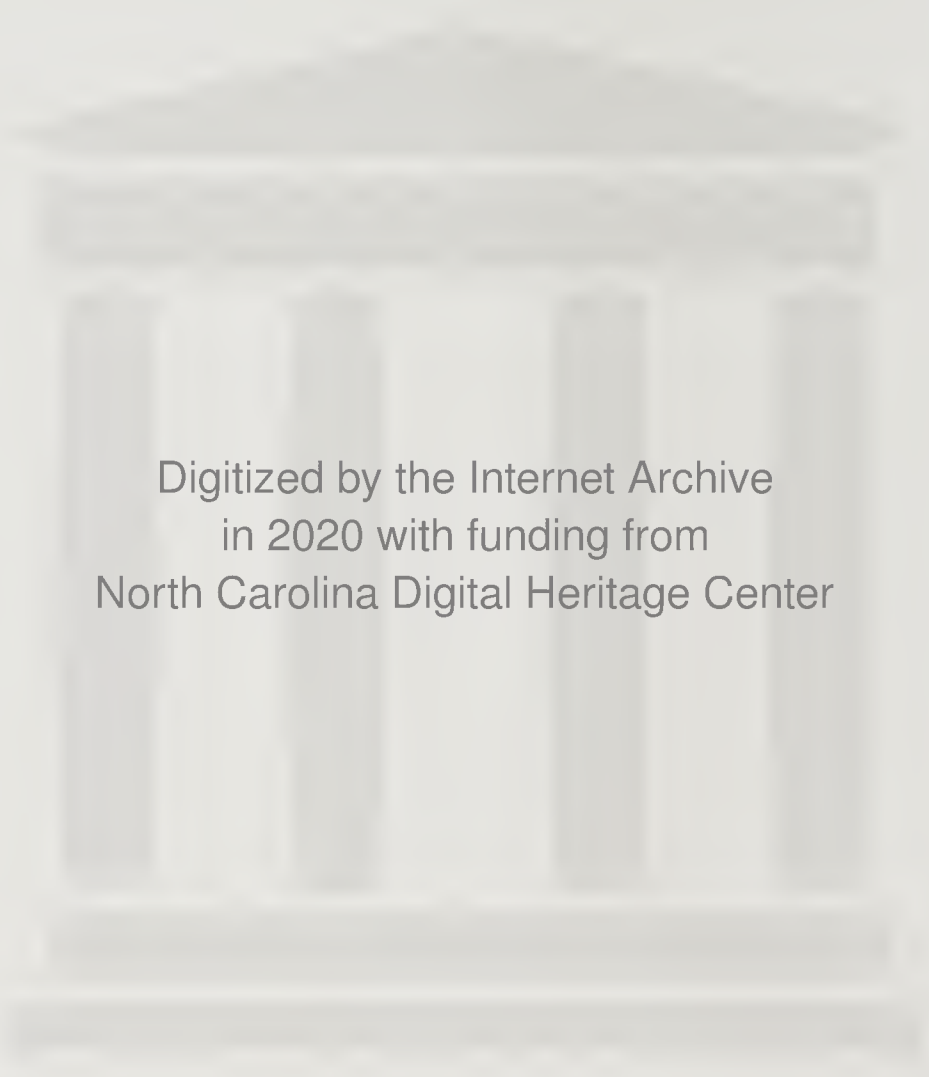


GENERAL CATALOG  
2006 - 2007

PAMUNCO

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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*5049 Highway 306 South  
Post Office Box 185  
Grantsboro, NC 28529-0185  
(252) 249-1851*

*Web Site: [www.pamlicocc.edu](http://www.pamlicocc.edu)*



COMMUNITY COLLEGE

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.

### **NON-DISCRIMINATION INFORMATION**

Pamlico Community College does not discriminate in its educational programs, activities, or employment on the basis of sex, age, disability, race, color, national origin, or religion. For information about Title IX contact Joan Delamar Gracie, Vice President of Instructional Services; Section 504, contact Virginia Traver, Vice President of Administrative Services. Affirmative Action Officer is Gray Gaskins.



## Message from the President

Welcome to 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.

From 1995-2005, PCC enrollment has grown 141%, the highest percent of growth of all North Carolina's 58 community colleges. 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 programs and service.

You have entered PCC during a period of tremendous excitement. During the Fall Semester 2006, we will begin construction of a new 20,000 sq. ft. Allied Health Building and Auditorium. With the high demand for allied health workers across our region, we see tremendous opportunities for our students in this field of study.

The auditorium will allow the College and our Community to have assemblies and graduations, guest lecturers, concerts, plays, business expos, career fairs, musicals, festivals, receptions, and many other activities. The auditorium will also serve as a primary hurricane shelter for Pamlico County.

On behalf of our faculty, staff, students, and Board of Trustees, I welcome you to Pamlico Community College. We are committed to your success.

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



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**ACADEMIC CALENDAR 2006 - 2007**

**FALL SEMESTER 2006**

August 4.....Last day of summer work schedule for staff  
Friday

August 7.....Faculty returns  
Monday

August 9 - 10.....Fall Semester registration  
Wednesday - Thursday     8:30 am - 7:00 pm

August 14.....Fall Semester registration  
Monday                         8:30 am - 6:00 pm

August 15.....Fall Semester curriculum classes begin  
Tuesday

August 16.....Last day to register  
Wednesday                     Times to be announced

August 24.....Last day to drop and receive partial refund  
Thursday

September 4 .....Labor Day holiday. (College closed)  
Monday

October 9 - 10 .....Students' Fall Semester break.  
Monday - Tuesday             Faculty workdays/make-up. No curriculum classes

October 19 .....Last day to withdraw without penalty  
Thursday

October 27 .....Dual Enrolled/Huskies grades due  
Friday

November 13 - 16 .....Spring Semester advising days  
Monday - Thursday

November 20.....Spring Semester pre-registration  
Monday                         8:30 am - 7:00 pm

November 23 - 24 .....Thanksgiving holidays. (College closed)  
Thursday - Friday

December 11 .....Last day of classes  
Monday

December 12 - 13.....Faculty workdays/make-up days, if needed. Grades  
Tuesday - Wednesday due in Dean of Curriculum's office by 10:00 am,  
December 13

December 14 - 15.....Faculty vacation/make-up day if needed  
Thursday - Friday

December 18 - 20.....Faculty/Staff vacation/make-up day, if needed  
Monday - Wednesday

December 21 - 26.....Faculty/Staff holidays. No classes.  
Thursday - Tuesday (College closed)

December 27 - 29.....Faculty/Staff vacation. No classes. (College closed)  
Wednesday - Friday

## SPRING SEMESTER 2007

- January 1 .....New Year's Day holiday. (College closed)  
Monday
- January 2 .....Advising day  
Tuesday
- January 3 - 4.....Spring Semester registration  
Wednesday - Thursday     8:30 am - 7:00 pm
- January 5 .....Spring Semester curriculum classes begin  
Friday
- January 9 .....Last day to register  
Tuesday
- January 15 .....Martin Luther King, Jr., holiday. (College closed)  
Monday
- January 17 .....Last day to drop and receive partial refund  
Wednesday
- January 24 .....Huskins classes begin  
Wednesday
- February 28 - March 1 .....Students' break. Faculty workdays/makeup days  
Wednesday - Thursday
- March 2 .....Faculty vacation/makeup day  
Friday
- March 23 .....Last day to withdraw without penalty  
Friday
- March 27 .....Dual Enrolled/Huskins grades due  
Tuesday
- April 9 .....Easter holiday. (College closed)  
Monday
- April 10 - 13 .....Faculty/Student vacation. No curriculum classes  
Tuesday - Friday

April 16.....Classes resume  
Monday

April 17.....Summer registration  
Tuesday 8:30 am - 7:00 pm

April 19.....Fall pre-registration for currently enrolled students  
Thursday

May 9.....Last day of classes  
Wednesday

May 10 - 11.....Faculty workdays/make-up days/ vacation.  
Thursday - Friday Grades due in Dean of Curriculum's office  
by 10:00 am on May 11.

May 14.....Graduation rehearsal 7:00 pm.  
Monday Faculty Fair Vacation Day

May 15.....Graduation ceremony 8:00 pm. Faculty workday  
Tuesday

## SUMMER SESSION 2007

April 17..... Tuesday	Summer term registration 8:30 am - 7:00 pm
May 16..... Wednesday	Summer term classes begin. 12-week session
May 17..... Thursday	Last day to register/drop/add for 12-week session. Times to be announced. Late registration fee charged.
May 23..... Wednesday	Summer term classes begin. 8-week session
May 24..... Thursday	Last day to register/drop/add for 8-week session Late registration fee charged.
May 28..... Monday	Memorial Day holiday. (College closed)
May 30..... Wednesday	Summer term classes begin. 4-week session
May 31..... Thursday	Last day to register/drop/add for 4-week session Late registration fee charged
June 26..... Tuesday	End of 4-week summer term
June 27 - 28..... Wednesday - Thursday	Faculty workdays for instructors on 4-week contract. Grades due for 4-week session. These are regular class days for 8-week and 12-week sessions.
July 4..... Wednesday	Independence Day holiday. (College closed)
July 2, 3 & 5..... Monday, Tuesday & Thursday	Mid-session break. Student holiday/vacation. No curriculum classes. Faculty vacation for those under contract in July.
July 9..... Monday	Classes resume
July 24..... Tuesday	End of 8-week session. Grades due
July 25 - 31..... Wednesday - Tuesday	Faculty workdays for instructors on 8-week contract. These are regular class days for 12-week session.
August 14..... Tuesday	End of 12-week summer term. Grades due

## **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**

The mission of Pamlico Community College is to provide accessible and affordable quality education, workforce training, and lifelong learning opportunities for the community served by the College.

