizations. Emphasis is placed on various budgetary accounting procedures and fund accounting. 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.

<b>ACC 269</b>	<b>Audit and Assurance Services</b>	3	0	0	3
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Prerequisite: ACC 220  
Corequisites: None

This course introduces selected topics pertaining to the objectives, theory, and practices in engagements providing auditing and other assurance services. Topics will include planning, conducting and reporting, with emphasis on the related professional ethics and standards. Upon completion, students should be able to demonstrate an understanding of the types of professional services, the related professional standards, and engagement methodology.

<b>ANT 210</b>	<b>General Anthropology</b>	3	0	0	3
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Prerequisite: ENG 095 or a score of 42 or higher on the ASSET Placement Test in both reading and writing - or consent from Chair of Arts and Sciences  
Corequisites: None

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations,



of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

<b>BIO 090</b>	<b>Foundations of Biology</b>	3	2	0	4
Prerequisites:	None				
Corequisite:	ENG 095 or higher level English course				

This course introduces basic biological concepts. Topics include basic biochemistry, cell structure and function, interrelationships among organisms, scientific methodology, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level biology courses.

<b>BIO 110</b>	<b>Principles of Biology</b>	3	3	0	4
Prerequisite:	A score of 70 or higher on the Science Placement Test or BIO 090				
Corequisites:	None				

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed 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.*

<b>BIO 111</b>	<b>General Biology I</b>	3	3	0	4
Prerequisite:	A score of 70 or higher on the Science Placement Test or BIO 090				
Corequisites:	None				

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course is also available through the Virtual Learning Community (VLC).*

<b>BIO 140</b>	<b>Environmental Biology</b>	3	0	0	3
Prerequisites:	A score of 70 or higher on the Science Placement Test or BIO 090				
Corequisites:	BIO 140A				

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

Corequisite: BIO 140

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

Prerequisite: A score of 70 or higher on the Science Placement Test or BIO 090.

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 for transferability as a pre-major and/or elective course requirement.*

**BIO 169 Anatomy and Physiology II** 3 3 0 4

Prerequisite: 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 for transferability as a pre-major and/or elective course requirement.*

<b>BIO 275</b>	<b>Microbiology</b>	3	3	0	4
Prerequisites: BIO 111 and eight hours of chemistry					
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 for transferability as a pre-major and/or elective course requirement.*

<b>BPR 130</b>	<b>Blueprint Reading/Const</b>	1	2	0	2
Prerequisites: None					
Corequisites: None					

This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.

<b>BUS 110</b>	<b>Introduction to Business</b>	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 for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

<b>BUS 115</b>	<b>Business Law I</b>	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 for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

**BUS 121 Business Math** 2 2 0 3  
 Prerequisite: MAT 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. *This course is also available through the Virtual Learning Community (VLC).*

**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. *This course is also available through the Virtual Learning Community (VLC).*

<b>BUS 225</b>	<b>Business Finance</b>	2	2	0	3
Prerequisite:	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. *This course is also available through the Virtual Learning Community (VLC).*

<b>BUS 228</b>	<b>Business Statistics</b>	2	2	0	3
Prerequisites:	MAT 115, MAT 140, or MAT 161				
Corequisites:	None				

This course introduces the use of statistical methods and tools in evaluating research data for business applications. Emphasis is placed on basic probability, measures of spread and dispersion, central tendency, sampling, regression analysis, and inductive inference. Upon completion, students should be able to apply statistical problem solving to business. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

<b>BUS 230</b>	<b>Small Business Management</b>	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. *This course is also available through the Virtual Learning Community (VLC).*

<b>BUS 240</b>	<b>Business Ethics</b>	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  
 Prerequisite: ENG 111  
 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. *This course is also available through the Virtual Learning Community (VLC).*

**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.

**CHM 131 Introduction to Chemistry** 3 0 0 3  
 Prerequisites: Placement into ENG 111 and MAT 070  
 Corequisite: CHM 131A

