

It's For You . . .



**General Catalog
1980-1981**



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Pamlico Technical College

Pamlico Technical College was established in 1962 for the purpose of offering the adults of Pamlico County an opportunity to improve themselves educationally.

Since then more than one thousand persons annually are finding means of improving both their earning capabilities and lives by attending the College. The total staff of PTC is dedicated to assist anyone that may enter the doors of your College to obtain quality education at a reasonable cost.

I encourage you to look us over with attendance in mind. You may desire to enroll in one of our two-year Associate Degree Programs or just take a thirty-hour general interest course. Whatever your education needs, I assure you special attention at Pamlico Technical College.

Paul H. Johnson
President

**ACCREDITED BY
THE NORTH CAROLINA STATE
BOARD OF EDUCATION
SOUTHERN ASSOCIATION OF
COLLEGES AND SCHOOLS**

**PAMLICO TECHNICAL COLLEGE
IS APPROVED FOR THE
TRAINING OF
VETERANS, AND ELIGIBLE DEPENDENTS**

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

The Legal and Corporate Name of the College is:
“PAMLICO TECHNICAL COLLEGE”

The provisions of this publication are not regarded as an irrevocable contract between the student and Pamlico Technical College. The College reserves the right to make changes in the regulations, courses, fees, and other matters of policy and procedure as and 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.

Pamlico Technical Institute is An Equal Opportunity College.

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PAMLICO TECHNICAL COLLEGE
SCHOOL CALENDAR
1980-81

FALL QUARTER 1980*

September 15-30	All instructors report daily 8 a.m.-4 p.m. or as assigned by the Dean of the College. Learning Lab open for normal hours.
September 24-26	Student registration and orientation. Late registration fee of \$5.00 will be charged students paying fees after Friday, September 26.
October 1, Wednesday	Classes begin.
October 9, Thursday	Last day students may register for curriculum programs and pay tuition and fees. Must be completed before 2 p.m. Last day students may officially withdraw from the College without complete loss of tuition. Last day students may drop/add courses.
November 10-20	Prescheduling for Winter Quarter
November 13	Last day to officially withdraw without penalty.
November 27-28	Thanksgiving holidays. School closed.
December 18	Quarter ends. Instructor reports must be turned in to the Office of the Dean of the College no later than 10 p.m.
December 19-23	College opens daily until 5 p.m. Administrative and staff personnel report for normal workday.
December 19-January 2	Student/instructor holidays and vacation. Learning Lab closed.
December 24-January 2	Staff holidays and vacation. School closed.
January 5	Learning Lab open for normal hours.

*Wednesday evening classes will conclude on *December 10*.

WINTER QUARTER 1981

January 5, Monday	Registration. A late registration fee of \$5.00 will be charged students paying fees after Tues., Jan. 6. Instructors report for normal workday.
January 6, Tuesday	Classes begin.
January 15, Thursday	Last day students may register for curriculum programs and pay tuition and fees. Must be completed before 2 p.m. Last day students may officially withdraw from the College without complete loss of tuition. Last day students may drop/add courses.
February 19, Thursday	Last day to officially withdraw without penalty.
February 23-27	Pre-scheduling for Spring Quarter.
March 23, Monday	Quarter ends. All instructor reports due in Office of the Dean of the College no later than 10 p.m. Learning Lab closes at 9:30 p.m.
March 24-31	College opens daily until 5 p.m. Administrative and staff personnel report for normal workday.
March 26	Learning Lab reopens for normal hours.

SPRING QUARTER 1981

March 26-30	Registration. A late registration fee of \$5.00 will be charged students paying fees after Mon., March 30. Instructors report at regular hours.
March 31, Tuesday	Instructors report for normal workday.
April 1, Wednesday	Classes begin.
April 9, Thursday	Last day students may register for curriculum programs and pay tuition and fees. Must be completed before 2 p.m. Last day students may officially withdraw from the College without complete loss of tuition. Last day students may drop/add courses.
April 13-17	Easter holidays and vacation. School closed.
April 20, Monday	Classes resume.
May 11-15	Pre-scheduling for Summer Quarter.
May 28, Thursday	Last day to officially withdraw without penalty.
June 23, Tuesday	Quarter ends. Instructor reports due in Office of the Dean of the College no later than 10 p.m.

SUMMER QUARTER 1981

June 24, Wednesday

Registration. A late registration fee of \$5.00 will be charged students paying fees after Thurs., June 25. Instructors report for normal workday.

June 25, Thursday

Classes begin.

July 2, Thursday

Last day students may register for curriculum programs and pay tuition and fees. Must be completed before 2 p.m.
Last day students may officially withdraw from the College without complete loss of tuition. Last day students may drop/add courses.

July 6-10

Student/instructor holiday and vacation. All curriculum classes and Learning Lab closed.

July 6, Monday

Independence Day—school closed.

July 13, Monday

Classes resume.

August 17-21

Pre-registration for Fall Quarter.

August 20, Thursday

Last day to officially withdraw without penalty.

September 7, Monday

Labor Day—school closed.

September 17, Thursday

Student Activity Day. Instructors report for normal work schedule.

September 21, Monday

Quarter ends. Instructor reports due in Office of the Dean of the College no later than 10 p.m.

September 22, Tuesday

Graduation exercises 8 p.m. Instructors report for assignment by Dean of the College. All final grades must be turned in to Division of Student Services no later than 10 a.m.



General Information

OPEN DOOR POLICY

The College operates under the **OPEN DOOR POLICY** of the Department of Community Colleges. Thus, any person, whether a high school graduate or non-graduate, who is eighteen years old or older, and who is able to profit from further formal education, will be served by the institution. The **OPEN DOOR POLICY** does not mean that there are not restrictions on admission to specified curriculums. Students are assisted in selecting programs which serve their needs and objectives in life, consistent with their background, aptitudes, and interests. The restrictions on admission are flexible enough to allow each student opportunities to improve his educational status. Preparatory studies are provided for students who lack skills necessary for admission to their chosen programs.

PURPOSE

The purpose of Pamlico Technical College is to fill the broad gap in educational opportunities existing between high school and the senior college and university by offering academic, cultural, occupational education, and training opportunities from basic education through two-year college level.

OBJECTIVES

To open the door of Pamlico Technical College to all persons of eligible age, *who show interest in and who can profit from* the instruction offered, with no individual denied an education opportunity because of race, sex, or creed.

To coordinate the resources of the College with county organizational efforts in seeking solutions to community problems.

To improve the services of Pamlico Technical College and the quality of educational opportunities through a continuing process of evaluation.

To provide vocational level training leading to certificate or diploma.

To provide technical level training leading to an Associate in Applied Science Degree.

To provide a variety of learning experiences designed around the educational needs of the individual or group, and accessible in terms of location, time, and cost to all who desire to participate.

HISTORY OF PAMLICO TECHNICAL COLLEGE

The origin of Pamlico Technical College may be traced to a series of exploratory conferences held in 1961 between officials of the North Carolina Public School System and educational leaders in Pamlico, Craven, and Carteret Counties. The purpose of these meetings was to explore the feasibility of creating "Extension Units" of Lenoir Industrial Education Center (now Lenoir Community College) which could provide post-secondary technical and vocational programs in locations more convenient to the residents of these counties.

In July of 1962, the Pamlico County Board of Education agreed to sponsor an extension unit. Under the terms of this agreement, Lenoir Industrial Education Center (IEC) provided state and federal funds to pay teachers and to purchase a limited amount of equipment. Pamlico County was expected to provide a building and such other services needed in the operation and maintenance of this facility. In September, 1962, the Pamlico County Unit began operations in a building located on the campus of Pamlico High School with approximately 400 evening students. At this time programs were offered during evening hours only and were restricted to

adults. Nine months later (May, 1963), the Board of Education employed a full-time director to supervise the Unit's operations.

Pamlico Tech was not always limited to adult enrollment only. In 1963, vocational students from Pamlico High School were also enrolled. These students attended regular high school classes for one-half day and then moved to the extension unit for specialized occupational training. In 1965, this program was phased out in accordance with laws enacted by the North Carolina General Assembly.

With the possible exception of 1974 and the news that Pamlico Tech would have a new campus, no year appears more significant in the development of PTC than 1967. At this time the North Carolina State Board of Education moved to separate the unit from the parent institution, (Lenoir Community College) and to adopt a more uniform working arrangement between the unit and the Pamlico Public School System. This new operating arrangement provided for the following significant changes:

1. State and Federal operating funds were allocated directly to the institution rather than passed through the parent institution.
2. Local money needed to operate the Unit was set aside by the County Commissioners. These funds were included as a line item in the Board of Education budget to be used at the discretion of the Unit Director.
3. Eight local citizens were appointed to serve as trustees of the institution.
4. The Pamlico Board of Education granted PTC the use of an abandoned school facility located in Alliance.

In 1967, PTC could have truly been called a "homemade institution." Students, teachers, and administrators remodeled the Alliance campus. Fund raising drives and employees willing to donate freely of their time and talents brought the Alliance campus to operational status. Not only was growth occurring in terms of buildings, but the number of employees had also increased from a single individual in 1963 to a staff of three administrators, a bookkeeper, two secretaries, and six full-time instructors. While progress was evident in many directions, PTC still faced a serious problem. The trustees did not hold title to the institutional campus, access to local support money was limited, and the school could not qualify for other state and local monies such as that needed for construction of new facilities. Furthermore, as a "half-way" institution, PTC could not aspire to accreditation by the Southern Association of Colleges and Schools—a hallmark of excellence in education.

Recognizing the above problems in institutions such as Pamlico Tech and others scattered throughout North Carolina, the State Board of Education moved to bring the operations of PTC completely in line with existing state law. This was accomplished through a 1971 revision of the North Carolina State Constitution. The revision brought about the following changes:

1. Pamlico Tech acquired a full twelve-member Board of Trustees empowered to hold title to property and the full exercise of other responsibilities as set forth in the Community College Act of 1963.
2. The Pamlico County Board of Commissioners could allocate local funds directly to the Board of Trustees for use in maintenance and operation of the school and for capital construction.
3. Pamlico Tech now became eligible for additional state and federal construction and operating funds.

The need for expansion and updating of instructional programs and facilities became evident during the late 60's. County residents were asked to approve a bond issue for capi-

tal construction. This issue, in the amount of \$150,000.00 was approved in December 1971. Administration then turned to the North Carolina General Assembly for equal matching money as provided in the law. The 1973 General Assembly more than matched this amount (\$150,000.00) with an appropriation in excess of \$300,000.00. In late 1973, the Commissioners allocated an additional \$100,000.00 which brought the total state and local money available for construction to \$500,000.00.

In October of 1973, the Board of Trustees submitted applications for a basic grant of 1.036 million dollars from the Economic Development Administration and from the Coastal Plains Regional Commission. These grants were approved on Wednesday, February 13, 1973, and construction of the new campus started in 1974. The new building was occupied in the spring of 1976. Full accreditation was achieved in the fall of 1977.

With the construction of its new campus, Pamlico Technical College has reached a milestone in its evolution as a post-secondary educational institution. It appears that the future is limited only by the imagination of its leadership and by the willingness of people to avail themselves of its diverse services.

PROGRAM OF INSTRUCTION

EDUCATIONAL OPPORTUNITIES

Pamlico Technical College has a comprehensive education program geared to a broad spectrum of community needs. It is dedicated to the concept of offering an educational opportunity to all who are genuinely interested in increasing their knowledge and ability, whether on the level of technical and vocational education, avocational pursuits, high school equivalency certification, or literacy training.

Technical programs provide the opportunity for individuals to earn an Associate in Applied Science (A.A.S.) Degree. Upon completion of one of several vocational programs, a student receives a diploma or certificate verifying competency in a particular trade.

Short courses are offered by the College's Continuing Education Division, and many evening certificate programs are conducted in selected technical and vocational specialities. These courses are designed to focus on the specific educational needs of students, as opposed to the more comprehensive diploma or degree programs.

General adult education provides courses which enable the adults of Pamlico County to broaden their vocational interests and to improve themselves educationally and culturally. Also, the Learning Center affords the opportunity to everyone, whether enrolled in a course of instruction or not, to gain knowledge through programmed learning. In addition to a high school preparatory program leading to a high school equivalency certificate, general adult education offers basic education for adults with less than an eighth grade education.

ACCEPTANCE AND ADMISSION INFORMATION

REQUIREMENTS AND PROCEDURES

Curriculum students are enrolled at the beginning of a quarter, usually September of each year; however, entrance at the beginning or during other quarters is permissible when the curriculum and schedule permit.

Applicants for all curricular educational programs are required to complete the following steps:

Submit a complete application for admission.

Submit a transcript of records from the high school and other post-secondary educational institutions attended.