*Revision approved April 2006*



# 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 to provide instructional services for high school students. This facility houses the counselors of the Small Business Center and the directors of Human Resources Development.
- 2003 Dedication of the Cosmetology Arts Facility in Bayboro, NC

# 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 diplomas and degrees have two basic prerequisites:

- (1) a High School Diploma or GED, and
- (2) the ASSET<sup>®</sup> Placement Test

Curriculum programs leading to certificates are not required to have a high school diploma or GED. Curriculum programs leading to certificates have one basic prerequisite: The ASSET Placement Test when applicable for math, English, or science.

The ASSET 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. Students enrolling through Huskins or Dual Enrollment are required to take the ASSET Placement Test for transferable courses. Students whose placement scores do not qualify them to enroll in a particular curriculum course must enroll in appropriate 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 or permission of Chair of Arts and Sciences
- ENG 101&  
ENG 095 ..... 38-41 in both reading and writing or permission of Chair of Arts and Sciences
- ENG 085 ..... 31-37 in both reading and writing or permission of Chair of Arts and Sciences  
(a score of 30 or below may require a student to work in the ILC until able to place into ENG 085)

#### Math

##### Elementary Algebra:

- MAT 060 ..... 38 and below
- MAT 070, 101..... 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 or permission of Chair of Arts and Sciences
- PHY 110, 110A..... 70 or higher on Science Placement Test or permission of Chair of Arts and Sciences
- 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 135-136 (Medical Assisting) and pages 116-118 (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 59 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.

Students must provide evidence that they are enrolling in at least two high school courses to take part in the Huskins or Dual Enrollment programs. Students under the age of 18 must complete a Concurrent Enrollment form accompanied with their parents' signature.

#### ***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 and pay the applicable fees noted in the Dual Enrollment agreement.

### ***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 must be charged to these students. Developmental courses cannot be taken under the Dual Enrollment agreement.

### **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 continue to make satisfactory progress toward graduation in their program of study by continuing to take courses at Pamlico Community College. Students must have approval by their academic advisor prior to registering for a course(s) at another college if they plan to transfer the credit to PCC.

#### ***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.	\$ 632.00	per semester	\$ 3,512.00	per semester
Less than 16 credit hrs.	\$ 39.50	per credit hr.	\$ 219.50	per credit hr.
<b>All Students</b>				
Activity fee full-time (12 hours or more)				\$7.50
Three quarter time (9-11 hrs)				\$5.65
One-half time (6-8 hrs)				\$3.75
Late registration fee				\$5.00
Technology Fee				\$10.00
Persons over age 65 (must show proof of age) No tuition charge				

*In-state and out-of-state fees reflect anticipated increases for the 2005-2006 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; Workforce Investment Act 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.

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## **REFUND POLICY**

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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, technology 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.

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## **FINANCIAL AID INFORMATION**

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### **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 up to \$400 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**

### ***General Requirements***

Any student receiving Federal Student Financial Aid at Pamlico Community College must maintain satisfactory progress in the course of study they are pursuing in order to continue receiving aid. PCC's satisfactory academic progress requirements are:

1. maintain a minimum cumulative grade point average of 2.0;
2. pass two-thirds (67%) of the course work attempted. Course work attempted includes withdrawals, automatic withdrawals, incompletes, and repeated courses. 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



for a full-time student. For example, a student in the college transfer curriculum must complete the degree by the time they have attempted 96 credit hours (64 x 150%). Students who exceed this maximum time frame will not be eligible for any further aid.

Satisfactory academic progress requirements will be monitored at the end of each semester, once a student has attempted twelve credit hours.

### **Financial Aid Probation**

Students who do not meet the requirements in (1) or (2) above will be placed on probation and notified of their status in writing by the Financial Aid Office. Students may continue to receive financial aid while on probation.

Continued eligibility for aid is determined at the end of the probationary term. Students may receive aid the next semester even if the cumulative satisfactory progress requirements are not met as long as the following conditions are met:

1. GPA must be 2.5 or better for the semester if cumulative GPA is below 2.0;
2. The student has not attempted the maximum number of hours (150% of the published program length); and
3. The student must earn passing grades in two-thirds of attempted hours each semester or its equivalent.

All PCC courses attempted - developmental, repeated and/or completed (all grades including F, AW, W, I) in the student's program of study will be assessed each semester.

**NOTE:** for financial aid purposes:

1. students cannot receive financial aid for audited classes and credit by exams and these classes are not counted as hours attempted;
2. classes dropped during the drop/add period are excluded from financial aid satisfactory progress determinations;
3. when a student enrolls in a class and subsequently switches to another section of the same class, that class is not counted twice when computing the hours attempted.

### **Financial Aid Suspension**

Any student on probation who fails to make satisfactory progress during the probationary term is suspended from financial aid for the next semester he or she attends and will not be eligible for financial aid until satisfactory progress is demonstrated. **Students cannot receive funds from any financial aid program while on financial aid suspension.**



## **Reinstatement of Aid after Suspension**

Aid may be reinstated when a student meets PCC's satisfactory academic progress as stated in General Requirements or earns a least 12 curriculum credit hours with a "C" or better. The suspension for the semester includes second session classes offered during that semester. **Students will not be paid retroactively for the period of suspension except when they have been reinstated as the result of a reevaluation.**

The financial aid administrator will notify the student of their status in writing when placed on probation or suspension. However, it is the student's responsibility to track his/her progress and not totally rely on the school's notification.

## **Reevaluation of Suspension**

A student may appeal suspension from financial aid in the case of extenuating circumstances. Appeals will be considered when the student has experienced but not limited to the following:

1. an extended illness or hospitalization;
2. an accident which incapacitates the student;
3. an extended illness of an immediate family member which results in greater family responsibilities for the student;
4. a grade change.

The procedure for an appeal is as follows:

1. The student must indicate in writing to the Director of Financial Aid the reason he/she did not meet the satisfactory academic progress requirements. Documentation from the student's advisor, family physician, or others involved in the situation is required to support the appeal;
2. The Dean of Student Services and the Director of Financial Aid will reconsider extenuating circumstances to determine whether reinstatement of aid is justified and will notify the student in writing of the decision.

## **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)

\* A student must verify with the Financial Aid Office that he/she is eligible for the above resources.

## **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 the cost of books, tuition, and fees.
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. Scholarship is awarded by an off-campus committee and used at PCC.

### ***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***

The Sprint scholarship 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***

The scholarship 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***

The scholarship recipient must be enrolled full time in the Environmental Science Program at Pamlico Community College.

### ***Trollinger Scholarship for Health Sciences***

The scholarship is awarded semiannually to academically worth student(s) accepted to Pamlico Community College to pursue an accredited associate degree with the goal of transferring to a four year university. The student's goal should be to earn a Bachelor of Science degree in one of the Health Sciences fields such as nursing, physical therapy, or a pre-medicine discipline.

### ***Tom 'Thumb' Caroon Oriental Rotary Club Scholarship***

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.

### **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
- SECU Foundation Community College Scholarship

### **Application and Award Procedures:**

1. Complete program admissions applications procedures as stated in the catalog.
2. Complete the scholarship application form and submit it to the Financial Aid Office.
3. 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.

**All scholarships are based on the availability of funds.**



## **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 provide proof of a high school diploma or higher education, general education development (GED) diploma, or 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, individual 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 resource 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@pamlicocc.edu](mailto:jprescot@pamlicocc.edu).

### **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.

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## **RETENTION AND DISPOSITION OF RECORDS**

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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.

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## **OTHER SERVICES**

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### **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.

## **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.

*The Division of Learning Resources is:*

- The Academic Library
- Media Services
- Open Computer Labs
- The Integrated Learning Center
  - GED Testing
  - Tutoring Services

### **The Academic Library**

The college library provides access to a broad collection of books and other printed and non-printed materials. The book collection is shelved in open stacks using the Dewey Decimal System, allowing individual browsing and selection. 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. A replacement cost is charged for lost books and materials. Faculty can place books/materials on reserve and are subject to different checkout procedures. Reference books are not to be checked out except by special permission.

### **CCLINC**

In addition to the over 20,000 books and periodicals collection located in the library, students have access to over one million books through CCLINC online library catalog (<http://www.cclinc.ncccs.cc.nc.us>). CCLINC is a cooperative

agreement between 46 other North Carolina community colleges. Books can be browsed in English, Danish, Spanish, Castellano, French, Chinese and Arabic.