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course is also available through the Virtual Learning Community (VLC).*

**CHM 131A Introduction to Chemistry Lab** 0 3 0 1  
 Prerequisites: None  
 Corequisite: CHM 131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. *This course has been*

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

<b>CHM 132</b>	<b>Organic and Biochemistry</b>	3	3	0	4
Prerequisite: CHM 131					
Corequisites: None					

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course is also available through the Virtual Learning Community (VLC).*

<b>CIS 110</b>	<b>Introduction to Computers</b>	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 (Quantitative Option). This course is also available through the Virtual Learning Community (VLC).*

<b>CIS 115</b>	<b>Intro to Programming &amp; Logic</b>	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 requirement in natural sciences/mathematics (Quantitative Option). This course is also available through the Virtual Learning Community (VLC).

<b>CIS 120</b>	<b>Spreadsheet I</b>	2	2	0	3
Prerequisite:	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. *This course is also available through the Virtual Learning Community (VLC).*

<b>CIS 130</b>	<b>Survey of Operating Systems</b>	2	3	0	3
Prerequisite:	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. *This course is also available through the Virtual Learning Community (VLC).*

<b>CIS 135</b>	<b>PC Diagnostics/Configuration</b>	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.

<b>CIS 152</b>	<b>Database Concepts &amp; Applications</b>	2	2	0	3
Prerequisite:	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. *This course is also available through the Virtual Learning Community (VLC).*

<b>CIS 165</b>	<b>Desktop Publishing I</b>	2	2	0	3
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Prerequisites: None  
Corequisites: None

This course provides an introduction to desktop publishing software capabilities. Emphasis is placed on efficient use of a page layout software package to create, design, and print publications; hardware/software compatibility; and integration of specialized peripherals. Upon completion, students should be able to prepare publications given design specifications. *This course is also available through the Virtual Learning Community (VLC).*

<b>CIS 169</b>	<b>Business Presentations</b>	1	2	0	2
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Prerequisite: 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. *This course is also available through the Virtual Learning Community (VLC).*

<b>CIS 172</b>	<b>Introduction to the Internet</b>	2	3	0	3
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Prerequisite: 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 Internet resources, retrieve/decompress files, and use e-mail, FTP, and other Internet tools. *This course is also available through the Virtual Learning Community (VLC).*

<b>CIS 226</b>	<b>Trends in Technology</b>	1	2	0	2
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Prerequisites: None  
Corequisites: None

This course introduces emerging information systems technologies. Emphasis is placed on evolving technologies and trends in business and industry. Upon completion, students should be able to articulate an understanding of the current trends and issues in emerging technologies for information systems.



**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 for transferability as a pre-major and /or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

**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. *This course is also available through the Virtual Learning Community (VLC).*

**CJC 113 Juvenile Justice** 3 0 0 3  
Prerequisites: None  
Corequisites: 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 for transferability as a pre-*

major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

**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 crime, 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. *This course is also available through the Virtual Learning Community (VLC).*

**CJC 132      Court Procedure & Evidence** 3   0   0   3

Prerequisites: None

Corequisites: None

This course covers judicial structure/process/procedure 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 for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

**CJC 212 Ethics and Community Relations** 3 0 0 3

Prerequisite: ENG 111 with a grade of “C” or higher

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

Prerequisite: ENG 111 with a grade of “C” or higher

Corequisites: None

This course is a study of substance abuse in our society. Topics include the history and classifications 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

Prerequisite: ENG 111 with a grade of “C” or higher

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

Prerequisite: ENG 111 with a grade of “C” or higher

Corequisites: None

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering

techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, 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  
Prerequisite:    ENG 111 with a grade of "C" or higher  
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  
Prerequisite:    ENG 111 with a grade of "C" or higher  
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  
Prerequisite:    ENG 111 with a grade of "C" or higher  
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.