Complete a prescribed medical history report.

Report to the institution for an admission interview and placement tests.

Following receipt of his application, the student will be invited to come for a placement interview with an admissions counselor. The student and the counselor review together the student's application, his career objectives, and the requirements of the various programs of study. Through this process the student becomes familiar with available programs and can better evaluate his chances of success in a particular course of study. Should a student desire a program of study for which he lacks adequate preparation, he will be accepted for admission and scheduled for a combination of preparatory courses (Developmental Studies) and regular scheduled curriculum credit courses to help him overcome the educational limitations that could prevent him from making satisfactory progress.

Generally, educational placements tests are given periodically during the year to aid in placement of students in courses. Such tests are only for placement purposes and are not admission tests.

READMISSION OF CURRICULUM STUDENTS

Students re-entering Pamlico Technical College after one or more quarters out of school will follow normal registration procedures. If the student was out of school as a result of disciplinary action, he must appear before the Appeals Committee and petition for readmission to the College. If the returning student was on academic probation at the time of his leaving, the probation policy will remain in effect and determine the conditions of his readmission.

READMISSION

Previously enrolled students who wish to return to the institution must contact the Admissions Office and complete readmission procedures.

PROVISIONAL ADMISSION

Students who have not completed admission procedures may be accepted provisionally. These students must complete all admission requirements within one quarter following enrollment, or be considered non-degree students.

TRANSFER STUDENTS

Students desiring to transfer credits to Pamlico Technical College from other institutions must be in good standing at that institution and must submit the following:

- A complete application blank.
- A complete health questionnaire.
- Official transcript(s) and a catalogue or course descriptions from institutions previously attended.

There is no limit to the number of hours that may be transferred from other institutions; however, the final quarter of the student's work towards the degree or diploma must be completed at Pamlico Technical College. Furthermore, only courses with a grade of C will be considered for transfer. In order to receive transfer credit, the student must submit the transfer credit evaluation form available in the office of Student Services. NOTE: As a part of the evaluation of transfer credits, students may be required to take a proficiency examination in a specific course or courses before completing registration. Students desiring to transfer between programs may receive credit for all applicable courses with a passing grade as verified by transcript of the students' permanent record.

ACADEMIC REGULATIONS

RESIDENCY

To qualify for in-state tuition a legal resident must have maintained his domicile in North Carolina for at least the twelve months immediately prior to his classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the State during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education. If the parent (or court-appointed legal guardian) of the individual seeking resident classification are bona fide domiciliaries of this State, this fact shall be prima facie evidence of domiciliary status of the individual applicant; however, if such parents or guardian are not bona fide domiciliaries of this State, this fact shall be prima facie evidence of non-domiciliary status of the individual.

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 that 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 office for student inspection.

REGISTRATION

The school year consists of four quarters. Students who are pursuing a curriculum must register at the beginning of each quarter as they progress toward their educational objectives. All students will register during the prescribed registration period for that quarter (see school calendar). A late registration fee will be charged when registration occurs after the ending date as stated in the catalogue.

Pre-Scheduling—Pre-scheduling is usually held around the middle of the quarter and is a time when the student and his advisor can review the student's academic progress and plan courses for the upcoming quarter. Only those students currently enrolled are allowed to pre-schedule.

Late Registration—A student may register late for class, providing:

- The class is not canceled or closed.
- Receive special permission.
- Pays late registration fee.

STUDENT CLASSIFICATION

Freshman—A student who has earned less than forty-five quarter hours of credit.

Sophomore—A student who has earned more than forty-five quarter hours credit.

Full-time Student—A student who carries a twelve quarter hour load.

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

Special Student—A full-time or part-time student not seeking a degree or diploma. Audit students are also included in this classification.

WAIVER BY PROFICIENCY

The requirement that a student complete a specific course as a part of an overall educational program may be waived upon successful completion of a proficiency examination. Proficiency examinations are developed and administered at the department level. The test may be any one or a combination of the following:

- Written test.
- Evaluation of manipulative skills.
- Student oral interview.

A copy of the written examination and/or a written summary of criteria used in assessing proficiency must be submitted by the appropriate faculty member for inclusion in the student's permanent file.

Credit by proficiency test may be administered prior to the student's official enrollment at the College. In no instance, however, should such examinations be administered after the close of the official Drop/Add period set in the School Catalog. Questions in this matter should be directed to the Dean of the College.

Acceptable performance on a proficiency examination for a specific course will be so noted on the student's official transcript with the letter Z. As no credit hours are earned through the waiver of a course requirement, the student's grade point average is unaffected. There is no refund of tuition for students earning waiver through proficiency examination; however, students may be allowed to enroll in a course of similar hours for which they are qualified without additional charge.

CREDIT BY CHALLENGE EXAMINATION

Students, who feel that they have mastered sufficiently the content of a specific course, may request a challenge examination. Challenge examinations are developed and administered at the departmental level. They are administered at any point during the course after the official drop add period. A copy of the Challenge Examination shall be placed in the student's permanent folder. Credit hours and grades earned shall be used in computing the student's grade point average. There is no refund of student tuition. Questions in this matter should be directed to the Dean of the College.

ATTENDANCE POLICY

CLASS ATTENDANCE REGULATIONS

• Students are expected to attend punctually all classes and lab sessions in the courses for which they are registered, beginning with the first session following registration in the course, except as provided in number 2 below.

• Each instructor shall determine the class attendance policy he feels is best for his particular course. In determining the number of unexcused absences which he will accept, the instructor should consider carefully the nature of his course and the maturity level of his course and the maturity level of his students. This policy, along with the instructor's requirements for announced quiz attendance, should be presented to the class, preferably in writing, at the beginning of the quarter and will govern attendance in the class. Copies of attendance requirements should be sent to the individual chairman, Dean of College, and Counselor.

• Instructors are expected to recognize and honor official institutional excuses, i.e., excuse students without penalty for absences due to participation in authorized institutional activities, death in the family and personal illnesses of students excused by the Dean of Students, Counselor, or a doctor's note.

TUITION AND FEES

Tuition fees are set by the State Board of Education 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 are as follows:

	Resident	Non-Resident
Full-time (12 or more credit hours);	\$39 per quarter	\$198.00
Part-time (less than 12 credit hours);	\$3.25 per credit hour	\$16.50 per credit hour
Activity and Graduation Fee		
Full-Time		\$5.00
Three-Quarter Time	¾ time (9-11 hrs.)	3.75
One-Half Time	½ time (6-8 hrs.)	2.50
Persons over age 65 No Tuition Charges		
Late Registration Fee		5.00

TEXTBOOKS AND SUPPLIES

The cost of textbooks and supplies vary according to the program of study. Full-time vocational students may expect to pay between \$30 and \$35 per quarter. Textbooks and supplies for full-time technical students will cost approximately \$60 per quarter.

STUDENT RIGHTS AND RESPONSIBILITIES

The rights of students as citizens are acknowledged and reaffirmed. Student rights include the privilege of education, the freedom to hear, to study, to write, and to exercise the rights of citizenship.

STUDENT CONDUCT

Pamlico Technical College expects all students to conduct themselves with honor and to maintain the high standards of responsible citizens. The campus and College facilities are not places of refuge or sanctuary. Students, as all citizens, are subject to civil authority on, as well as off the campus.

STUDENT DISCIPLINE

The President and the Dean of the College or their designated representatives may, after suitable investigation, dismiss, suspend, or expel any student who impairs, impedes, or disrupts the legal mission, processes, or functions of the College. Students found to have counseled, encouraged, instigated, or incited others to impair, impede, or disrupt the education and other lawful operations of the College also shall be subject to immediate suspension, dismissal, or expulsion.

STUDENT APPEAL

Should a student wish to appeal any disciplinary action imposed by an administrative official, a written notice of appeal should be submitted by the student within five calendar days of the date of the written notification. The appeal should be directed to the Chairman of the Student Appeals Committee.

The Student Appeals Committee will be composed of the following: One faculty member and one Administrator, each appointed annually by the President, and two students, appointed by the Student Affairs Committee. The Administrator appointed by the President shall serve as Chairman of the committee. The Dean of Student Services will sit ex-officio.

The Student Appeals Committee will convene within two school days of the notice of appeal. The result of any appeal made to the Student Appeals Committee will be determined by a majority vote of the committee members. Based upon the outcome of this voting, a written recommendation will be sent to the President's office by the committee chairman. In addition, a written notice of the recommendation rendered to the President will be sent to the student. Any adjustments of the original disciplinary action rendered will come from the President's office.

Should a student desire to make a second appeal, a written notice will be made to the Board of Trustees through the President of the College. In order to appeal before the Board of Trustees the student must adhere to the following procedure:

1. Inform the President—in writing or by oral request—of the desire to schedule a hearing by the Board of Trustees. This request should be made in writing within five (5) school days after the student is advised of the findings of the Student Appeal Committee.
2. Inform the President as to the number and identity of individuals who will accompany him.

It will be the President's responsibility to notify the appropriate members of the Board of Trustees. The Secretary of the Board of Trustees will place the item on the agenda and notify the student of the date, time, and place of the meeting. The Board of Trustees will meet as soon as possible, after the request has been submitted. The time that may elapse between the appeal notification and the date the Board will convene usually will not exceed twenty calendar days. The student will be notified in writing of the results of the appeal by the Chairman of the Board of Trustees and this shall be the final action. Copies of such notification will be forwarded to the President and Student Appeals Committee.

COLLEGE PROPERTY

The property of the College must not be abused or removed from the place where it belongs. Students who feel inclined to destroy or abuse the building or furnishings shall be permanently dismissed from the College. Students shall be held liable for the damages.

STUDENT IDENTIFICATION CARDS

Curriculum students will be presented an ID card from the Office of Student Services upon registering. This card may be required for admission to social, cultural, recreational, or other events sponsored by the College or the Student Affairs Committee.

AUTO REGULATIONS

Upon registration, students wishing to operate a vehicle on campus will be issued parking permits and a copy of campus traffic regulations. Any violation of these regulations will be issued parking permits and a copy of campus traffic regulations. Any violation of these regulations will subject the student to disciplinary action.

SMOKING

Smoking is allowed in authorized places. Students may smoke in the halls, the student center, and outside the building. Smoking is not allowed in classrooms, library, and shops or other hazardous areas.

DRESS RECOMMENDATIONS

Pamlico Technical College encourages neatness, cleanliness, and appropriateness of attire for students at all times. In the interest of safety, students will be advised by shop instructors as to appropriate dress and shoes to be worn.

SOCIAL LIFE

The Student Affairs Committee may propose events throughout the year for the social, cultural, and educational enrichment of the student. Any student who pays the student activity fee is eligible to attend activities sponsored by the College.

FOOD SERVICE

The College provides vending machines in the student center that dispense cakes, cookies, soft drinks, and other sundries. No cafeteria is maintained on campus.

STUDENT CENTER

The student center area is a place to meet, eat, and relax during leisure moments. Wastebaskets and soft drink crates are provided in order that students may leave the area neat and clean for others.

The bulletin board in the lounge is reserved for Student Services and student use. Materials may be posted for information such as employment opportunities, social and recreational events, and Student Government activities and should be approved by the Office of Student Services prior to posting. Any complaints concerning vending machine service should be directed to the Business Office.

CLUBS AND STUDENT PUBLICATIONS

Student publications such as a school newspaper or yearbook depend upon the voluntary cooperation of the students. A Student Publications Committee functions under the supervision and direction and approval of the Student Affairs Committee, and the Dean of Student Services.

EXTRA-CLASS ACTIVITIES

Extra-class activities, such as intramural sports, dances, picnics, socials, and student publications, are supervised and approved by the SAC and the Office of Student Services. Final approval of all extra-class activities rests with the President. The SAC is under the supervision of a faculty advisor and the Office of Student Services.

USE OF COLLEGE TELEPHONE

A public telephone is provided for student use and is located in the student center. Students are cautioned against having parents and friends call during class time as students will be called out of class only to receive emergency calls.

HEALTH SERVICES

First aid kits are located in all departments and offices. No other health facility is available on campus. All students are required to complete a health questionnaire which gives a personal health record. The Medical Center in Bayboro is the nearest medical facility and referrals are made to the County Health Department. The College reserves the right to require a doctor's medical examination if deemed necessary.

STUDENT FINANCIAL AID CONSUMER INFORMATION

Information about financial assistance and other data required by the U.S. Office of Education is available in another section in this bulletin. Additional information is available in the Student Services Office.