We have other borrowing cooperative agreements with East Carolina University, Mount Olive College, and Pamlico County Public Library.

Monthly featured books are displayed in the Library and also announced on Campus Cruiser and GroupWise.

Books and library material suggestions are encouraged from students, faculty, and staff throughout the year.

Students may also call, fax, or e-mail requests for books not found in CCLINC by contacting the Evening Library Technician ([eleggett@pamlicocc.edu](mailto:eleggett@pamlicocc.edu)).

Remote access to CCLINC and reference assistance is provided to all students, faculty and staff 24 hours a day and 7 days a week.

## **Media Services**

Audiovisual materials and equipment are provided to faculty and staff to meet their instructional and institutional needs. Each year, faculty and staff are asked to make audiovisual equipment and material suggestions to support their areas of instruction or administration.

## **Open Computer Lab**

We offer two multi-functional computer labs with a T-1 Internet connection. Students have access to online catalogs, NCLIVE (peer-reviewed journals, periodicals, and newspaper full-text articles). Learning Express Library consists of test preparation and an assortment of computer applications ranging from math tutorials to medical terminology to support student course work. Students can check their e-mail on Campus Cruiser and take an online class.

One of the multi-purpose computer labs provides access to faculty, students, staff, and patrons for satellite and video teleconferencing web-casting, to view telecourses, to practice PowerPoint presentations and other group presentations utilizing the audiovisual equipment and materials.

Students and patrons must follow the College's computer usage policy and guidelines posted throughout the labs. The computers are for enrolled students (16 years or older), faculty, and staff. Computers are also available for community patrons, but students are given priority. The labs are open from 7:30 am until 9:30 pm unless otherwise posted.

The Dean of DLR also serves as one of the College's Information Technology contacts, and chairs the College Technology Planning Committee.



## **Integrated Learning Center (ILC)**

The center is open Monday through Thursday from 7:30 am until 9:30 pm and on Friday from 7:30 am until 3:00 pm. Summer hours are posted.

The ILC 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. Computerized tutorials are also available.

## **Tutoring Resource Services**

The ILC provides a centralized tutor resource service. Tutors consist of community volunteers, faculty, and students. Announcements are placed on Campus Cruiser for those who are seeking academic assistance and to sign up to provide tutoring assistance.

## **GED Testing**

GED testing is administered through the ILC. GED students are required to achieve a minimum score of 50 on each pre-test before being allowed to take the official GED Tests. GED classes are also provided on campus and off campus through the Division of Continuing Education. Dates and times are posted. A fee of \$7.50 must be paid to the College prior to taking any part of the GED Tests. Testing times are posted.

Students are awarded the High School Diploma Equivalency by the North Carolina State Board of Community Colleges after they have successfully passed all five of the GED Tests. Students are encouraged to participate in graduation ceremonies. GED diplomas are mailed to students by the GED Division of the North Carolina Community College System.

## **Hours of Operation**

The Division of Learning Resources is available on campus between the hours of 7:30 am and 9:30 pm, Monday through Thursday, and 7:30 am to 3:00 pm on Friday. Summer hours are posted. Remote access is available 24 hours and 7 days a week through this site.

**Myra Blue**, Dean/Librarian/Chief GED Examiner (ext. 3033)  
([mblue@pamlicocc.edu](mailto:mblue@pamlicocc.edu)).

**Electra Krelie**, Administrative Assistant (ext. 3034) ([ekrelie@pamlicocc.edu](mailto:ekrelie@pamlicocc.edu)).

**Erlinda Leggett**, Evening Library Technician/GED Examiner (ext. 3034)  
([eleggett@pamlicocc.edu](mailto:eleggett@pamlicocc.edu)).

**Barbara Seymour**, ILC Coordinator/GED Examiner (ext. 3032)  
([bseymour@pamlicocc.edu](mailto:bseymour@pamlicocc.edu)).

**Paul Hardison**, Evening ILC Instructor (ext. 3034)  
([phardison@pamlicocc.edu](mailto:phardison@pamlicocc.edu)).

## **CAMPUS CRUISER**

What is it? Campus Cruiser is a Web portal. A portal is a Web site that offers a wide array of services. AOL is a Web portal that you may be familiar with. Campus Cruiser is PCC's Web portal and a window to many features you will need access to while you are a student at PCC.

What services does Campus Cruiser offer? There are too many to list here, but your "official" student email account is accessed through Campus Cruiser. There is a space called "My Files" where you can save your work. Campus closings, headline news, campus news, important messages and announcements are just a few of what CC has to offer. Because it is updated as things happen, CC is a good source for the most recent information.

Will my grades be in CC? All instructors have the option of posting individual grades in CC. Ultimately, as we implement our new college business system, all final grades from the NC Community College System will be accessible through Campus Cruiser. That means if you took an art class at Mayland Community College in 2002, you'll be able to see your final grade via Campus Cruiser from any Internet-capable PC.

Is Campus Cruiser only for online students? Absolutely not. CC is used to teach both online and traditional classes, but all curriculum students have a Campus Cruiser account. CC is for everybody.

So how do I log on? Easy! Type in your first and last name (lowercase letters) by which you registered, separated by an underscore. For example, if your name is Jane Doe, you would type `jane_doe` .

What is my password? Everyone is given a temporary password to start with. Your initial password is the first initials of your first and last name (uppercase letters) followed by the last four digits of your social security number. Jane Doe's password would be JD1234, for example. You will be asked to change this password to one of your choosing after your first log in. Remember the password you choose so you can log back in.

## **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, barbiturate, 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.

	Calendar 2005	Calendar 2004	Calendar 2003
<b>Category</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
Hate Crime	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Simple Assault	0	0	0
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possessions	0	0	0

No arrests were made in 2003, 2004, or 2004 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 3.5 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>2004-2005 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	Yes
2 Passing rates on licensure and certification exams	80% aggregate passing rate; 70% minimum passing rate for all exams	No
3 Goal completion of completers	95% goal achievement	Yes
4 Employment status of graduates	95% employment rate; adjusted for local employment conditions	No
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	No

\*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. Inclement weather plan announcements are also noted on Campus Cruiser <http://prod.campuscruiser.com/pamlico/>.

*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 38% for the 2002 cohort of full-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 Requirements**

Students on the Dean's List 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. GED students with 2750 or above will be recognized with honors at graduation.

### **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

Students may retake any class to improve their grade no more than once without review of the circumstances and written permission of the dean of Curriculum. The dean of Student Services will be notified in writing, if the student has been approved by the dean of Curriculum to take a class more than twice.

### 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.

### **Biotechnology**

The Biotechnology Curriculum is offered as a 1 + 1 with Pitt Community College. The Biotechnology curriculum emerged from molecular biology and chemical engineering. The program is designed to meet the increasing demands for skilled laboratory technicians in various fields of biological and chemical technology.

Course work emphasizes biology, chemistry, mathematics, and technical communication. The curriculum objectives are designed to prepare graduates to serve in three distinct capacities: research assistant to a biologist or chemist;



laboratory technician/instrumentation technician; and quality control/quality assurance technician.

Graduates may find employment in various areas of industry and government, including research and development, manufacturing, sales, and customer service.

### Course and Hour Requirements

		Class	Lab	Clin	Credit
<b>GENERAL EDUCATION COURSES (44 SHC)*</b>					
<b>Communications (6 SHC)</b>					
ENG 111	Expository Writing	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3
<b>Humanities/Fine Arts (12 SHC)</b>					
<i>Select four 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 115	Critical Thinking	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 131	Introduction to Literature	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
<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
REL 110	World Religions	3	0	0	3

## Social/Behavioral Sciences (12 SHC)

Select **four** courses from at least **three** of the following discipline areas. **At least one course must be a history course.**

### Anthropology

ANT 210	General Anthropology	3	0	0	3
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### 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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SOC 225	Social Diversity	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.