**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

Prerequisite: 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

Prerequisite: 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

Prerequisite: 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  
 Prerequisite: ENG 095 or a score of 42 or higher on the ASSET Placement Test in both reading and writing - or consent from Chair of Arts and Sciences.  
 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 humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

**COM 231 Public Speaking** 3 0 0 3  
 Prerequisite: ENG 111  
 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 general education core requirement in humanities/fine arts (substitute).*

**COS 111 Cosmetology Concepts I** 4 0 0 4  
 Prerequisites: None  
 Corequisite: COS 112

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

**COS 112 Salon I** 0 24 0 8  
 Prerequisites: None  
 Corequisite: COS 111

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving,



**COS 117**      **Cosmetology Concepts IV**      2      0      0      2

Prerequisites: None

Corequisite: COS 118

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

**COS 118**      **Salon IV**      0      21      0      7

Prerequisites: None

Corequisite: COS 117

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

**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

Corequisites: None

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.



<b>EDT 111</b>	<b>Laboratory Management</b>	1	0	0	1
Prerequisites:	Enrollment in the 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 policies. Upon completion, students should be able to understand those skills necessary to manage an electroneurodiagnostics department, both independently and as a team worker.

<b>EDT 112</b>	<b>Instrument/Record Methods</b>	3	0	0	3
Prerequisites:	Enrollment in the EDT Program ELC 111, MAT 110				
Corequisites:	EDT 115				

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.

<b>EDT 113</b>	<b>Clinical Correlates</b>	2	0	0	2
Prerequisites:	Enrollment in the EDT Program EDT 110				
Corequisites:	EDT 115				

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.

<b>EDT 114</b>	<b>Special Procedures</b>	3	0	0	3
Prerequisites:	Enrollment in the EDT Program EDT 110, EDT 112, EDT 113, EDT 115				
Corequisites:	EDT 118				

This course provides a basic understanding of special training procedures used in neurological diagnosis. Topics include foundations of evoked potentials, nerve conduction 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 the EDT Program  
EDT 110  
Corequisites: EDT 112, EDT 113

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: Enrollment in the EDT Program or  
EDT Program Director's approval  
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: Enrollment in the EDT Program  
EDT 110, EDT 112, EDT 113, EDT 115  
Corequisites: EDT 114

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 Credential 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 Credential II** 2 0 0 2

Prerequisite: 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 Credential** 2 0 0 2

Prerequisite: 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 116 Intro to Education** 3 2 0 4

Prerequisites: None

Corequisites: None

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational trends and issues, curriculum development, and observation and participation in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**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. *This course is also available through the Virtual Learning Community (VLC).*

**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. *This course is also available through the Virtual Learning Community (VLC).*

**EDU 145**      **Child Development II**      3   0   0   3

Prerequisite: 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. *This course is also available through the Virtual Learning Community (VLC).*

**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 developmentally 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 12 years of age and plan and implement age-appropriate activities.

**EDU 252 Math and Science Activities** 3 0 0 3

Prerequisites: None

Corequisites: None

This course introduces discovery experiences in math and science. Topics include concepts, facts, phenomena, and skills in each area. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum materials.

**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 a 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  
 Prerequisite:    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 282      Early Childhood Literature**                                3    0    0    3  
 Prerequisites:    None  
 Corequisites:    None

This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children’s literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.

**EDU 286      Early Childhood Issues**                                        1    0    0    1  
 Prerequisites:    ENG 111 and completion of curriculum core requirements  
 Corequisite:      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/electronic 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.

<b>ELC 112</b>	<b>DC/AC Electricity</b>	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.

<b>ELC 113</b>	<b>Basic Wiring I</b>	2	6	0	4
Prerequisite: ELC 112					
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.

<b>ELC 114</b>	<b>Basic Wiring II</b>	2	6	0	4
Prerequisite: 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.