DROPPING AND/OR ADDING COURSES

You may change classes during the 10-day drop/add period without penalty. After this period, to avoid a failure, you must officially withdraw. However, some courses may be added after this period if student has paid the maximum tuition rate (\$39.00). Follow these procedures:

- Obtain Registration Change Notice form from Student Services Office and have approved.
- Have your instructor(s) initial it and indicate last day of actual attendance.
- Have your advisor sign it (usually dept. head or major instructor).
- Have the Business Office make final check and pick up your copy.

Since attendance requirements vary with each course and instructor, all students are automatically dropped from the instructor's roll after the fifth consecutive class absence; evening students after second consecutive class session. Re-entrance must be approved by the Dean of Student Services in coordination with Department Chairman. After the seventh week of the quarter, withdrawal without penalty (final grade of F), can only be done in the case of an emergency, e.g., death or serious illness in immediate family; migration created by change in employment of self or family.

PROBATION POLICY

Technical Programs

1. **First Probation**—Students with a grade point average less than 1.25 upon completion of the first quarter will be placed on academic probation and will be required to consult with a counselor for advice.

2. **Second Probation**—A second consecutive probation will require that students remain on academic probation. They will be notified as in the first probation. Students will be required to meet with a counselor for advice and a reduction in course load to less than full-time status may be required.

3. **Third Probation**—A third consecutive academic probation will require a reexamination of the students' progress. This review will include close consultation between the counselors, advisors, and instructors, including the Dean of Student Services when deemed necessary. At this point the student may be required to withdraw or be redirected in another curriculum.

Vocational—Certification Programs

1. **First Probation**—Students with a grade point average of less than 1.25 upon completion of the first quarter will be placed on academic probation and will be required to consult with a counselor for advice.

2. **Second Probation**—A second consecutive academic probation will require a reexamination of the student's progress. This review will include close consultation between the counselors, advisors, and instructors, including the Dean of Student Services when deemed necessary. At this point the student may be required to withdraw or be redirected in another curriculum.

A.A.S. Degree Students	Hours Attempted	Point Average
	1-16	1.25
	17-32	1.50
	33-48	1.85
	49-64	1.95
	65-80	2.00
	81-over	2.00
Diploma Certificate Students	1-15	1.25
	16-38	1.50
	39-51	2.00
	52-over	2.00

Students enrolled in learning laboratories, open labs, etc., learning laboratories, guided studies, etc., are required to demonstrate acceptable progress towards an identified educational goal, (e.g., High School Equivalency). "Acceptable Progress" is defined as the successful and systematic completion of learning objectives within an acceptable time frame. The identification of students who fail to demonstrate "Acceptable Progress" is the responsibility of the instructor.

Students enrolled in learning laboratories, open labs, etc., who fail to demonstrate acceptable progress towards educational goals may be placed on probation upon recommendation of their advisor. Any student failing to remove satisfactorily the cause of his probation within a reasonable period of time (not to exceed one academic quarter), shall be subject to a loss of VA benefits and possible dismissal from the College.

THE GRADING SYSTEM

The following is the grading system used by Pamlico Technical College:

Letter	Numerical Equivalent	Quality Points Per Quarter Hour
A	93-100	4
B	85-92	3
C	77-84	2
D	70-76	1
F	Below 70—Failing	0
WP	Withdrew Passing	0
WF	Withdrew Failing	0
I	Incomplete	0
AUD	Audit	0
Z	Credit by Proficiency	0
T	Transfer Credit	0

EXPLANATION OF GRADES

A grade of "I" must be removed by making up the work during the next quarter if credit is to be given for the course. An "Incomplete" may be extended depending on the student's individual needs and upon close counseling by his major advisor, instructor, counselor, or the Dean of Student Services. The instructor makes the final decision.

Courses with an "Incomplete" grade are not used in computing grade point averages; however, a student with an "Incomplete" grade is not eligible for the Dean's List or Honor Roll in the quarter the "Incomplete" is received.

Students auditing courses are not required to take examinations or hand in written work, but may do so if they wish. No grade or credit toward a degree or diploma is given.

Withdrew Passing/Withdrew Failing is awarded only when the student completes and official withdrawal form. **WP** carries no penalty; hours attempted will be calculated for G.P.A. purposes if a **WF** is awarded.

Failure to officially withdraw will cause an automatic F.

DEAN'S LIST AND HONOR ROLL

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

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

Part-time technical and vocational students enrolled in at least 6 credit hours of work maintaining a quarterly grade point average of 3.00 or higher will be recognized on a Student Recognition List.

The Dean's List, Honor Roll, and Part-time Student Recognition List are prepared by the Office of Student Services and mailed to all local or area newspapers.

REFUND POLICY

Tuition refunds for students shall not be made unless the student is, in the judgement of the College, compelled to withdraw for unavoidable reason (death or serious illness in immediate family; migration created by change in employment of self or family). In such cases, two thirds (2/3) of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered for tuitions of five dollars (\$5.00) or less, unless a course or curriculum fails to materialize due to no fault of the student.

There is no refund on such yearly payments as activity fees, insurance premium fee, graduation fee, and any special fees such as late registration.

In all refund cases, the student must officially withdraw and complete the Request for Refund Form. The Business Office will execute and mail the refund after all necessary forms and steps have been completed as stated above.

FEE PAYING REGULATIONS

Paying and collecting of fees is established by law and is 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; CETA 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.

PROGRAMS OF STUDY

VOCATIONAL PROGRAMS DIPLOMA

Vocational curricula are designed to provide the student with skills, trades, and vocations to meet the needs of local and area industry. These programs are:

- Auto-Diesel Mechanics
- Light Construction
- Industrial Mechanics
- Medical Office Assistant

CERTIFICATE PROGRAMS

- Masonry
- Home and Hospital Aide

TECHNICAL PROGRAMS—(A.A.S. Degree)

The technical programs offered at Pamlico Technical College prepare the student to become a competent technician. These curricula are designed for career preparation with a background in general education. Technical Programs are:

- Accounting
- Executive Secretarial
- Agricultural Science
- General Office Technology
- Business Administration
- Early Childhood Associate

REQUIREMENTS FOR GRADUATION AND DEGREES OFFERED

DEGREE AND DIPLOMA REQUIREMENTS FOR GRADUATION

The following are established as minimum requirements for the Associate in Applied Science Degree and State Diploma:

1. Complete all course requirements as outlined by curricula. Degree and Diploma candidates must earn at least an overall grade point average of 2.0 in courses presented for graduation.
2. Prospective graduates must be recommended by the chairman of the department in which a student completes his or her major work.
3. Fulfill all financial obligations to the College.
4. Be present for graduation exercises which are held during the last week of August each year. Exceptions to this requirement may be granted by the Office of Student Services.
5. Final quarter of student's work must be completed at Pamlico Technical College.

DEGREE PROGRAMS

Pamlico Technical College will confer an Associate in Applied Science Degree in all technical curricula. This degree is conferred in the name of the College Board of Trustees when all requirements for graduation have been satisfied.

DIPLOMA PROGRAMS

Pamlico Technical College will award a diploma in all trade curricula. This diploma is conferred in the name of the College's Board of Trustees when all requirements for graduation have been satisfied.

CERTIFICATES

Pamlico Technical College will award certificates upon satisfactory completion of curriculum course designed and stated as a certificate program.

FACULTY ADVISORS

Each student is assigned a faculty advisor. Students are required to have their class schedules approved by their advisor during registration. In addition, all students are encouraged to meet with their advisor at the end of the first five weeks of instruction each quarter. All advisors maintain office hours that are posted. Pre-scheduling dates are listed in the College Calendar.

CLASSIFICATION OF STUDENTS

Full-time—A student enrolled for 12 or more quarter credit hours is considered a full-time student.

Part-time—A student enrolled for less than 12 quarter credit hours is considered a part-time student.

SCHEDULING OF COURSES

Most curriculum classes meet between the hours of 8:00 a. m. to 5:00 p. m., Monday through Thursday, for 50 minutes of each hour. Evening classes are scheduled between the hours of 6:00 and 10:00 p. m.

CREDIT FOR LEARNING LAB COURSES

Courses not available within the current quarter's schedule may be taken for credit in the Learning Lab provided an equivalent course of study is available, and subject to approval of the Dean of the College upon recommendation of the appropriate department head and the student's advisor. The student will be required to enroll through regular registration procedures and is subject to standard attendance policy.

The appropriate department head assumes responsibility for course content and validity. In addition, a departmental instructor will be assigned responsibility for student progress and final evaluation and grading.

COURSE LOAD

Students enrolled for 12 or more quarter credit hours are designated as full-time students. A student may enroll for up to 20 quarter hours depending upon his ability as determined by his faculty advisor. Those students who are placed on academic probation may be advised to take a reduced course load. Students employed full or part-time may also be advised to take a reduced course load contingent on their academic standing.

REPEAT COURSES

A student may repeat a course to eliminate a failing grade, to attempt to receive a higher grade, or to repeat a course for which transfer credit has been granted. The highest grade will be used for computing total credit hours attempted and passed, total quality points, and quality point averages.

AUDIT POLICY

A full-time enrolled student may, with permission of the instructor, audit any course without additional charge. He must register for the class during registration and indicate on his grade report form that it is an audit class. A part-time student wishing to audit a course may apply for admission to the institution and pay the usual hourly tuition charge. Audit courses are subject to permission of the instructor and contingent upon there being space available in the class.

CURRICULUM PROGRAMS

Associate in Applied Science Degree Programs

Accounting
Agricultural Science
Business Administration
Early Childhood Associate
Executive Secretarial
General Office Technology

Vocational Diploma Programs

Auto-Diesel Mechanics
Industrial Mechanics
Light Construction
Medical Office Assistant

Certificate Programs

Home and Hospital Aide
Masonry

STUDENT SERVICES

ORIENTATION

To promote an understanding of the philosophy and standards of the College, all new students are expected to participate in an orientation program 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.

COUNSELING SERVICES

Student Services include counseling services provided by trained personnel. These services are available to every student from preadmission through graduation, including educational transfer or job placement. Counseling begins with the initial interview and contact with a student. The primary purpose of the interview is to aid the student in making a wise decision in his choice of study which closely fits his needs, interests, and abilities.

The counseling staff is composed of the Dean of Student Services and counselors. Students should feel free to come to the counselor's office any time to discuss or explore any problem or condition of importance to them—and may discuss it with the full knowledge that anything they say will be CONFIDENTIAL. Any problem or any situation which causes uneasiness or discomfort may diminish academic or personal performance or satisfaction 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.

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

All students should be covered by accident insurance. This coverage may be provided by either a personal or family policy, or by the group accident policy maintained by the school. Cost of the school group policy is approximately \$5.00 per school year which provides coverage to and from school and while at school. If twenty-four hour coverage is desired it is available at an increased premium.

All accidents should be immediately reported to the instructor in charge of the instruction period. If accidents occur outside of the instructional period, the Dean of Student Services should be notified.

First aid equipment is located in various places in the school and minor accidents may be handled by the instructor. Medical attention may be obtained at the Pamlico County Medical Center.

IDENTIFICATION CARDS

During registration students are issued an ID card. The ID card is non-transferable and should be carried whenever you are on campus. The card verifies status as a student at PTC and may, therefore, be required for admission to social or athletic events, for voting rights in student elections, and for such events demanding evidence of student status.

CHANGE OF ADDRESS

A student should report any change of address immediately to the Records Clerk who will notify all offices concerning the change.

PLACEMENT SERVICE

No reputable institution can guarantee jobs for graduates. However, the College assists qualified graduates in finding suitable employment. Upon written request of the student, the College will provide information to prospective employers regarding the student. In addition, industrial representatives visit the school interviewing graduates for prospective positions within their organizations.

FINANCIAL AID

The purpose of the Financial Aid program is to provide assistance to students who without aid would be unable to attend Pamlico Tech. The College, in selecting students to receive financial aid, places emphasis on need and on the student's potential.

Since the amount and type of aid is based on the family's financial strength, the information provided by the student and the parents or spouse must be complete and accurate. Falsification of information is cause for cancellation of all aid.

Financial aid applications may be obtained from the Financial Aid Officer located in the Student Services Office. NOTE: Student consumer information is found on pages 18-21 of this section.

SOCIAL SECURITY BENEFITS

Students entitled to Social Security Benefits must be enrolled and classified as a full-time student.

VETERANS ADMINISTRATION EDUC. ASSISTANCE

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.

Quarter Hours Time Chart

Technical	
Full	12 quarter credit hours
$\frac{3}{4}$	9-11 quarter credit hours
$\frac{1}{2}$	6-8 quarter credit hours
Vocational	
Full	22 or more contact hours per week
$\frac{3}{4}$	16-21 contact hours per week
$\frac{1}{2}$	11-15 contact hours per week
High School GED	
Full	18 or more contact hours per week
$\frac{3}{4}$	13-17 contact hours per week
$\frac{1}{2}$	9-12 contact hours per week

VOCATIONAL REHABILITATION

Pamlico Technical College is approved for the training and education of persons who qualify under the provisions of the North Carolina Division of Vocational Rehabilitation. Disabled persons desiring benefits under this program should contact the local office of the Division of Vocational Rehabilitation.