### Astronomy

AST 111	Descriptive Astronomy	3	0	0	3
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AST 111A	Descriptive Astronomy Lab	0	2	0	1
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### Biology

BIO 110	Principles of Biology	3	3	0	4
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BIO 111	General Biology I	3	3	0	4
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BIO 112	General Biology II	3	3	0	4
BIO 140	Environmental Biology	3	0	0	3
BIO 140A	Environmental Biology Laboratory	0	3	0	1

### Chemistry

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

### Physical Sciences

GEL 120	Physical Geology	3	2	0	4
PHY 110	Conceptual Physics	3	0	0	3
PHY 110A	Conceptual Physics Lab	0	2	0	1

### **Mathematics (6 SHC)**

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

### Computer Science

CIS 115	Intro to Programming and Logic	2	2	0	3
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### Mathematics

MAT 140	Survey of Mathematics	3	0	0	3
MAT 155	Statistical Analysis	3	0	0	3
MAT 161	College Algebra	3	0	0	3

### **OTHER REQUIRED HOURS (21 SHC)**

#### Orientation

ACA 111	College Student Success	1	0	0	1
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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
ACC 121	Principles of Accounting II	3	2	0	4

BIO 168	Anatomy and Physiology I	3	3	0	4
BIO 169	Anatomy and Physiology II	3	3	0	4
BIO 275	Microbiology	3	3	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
CJC 111	Introduction to Criminal Justice	3	0	0	3
CJC 121	Law Enforcement Operations	3	0	0	3
CJC 141	Corrections	3	0	0	3
EDU 216	Foundations of Education	3	2	0	4
ENG 125	Creative Writing I	3	0	0	3
ENG 126	Creative Writing II	3	0	0	3
ENG 272	Southern Literature	3	0	0	3
ENG 273	African-American Literature	3	0	0	3
ENG 274	Literature by Women	3	0	0	3
HIS 221	African-American History	3	0	0	3
HIS 226	The Civil War	3	0	0	3
SOC 244	Sociology of Death & Dying	3	0	0	3

**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 112 Argument-Based Research	3	0	0	3
<b>Natural Sciences/Mathematics (3 SHC)</b>				
<i>Select from the following discipline areas:</i>				
astronomy, biology, chemistry, earth sciences, physics, and/or general science.				
-or-				
<b>Mathematics</b>				
<i>Select from the following discipline areas:</i>				
college algebra, trigonometry, calculus, computer science, and/or 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
ENG 131	Introduction to Literature	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 115	Critical Thinking	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
REL 110	World Religions	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
SOC 225	Social Diversity	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

**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 112	Argument-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
ENG 131	Introduction to Literature	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 115	Critical Thinking	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
REL 110	World Religions	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
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SOC 225	Social Diversity	3	0	0	3

**MAJOR COURSES****Required Courses: (15 SHC)**

ACC 120	Principles of Financial Acct	3	2	0	4
ACC 121	Principles 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
BUS 110	Introduction to Business	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 240	Business Ethics	3	0	0	3
BUS 260	Business Communication	3	0	0	3
CTS 125	Presentation Graphics	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
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** **69**

## 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	Principles of Financial Acct	3	2	0	4
ACC 121	Principles 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: (15 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
CTS 125	Presentation Graphics	2	2	0	3
OST 131	Keyboarding	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** **39**

## ACCOUNTING CERTIFICATE (C25100)

### Course and Hour Requirements

		Class	Lab	Clin	Credit
<b>MAJOR COURSES</b>					
<b>Required Courses: (8 SHC)</b>					
ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 121	Principles of Managerial Accounting	3	2	0	4
<b>Required Subject Areas: (3 SHC)</b>					
<u>Taxes</u>					
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>

# 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 112	Argument-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
ENG 131	Introduction to Literature	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 115	Critical Thinking	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
REL 110	World Religions	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
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SOC 225	Social Diversity	3	0	0	3

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

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: (10 SHC)**Accounting

ACC 120	Principles of Financial Accounting	3	2	0	4
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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: (18 SHC)**

ACC 121	Principles of Managerial Accounting	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
CTS 130	Spreadsheet	2	2	0	3

**Required Subject Areas: (15 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

*Small Business: Select 1 course from the following:*

BUS 230	Small Business Management	3	0	0	3
BUS 280	REAL Small Business	4	0	0	4

**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 68**

## BUSINESS ADMINISTRATION CERTIFICATE (C25120)

**Course and Hour Requirements**

	Class	Lab	Clin	Credit	
<b>MAJOR COURSES</b>					
<b>Required Subject Areas: (7 SHC)</b>					
<i>Accounting</i>					
ACC 120	Principles of Financial Accounting	3	2	0	4
<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
<b>MAJOR COURSES</b>					
<b>Required Courses: (16 SHC)</b>					
ACC 120	Principles of Financial Accounting	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
CTS 130	Spreadsheet	2	2	0	3
<b>Total Semester Hours Credit in Program</b>					<b>16</b>

## SMALL BUSINESS ADMINISTRATION CERTIFICATE (C25120B)

### Course and Hour Requirements

		Class	Lab	Clin	Credit
<b>MAJOR COURSES</b>					
<b>Required Courses: (3 SHC)</b>					
MKT 120	Principles of Marketing	3	0	0	3
<b>Other Major Courses: (13 SHC)</b>					
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
<b>Total Semester Hours Credit in Program</b>					<b>16</b>

# COMPUTER INFORMATION TECHNOLOGY (A25260)

## Associate in Applied Science Degree

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

Course work will develop a student's ability to communicate complex technical issues related to computer hardware, software, and networks in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, database, networking, security, and technical support.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.

### 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 112 Argument-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
ENG 131 Introduction to Literature	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 115 Critical Thinking	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
REL 110	World Religions	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
SOC 225	Social Diversity	3	0	0	3

**MAJOR COURSES**

**Required Courses: (27 SHC)**

CIS 115	Intro to Programming and Logic	2	2	0	3
CTS 120	Hardware/Software Support	2	3	0	3
CTS 285	Systems Analysis and Design	3	0	0	3
CTS 289	Systems Support Project	1	4	0	3
DBA 110	Database Concepts	2	3	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 130	Windows Single User	2	2	0	3
NOS 230	Windows Admin I	2	2	0	3
SEC 110	Security Concepts	3	0	0	3

**Required Subject Areas: (9 SHC)**

Basic Computer Skills

CIS 110	Introduction to Computers	2	2	0	3
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Networking

NET 110	Networking Concepts	2	2	0	3
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Business

BUS 110	Introduction to Business	3	0	0	3
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**Other Major Courses: (11 SHC)**

CTS 125	Presentation Graphics	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
OST 131	Keyboarding	1	2	0	2
WEB 110	Internet/Web Fundamentals	2	2	0	3



**Other Major Electives: (9 SHC)***Select a minimum of 9 SHC from the following:*

ACC 120	Principles of Accounting	3	0	0	3
ACC 150	Computerized General Ledger	1	2	0	2
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 240	Business Ethics	3	0	0	3
BUS 260	Business Communication	3	0	0	3
CIS 165	Desktop Publishing I	2	2	0	3
COE 111	Co-Op Work Experience I	0	0	10	1
OST 136	Word Processing	1	2	0	2
OST 233	Office Publications Design	2	2	0	3
OST 236	Advanced Word/Information	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
WEB 210	Web 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****72**

## COMPUTER INFORMATION TECHNOLOGY DIPLOMA (D25260)

**Course and Hour Requirements**

		Class	Lab	Clin	Credit
<b>GENERAL EDUCATION COURSES (6 SHC)</b>					
<b>Communications (3 SHC)</b>					
ENG 111	Expository Writing	3	0	0	3
<b>Mathematics (3 SHC)</b>					
MAT 140	Survey of Mathematics	3	0	0	3
<b>MAJOR COURSES</b>					
<b>Required Courses: (9 SHC)</b>					
DBA 110	Database Concepts	2	3	0	3

NOS 110	Operating System Concepts	2	3	0	3
NOS 130	Windows Single User	2	2	0	3

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

Basic Computer Skills

CIS 110	Introduction to Computers	2	2	0	3
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Networking

NET 110	Networking Concepts	2	2	0	3
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**Other Major Courses: (12 SHC)**

CTS 120	Hardware/Software Support	2	3	0	3
CTS 125	Presentation Graphics	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3

**Other Major Electives: (3 SHC)**

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

ACC 120	Principles of Accounting	3	0	0	3
ACC 150	Computerized General Ledger	1	2	0	2
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 240	Business Ethics	3	0	0	3
BUS 260	Business Communication	3	0	0	3
CIS 165	Desktop Publishing I	2	2	0	3
COE 111	Co-Op Work Experience I	0	0	10	1
OST 136	Word Processing	1	2	0	2
OST 233	Office Publications Design	2	2	0	3
OST 236	Advanced Word/Information	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
WEB 210	Web Design	2	2	0	3
WEB 260	E-Commerce Infrastructure	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** **37**

# COMPUTER INFORMATION TECHNOLOGY CERTIFICATE (C25260)

## Course and Hour Requirements

	Class	Lab	Clin	Credit	
<b>MAJOR COURSES</b>					
<b>Required Courses: (6 SHC)</b>					
NOS 110	Operating System Concepts	2	3	0	3
NOS 130	Windows Single User	2	2	0	3
<b>Required Subject Areas: (6 SHC)</b>					
<i>Basic Computer Skills</i>					
CIS 110	Introduction to Computers	2	2	0	3
<i>Networking</i>					
NET 110	Networking Concepts	2	2	0	3
<b>Other Major Courses: (3 SHC)</b>					
CTS 120	Hardware/Software Support	2	3	0	3
<b>Total Semester Hours Credit in Program</b>				<b>15</b>	

# COMPUTER INFORMATION TECHNOLOGY WEB DESIGN CERTIFICATE (C25260WD)

## Course and Hour Requirements

	Class	Lab	Clin	Credit	
<b>MAJOR COURSES</b>					
<b>Required Course: (3 SHC)</b>					
NOS 130	Windows Single User	2	2	0	3
<b>Required Subject Area: (3 SHC)</b>					
<i>Basic Computer Skills</i>					
CIS 110	Introduction to Computers	2	2	0	3
<b>Other Major Courses: (12 SHC)</b>					
CIS 165	Desktop Publishing I	2	2	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
WEB 210	Web Design	2	2	0	3
<b>Total Semester Hours Credit in Program</b>				<b>18</b>	