<b>ELC 117</b>	<b>Motors and Controls</b>	2	6	0	4
Prerequisite: 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.

<b>ELC 118</b>	<b>National Electrical Code</b>	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.

<b>ELC 119</b>	<b>NEC Calculations</b>	1	2	0	2
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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.

<b>ELC 128</b>	<b>Introduction to PLC</b>	2	3	0	3
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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.

<b>ELC 132</b>	<b>Electrical Drawings</b>	1	3	0	2
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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.

<b>ELC 215</b>	<b>Electrical Maintenance</b>	2	3	0	3
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Prerequisite: 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  
Prerequisite:    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  
Prerequisite:    ELC 112  
Corequisites:    None

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AD/DA conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

**ENG 085**      **Reading and Writing Foundations**      5      0      0      5  
Prerequisite:    Satisfactory reading and writing placement test scores  
Corequisites:    None

This course uses whole language to develop proficiency in reading and writing for college. Emphasis is placed on applying analytical and critical reading skills to a variety of texts and on introducing the writing process. Upon completion, students should be able to recognize and use various patterns of text organization and compose effective paragraphs. *This course does not satisfy the developmental reading and writing prerequisites for ENG 111.*

**ENG 095**      **Reading and Comprehension 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. *This course satisfies the developmental reading and writing prerequisite for ENG 111.*

**ENG 101 Applied Communications I** 3 0 0 3  
Prerequisite: ENG 095 or a score of 42 or higher on the ASSET Placement Test in both reading and writing - or consent from Chair of Arts and Sciences

Corequisites: None

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. *This is a diploma-level course.*

**ENG 111 Expository Writing (Writing Intensive)** 3 0 0 3  
Prerequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. This course is also available through the Virtual Learning Community (VLC).*

**ENG 113 Literature-Based Research (Writing Intensive)** 3 0 0 3  
Prerequisite: ENG 111 with a grade of "C" or higher.

Corequisites: None

This course, the second in a series of 2, 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. This course is also available through the Virtual Learning Community (VLC).*

**ENG 125 Creative Writing I** 3 0 0 3  
 Prerequisite: ENG 111  
 Corequisites: None

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ENG 126 Creative Writing II** 3 0 0 3  
 Prerequisite: ENG 125  
 Corequisites: None

This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ENG 233 Major American Writers (Writing Intensive)** 3 0 0 3  
 Prerequisite: 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  
 Prerequisite: 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  
 Prerequisite:    ENG 113 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. This course is also available through the Virtual Learning Community (VLC).*

**ENG 262**      **World Literature II** (Writing Intensive)      3    0    0    3  
 Prerequisite:    ENG 113 with a grade “C” or higher  
 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 has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ENV 110**      **Environmental Science**      3    0    0    3  
 Prerequisite:    Science placement test score of 70 or higher  
 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:    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 science.

<b>ENV 210</b>	<b>Management of Waste</b>	3	2	0	4
Prerequisites: CHM 131 and CHM 131A, and ENV 110 or BIO 140 and BIO 140A.					
Corequisites: None					

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, hazardous waste, and toxic materials. Upon completion, students should be able to demonstrate an understanding of the methodologies and technologies involved in the proper handling and disposal of wastes.

<b>ENV 214</b>	<b>Water Quality</b>	3	2	0	4
Prerequisites: CHM 131 and CHM 131A, and ENV 110 or BIO 140 and BIO 140A					
Corequisites: None					

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.

<b>ENV 218</b>	<b>Environmental Health</b>	3	0	0	3
Prerequisites: ENV 110 or BIO 140 and BIO 140A					
Corequisites: None					

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.

<b>ENV 222</b>	<b>Air Quality</b>	3	2	0	4
Prerequisites: CHM 131 and CHM 131A, and ENV 110 or BIO 140 and BIO 140A					
Corequisites: None					

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.