Basic Educational Opportunity Grants—Grants range from \$50-\$1,800 for each school year as determined by Congress. Total of the grant cannot exceed ½ of the difference between the amount a student and his family can contribute and the total expenses of attendance. A student must be enrolled at least ½ time in a curriculum of one academic year or more.

College Work Study—A program of employment in which the student, particularly from a family with great financial need, is compensated for the number of hours worked for the College or an off-campus agency. A student employed in this program normally works no more than 10 hours per week while attending classes.

During vacation periods, the student may work up to 40 hours per week. The basic rate of pay is the Federal Minimum Wage.

On campus jobs include work in offices, shops, libraries, and maintenance.

North Carolina Student Incentive Grant Program (NCSIG)—Grants are available to full-time students who are residents of North Carolina and who demonstrate “substantial financial need.” The amount will be based on the student’s demonstrated financial need in relation to resources and cost of education but may not exceed \$1,500 per academic year. The student must first apply for the Basic Educational Opportunity Grant. Funds are provided by N. C. State Education Assistance Authority.

College Foundation, Inc.—The Foundation administers several loan programs which are available to individuals who, at the time of their acceptance, show a need for financial assistance. Included are:

N. C. Insured Student Loan Program—Legal resident of North Carolina enrolled full-time may borrow up to \$833 per quarter for a total of \$2,500 per academic year for an aggregate of \$10,000 through College Foundation, Incorporated. The interest rate is 7%. During the in-school and grade periods, the interest may in certain circumstances be paid by the U. S. Office of Education.

Supplementary Educational Opportunity Grants—Awards are based on exceptional financial need and academic promise. These grants are available to a limited number of students and must be matched with other aid funds. Eligibility must be established with the Financial Aid Office. Grants will range from \$200-\$1,000 a year, and can be no more than ½ of the total assistance given the student.

Short Term Loans—Emergency loans are available to cover tuition and books for one quarter. Applications must be submitted within 10 calendar days prior to registration. A new loan cannot be made unless all outstanding loans are paid in full.

SPECIAL SERVICES

Special Services offers assistance to any qualified student who meets the criteria established by the U. S. Commissioner of Education, or who is physically disabled, or has limited English-speaking ability, and who is accepted or already enrolled at the College. The program assists students to achieve their post-secondary academic ambitions, and, whenever practical, encourages them to complete their undergraduate studies and go on to graduate or professional education programs. Veterans and other groups have found Special Services to be of particular value. The program assists in removing academic deficiencies and provides career guidance, placement, and other services needed to continue in higher education.

STUDENTS WITH HANDICAPS

Admissions

Pamlico County Technical College is sensitive to the needs of handicapped applicants. Special arrangements will be made for admission testing of handicapped applicants. Students will be admitted to curriculums in which they project ability to satisfactorily complete.

Evaluation

If a student has a handicap which impairs sensory, manual, or speaking skills, instructors will provide alternative testing and evaluation procedures to ensure that the results of evaluation represents the student’s achievement in the course, rather than a student’s impaired sensory, manual, or speaking skills (except where such skills are the factors being measured).

Accessibility

All classes and labs are accessible to handicapped students.

Privacy and Access

A student has a right to inspect and review his personal student records. Such records may include identifying data, academic work completed, grades, achievement test scores, aptitude test scores, health data, teacher or counselor ratings and observations, and verified reports of serious or recurrent misbehavior.

A student who desires to inspect his records may do so requesting such inspection on a form provided by the Records Clerk or Dean of Student Services who will schedule such inspection. The student may request and receive copies of records. The student may challenge the accuracy of his records and the institution will grant a hearing. Such challenge should be directed to the Dean of Student Services.

Other persons will not be permitted access to such information except for school officials and teachers, parents of dependent students, representatives of the Comptroller General, Secretary of Health, Education and Welfare, state agencies needing information for an audit, or persons holding a court order or subpoena. To all other persons, the institution will release only information indicating if the student is currently enrolled, the program in which enrolled, and any honors such as Dean’s List that the student receives. If a student does not desire this information released, the Student Services Office should be notified within 10 days of each year’s initial enrollment.

STUDENT ACTIVITIES

All extracurricular activities sponsored by the school 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. One hour per week is reserved for these activities.

As extracurricular activities should not interfere with the educational process, care should be taken to ensure that these activities are scheduled so as not to interfere with classes. Students wishing to organize additional activities shall make application to the Dean of Student Services according to the SAC regulations stating the purpose and objective of such activity.

STUDENT AFFAIRS COMMITTEE

The Student Affairs Committee 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 SAC each student has a voice in school affairs.

The structure of the SAC includes the president, vice-president, secretary and treasurer. Election for the office of president, secretary and treasurer is held during the Fall Quarter.

Student activities sponsored by the SAC may include a Fall Quarter Cookout, Christmas Party, Spring Quarter Cookout, Field Day, and PTC Ole' Country Fair. Other activities will be provided as needed subject to adequate funding in the SAC budget.

STUDENT ORGANIZATION

Phi Beta Lambda—Membership in this club is open to any student interested in business who has at least a "C" average. Its purpose is to promote scholastic excellence in the field of business and to provide a feeling of unity and fellowship in the Business Department.

CODE OF CONDUCT FOR STUDENT ORGANIZATIONS

Students are expected to conduct themselves on and off campus in a socially acceptable manner. Functions or activities sponsored by PTC student organizations off campus will be held in accordance with state and local laws. Individuals in violation of these are subject to disciplinary action as outlined in the Due Process in Disciplinary Procedures Policy. Organizations in violation are subject to revocation of charter.

Questions regarding appropriateness of activities should be directed to the Dean of Student Services. Examples of typical activities that are encouraged are as follows: those of a professional development or educational nature; those of a charitable or philanthropic nature; approved fund raising; social events; and community improvement projects.

STUDENT SERVICES STAFF

Larry H. Prescott Dean of Student Services
(Financial Aid Administration)
Kathy Nipper Secretary/Records Clerk
John Jones Admissions Counselor

Contact for following services:

- Personal counseling
- Financial aid information
- Vocational & career counseling
- Job placement

..... Evening Counseling/Coordinator
of Financial Aid

Contact for following services:

- Personal counseling
- Special counseling (disadvantaged or handicapped)
- Financial aid
- Vocational/career planning
- Activities

VETERAN SERVICES

Contact the Dean or Veteran Work-Study student.

CAMPUS REGULATIONS

TRAFFIC

Each motor vehicle including two-wheel motor vehicles driven or parked on the campus by students, faculty, or staff members must be registered and must display a valid official parking permit. Bicycles, motorcycles, motor scooters, and motor bikes must be registered.

TELEPHONE

Students will be called out of class to receive **Emergency** calls only. All other messages will be posted. A telephone is available in the student lounge.

SMOKING

Smoking is permitted only in designated areas which include student lounge, halls and restrooms. No smoking is permitted in classrooms, shops, or laboratories.

INTOXICANTS

The possession of drugs or intoxicating beverages on campus is illegal and is punishable by fine and imprisonment as judged by a court of law. Persons on the campus of PTC who have intoxicants in their possession are subject to arrest. In addition, it is also unlawful to transport opened intoxicating beverages in a motor vehicle.

WEAPONS

G. S. 14-269.2 prohibits the possession of any weapons (gun, knife, blackjack, metallic knuckles, etc.) on campus.



STUDENT CONSUMER INFORMATION

FINANCIAL ASSISTANCE

Purpose

Financial Aid may be broadly defined as those expense-reducing means awarded directly to or for a student to meet or help meet his educational expenses. The central focus of the Financial Aid Office is on the student and his own specific needs. The following procedures are used in establishing and maintaining the Financial Aid Program at this College.

1. The primary purpose of the Financial Aid Program is to provide assistance to students, who without such aid, would be unable to attend this College.
2. Financial aid is administered by the Dean of Student Services and coordinated by a professional counselor.
3. The Financial Aid Program is individualized by counseling. Financial need is appraised in relation to social, economic, and vocational needs.
4. A Financial Aid Advisory Committee composed of faculty and administration, is appointed by the Dean of Student Services. This committee *recommends* policy and offers advice concerning operations of the Financial Aid Program.
5. The aid office strives to provide factual information about the types of aid available through publications and other communications.
6. The College realizes the fact that the family of a student is expected to make a maximum effort consistent within its available resources to assist the student with his educational expenses. Financial assistance is considered as supplementary to the efforts of the family.
7. The Financial Aid Office works very closely with the Business Office making sure that lines of communications between the students and the two departments are clear.
8. In no way does the Financial Aid Office guarantee to provide total unmet needs to a student.

Other Sources of Financial Aid

The aid office only provides information and reporting services to these programs. No funds or disbursement of checks are handled through the institution.

1. Veterans Benefits
2. Vocational Rehabilitation
3. Social Security—limited to full-time curriculum
4. Comprehensive Employment Training Act (CETA)

APPLICATION PROCEDURES

The following steps must be followed in order for a student to be considered for financial aid:

1. Complete program admissions applications procedures as stated in the catalogue.
2. When student has indicated or requested financial aid, proper application forms and information will be mailed.
3. Student may use a uniform multi-data entry form provided by CCS or ACT.

NOTE: No final award can be made on any institutional based financial aid fund until a student has been determined either eligible or ineligible for BEOG. This is the *floor* of a financial aid package.

4. The student must have an interview with the Financial Aid Officer or Counselor to discuss the information available. More information may be required by the aid officer.

DETERMINATION OF AWARDS

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

1. Must have all admission requirements complete and on file in the Admissions Office.
2. Must have completed satisfactorily an institutional Financial Aid Supplement.
3. Must have completed an interview with the Financial Aid Coordinator or Counselor.
4. Must read and have notarized the Student Affidavit as required by the Department of HEW. Also, must read, understand and sign the institutional policy statement which covers the following: (1) statement of right and responsibilities, (2) standard of progress, (3) repayment responsibilities, (4) payment schedules.

ACTUAL AWARD DETERMINATION

It is the responsibility of the Financial Aid Officer to determine the student's level of need, and also the circumstances which may suggest the type(s) of aid which are best suited. In some cases the Advisory Committee may enter into the decision of financial awards. For example, it may not be desirable for a particular student to devote time to work because of study problems; another may prefer work opportunities to loans in order to save the maximum loan amount for advanced studies; or a higher proportion of grant aid may be advisable for a freshman, with adjustment to more work or loan in the sophomore year. Therefore, it is essential that the financial aid officer carefully analyze student needs in relation to the resources available to them. In summary, a financial aid "package" is developed after all consideration is given concerning the available resources of the student. It should be understood that the institution cannot guarantee to any student the ability to meet all unmet financial needs. The Advisory Committee may assist in determining questionable or exceptional cases.

NOTIFICATION OF AWARDS

After all application procedures have been completed, the student will receive in writing his final award notification. This is completed as follows:

1. When a BEOG (SER) is submitted, a preliminary report is either mailed to the student or presented and discussed in a counseling session.
2. If the student has applied for other sources of aid and all procedures have been completed, the student will be notified of additional "package" awards.
3. When all required forms have been signed and returned the information is transferred to a Financial Aid Control Card and filed.

DISBURSEMENT OF AWARDS

All students are required to pay their tuition, fees, and books at the time of registration in cash. For the *first enrollment period* of an academic year students who can demonstrate exceptional financial hardships may be allowed to enroll based on a fee-deduction procedure from their BEOG, SEOG, or CWS. The *Advisory Committee* will determine whether a student is eligible for this type of enrollment procedure. The student may be required to furnish additional information to

this committee to support his hardship status. *The student in question (not being able to make first cash payment) will be allowed to attend classes by permission from the Dean of Student Services.* If the committee finds that the student does not have a financial hardship, he will be required to pay all fees in cash as required of other students in order to continue classes. It is advised that this special procedure be completed in advance of registration.

EMERGENCY LOAN PROCEDURES

1. Must be eligible for assistance as determined by need analysis.
2. Must be citizen of Pamlico County.
3. Loan application is to be completed 10 calendar days prior to registration.
4. Loan is not to exceed cost of tuition, fees and books.
5. Payment will be made at registration.
6. Loan must be completely paid by end of quarter. Payment may be deducted from other aid payments (CWS, BEOG, SEOG).

PAYMENT SCHEDULE

BEOG and SEOG payments are mailed on the 10th of each appropriate month.

Fall Quarter—November 10

Winter Quarter—February 10

Spring Quarter—May 10

Summer Quarter—July 10

If the 10th falls on a day that the school is closed the payments will be made on the next working day.