# COSMETOLOGY DIPLOMA (D55140)

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: (2 SHC)</b>					
<u>Cosmetology</u>					
COS 223	Contemporary Hair Coloring	1	3	0	2
<b>Required Subject Areas: (7 SHC)</b>					
<u>Electives</u>					
COS 117	Cosmetology Concepts IV	2	0	0	2
COS 118	Salon IV	0	21	0	7
COS 240	Contemporary Design	1	3	0	2
COS 250	Computerized Salon Operations	1	0	0	1
COS 260	Design Applications	1	3	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** **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 112	Argument-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
ENG 131	Introduction to Literature	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 115	Critical Thinking	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
REL 110	World Religions	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
SOC 225	Social Diversity	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
	<i>All students should register for this course during their first semester at Pamlico Community College.</i>				

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

**CRIMINAL JUSTICE DIPLOMA (D55180)**

**GENERAL EDUCATION COURSES**

**Communications (6 SHC)**

ENG 111	Expository Writing	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3

**Natural Sciences/Mathematics (3 SHC)**

MAT 140	Survey of Mathematics	3	0	0	3
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**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
SOC 225	Social Diversity	3	0	0	3

**MAJOR COURSES**

**Required Courses: (22 SHC)**

CJC 111	Introduction to Criminal Justice	3	0	0	3
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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 Required: (12 SHC)**

CIS 110	Introduction to Computers	2	2	0	3
CJC 121	Law Enforcement Operations	3	0	0	3
CJC 132	Court Procedure and Evidence	3	0	0	3
CJC 141	Corrections	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** **47**

## CRIMINAL JUSTICE CERTIFICATE (C55180)

**MAJOR COURSES**

**Required Courses: (6 SHC)**

CJC 111	Introduction to Criminal Justice	3	0	0	3
CJC 113	Juvenile Justice	3	0	0	3

**Other Major Courses Required: (8 SHC)**

CJC 120	Interviews/Interrogations	1	2	0	2
CJC 122	Community Policing	3	0	0	3
CJC 222	Criminalistics	3	0	0	3

**Total Semester Hours Credit in Program** **14**



# CRIMINAL JUSTICE PROCEDURES CERTIFICATE (C55180B)

## MAJOR COURSES

### Required Courses: (9 SHC)

CJC 111	Introduction to Criminal Justice	3	0	0	3
CJC 121	Law Enforcement Operations	3	0	0	3
CJC 131	Criminal Law	3	0	0	3

### Other Major Courses Required: (6 SHC)

CJC 132	Court Procedures and Evidence	3	0	0	3
CJC 141	Corrections	3	0	0	3

<b>Total Semester Hours Credit in Program</b>	<b>15</b>
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# EARLY CHILDHOOD EDUCATION (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

#### GENERAL EDUCATION COURSES

#### Communications (6 SHC)

ENG 111	Expository Writing	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3

**Mathematics (3 SHC)***Select a minimum of 3 SHC from the following:*

MAT 110	Mathematical Measurement	2	2	0	3
MAT 140	Survey of Mathematics	3	0	0	3

**Humanities/Fine Arts (3 SHC)***Select a minimum of 3 SHC from the following:*

ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
ENG 131	Introduction to Literature	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 115	Critical Thinking	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
REL 110	World Religions	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: (22 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 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, and Nutrition	3	0	0	3
EDU 221	Children with Special Needs	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
EDU 280	Language and Literacy Experience	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 119	Intro to Early Child Education	4	0	0	4

**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: (21 SHC)**

BUS 240	Business Ethics	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
EDU 234	Infants, Toddlers, and Twos	3	0	0	3
EDU 259	Curriculum Planning	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

*Literature: Selection of course is optional:*

EDU 282	Early Childhood Literature	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 69**

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 112	Argument-Based Research	3	0	0	3
<b>Social/Behavioral Sciences (3 SHC)</b>					
PSY 150	General Psychology	3	0	0	3

## MAJOR COURSES

### Required Courses: (16 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 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, and Nutrition	3	0	0	3
EDU 221	Children with Special Needs	3	0	0	3

### Required Subject Areas: (10 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 119	Intro to Early Child Education	4	0	0	4

### Child Development

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

### Other Major Courses: (5-6 SHC)

BUS 240	Business Ethics	3	0	0	3
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*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

Class    Lab    Clin    Credit

#### MAJOR COURSES

**Required Courses: (3 SHC)**

EDU 146	Child Guidance	3	0	0	3
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**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 119	Intro to Early Childhood Education	4	0	0	4
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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
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EDU 153	Health, Safety, and Nutrition	3	0	0	3
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<b>Total Semester Hours Credit in Program</b>					<b>16</b>
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## EARLY CHILDHOOD TEACHER ASSISTANT CERTIFICATE (C55220)

### Course and Hour Requirements

Class    Lab    Clin    Credit

#### MAJOR COURSES

**Required Courses: (8 SHC)**

EDU 144	Child Development I	3	0	0	3
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EDU 235	School-Age Dev and Program	2	0	0	2
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EDU 252	Math and Sci Activities	3	0	0	3
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**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 119	Intro to Early Childhood Education	4	0	0	4
<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 112	Argument-Based Research	3	0	0	3
<b>Natural Sciences/Mathematics (3 SHC)</b>					
MAT 121	Algebra/Trigonometry I	2	2	0	3

**Humanities/Fine Arts (3 SHC)***Select a minimum of 3 SHC from the following:*

ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
ENG 131	Introduction to Literature	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 115	Critical Thinking	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
REL 110	World Religions	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
SOC 225	Social Diversity	3	0	0	3

**MAJOR COURSES****Required 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
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ELC 118	National Electrical Code	1	2	0	2
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ELC 119	NEC Calculations	1	2	0	2
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ELC 132	Electrical Drawings	1	3	0	2
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ISC 112	Industrial Safety	2	0	0	2
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PCI 264	Process Control with PLC's	3	3	0	4
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PHY 121	Applied Physics I	3	2	0	4
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**Required Subject Areas: (3 SHC)***Select a minimum of 3 SHC from the following:*

ELC 215	Electrical Maintenance	2	3	0	3
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COE 111	Co-op Work Experience I	0	0	10	1
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COE 121	Co-op Work Experience II	0	0	10	1
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COE 131	Co-op Work Experience III	0	0	10	1
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MEC 172	Intro to Metallurgy	2	2	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.*

<b>Total Semester Hours Credit in Program</b>					<b>66</b>
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## 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



**Natural Sciences/Mathematics (3 SHC)**

MAT 121	Algebra/Trigonometry I	2	2	0	3
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**MAJOR COURSES****Required Courses: (13 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

**Required Subject Areas: (8 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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**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: (3 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 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.

### **ACADEMIC STANDARD**

All students enrolled in an Allied Health Program must earn a grade of "C" in **all** course work, including general education courses, to be able to continue in the program.

### **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 112	Argument-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
ENG 131	Introduction to Literature	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 115	Critical Thinking	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
REL 110	World Religions	3	0	0	3
<b>Social/Behavioral Sciences (3 SHC)</b>					
PSY 150	General Psychology	3	0	0	3



## MAJOR COURSES

### Required Courses: (36 SHC)

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: (8 SHC)

CIS 110	Introduction to Computers	2	2	0	3
MED 118	Medical Law and Ethics	2	0	0	2
MED 122	Medical Terminology 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**

**68**

## **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 112 Argument-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
ENG 131 Introduction to Literature	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 115 Critical Thinking	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
REL 110 World Religions	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
SOC 225	Social Diversity	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: (33 SHC)**

BIO 112	General Biology II	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

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

Computers

Select one course from the following:

CTS 125	Presentation Graphics	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3

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

**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**

**ENVIRONMENTAL SCIENCE TECHNOLOGY  
CERTIFICATE IN ENVIRONMENTAL  
HEALTH AND SAFETY (C20140B)**

**Course and Hour Requirements**

**MAJOR COURSES**

		Class	Lab	Clin	Credit
BIO 140	Environmental Biology	3	0	0	3
BIO 140A	Environmental Biology Lab	0	3	0	1
ENV 218	Environmental Health	3	0	0	3
ENV 226	Environmental Law	3	0	0	3
ENV 228	Environmental Issues	1	0	0	1
ISC 112	Industrial Safety	2	0	0	2

**Total Semester Hours Credit in Program**

**13**



# ENVIRONMENTAL SCIENCE TECHNOLOGY CERTIFICATE IN WASTE MANAGEMENT (C20140C)

## Course and Hour Requirements

### MAJOR COURSES

		Class	Lab	Clin	Credit
BIO 140	Environmental Biology	3	0	0	3
BIO 140A	Environmental Biology Lab	0	3	0	1
CHM 131	Introduction to Chemistry	3	0	0	3
CHM 131A	Introduction to Chemistry Lab	0	3	0	1
ENV 210	Management of Waste	3	2	0	4
ISC 112	Industrial Safety	2	0	0	2

**Total Semester Hours Credit in Program** **14**

# 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

### GENERAL EDUCATION COURSES

#### Communications (6 SHC)

ENG 111	Expository Writing	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3