<b>ENV 224</b>	<b>Land Resource Management</b>	3	2	0	4
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Prerequisites: ENV 110 or BIO 140 and BIO 140A,  
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.

<b>ENV 226</b>	<b>Environmental Law</b>	3	0	0	3
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Prerequisites: ENV 110 or BIO 140 and BIO 140A  
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.

<b>ENV 228</b>	<b>Environmental Issues</b>	1	0	0	1
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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.

<b>ENV 236</b>	<b>Wetlands Science</b>	2	2	0	3
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Prerequisites: ENV 110 or BIO 140 and BIO 140A  
Corequisites: None

This course introduces wetlands delineation procedures used and approved by the US Army Corps of Engineers. Emphasis is placed on hydrology, hydrolytic vegetation, and hydric soils. Upon completion, students should be able to

perform quality wetlands delineation procedures, according to local, state, federal, and regulatory protocol.

<b>ENV 240</b>	<b>Field Sampling and Analysis</b>	2	3	0	3
Prerequisite: CHM 132					
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.

<b>ENV 250</b>	<b>Rural Watershed Protection</b>	3	3	0	4
Prerequisites: ENV 110 or BIO 140 and BIO 140A					
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.

<b>ENV 255</b>	<b>Environ/Public Health Pathogens</b>	3	3	0	4
Prerequisite: ENV 218					
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.

<b>GEL 120</b>	<b>Physical Geology</b>	3	2	0	4
Prerequisites: None					
Corequisites: None					

This course provides a study of the structure and composition of the earth's crust. Emphasis is placed on weathering, erosional and depositional processes, mountain building forces, rocks and minerals, and structural changes. Upon



completion, students should be able to explain the structure, composition, and formation of the earth's crust. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**GEO 111 World Regional Geography 3 0 0 3**

Prerequisite: ENG 095 or a score of 42 or higher on the ASSET Placement Test in both reading and writing - or consent from Chair of Arts and Sciences

Corequisites: None

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**HEA 110 Personal Health/Wellness 3 0 0 3**

Prerequisites: None

Corequisites: None

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

**HIS 111 World Civilizations I 3 0 0 3**

Prerequisite: ENG 095 or a score of 42 or higher on the ASSET Placement Test in both reading and writing - or consent from Chair of Arts and Sciences

Corequisites: None

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic, and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. *This course has been*

*approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**HIS 112      World Civilizations II      3      0      0      3**  
Prerequisite:    ENG 095 or a score of 42 or higher on the ASSET Placement Test in both reading and writing - or consent from Chair of Arts and Sciences

Corequisites:    None

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**HIS 115      Intro to Global History      3      0      0      3**  
Prerequisite:    ENG 095 or a score of 42 or higher on the ASSET Placement Test in both reading and writing - or consent from Chair of Arts and Sciences

Corequisites:    None

This course introduces the study of global history. Emphasis is placed on topics such as colonialism, industrialism, and nationalism. Upon completion, students should be able to analyze significant global historical issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**HIS 131      American History I      3      0      0      3**  
Prerequisite:    ENG 095 or a score of 42 or higher on the ASSET Placement Test in both reading and writing - or consent from Chair of Arts and Sciences

Corequisites:    None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).*

**HIS 132 American History II** 3 0 0 3  
 Prerequisite: ENG 095 or a score of 42 or higher on the ASSET Placement Test in both reading and writing - or consent from Chair of Arts and Sciences  
 Corequisites: None

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).*

**HIS 221 African-American History** 3 0 0 3  
 Prerequisite: ENG 111  
 Corequisites: None

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**HIS 226 The Civil War** 3 0 0 3  
 Prerequisite: ENG 111  
 Corequisites: None

This course examines the social, political, economic, and ideological forces that led to the Civil War and Reconstruction. Topics include regional conflicts and sectionalism, dissolution of the Union, military campaigns, and the War's socioeconomic impact, aftermath, and consequences. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the United States during the era of the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**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 site 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 Horticultural 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 and 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 253 Horticulture Turfgrass** 2 2 0 3

Prerequisite: HOR 162 or HOR 166

Corequisites: None

This course covers information and skill development necessary to establish and manage landscape turfgrasses. Topics include grass identification, establishment, cultural requirements, application of control products, fertilization, and over-seeding techniques. Upon completion, students should be able to analyze a landscape site and determine those cultural and physical activities needed to establish or manage a quality turf.