CWS—Work study time cards and time sheets are to be turned in on the 15th of each month. Checks will be mailed on the 25th of each month.

No financial aid check will be issued directly to any student or released to a third party. Check will be mailed.

STUDENT RIGHTS

You have the right to ask a school:

What financial assistance is available, including information on all Federal, State, and institutional financial aid programs.

What the deadlines are for submitting applications for each of the financial aid programs available.

What the cost of attending is, and what the refund policy is.

What criteria it uses to select financial aid recipients.

How it determines your financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in your budget.

What resources (such as parental contribution, other financial aid, your assets, etc.) are considered in the calculation of your need.

How much of your financial need, as determined by the institution, has been met.

To explain the various programs in your student aid package. If you believe you have been treated unfairly, you may request reconsideration of the award which was made to you.

What portion of the financial aid you received must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when repayment is to begin.

How the school determines whether you are making satisfactory progress, and what happens if you are not.

STUDENT RESPONSIBILITIES

It is your responsibility to:

Review and consider all information about a school's program before you enroll.

Pay special attention to your application for student financial aid. Complete it accurately and submit it on time to the right place. Errors can result in long delays in your receipt of financial aid. Intentional misreporting of information on application forms for Federal financial aid is a violation of law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.

Return all additional documentation, verification, corrections, and/or new information requested by either the financial aid office or the agency to which you submitted your application.

Read and understand all forms that you are asked to sign and keep copies of them.

Accept responsibility for all agreements you sign.

If you have a loan, notify the lender of changes in your name, address, or school status.

Perform in a satisfactory manner the work that is agreed upon in accepting a College Work-Study award.

Know and comply with the deadlines for application or reapplication for aid.

Know and comply with your school's refund procedures.

Notify the Financial Aid Office of any changes in financial status during the award period.

Example:

1. Loss of employment
2. Acquired employment
3. Divorce
4. Death (parents, spouse, etc.)
5. Other circumstances

VALIDATION

The Basic Grant Program has an ongoing process of validating the information which students and parents report on their Basic Grant applications. If you are selected for this validation process, you will be required to present to your financial aid administrator certain documents, such as your Federal Income Tax Return 1040 or 1040A, statements of household size and number of household members in college, and in some cases, statements from the Social Security Administration and Veterans' Administration. If discrepancies exist between the documentation and what you have reported on your application, you may be required to provide further information.

Once the financial aid administrator receives these documents and has determined that the information reported on your SER is accurate, your award will be calculated and payment will be made. If any of the information reported on your SER is inaccurate, the financial aid administrator will require that you correct the inaccurate data and have your SER reprocessed before payment can be made.

Action will be taken against applicants who knowingly misreport data. The application form requires you to submit proof of the information you report to the U.S. Office of Education upon request by a financial aid administrator or the Commissioner of Education. Failure to provide proof may result in cancellation of your entire Basic Grant award.

If I'm attending two schools at the same time, can I get a Basic Grant from each one?

No. You cannot receive Basic Grant payments from two schools at the same time. The school in which you are enrolled in an eligible degree or certificate program is the school that will pay you your Basic Grant. If you are enrolled in degree programs at two different schools, check with the financial aid administrator at each school.

ADDRESSES

If you need to write to the Basic Grant Program, there are several points you should remember. You should always include your full name, correct address, Social Security number, date of birth, and signature. Address corrections are best made on your SER. Use your permanent mailing address.

Submit your Basic Grant application to:
BEOG, P.O. Box E, Iowa City, Iowa 52240.

Submit your Supplemental Form to:
BEOG, P.O. Box E, Iowa City, Iowa 52240.

For a duplicate copy of your SER or to change your address, write to:

BEOG, P.O. Box W, Iowa City, Iowa 52243. Be sure to include with your request your name, address, Social Security number, and date of birth.

If you have to make corrections or additions to information on your SER, make them on the SER, sign it at the bottom, and send it to:

BEOG, P.O. Box O, Iowa City, Iowa 52243.

SEOG

What is an SEOG?

A Supplemental Educational Opportunity Grant (SEOG) is a gift of money to help you pay for your education after high school. It is for particularly needy undergraduate students. If you get one, it will be part of a "package" that will include additional kinds of financial aid.

How do I apply?

By filling out one of several different student aid applications. To find out which one to complete, contact the financial aid officer.

When should I apply?

Check with the financial aid office at your school. However, it's a good idea to apply as soon as possible.

How will I know if I'm going to get an SEOG?

Your school will send you a letter listing the amount and kinds of financial aid you will get.

More SEOG Information

I'd rather have an SEOG than a loan. Can I apply specifically for an SEOG?

No. The student aid application lets you show that you have need, but it does not let your request a work-study job over a loan, for example, or an SEOG over a work-study job. The aid administrator at your school uses your financial information and the types and amounts of financial aid available at the school as guidelines in determining how best to fill your need.

How will I be paid?

Your school will either credit your SEOG to your student account, or give you a check, or use a combination of these methods. If the school credits your account, it must give you a receipt. Before you are paid, you must sign an affidavit of educational purpose which states that the SEOG will be used solely for educational expenses.

If I get an SEOG, will I get other aid too?

Yes. SEOG program rules say that no SEOG can be more than half of your total aid "package." Thus, if you get a \$500 SEOG, you will receive at least \$500 from other aid programs as well.

What's the difference between an SEOG and a Basic Grant?

A Basic Grant is an entitlement. This means that if you qualify for it, you get it. The Office of Education determines your eligibility. The aid administrator uses a standard method to calculate the dollar amount of your Basic Grant, and the Office of Education guarantees that you will be paid that amount.

In contrast, an aid administrator can decide whether your aid package will contain an SEOG or whether your need will be met with aid from other sources like loans or work-study.

COLLEGE WORK-STUDY

What is College Work-Study?

The College Work-Study Program (CWS) provides jobs for students who need financial and who must earn a part of their educational expenses. You may apply if you are enrolled at least half-time as a regular student in an eligible program at an approved postsecondary institution.

How much can I get?

The amount of your CWS award depends on your financial need and the amount of money your school has for this program. In arranging a job and assigning a work schedule, the financial aid administrator at your school will take into account your need for financial assistance, your class schedule, your health, and your academic progress.

In general, the salary you receive will be based on the current minimum wage, but it may also be related to the type of work you do and its difficulty.

How do I apply?

Like SEOG and NDSL, CWS is a "campus based" program. To apply, you should contact the financial aid office at your school to find out which student aid application to fill out.

When do I apply?

Each school has its own deadlines. However, they are usually early in each calendar year.

More CWS Information

Will I be paid by the hour, or will I receive a salary?

If you are an undergraduate, you will be paid by the hour. If you are a graduate student, you may be paid by the hour or you may receive a salary. No CWS student may be paid by commission or fee.

Are College Work-Study jobs on-campus or off campus?

Both. However, a CWS job must always be for a public or private non-profit agency. Before you are paid you must sign an affidavit of educational purpose which states that the CWS award will be used solely for educational purposes.

Can I earn as much CWS money as I want?

No. The work-study award is set by the aid office. The total amount of aid you are awarded from Federal and non-Federal sources cannot exceed your financial need.

GUARANTEED STUDENT LOANS

What is a GSL?

A Guaranteed Student Loan (GSL) is a 7 percent loan made to you by a lender such as a bank, credit union, or savings and loan association to help you pay for your education after high school. These loans are insured by either the Federal Government or a State guarantee agency. In contrast to the other U.S. Office of Education programs, your eligibility for a GSL is not based on your family's financial status.

How much can I get?

If you are an undergraduate, you can borrow up to \$2,500 a year. If you are a graduate, you can borrow up to \$5,000 a year. (In some States these amounts may be less). The total GSL debt you can have outstanding as an undergraduate is \$7,500. The total for graduate or professional study is \$15,000, including any loans made at the undergraduate level.

How do I apply?

You can get a GSL application from a lender, from schools, from a guarantee agency, or from a U.S. Office of Education Regional Office. After you fill out your part of the application, the school you plan to attend must complete the part of it which certifies your enrollment, the cost of your education, your academic standing, and any other financial aid you will receive. You then take the application to a lender that takes part in the GSL Program. If the lender agrees to make the loan, it gets the approval of the guarantee agency or the U.S. Office of Education, and gives you the loan in one or more payments.

When should I apply?

You should begin looking for a lender as soon as you are accepted by your school. However, you should remember that the earliest you can receive your loan funds is 30 days before school begins.

When do I find out if I qualify?

After you submit your application to a lender and the lender agrees to make the loan, it usually takes 4 to 6 weeks to get your loan approved by the guarantee agency or the U.S. Office of Education.

When do I pay back my GSL?

Loan payments begin between 9 and 12 months after you leave school. The lender generally must allow you at least 5 years to repay the loan, and may allow up to 10 years. When you leave school you must contact your lender to establish a repayment schedule. The amount of your payments depends upon the size of your debt. You should ask your lender what your monthly payments will be before you take out the loan. The more you borrow, the higher your payments. If you default on a loan and the lender is unable to collect, the guarantee agency or the Federal Government will take action to recover the loan.

Will my GSL be cancelled or reduced if I become a teacher, join the military, or enter a health profession?

No. But if you become totally and permanently disabled or if you die, the loan obligation will be cancelled.

Can I defer repayment of my GSL?

Under certain conditions, yes. You do not have to make payments for:

(1) Up to 3 years while you serve in the Armed Forces, the Peace Corps, full-time volunteer programs conducted by ACTION (these include VISTA, University Year for ACTION, ACTION Cooperative, Volunteers in Justice, and Program for local service).

(2) A single period of not more than 1 year while you are actively seeking but unable to find full-time employment.

(3) Periods of full-time study at an eligible school; study in a graduate fellowship program approved by the Commissioner of Education or during a course of study under a rehabilitation training program for the disabled approved by the Commissioner.

Is there any charge for making a GSL?

An insurance premium of up to 1 percent of the total loan outstanding each year may be collected in advance under a State or private guarantee agency program. An insurance premium of one-quarter of 1 percent will be collected for loans insured by the Federal Government. Usually this premium is collected at the time of disbursement by the lender.

What are my rights as a borrower?

Your loan check must either be payable to you or, with your written authorization, jointly payable to you and the school. The loan check must have your signature.

If the lender sells the loan or transfers the right to receive payments, you must be sent a clear notification which spells out your obligations to the new holder.

You have a right to Federal interest benefits.

The lender must give you a copy of the completed promissory note. The lender must return the note to you when the loan is paid in full.

You have a right to a 9 to 12 month "grace period" before the repayment period begins. The grace period starts after you leave school or are attending school on less than a half-time basis. The exact length of this period is shown on the promissory note.

You have a right to prepay the whole loan or any portion of the loan at any time without penalty.

You have a right to deferment of repayment after the grace period, if you qualify. Under deferment you are not required to make payments on the loan principal for a period of time. The conditions that qualify a borrower for a deferment are listed under DEFERMENT on the promissory note. Also, if you qualified for Federal interest benefits while in school, you will not be required to pay interest on the loan during the deferment period.

You may request forbearance if you are willing but unable to meet your repayment schedule and are not eligible for a deferment. Forbearance means permitting the temporary cessation of payments, allowing an extension of time for making payments, or making smaller payments than were previously scheduled.

Your loan obligation will be canceled in the event of your death or permanent and total disability. THIS LOAN CANNOT BE CANCELED OR "FORGIVEN" FOR DUTY IN THE MILITARY SERVICE OR FOR TEACHING IN SHORTAGE AREAS.

STUDENT RETENTION AND ENROLLMENT PATTERNS

Information pertaining to student enrollment and retention by program is available in the Student Services Office. Contact John Jones, Counselor and placement officer.

GRADUATES

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

LEARNING RESOURCES CENTER

The Learning Resources Center (LRC) is the nucleus of the open-door, community-centered institution and, as such, offers a variety of types and levels of programs to meet many of the educational needs of a diversified student and community population. The Center strives to provide an atmosphere where materials and services are appropriate and meaningful to the development of students as individuals. These materials and services support and enrich all educational programs offered at the College. In addition, in most areas the Center provides reference materials consisting of books, periodicals, and audiovisuals.

The services of the Center's professional staff are available between the hours of 7:30 A.M. and 9:30 P.M. Monday through Thursday. Students, faculty and people in the community are encouraged to use the facilities and resources.

NOTE: The Learning Lab is open only during the regularly scheduled class days listed in the School calendar. The library facilities are closed only on those days when the school itself is closed.