#### Natural Sciences/Mathematics (3 SHC)

MAT 121	Algebra/Trigonometry I	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
ENG 131	Introduction to Literature	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 115	Critical Thinking	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
REL 110	World Religions	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
SOC 225	Social Diversity	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:

CTS 125	Presentation Graphics	2	2	0	3
CTS 130	Spreadsheet	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**

**70-72**

**ENVIRONMENTAL SCIENCE/MANAGEMENT  
CERTIFICATE IN NATURAL RESOURCE  
CONSERVATION (C2014BB)**

**Course and Hour Requirements**

**MAJOR COURSES**

		Class	Lab	Clin	Credit
BIO 140	Environmental Biology	3	0	0	3
BIO 140A	Environmental Biology Lab	0	3	0	1
ENV 120	Earth Science	3	2	0	4
ENV 224	Land Resource Management	3	2	0	4
ENV 228	Environmental Issues	1	0	0	1
ENV 236	Wetlands Science	2	2	0	3

**Total Semester Hours Credit in Program**

**16**

**ENVIRONMENTAL SCIENCE/MANAGEMENT  
CERTIFICATE IN WATER RESOURCE  
MANAGEMENT (C2014BC)**

**Course and Hour Requirements**

**MAJOR COURSES**

		Class	Lab	Clin	Credit
BIO 140	Environmental Biology	3	0	0	3
BIO 140A	Environmental Biology Lab	0	3	0	1



CHM 131	Introduction to Chemistry	3	0	0	3
CHM 131A	Introduction to Chemistry Lab	0	3	0	1
ENV 214	Water Quality	3	2	0	4
ENV 236	Wetlands Science	2	2	0	3

**Total Semester Hours Credit in Program** **15**

## ESTHETICS TECHNOLOGY CERTIFICATE (C55230)

The Esthetics Technology curriculum provides competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the art of skin care. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional Esthetics Technology, business/human relations, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and cosmetic/skin care salons, as a platform artist, and in related businesses.

### Course and Hour Requirements

Class    Lab    Clin    Credit

#### MAJOR COURSES

**Required Courses: (16 SHC)**

COS 119	Esthetics Concepts I	2	0	0	2
COS 120	Esthetics Salon I	0	18	0	6
COS 125	Esthetics Concepts II	2	0	0	2
COS 126	Esthetics Salon II	0	18	0	6

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

# 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 112 Argument-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
ENG 131 Introduction of Literature	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 115 Critical Thinking	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
REL 110 World Religions	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
SOC 225	Social Diversity	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 with no more than 9 SHC from any one prefix: ACC, BIO, BUS, CHM, CIS, CJC, COE, ECO, EDT, EDU, ELC, ELN, ENV, ISC, MEC, 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 with no more than 9 SHC from any one prefix: ACC, BIO, BUS, CHM, CIS, CJC, COE, ECO, EDT, EDU, ELC, ELN, ENV, ISC, MEC, 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 with no more than 9 SHC from any one prefix: ACC, BIO, BUS, CHM, CIS, CJC, COE, ECO, EDT, EDU, ELC, ELN, ENV, ISC, MEC, 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
ENG 112	Argument-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
ENG 131	Introduction to Literature	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 115	Critical Thinking	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
REL 110	World Religions	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
SOC 225	Social Diversity	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
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
WEB 110	Internet/Web Fundamentals	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
	<i>All students should register for this course during their first semester at Pamlico Community College.</i>				

**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
	<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>43</b>	

## 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
<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>13</b>

## MANICURING/NAIL TECHNOLOGY CERTIFICATE (C55400)

The Manicuring/Nail Technology curriculum provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional nail technology, business/computer principles, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and nail salons, as a platform artist, and in related businesses.

### Course and Hour Requirements

		Class	Lab	Clin	Credit
<b>MAJOR COURSES</b>					
<b>Required Courses: (12 SHC)</b>					
COS 121	Manicure/Nail Technology I	4	6	0	6
COS 222	Manicure/Nail Technology II	4	6	0	6
<b>Total Semester Hours Credit in Program</b>					<b>12</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, upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE). CAAHEP, 1361 Park St., Clearwater, FL 33756; Telephone number: 727-210-2350.

### **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);

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.

### **ACADEMIC STANDARD**

All students enrolled in an Allied Health Program must earn a grade of "C" in **all** course work, including general education courses, to be able to continue in the program.

### **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
<b>GENERAL EDUCATION COURSES</b>					
<b>Communications (6 SHC)</b>					
ENG 111	Expository Writing	3	0	0	3
ENG 112	Argument-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
ENG 131	Introduction to Literature	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 115	Critical Thinking	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
REL 110	World Religions	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: (28 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 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 Area: (4 SHC)**Anatomy and Physiology

MED 116	Intro to Anatomy and Physiology	3	2	0	4
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**Other Major Courses: (18 SHC)**

CIS 110	Intro to Computers	2	2	0	3
MED 114	Professional Interaction in Health Care	1	0	0	1
MED 134	Medical Transcription	2	2	0	3
MED 138	Infection/Hazard Control	2	0	0	2
MED 270	Symptomatology	2	2	0	3
MED 272	Drug Therapy	3	0	0	3
MED 274	Diet Therapy/Nutrition	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****MEDICAL ASSISTING DIPLOMA (D45400)****ACCREDITATION**

The PCC Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs, upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE). CAAHEP, 1361 Park St., Clearwater, FL 33756; Telephone number: 727-210-2350.

**ADMISSION REQUIREMENTS**

(See admission requirements for Medical Assisting program, p.135-136.)

**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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**Natural Sciences/Mathematics (3 SHC)**

MAT 110	Mathematical Measurement	2	2	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: (28 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 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

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

MED 114	Professional Interaction in Health Care	1	0	0	1
MED 116	Intro to Anatomy and Physiology	3	2	0	4

**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** **43**

## MEDICAL ASSISTING TRANSCRIPTION CERTIFICATE (C45400)

**Courses and Hours Requirements****MAJOR COURSES**

		Class	Lab	Clin	Credit
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**

# MEDICAL ASSISTING CERTIFICATE (C45400B)

## Courses and Hours Requirements

		Class	Lab	Clin	Credit
<b>MAJOR COURSES</b>					
<b>Required Courses: (8 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 130	Administrative Office Procedures I	1	2	0	2
<b>Other Major Courses: (5 SHC)</b>					
CIS 110	Introduction to Computers	2	2	0	3
MED 138	Infection/Hazard Control	2	0	0	2
<b>Total Semester Hours Credit in Program</b>					<b>13</b>

# ADMINISTRATIVE MEDICAL ASSISTING CERTIFICATE (C45400C)

## Courses and Hours Requirements

		Class	Lab	Clin	Credit
<b>MAJOR COURSES</b>					
<b>Required Courses: (12 SHC)</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 131	Administrative Office Procedures II	1	2	0	2
<b>Other Major Courses: (3 SHC)</b>					
CIS 110	Introduction to Computers	2	2	0	3
<b>Total Semester Hours Credit in Program</b>					<b>15</b>

# CLINICAL MEDICAL ASSISTING CERTIFICATE (C45400D)

## Courses and Hours Requirements

	Class	Lab	Clin	Credit
<b>MAJOR COURSES</b>				
<b>Required Courses: (15 SHC)</b>				
MED 140 Exam Room Procedures I	3	4	0	5
MED 150 Laboratory Procedures I	3	4	0	5
MED 260 MED Clinical Externship	0	0	15	5
<b>Other Major Courses: (3 SHC)</b>				
MED 270 Symptomatology	2	2	0	3
<b>Total Semester Hours Credit in Program</b>				<b>18</b>

# 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 112 Argument-Based Research	3	0	0	3

**Natural Sciences/Mathematics (3 SHC)**

MAT 140	Survey of Mathematics	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
ENG 131	Introduction to Literature	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 115	Critical Thinking	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
REL 110	World Religions	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
SOC 225	Social Diversity	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: (28 SHC)**

ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 121	Business Math	2	2	0	3
BUS 260	Business Communication	3	0	0	3
CTS 125	Presentation Graphics	2	2	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
WEB 110	Internet/Web Fundamentals	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 Elective*Select one course each from two of the following:*Database

CTS 130	Spreadsheet	2	2	0	3
DBA 110	Database Concepts	2	3	0	3

Desktop Publishing

CIS 165	Desktop Publishing 1	2	2	0	3
OST 233	Office Publication Design	2	2	0	3

Web Design

WEB 140	Web Development Tools	2	2	0	3
WEB 210	Web 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****66-69**

## OFFICE SYSTEMS TECHNOLOGY DIPLOMA (D25360)

**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>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
ENG 131	Introduction to Literature	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 115	Critical Thinking	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
REL 110	World Religions	3	0	0	3
<b>MAJOR COURSES</b>					
<b>Required Courses: (5 SHC)</b>					
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	Principles of Financial Accounting	3	2	0	4
BUS 121	Business Math	2	2	0	3
BUS 260	Business Communication	3	0	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
WEB 110	Internet/Web Fundamentals	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****45**

# OFFICE SYSTEMS TECHNOLOGY CERTIFICATE (C25360)

## Course and Hour Requirements

Class    Lab    Clin    Credit

### MAJOR COURSES

**Required Courses: (2 SHC)**

OST 184	Records Management	1	2	0	2
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**Required Subject Areas: (8 SHC)**

Formatting/Word Processing

OST 134	Text Entry and Formatting	2	2	0	3
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OST 136	Word Processing	1	2	0	2
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Computer/Information Systems

CIS 110	Introduction to Computers	2	2	0	3
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**Other Major Courses: (5 SHC)**

OST 131	Keyboarding	1	2	0	2
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OST 181	Introduction to Office Systems	2	2	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.*

<b>Total Semester Hours Credit in Program</b>	<b>16</b>
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# PAMLICO CORRECTIONAL INSTITUTE 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.