**HOR 260 Plant Materials II** 2 2 0 3

Prerequisites: None

Corequisites: None

This course covers important landscape plants. Emphasis is placed on identification, plant nomenclature, growth characteristics, culture requirements,

and landscape uses. 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  
 Prerequisite: ENG 095 or a score of 42 or higher on the ASSET Placement Test in both reading and writing - or consent from Chair of Arts and Sciences  
 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 general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

**HUM 120 Cultural Studies** 3 0 0 3  
 Prerequisite: ENG 095 or a score of 42 or higher on the ASSET Placement Test in both reading and writing - or consent from Chair of Arts and Sciences  
 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  
 Prerequisite: ENG 095 or a score of 42 or higher on the ASSET Placement Test in both reading and writing - or consent from Chair of Arts and Sciences  
 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.*

**HUM 150 American Women's Studies** 3 0 0 3  
 Prerequisite: ENG 095 or a score of 42 or higher on the ASSET Placement Test in both reading and writing - or consent from Chair of Arts and Sciences  
 Corequisites: None

This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

**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. *This course is also available through the Virtual Learning Community (VLC).*

**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.

**ITN 140 Web Development Tools** 2 2 0 3  
 Prerequisites: None  
 Corequisites: None

This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets. *This course is also available through the Virtual Learning Community (VLC).*

**ITN 160 Principles of Web Design** 2 2 0 3

Prerequisites: None

Corequisites: None

This course introduces intermediate to advanced web page design techniques. Topics include effective use of graphics, fonts, colors, navigation tools, advanced markup language elements, as well as a study of bad design techniques. Upon completion, the student should be able to employ advanced design techniques to create high impact and highly functional web pages.

**MAS 110 Masonry I** 5 15 0 10

Prerequisites: None

Corequisites: None

This course introduces the basic principles of construction with masonry units. Topics include history of the masonry field, safety practices, blueprint reading, and principles of laying masonry units to the line using tools, equipment, and materials. Upon completion, students should be able to demonstrate knowledge of safety practices, blueprint reading, and basic tool use; identify materials; operate machinery; and lay masonry units.

**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

Prerequisite: MAT 050 with a grade of "C" or higher  
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.



<b>MAT 070</b>	<b>Introductory Algebra</b>	3	2	0	4
Prerequisite:	MAT 060 with a grade of “C” or higher or satisfactory placement test score				
Corequisite:	ENG 085				

This course establishes a foundation in algebraic concepts and problem solving. Topics include signed 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.

<b>MAT 080</b>	<b>Intermediate Algebra</b>	3	2	0	4
Prerequisite:	MAT 070 with a grade of “C” or higher or satisfactory placement test score				
Corequisite:	ENG 085				

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.

<b>MAT 101</b>	<b>Applied Mathematics I</b>	2	2	0	3
Prerequisite:	MAT 060				
Corequisites:	None				

This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study. *This course is intended for diploma programs.*

<b>MAT 110</b>	<b>Mathematical Measurement</b>	2	2	0	3
Prerequisite:	MAT 070 with a grade of “C” or higher 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

avoirduois 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 121 Algebra/Trigonometry I** 2 2 0 3

Prerequisite: MAT 070 with a grade of "C" or higher  
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 and radical functions; complex numbers; right triangle trigonometry; systems of equations; 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

Prerequisite: MAT 121 with a grade of "C" or higher

Corequisites: None

This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, translation and scaling of functions, Sine Law, Cosine Law, vectors, and statistics. 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