LIBRARY AND AUDIO-VISUALS

To help meet educational goals and objectives, the Library offers a variety of types and levels of materials. The continually growing collection includes media in book format as well as magazines, pamphlets, newspapers, films, microfilm, filmstrips, slides, transparencies, charts, posters, tape recordings, government documents, etc.

The library book collection is shelved in open stacks using the Dewey Decimal System, thereby making browsing and selecting an easier individual responsibility. Most books are checked out for a period of three (3) weeks and may be renewed once. A fine of three cents a day is charged for overdue books. There is no limit to the number of books that may be borrowed as long as this privilege is not abused. Reference books are not to be checked out except by special permission. Some books may be placed on reserve for various courses and are subject to different check-out procedures and fines.

The non-book collection is in part on open stacks for easier browsing and the remainder is readily accessible. The indexing of all materials in the card catalog is designed to make selection an easier process. Machines for using the non-print materials are provided in individualized study carrels. For class use, equipment may be circulated outside the LRC. All individuals are encouraged to make collection suggestions.

Materials not directly owned by PTC may be secured by borrowing from other libraries through a formalized inter-library loan system. The Craven-Pamlico-Carteret Regional Library Bookmobile stops at PTC monthly and, as such, may be considered another source for obtaining materials. In the Library, there are also listings of free and rental materials which provides still another method of obtaining materials not housed at PTC.

Students are encouraged to use the Library for reference, studying, reading, or just browsing. An LRC handbook is available to help answer questions. The Librarian will also be glad to assist in the location of any needed materials or information.

THE LEARNING LABORATORY

The Learning Laboratory at Pamlico Technical College is designed to help you teach yourself in practically any field that might be of interest. The Lab is open both day and night for the convenience of Pamlico County citizens. Because students in the Lab may elect study times adjusted to their own conveniences and schedules, the Lab is an ideal place to learn for those who have difficulty in meeting regularly scheduled classes.

Any person eighteen years of age or older may enroll in almost any level of study. Preparation for completing high school through GED is offered, with study stressed in math, reading, and English. In all programs of study in the Lab, the student progresses at his own rate; he neither has to wait for others to catch up nor slow down to someone else's rate. The Coordinator, the person in charge of the Learning Lab, has the responsibility of locating the student's level and suggesting proper study materials and methods.

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

- Math
- English
- Reading
- Science
- Social Studies
- Blueprint Reading
- Consumer Education
- The Metric System
- Basic Electronics
- Health Education
- Foreign Language
- Bookkeeping

Students enrolled in curriculum classes might be especially interested in the Lab's Reading Improvement, Foreign Languages or transfer credit to university programs.

GENERAL EDUCATIONAL DEVELOPMENT (GED)—HIGH SCHOOL COMPLETION

The Learning Lab offers adults of the community a chance to finish high school through the GED program. By preparing for and successfully passing the GED exam, the individual is awarded the High School Diploma Equivalency Certificate by the North Carolina State Board of Education. The certificate is recognized almost without exception by industry, government, and colleges as the legal equivalent of a diploma from an accredited high school. The period of study varies according to the individual's background and previous education.

The GED exam is given every second and fourth Tuesday and Thursday of each month, with the exception of holidays. The exam consists of five tests; however, no more than three may be taken in one day. Please contact the Lab Coordinator at least 48 hours in advance to schedule for testing. There is a \$5.00 fee to take the exam.

Persons interested in the GED program or taking the exam may contact the Learning Resources Center or the Chief GED Examiner.

LEARNING RESOURCE CENTER STAFF

Gail N. Carter	Dean of LRC
Doris Southerland	Secretary
	Coordinator
Mollie McCallister	Coordinator
Marc A. Lehmann	Media Technician
Brenda Greene	Evening Librarian

HUMAN RESOURCES DEVELOPMENT

How can HRD help you get a job?

Getting a good job is not easy. Jobs are scarce. You must compete for jobs. We will train you to become a more competitive applicant—to give you an “edge” over others looking for work. And we will help you find job openings after training!

What is HRD?

It stands for “Human Resources Development.” HRD is a six to eight week training program to help you discover within yourself your special talents and strengths. It will help you overcome problems that might keep you from finding, or remaining on, a good job.

What else will I learn in HRD?

- How to find job openings
- How to make a good impression in Job Interviews
- How to complete application forms
- How to write application letters
- How to deal with problems on the job
- How to set realistic goals and to begin working towards goals with HRD staff there to help.
- How to budget and spend money wisely.

Can I get a high school diploma?

YES! And HRD trainees who wish to complete High School in the GED Program will be enrolled in PTC’s Learning Lab. It’s not automatic—but with *hard work* you can achieve this goal during the course.

What does HRD cost?

There is a \$5.00 registration fee which covers insurance too. In some cases students who are in need do not even have to pay the \$5.00 fee.

Where have HRD “graduates” found jobs?

- Hatteras Yachts
- Hudson Mfg. Co.
- U.S. Marines
- TexFi
- Bonanza
- Cherry Point
- Pamlico County Gov’t
- Camps
- Zip Mart
- Nichols
- Seafood Industries
- Self-Employed
- Pamlico Technical College

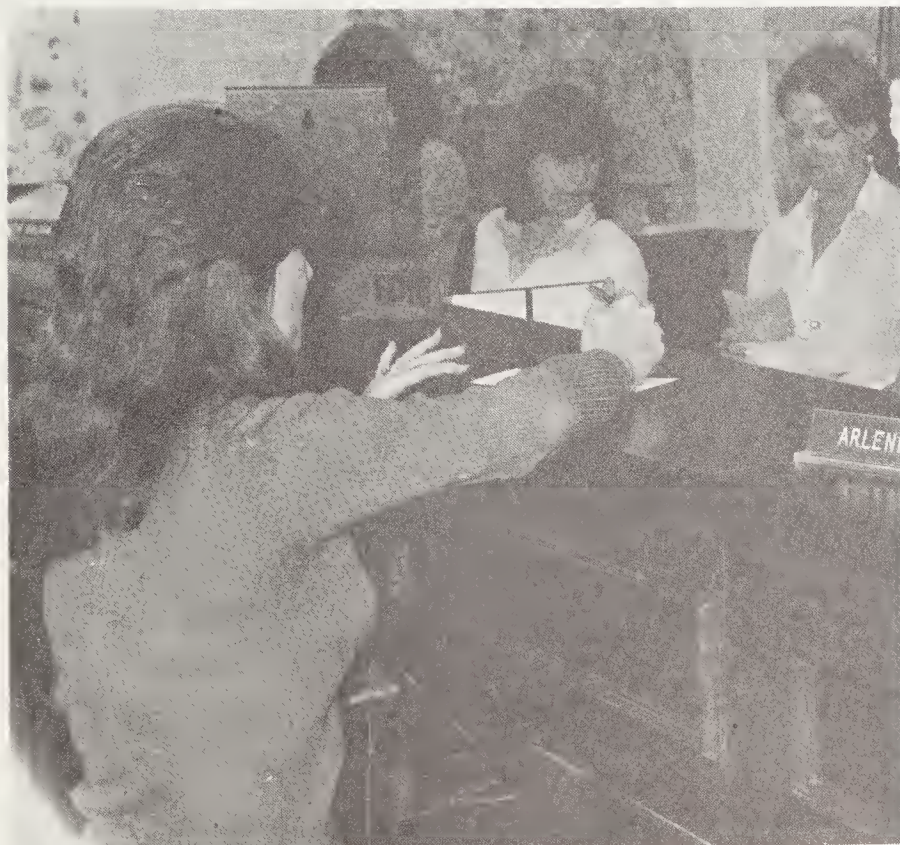
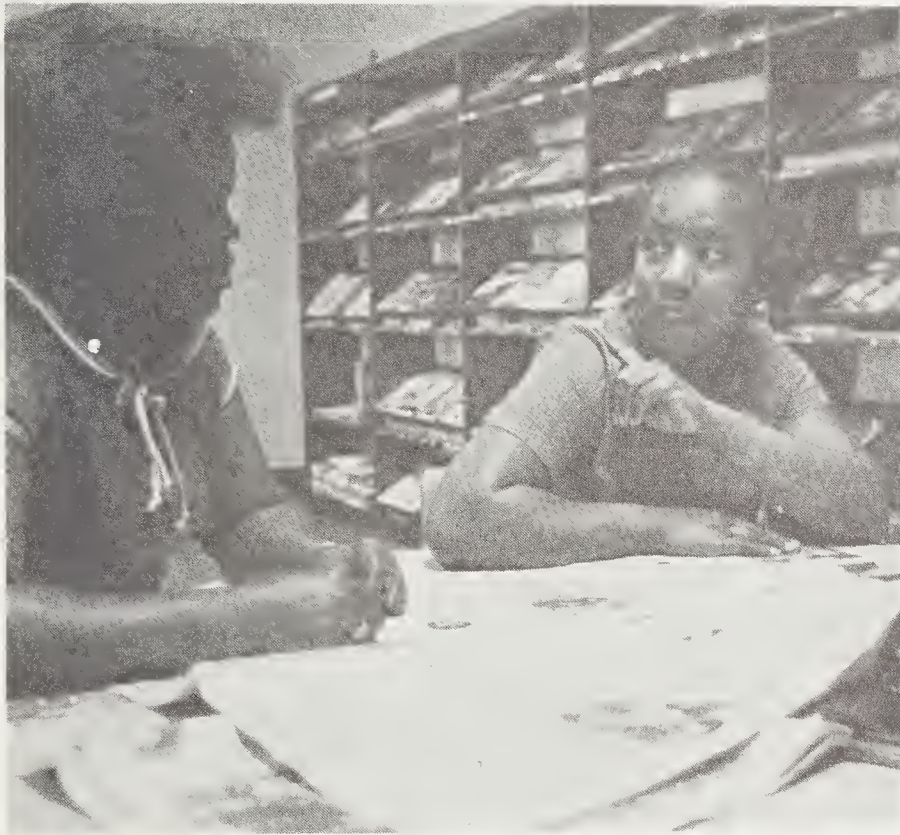
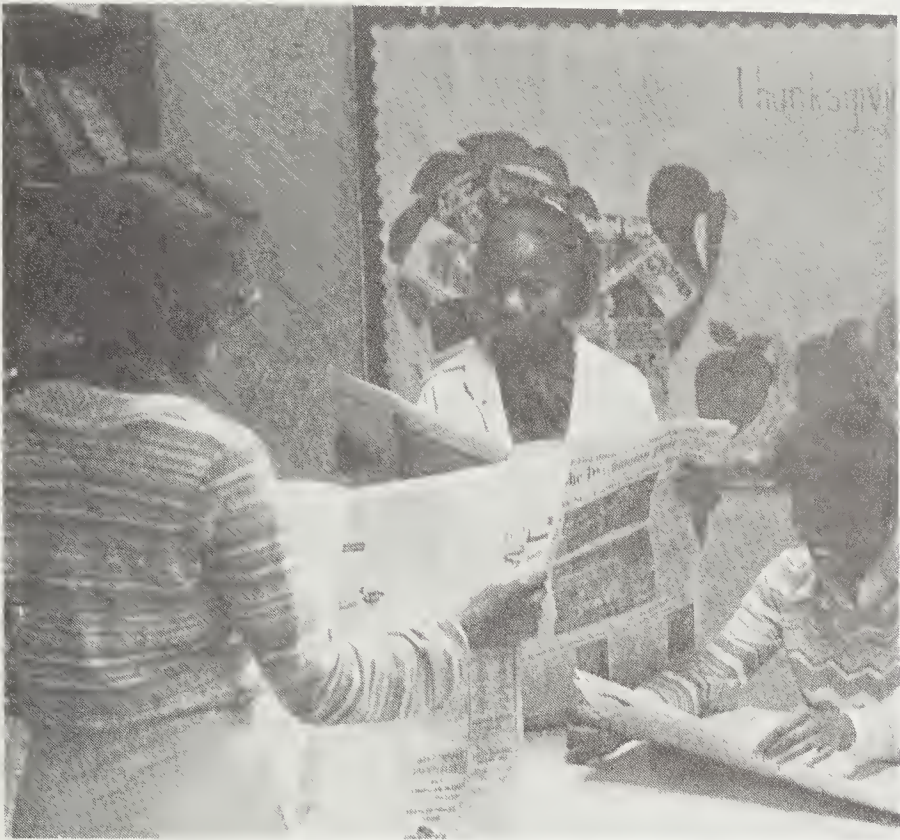
Is financial aid available?

HRD is an approved training site for CETA (Comprehensive Employment and Training Act.) Trainees who meet economic guidelines may be eligible for a training allowance to help meet living expenses while enrolled in HRD.

How can I get into HRD?

Call us! HRD is working!