## CARPENTRY DIPLOMA (D35180P)

The Carpentry curriculum is designed to train students to construct residential structures using standard building materials and hand and power tools. Carpentry skills and a general knowledge of residential construction will also be taught.

Course work includes footings and foundations, framing, interior and exterior trim, cabinetry, blueprint reading, residential planning and estimating, and other related topics. Students will develop skills through hands-on participation.

Graduates should qualify for employment in the residential building construction field as rough carpenters, framing carpenters, roofers, maintenance carpenters, and other related job titles.

### 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 (29 SHC)</b>				
BPR 130 Blueprint Reading/Construction	1	2	0	2
CAR 110 Introduction to Carpentry	2	0	0	2
CAR 111 Carpentry I	3	15	0	8
CAR 112 Carpentry II	3	15	0	8
CAR 113 Carpentry III	3	9	0	6
CAR 115 Residential Planning/Estimating	3	0	0	3

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

CAR 114	Residential Building Codes	3	0	0	3
ISC 112	Industrial Safety	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**

## CARPENTRY CERTIFICATE (C35180P)

### Course and Hour Requirements

Class    Lab    Clin    Credit

**MAJOR COURSES****Required Courses (15 SHC)**

BPR 130	Blueprint Reading/Construction	1	2	0	2
CAR 110	Introduction to Carpentry	2	0	0	2
CAR 111	Carpentry I	3	15	0	8
CAR 115	Residential Planning/Estimating	3	0	0	3

**Other Major Courses: (2 SHC)**

ISC 112	Industrial Safety	2	0	0	2
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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** **18**

# COMPUTER INFORMATION TECHNOLOGY CERTIFICATE (C25260P)

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>				
DBA 110    Database Concepts	2	3	0	3
NOS 110    Operating System Concepts	2	3	0	3
<b>Required Subject Area: (3 SHC)</b>				
<i>Basic Computer Skills</i>				
CIS 110    Introduction to Computers	2	2	0	3
<b>Other Major Courses: (8 SHC)</b>				
CTS 125    Presentation Graphics	2	2	0	3
CTS 130    Spreadsheet	2	2	0	3
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>18</b>

# ELECTRICAL/ELECTRONICS TECHNOLOGY CERTIFICATE (C35220P)

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 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 TECHNOLOGY DIPLOMA (D15240P)

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>MAJOR 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>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 & Fertilizers	2	2	0	3
HOR 168 Plant Propagation	2	2	0	3
<b>Other Major Courses: (18 SHC)</b>				
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 138 Greenhouse Vegetable Production	1	2	0	2
HOR 142 Fruit & Vegetable Production	1	2	0	2
HOR 225 Interiorscapes	1	2	0	2
HOR 260 Plant Materials II	2	2	0	3

**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** **40**

## HORTICULTURE GREENHOUSE OPERATIONS CERTIFICATE (C15240P1)

### Course and Hour Requirements

		Class	Lab	Clin	Credit
<b>Required Courses: (16 SHC)</b>					
HOR 134	Greenhouse Operations	2	2	0	3
HOR 138	Greenhouse Vegetable Production	1	2	0	2
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 255	Interiorscapes	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** **17**

# HORTICULTURE OUTDOOR PRODUCTION CERTIFICATE (C15240P2)

## Course and Hour Requirements

		Class	Lab	Clin	Credit
<b>Required Courses: (17 SHC)</b>					
HOR 112	Landscape Design I	2	3	0	3
HOR 124	Nursery Operations	2	3	0	3
HOR 142	Fruit & Vegetable Production	1	2	0	2
HOR 166	Soils & Fertilizers	2	2	0	3
HOR 168	Plant Propagation	2	2	0	3
HOR 260	Plant Materials II	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>18</b>

# MASONRY CERTIFICATE (C35280P)

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

### MAJOR COURSES

#### Required Courses: (12 SHC)

BPR 130	Blueprint Reading/Construction	1	2	0	2
MAS 110	Masonry I	5	15	0	10

#### Other Major Courses: (2 SHC)

ISC 112	Industrial Safety	2	0	0	2
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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.*

<b>Total Semester Hours Credit in Program</b>	<b>15</b>
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# 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
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
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).*















<b>BIO 275</b>	<b>Microbiology</b>	3	3	0	4
Prerequisites: BIO 112 or BIO 168 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
Prerequisite:	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.

**CAR 110 Introduction to Carpentry** 2 0 0 2  
 Prerequisites: None  
 Corequisites: None

This course introduces the students to the carpentry trade. Topics include duties of a carpenter, hand and power tools, building materials, construction methods, and safety. Upon completion, students should be able to identify hand and power tools, common building materials, and basic construction methods.

**CAR 111 Carpentry I** 3 15 0 8  
 Prerequisites: None  
 Corequisites: None

This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision.

<b>CAR 112</b>	<b>Carpentry II</b>	3	15	0	8
Prerequisite:	CAR 111				
Corequisites:	None				

This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.

<b>CAR 113</b>	<b>Carpentry III</b>	3	9	0	6
Prerequisite:	CAR 111				
Corequisites:	None				

This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision.

<b>CAR 114</b>	<b>Residential Building Codes</b>	3	0	0	3
Prerequisites:	None				
Corequisites:	None				

This course covers building codes and the requirements of state and local construction regulations. Emphasis is placed on the minimum requirements of the North Carolina building codes related to residential structures. Upon completion, students should be able to determine if a structure is in compliance with North Carolina building codes.

<b>CAR 115</b>	<b>Residential Planning/Estimating</b>	3	0	0	3
Prerequisite:	BPR 130				
Corequisites:	None				

This course covers project planning, management, and estimating for residential or light commercial buildings. Topics include planning and scheduling, interpretation of working drawings and specifications, estimating practices, and other related topics. Upon completion, students should be able to perform quantity take-offs and cost estimates.



**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.*

**CHM 132 Organic and Biochemistry** 3 3 0 4

Prerequisites: CHM 131 and CHM 131A

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).*

**CIS 110 Introduction to Computers** 2 2 0 3

Prerequisites: None

Corequisites: None

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware











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: Completion of ENG 095 with a grade of "C" or higher or a score of 42 or higher on the ASSET Placement Test in both reading and writing. In special circumstances, a student may register for the course with the consent of the chair of Arts and Sciences.

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: Completion of ENG 095 with a grade of "C" or higher or a score of 42 or higher on the ASSET Placement Test in both reading and writing. In special circumstances, a student may register for the course with the consent of the chair of Arts and Sciences.

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: Completion of ENG 095 with a grade of "C" or higher or a score of 42 or higher on the ASSET Placement Test in both reading and writing. In special circumstances, a student may register for the course with the consent of the chair of Arts and Sciences.

Corequisites: None

This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice







<b>COE 122</b>	<b>Co-Op Work Experience II</b>	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.

<b>COE 131</b>	<b>Co-Op Work Experience III</b>	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.

<b>COS 111</b>	<b>Cosmetology Concepts I</b>	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.

<b>COS 112</b>	<b>Salon I</b>	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, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

<b>COS 113</b>	<b>Cosmetology Concepts II</b>	4	0	0	4
Prerequisites: None					
Corequisite: COS 114					

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and



hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

**COS 114 Salon II** 0 24 0 8  
Prerequisites: None  
Corequisite: COS 113

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

**COS 115 Cosmetology Concepts III** 4 0 0 4  
Prerequisites: None  
Corequisite: COS 116

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

**COS 116 Salon III** 0 12 0 4  
Prerequisites: None  
Corequisite: COS 115

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

**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.

<b>COS 118</b>	<b>Salon IV</b>	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.

<b>COS 119</b>	<b>Esthetics Concepts I</b>	2	0	0	2
Prerequisites: None					
Corequisites: None					

This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements

<b>COS 120</b>	<b>Esthetics Salon I</b>	0	18	0	6
Prerequisites: None					
Corequisites: None					

This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting.

<b>COS 121</b>	<b>Manicure/Nail Technology I</b>	4	6	0	6
Prerequisites: None					
Corequisites: None					

This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.



<b>COS 240</b>	<b>Contemporary Design</b>	1	3	0	2
Prerequisites:	COS 111 and COS 112				
Corequisites:	None				

This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary design and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.