Prerequisite: MAT 070 with a grade of "C" or higher  
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 sciences/mathematics. This course is also available through the Virtual Learning Community (VLC).*

**MAT 141 Mathematical Concepts I** 3 0 0 3

Prerequisite: MAT 080 with a grade of "C" or higher  
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 orally and in writing these basic mathematical concepts. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**MAT 142 Mathematical Concepts II** 3 0 0 3

Prerequisite: MAT 141 with a grade of "C" or higher  
or satisfactory placement test score

Corequisites: None

This course is the second of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on probability, statistics, functions, introductory geometry, and mathematics of finance. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts and utilize technology as a mathematical tool. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**MAT 155 Statistical Analysis** 3 0 0 3

Prerequisite: MAT 080 with a grade of "C" or higher  
or satisfactory placement test score

Corequisites: None

This course is an introduction to descriptive and inferential statistical analysis. Topics include sampling, distributions, 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 populations using sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option).*

<b>MAT 161</b>	<b>College Algebra</b>	3	0	0	3
Prerequisite:	MAT 080 with a grade of "C" or higher 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 applications involving 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 sciences/mathematics for the Associate in Arts Degree. This course is also available through the Virtual Learning Community (VLC).*

<b>MEC 172</b>	<b>Intro to Metallurgy</b>	2	2	0	3
Prerequisites:	None				
Corequisites:	None				

This course covers the production, properties, testing, classification, microstructure, and heat-treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching, senescing, and other processes concerning metallurgical transformations. Upon completion, students should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals

<b>MED 110</b>	<b>Orientation to Medical Assisting</b>	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.

<b>MED 116</b>	<b>Intro to Anatomy and Physiology</b>	3	2	0	4
Prerequisites:	Enrollment in the Medical Assisting program and a satisfactory science placement test score				
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

Prerequisite: Satisfactory English placement test score

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. *This course is also available through the Virtual Learning Community (VLC).*

**MED 121 Medical Terminology I** 3 0 0 3

Prerequisite: Satisfactory English placement test score

Corequisites: None

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. *This course is also available through the Virtual Learning Community (VLC).*

**MED 122 Medical Terminology II** 3 0 0 3

Prerequisite: 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. *This course is also available through the Virtual Learning Community (VLC).*

**MED 130 Administrative Office Procedures I** 1 2 0 2

Prerequisites: Enrollment in Medical Assisting program  
or special permission from the Program Director  
and a satisfactory computer placement test score

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: Enrollment in the Medical Assisting Program  
and MED 130  
Corequisites: MED 140 and MED 150

This course 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: Enrollment in the Medical Assisting Program  
or special permission from the program director,  
computer literacy, ability to type 30 wpm, and 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  
Prerequisite: Enrollment 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  
Prerequisite: 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 processing specimens, performing selective 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 232 Medical Insurance Coding** 1 3 0 2

Prerequisites: Enrollment in the Medical Assisting Program or special permission from the program director, computer literacy, and MED 131

Corequisites: None

This course is designed to develop coding skills introduced in MED 131. 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: Enrollment in the Medical Assisting Program, successful completion of the MA diploma, and MED 140

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, and all courses satisfactorily completed in the previous semesters with a grade of "C" or higher

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 professional. (Students must meet specific program requirements.)