.....Coordinator, HRD
Pat CollockInstructor
Phone: 249-1851 (Ext. 27)





CAREER RESOURCE CENTER

Are you interested in finding out who you are, what you want to do with your life, or what kind of career would be best suited for you? These are questions faced every day by recent graduates, seniors, and/or anyone not completely satisfied with their present career choice.

The Career Resource Center (CRC) is an extended part of the Student Services at Pamlico Technical College. The Center offers services to students, staff, and the community at large in a number of different areas. Services include: testing, counseling, career information, referrals, pamphlets, handouts and information on current job-market trends.

The CRC has three main goals.

1. To offer individuals opportunities for personal growth and self-development.
2. To offer individuals aid in realistically planning a career.
3. To offer individuals the opportunity to learn effective job-hunting skills.

Career Resource information is located in the Library and the Student Services Counselors' offices. Testing materials are also available upon request from the Counselors. The CRC will be accessible Monday thru Thursday from 8:00 a.m. until 9:30 p.m. For further information, call 249-1851, or come by and talk with a Student Services, Counselor.

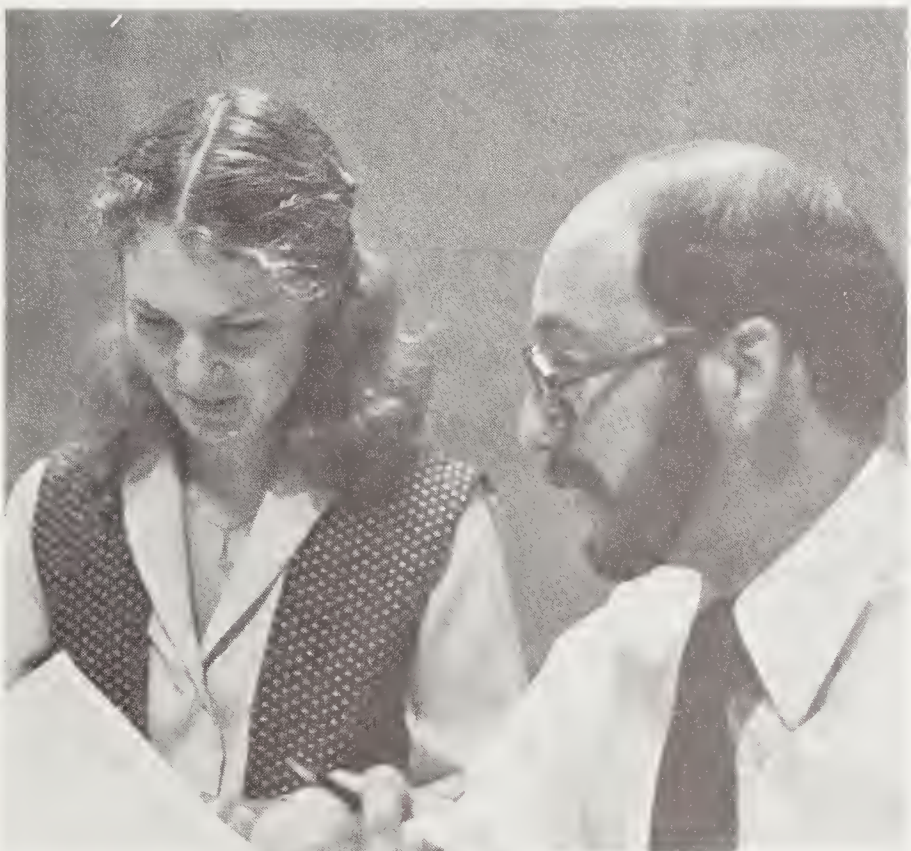
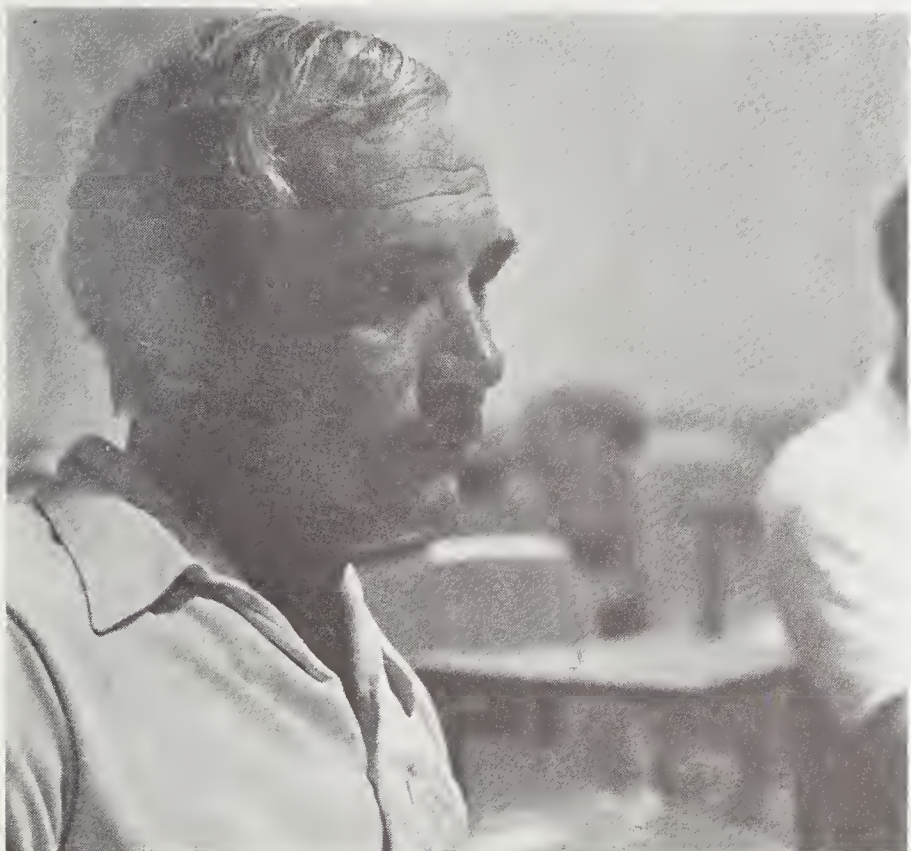
Business Programs

ACCOUNTING

BUSINESS ADMINISTRATION

EXECUTIVE SECRETARIAL

GENERAL OFFICE TECHNOLOGY



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

If a person interested in enrolling in a business curriculum lacks some required academic skill, he may enroll in the developmental studies program. Courses in this program are designed to allow the student to progress at his own rate to achieve the proficiency required by the curriculum.

Students enrolling in either of the curriculums take basically the same courses for the first 3 quarters and therefore may postpone the selection decision until that time.

SPECIFIC ADMISSION REQUIREMENTS

1. Have completed high school or passed GED.
2. Completed application and health form.
3. Have a personal interview with counselor.
4. Complete placement test.
5. Provide a high school transcript along with all other post-secondary records.
6. Complete other requirements specified by the Department Chairman.

ACCOUNTING

The total program is designed to develop the student's understanding of basic and advanced principles of accounting; to improve manual skills and business machine operation as applied to this area of work; and to introduce the various fields in which accounting is used.

BUSINESS ADMINISTRATION

This curriculum promotes an understanding of the principles of organization and management in business operations. It develops the ability to understand the economy through the study and analysis of the role that production and marketing play.

EXECUTIVE SECRETARIAL

Students in this program will be instructed in basic secretarial skills: typing, shorthand, dictation, transcription, and terminology.

GENERAL OFFICE TECHNOLOGY OPTION

The General Office Option provides specialized training in skill areas such as typing, filing, machine transcription, and office machines. This training is supplemented by related courses in business mathematics, accounting, management procedures, business law, economics, sales development, advertising, and human relations.

There is a broad field open to the graduate of this program. The graduate may be employed as an accounting clerk, file clerk, typist, machine transcriptionist, receptionist, or in a variety of other capacities.

PART-TIME CURRICULUM OFFERINGS

Students who attend only during the evening are considered part-time students. Those who follow the planned curriculum schedule usually take approximately three years (twelve quarters) to complete an Associate in Applied Science degree by attending evenings only. Such students generally must attend at least two nights per week; some quarters require attendance three nights per week. Persons not willing to attend two or three nights per week may attend courses at their convenience, but the length of time required for completion of a given curriculum will increase. Likewise, part-time day students may choose a course load to fit their individual schedules.

When a student enrolls on a part-time basis in any Business Department curriculum, he is given a schedule of courses required for graduation. His assigned faculty advisor will assist him in designing a course schedule to enable him to graduate at the desired time. **Part-time students should be particularly careful, however, to take courses infrequently offered at their earliest convenience; otherwise, they could conceivably be required to wait a year or more for one required course.**

Students entering a given curriculum on a part-time basis normally begin during the Fall Quarter. **Entrance during any other quarter is possible, but scheduling difficulties may require longer for completion of graduation requirements.**

GENERAL OFFICE TECHNOLOGY

The purpose of this curriculum is to develop the student's ability in business and industrial management and production methods. This training should provide the opportunity to advance in an industrial occupation to supervisory and mid-management positions.

COLLEGE TRANSFER INFORMATION

There are a number of senior educational institutions in the state that accept transfer students who have an Associate in Applied Science Degree from Pamlico Technical College. If recommended by the College these students are admitted to the senior institution with full junior status with either 96 quarter credit hours or 64-semester credit hours. Not all of the institutions which participate in the transfer program accept graduates from every curriculum. A list of the institutions and the curriculums they accept is available from the office of Student Services.

In addition, a few institutions accept transfer credit on a course-by-course basis or grant credit by examination. These credits usually provide less than junior status. Student Services should be contacted for additional information regarding the specific courses accepted by each of the institutions.



Accounting

The Accounting Curriculum is designed to offer skills in accounting, business law, business communications, introductory data processing, economics, taxes and business administration. The demand for individuals trained in accounting has been high in recent years and the future job outlook appears bright. The duties and responsibilities of an accountant vary in different firms. The duties of an accountant might include: recording transactions, rendering periodic reports, maintaining cost records, making special reports, completing tax returns, auditing books, and advising management in financial affairs. Graduates of the program may be employed in banking, sales, manufacturing, insurance, private business as auditors, cost accountants, bookkeepers, salesmen, accounting clerks, etc. Many are currently seeking four-year degrees at other institutions.

For admission to a curriculum program at Pamlico Technical College, applicants are required: (1) to submit a completed application form, high school record or GED results, and if applicable a college transcript; (2) to have acceptable admission test scores; and (3) to have a personal interview with an admissions counselor. The College maintains a staff of professional counselors to assist current and prospective students in determining interests, aptitudes, and vocational goals. Tuition is \$39.00 per quarter for North Carolina residents. There are additional costs for textbooks, supplies, and quarterly activity fees. Financial aid is available in various forms to qualified students.

ACCOUNTING T-016

Suggested Sequence of Courses by Quarter

Course Title	Hours Per Week			Quarter Hours Credit		Hours Per Week			Quarter Hours Credit
	Class	Lab				Class	Lab		
FIRST QUARTER									
ENG 101	Grammar	3	0	3					
BUS 102	Typewriting	3	2	4					
BUS 101	Introduction To Business	5	0	5					
BUS 119-A	Business Mathematics	3	0	3					
BUS 120-A	Accounting	3	2	4					
		<u>17</u>	<u>4</u>	<u>19</u>					
SECOND QUARTER									
ENG 102	Composition	3	0	3					
BUS 115	Business Law	3	0	3					
BUS 119-B	Business Mathematics	5	0	5					
BUS 120-B	Accounting	3	2	4					
ECO 102	Economics	3	0	3					
		<u>17</u>	<u>2</u>	<u>18</u>					
THIRD QUARTER									
ENG 204	Oral Communications	3	0	3					
BUS 110	Office Machines	3	2	4					
BUS 116	Business Law	3	0	3					
BUS 121	Accounting	5	2	6					
ECO 104	Economics	3	0	3					
		<u>17</u>	<u>4</u>	<u>19</u>					
FOURTH QUARTER									
ENG 206	Business Communications	3	0	3					
BUS 122	Accounting	5	2	6					
BUS 215	Introduction to Banking	3	0	3					
BUS 225	Cost Accounting	3	2	4					
		<u>14</u>	<u>4</u>	<u>16</u>					
FIFTH QUARTER									
ENG 103	Report Writing	3	0	3					
BUS 222	Intermediate Accounting	5	2	6					
BUS 255	Interpreting Accounting Records	3	0	3					
BUS 269	Auditing	3	2	4					
	Elective	3	0	3					
		<u>17</u>	<u>4</u>	<u>19</u>					
SIXTH QUARTER									
BUS 223	Intermediate Accounting	5	2	6					
BUS 229	Income Taxes	3	2	4					
BUS 272	Principles of Supervision	3	0	3					
BUS 285-P	Small Business Seminar	2	0	2					
	Elective	3	0	3					
		<u>16</u>	<u>4</u>	<u>18</u>					