<b>COS 250</b>	<b>Computerized Salon Operations</b>	1	0	0	1
Prerequisites:	None				
Corequisites:	None				

This course introduces computer and salon software. Emphasis is placed on various computer and salon software applications. Upon completion, students should be able to utilize computer skills and software applications in the salon setting.

<b>COS 260</b>	<b>Design Application</b>	1	3	0	2
Prerequisites:	None				
Corequisites:	None				

This course provides an overview of the design concepts used in cosmetology. Topics include the application of art principles and elements to artistically design hair, nails, and make-up and other related topics. Upon completion, students should be able to demonstrate knowledge and techniques associated with design concepts.

<b>CTS 120</b>	<b>Hardware/Software Support</b>	2	3	0	3
Prerequisite:	CIS 110				
Corequisites:	None				

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.



<b>CTS 125</b>	<b>Presentation Graphics</b>	2	2	0	3
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, graphics, audio and video. Upon completion, students should be able to design and demonstrate an effective presentation.

<b>CTS 130</b>	<b>Spreadsheet</b>	2	2	0	3
Prerequisite:	CIS 110 or OST 137				
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.

<b>CTS 285</b>	<b>Systems Analysis and Design</b>	3	0	0	3
Prerequisite:	CIS 115				
Corequisites:	None				

This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

<b>CTS 289</b>	<b>System Support Project</b>	1	4	0	3
Prerequisite:	CTS 285				
Corequisites:	None				

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.

**DBA 110 Database Concepts** 2 3 0 3

Prerequisites: None

Corequisites: None

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

**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: None

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.

**EDT 111 Laboratory Management** 1 0 0 1

Prerequisites: None

Corequisites: None

This course provides the skills and knowledge necessary to effectively manage and/or function as a team player in an electroneurodiagnostics department. Topics include the role of an effective manager, the role of a team player, techniques for scheduling, record keeping/storage, and creation/implementation of department polices. Upon completion, students should be able to understand











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 216 Foundations of 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, structural, legal, and financial issues, PRAXIS I preparation 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 premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

**EDU 221 Children with Exceptionalities** 3 0 0 3  
 Prerequisites: EDU 144 and EDU 145  
 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





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 271 Educational Technology** 2 2 0 3

Prerequisites: None

Corequisites: None

This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments.

**EDU 280 Language & Literacy Exp** 3 0 0 3

Prerequisites: None

Corequisites: None

This course explores the continuum of children's communication development, including verbal and written language acquisition and other forms of communication. Topics include selection of literature and other media, the integration of literacy concepts throughout the classroom environment, inclusive practices and appropriate assessments. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate literacy experiences. *This course is also available through the Virtual Learning Community (VLC).*

**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.

<b>EDU 286</b>	<b>Early Childhood Issues</b>	1	0	0	1
Prerequisite:	ENG 111				
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.

<b>ELC 111</b>	<b>Intro to Electricity</b>	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.







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. Additional emphasis will be placed on study skills, including textbook use, test-taking skills, classroom participation and note taking, and becoming an independent learner. *This course does not satisfy the developmental reading and writing prerequisites for ENG 111.*

**ENG 095      Reading and Comprehension Strategies                      5    0    0    5**  
Prerequisite:    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. Additional emphasis will be placed on study skills, including textbook use, test-taking skills, classroom participation and note taking, and becoming an independent learner. *This course satisfies the developmental reading and writing prerequisite for ENG 111.*

**ENG 101      Applied Communications I    3    0    0    3**  
Prerequisite:    ENG 085 or a score of 38 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 112 Argument-Based Research** 3 0 0 3  
 Prerequisite: ENG 111  
 Corequisites: None

This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing data and incorporating research findings into documented argumentative essays and research projects. Upon Completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. *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 (Writing Intensive)** 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 (Writing Intensive)** 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 131**      **Intro to Literature** (Writing Intensive)      3      0      0      3

Prerequisite:    ENG 111

Corequisites:    ENG 112

This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ENG 233**      **Major American Writers** (Writing Intensive) 3      0      0      3

Prerequisite:    ENG 112 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 112 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 112 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 112 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.*

**ENG 272**      **Southern Literature**      3      0      0      3  
Prerequisite:    ENG 112 with a grade of “C” or higher  
Corequisites:    None

This course provides an analytical study of the works of several Southern authors. Emphasis is placed on the historical and cultural contexts, themes, aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**ENG 273**      **African-American Literature**      3      0      0      3  
Prerequisite:    ENG 112 with a grade of “C” or higher  
Corequisites:    None

This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course*



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

**ENG 274 Literature by Women** 3 0 0 3

Prerequisite: ENG 112 with a grade of "C" or higher

Corequisites: None

This course provides an analytical study of the works of several women authors. Emphasis is placed on the historical and cultural contexts, themes and aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**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.

**ENV 210 Management of Waste** 3 2 0 4

Prerequisites: CHM 131 and CHM 131A and 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.

**ENV 214 Water Quality** 3 2 0 4

Prerequisites: CHM 131 and CHM 131A and 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



problems concerning enforcement. Emphasis is placed on environmental law basics, water quality laws, air quality laws, waste disposal laws, and biological resource protection laws. Upon completion, students should be able to demonstrate an understanding of federal/state environmental laws and their importance to the protection of environmental quality.

**ENV 228 Environmental Issues** 1 0 0 1

Prerequisites: None

Corequisites: None

This course provides a forum for the discussion of current environmental issues. Emphasis is placed on environmental news, regulations, accidents, and areas of controversy. Upon completion, students should be able to demonstrate an understanding of the impact of local, state, national, and global events on environmental quality.

**ENV 236 Wetlands Science** 2 2 0 3

Prerequisites: 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.

**ENV 240 Field Sampling and Analysis** 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.

**ENV 250 Rural Watershed Protection** 3 3 0 4

Prerequisites: 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









*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











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.

<b>MAS 110</b>	<b>Masonry I</b>	5	15	0	10
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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.

<b>MAT 050</b>	<b>Basic Math Skills</b>	3	2	0	4
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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. Additional emphasis will be placed on study skills, including textbook use, test-taking skills, classroom participation and note taking, and becoming an independent learner.

<b>MAT 060</b>	<b>Essential Mathematics</b>	3	2	0	4
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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. Additional emphasis will be placed on study skills, including textbook use, test-taking skills, classroom participation and note taking, and becoming an independent learner.





accuracy, precision, conversion, and estimation within metric, apothecary, and avoirdupois systems; ratio and proportion; measures of central tendency and dispersion; and charting of data. Upon completion, students should be able to apply proper techniques to gathering, recording, manipulating, analyzing, and communicating data.

**MAT 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. Topics will also include applied geometry (areas and volumes), functional dependence, the application of exponential and logarithmic functions, right angle trigonometry, and descriptive statistics with an introduction to experimental design for hypothesis testing.

**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 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,





**MED 114 Prof Interaction in Health Care** 1 0 0 1  
Prerequisites: None  
Corequisites: None

This course is designed to identify various patient behaviors encountered in the medical setting. Emphasis is placed on stressors related to illness, cultural influences, death and dying, and needs specific to patients. Upon completion, students should be able to utilize appropriate methods of verbal and nonverbal communication with empathy and impartiality.

**MED 116 Introduction to Anatomy and Physiology** 3 2 0 4  
Prerequisites: None  
Corequisites: None

This course introduces basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care. Upon completion, students should be able to identify body system components and functions relating this knowledge to the delivery of health care.

**MED 118 Medical Law and Ethics** 2 0 0 2  
Prerequisites: None  
Corequisites: None

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bio-ethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional. *This course is also available through the Virtual Learning Community (VLC).*

**MED 121 Medical Terminology I** 3 0 0 3  
Prerequisites: None  
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).*



















**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.*







practices of the religions studied. *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).*

**SEC 110 Security Concepts** 3 0 0 3

Prerequisites: None

Corequisites: None

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

**SOC 210 Introduction to Sociology** 3 0 0 3

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

Corequisites: None

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).*

**SOC 213 Sociology of the Family** 3 0 0 3

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

Corequisites: None

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economics issues. Upon completion, students should be able to analyze the











# 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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B.S., East Carolina University  
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A.A.S., Lenoir Community College  
B.S., Mount Olive College

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Bob Palmitier ..... **Unix System Administrator**



## SUPPORT STAFF

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Certificate, Pamlico Community College
- Betty G. Hill..... **Assistant Registrar, Student Services**  
Certificate, Pamlico Community College
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- Candy Midyette..... **Payroll/Human Resources**  
A.A.S., Pamlico Community College
- Catherine Reel Miller..... **Student Services Assistant/Receptionist**  
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- Jennifer Paul ..... **Cashier/Receiving/Bookstore Coordinator**
- Elizabeth Simpson ..... **Accounting Clerk/Receptionist**  
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- Tammy Spain..... **Administrative Assistant, Instructional Services**
- Scarlet Stokes..... **Purchasing Agent/Safety Coordinator  
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- Paula Woodard..... **Administrative Assistant to the President/  
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# **PAMLICO CORRECTIONAL INSTITUTE EMPLOYEES**

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David Hall..... **Maintenance**  
A.A.S., Pamlico Community College

Shirley Styron ..... **Custodian**

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