**MED 262 Clinical Perspectives** 1 0 0 1

Prerequisites: Enrollment in the Medical Assisting program, and all courses satisfactorily completed in the previous semesters with a grade of "C" or higher

Corequisites: MED 260 and MED 264

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, and all courses satisfactorily completed in the previous semesters with a grade of "C" or higher

Corequisites: MED 260 and MED 262

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**

Prerequisite: Successful completion of 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: Enrollment in the Medical Assisting Program, and successful completion of the MA Diploma, MED 140 and MAT 110

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. *This course is also available through the Virtual Learning Community (VLC).*

<b>MKT 123</b>	<b>Fundamentals of Selling</b>	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. *This course is also available through the Virtual Learning Community (VLC).*

<b>MKT 220</b>	<b>Advertising and Sales Promotion</b>	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. *This course is also available through the Virtual Learning Community (VLC).*

<b>MUS 110</b>	<b>Music Appreciation</b>	3	0	0	3
Prerequisite: ENG 095 or a score of 42 or higher on the ASSET Placement Test in both reading and writing - or consent from Chair of Arts and Sciences					
Corequisites: None					

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

<b>NET 110</b>	<b>Data Communication/Networking</b>	2	2	0	3
Prerequisite: 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. *This course is also available through the Virtual Learning Community (VLC).*

<b>OST 131</b>	<b>Keyboarding</b>	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.

<b>OST 134</b>	<b>Text Entry and Formatting</b>	2	2	0	3
Prerequisite: 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. *This course is also available through the Virtual Learning Community (VLC).*

<b>OST 135</b>	<b>Advanced Text Entry and Formatting</b>	3	2	0	4
Prerequisite: 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.

<b>OST 136</b>	<b>Word Processing</b>	1	2	0	2
Prerequisite: 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. *This course is also available through the Virtual Learning Community (VLC).*

**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 meet 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. *This course is also available through the Virtual Learning Community (VLC).*

**OST 181 Intro to Office Systems** 2 2 0 3  
Prerequisite: 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. *This course is also available through the Virtual Learning Community (VLC).*

**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 233 Office Publications Design** 2 2 0 3  
Prerequisite: OST 136  
Corequisites: None

This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.

**OST 236 Advanced Word/Information Processing** 2 2 0 3  
Prerequisite: 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. *This course is also available through the Virtual Learning Community (VLC).*

**OST 289 Office Systems Management** 2 2 0 3  
Prerequisites: OST 134, OST 136, and OST 164  
Corequisite: 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  
Prerequisite: 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.

**PED 110**      **Fit and Well for Life**      1      2      0      2

Prerequisites: None

Corequisites: None

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PHI 210**      **History of Philosophy**      3      0      0      3

Prerequisite: ENG 111

Corequisites: None

This course introduces fundamental philosophical issues through a historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**PHY 110**      **Conceptual Physics**      3      0      0      3

Prerequisite: A score of 70 or higher on the Science Placement Test or BIO 090

Corequisites: None

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**PHY 110A**      **Conceptual Physics Lab**      0      2      0      1

Prerequisite: A score of 70 or higher on the Science Placement Test or BIO 090

Corequisites: PHY 110

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion,

students should be able to apply the laboratory experiences to the concepts presented in PHY 110. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**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 and service fields.

**POL 120      American Government**

3      0      0      3

Prerequisite: ENG 095 or a score of 42 or higher on the ASSET Placement Test in both reading and writing - or consent from Chair of Arts and Sciences

Corequisites: None

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).*

**PSY 150      General Psychology**

3      0      0      3

Prerequisite: ENG 095 or a score of 42 or higher on the ASSET Placement Test in both reading and writing - or consent from Chair of Arts and Sciences

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*



<b>SPA 111</b>	<b>Elementary Spanish I</b>	3	0	0	3
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Prerequisites: ENG 095 or a score of 42 or higher on the ASSET Placement Test in both reading and writing - or consent from Chair of Arts and Sciences

Corequisites: None

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

<b>SPA 112</b>	<b>Elementary Spanish II</b>	3	0	0	3
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Prerequisite: SPA 111

Corequisites: None

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

<b>TRF 110</b>	<b>Intro Turfgrass Cult &amp; ID</b>	3	2	0	4
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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.



<b>TRF 151</b>	<b>Intro Landscape Design</b>	2	2	0	3
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Prerequisites: None  
Corequisites: None

This course 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.

# **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.

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