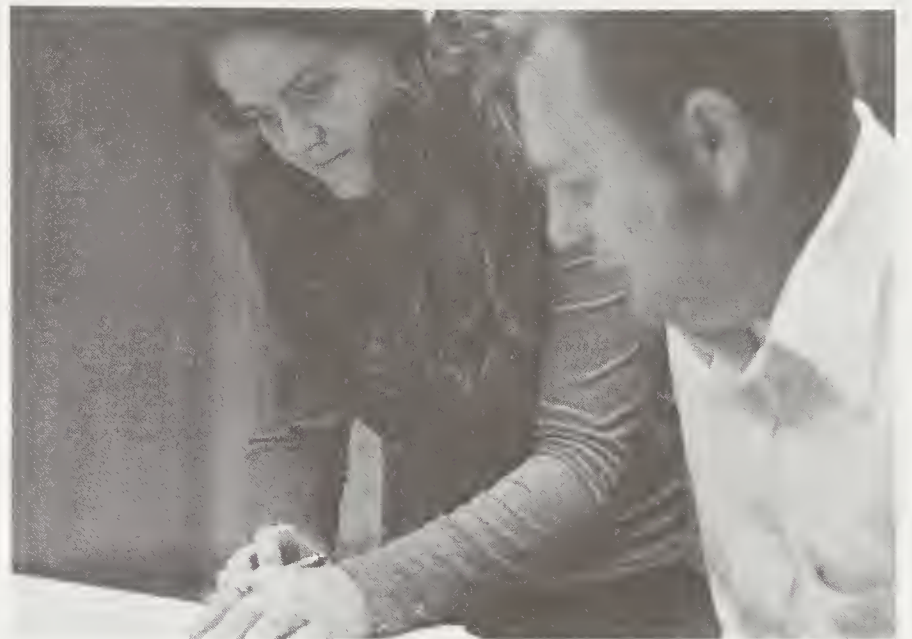
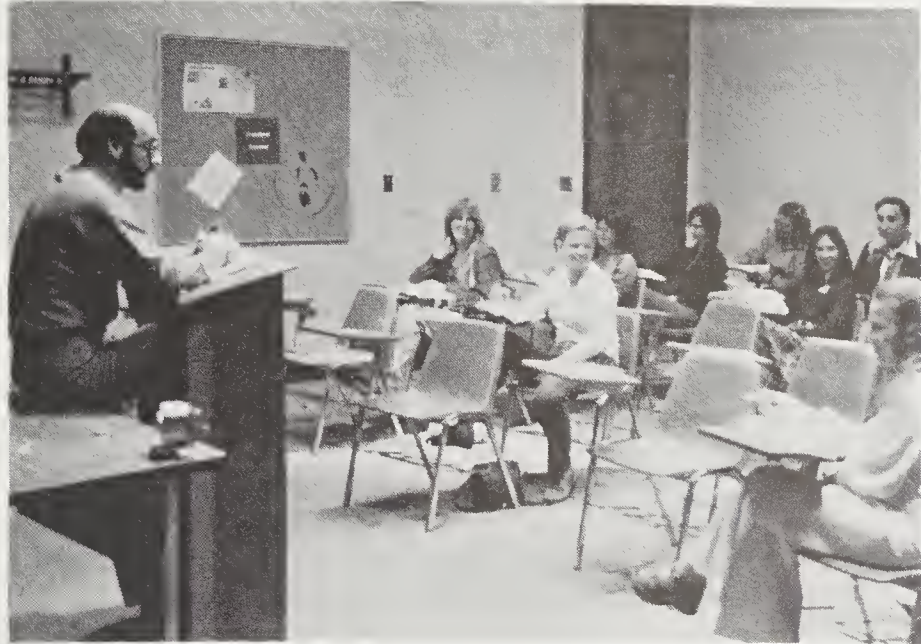
COURSES OFFERED DAY AND NIGHT

FOR OTHER ASSOCIATE DEGREE COURSE DESCRIPTIONS SEE PAGE 39 OF CATALOGUE

PTC IS AN EQUAL OPPORTUNITY COLLEGE

Accounting

	Class	HOURS		Credit
		Lab		
BUS 101 Introduction to Business	5	0		5
A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management.				
BUS 102 Typewriting	3	2		4
Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, principal parts of the machine, and theory. The student will type memos, postal cards, and simple horizontal and vertical centering problems.				
BUS 115 Business Law	3	0		3
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. Prerequisite: None				
BUS 116 Business Law	3	0		3
Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights. Prerequisite: BUS 115.				
BUS 119-A Business Mathematics	3	0		3
An introductory course for students without the math background needed to enter BUS 119B. Content includes practical number theory, and basic operations as applied to whole numbers, common fractions, and decimals. Students will be introduced to percentages, ratios, and evaluation of formulas. Prerequisite: Placement Test				
BUS 119-B Business Mathematics	5	0		5
This course stresses the fundamental operations of mathematics and their application to business problems including payroll, price marketing, interest and discounts, commissions, and taxes. Prerequisite: BUS 119A or placement.				
BUS 120-A Accounting	3	2		4
Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: BUS 119A.				
BUS 120-B Accounting	3	2		4
A continuation of BUS 120-A. The student will devote his time to receivables, inventories, depreciation, deferrals and accruals, systems and control, and payroll taxes. Prerequisite: BUS 120-120-A				
BUS 121 Accounting	5	2		6
The student will gain a basic knowledge of accounting principles appropriate to a partnership and corporation form of organization. The student will devote his time to partnership and corporation accounting operation. Prerequisite: BUS 120B.				
BUS 122 Accounting	5	2		6
Principles, techniques, and tools of accounting are applied to the corporate form of business, with emphasis on the special journals and reports used by a corporation. This course also includes more in depth look at some of the concepts introduced in BUS 121. Prerequisite: BUS 121				
BUS 123 Business Finance	3	0		3
Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing.				
BUS 222 Intermediate Accounting	5	2		6
Thorough treatment of the field of general accounting, providing the necessary foundation for specialized studies that follow. The course includes, among other aspects, the balance sheet, income and surplus statements, fundamental processes of recording, cash and temporary investments, and analysis of working capital. Prerequisite: BUS 121				
BUS 223 Intermediate Accounting	5	2		6
A comprehensive study of accounting principles introduced in earlier courses with special emphasis placed on long-lived				
assets, intangible assets, liabilities, owners equity accounts, and special accounting problems. Prerequisite: BUS 222				
BUS 225 Cost Accounting	3	2		4
Nature and purposes of cost accounting; accounting for direct labor, materials, and factory burden; job costs and standard cost principles and procedures; selling and distribution cost; budgets, and executive use of cost figures. Prerequisite: BUS 121				
BUS 229 Income Taxes	3	2		4
A comprehensive study of federal and state income taxes including both personal and business tax returns. Prerequisite: BUS 121				
BUS 255 Interpreting Accounting Records	3	0		3
Designed to aid the student in developing a "use understanding" of accounting records, reports and financial statements. Interpretation, analysis, and utilization of accounting statements. Prerequisite: BUS 121				
BUS 266 Budget and Record Keeping	3	0		3
The basic principles, methods and procedures for preparation and operating of budgets. Special attention is given to the involvement of individual departments and the role they play. Emphasis on the necessity for accurate record keeping in order to evaluate the effectiveness of budget planning. Prerequisite: BUS 121				
BUS 269 Auditing	3	2		4
Principles of conducting audits and investigations, setting up accounts based upon audits, collecting data on working papers, arranging and systemizing the audit, and writing the audit report. Emphasis placed on detailed audits, internal auditing, and internal control. Prerequisite: BUS 121				
BUS 272 Principles of Supervision	3	0		3
Introduces the basic responsibilities and duties of the supervisor and his relationship to supervisors, subordinates, and associates. Emphasis is on securing an effective work force and the role of the supervisor. Methods of supervision are stressed. Prerequisite: None				
BUS 285-P Small Business Seminar	2	0		2
The purpose of this course is to enable the student of business to bring all knowledge gained in prior business courses together as a total unit. Speakers from the business community and field trips will be utilized. The students will be encouraged to continue their quest for self-improvement in the business world. This course will be taught during the spring quarter.				
BUS 110 Office Machines	3	2		4
A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full-keyboard adding machines, printing calculators, and electronic calculators. Prerequisite: BUS 119-A				
ECO 102 Economics		3	0	3
Course designed to examine the elements, processes, and structures of the United States economy. Attention will be given to the economics of the individual, the firm, and the industry. Special emphasis shall be placed upon supply and demand, costs, price, competition, and income distribution.				
ECO 104 Economics		3	0	3
Greater depth in the study of economics focusing on an analysis of the American economy as a whole. This course will include national income, production, economic fluctuations, monetary and fiscal policies, taxation, and debt. Our national economy in relation to the world wide economy will be explored by dealing with international trade and payments. Prerequisite: ECO 102				
BUS 215 Introduction to Banking	3	0		3
The course is designed to introduce the student to the world of banking and the realities of finance as it related to the present-day economy. Prerequisite: None				



Business Administration

The Business Administration Curriculum is designed to prepare students for employment in one of the many business occupations. Emphasis is placed on introducing students to the many phases of administrative work that might be encountered in business. The specific objectives are to develop an understanding of organization and management in business operations and an understanding of our economy through analysis of the role of production and planning. Other objectives include acquiring knowledge in accounting, finance, business law, and human relations as well as skills in business communications. Upon successful completion of the program, graduates may enter a variety of career opportunities from sales person or office clerk to management trainee. The duties and responsibilities will vary in different situations.

For admission to a curriculum program at Pamlico Technical College, applicants are required: (1) to submit a completed application form, high school record or GED results, and if applicable a college transcript; (2) to have acceptable admission test scores; and (3) to have a personal interview with an admissions counselor. The College maintains a staff of professional counselors to assist current and prospective students in determining interests, aptitudes, and vocational goals. Tuition is \$39.00 per quarter for North Carolina residents. There are additional costs for textbooks, supplies, and quarterly activity fees. Financial aid is available in various forms to qualified students.

BUSINESS ADMINISTRATION

T-018

Suggested Sequence of Courses by Quarter

Course Title	Hours Per Week			Quarter Hours Credit		Hours Per Week			Quarter Hours Credit
	Class	Lab				Class	Lab		
FIRST QUARTER									
ENG 101	Grammar	3	0	3					
BUS 101	Introduction to Business	5	0	5					
BUS 102	Typewriting	3	2	4					
BUS 119-A	Business Mathematics	3	0	3					
	Elective	3	0	3					
		<u>17</u>	<u>2</u>	<u>18</u>					
SECOND QUARTER									
ENG 102	Composition	3	0	3					
BUS 103	Typewriting	3	2	4					
BUS 115	Business Law	3	0	3					
BUS 119-B	Business Mathematics	5	0	5					
ECO 102	Economics	3	0	3					
		<u>17</u>	<u>2</u>	<u>18</u>					
THIRD QUARTER									
ENG 204	Oral Communications	3	0	3					
BUS 110	Office Machines	3	2	4					
BUS 116	Business Law	3	0	3					
BUS 239	Marketing	5	0	5					
ECO 104	Economics	3	0	3					
		<u>17</u>	<u>2</u>	<u>18</u>					
FOURTH QUARTER									
ENG 206	Business Communications	3	0	3					
BUS 120-A	Accounting	3	2	4					
BUS 215	Introduction to Banking	3	0	3					
BUS 232	Sales Development	3	0	3					
EDP 104	Introduction to Data Processing	3	2	4					
		<u>15</u>	<u>4</u>	<u>17</u>					
FIFTH QUARTER									
ENG 103	Report Writing	3	0	3					
BUS 120-B	Accounting	3	2	4					
BUS 229-P	Personal Income Taxes	3	2	4					
BUS 235	Business Management	3	0	3					
BUS 243	Advertising	3	2	4					
		<u>15</u>	<u>6</u>	<u>18</u>					
SIXTH QUARTER									
BUS 121	Accounting	5	2	6					
BUS 247	Business Insurance	3	0	3					
BUS 272	Principles of Supervision	3	0	3					
BUS 285-P	Small Business Seminar	2	0	2					
	Elective	3	0	3					
		<u>16</u>	<u>2</u>	<u>17</u>					

COURSE OFFERED DAY AND NIGHT

FOR OTHER ASSOCIATE DEGREE COURSE DESCRIPTIONS SEE PAGE 39 OF CATALOGUE

PTC IS AN EQUAL OPPORTUNITY COLLEGE

Business Administration

	HOURS		
	Class	Lab	Credit
BUS 101 Introduction to Business	5	0	5
A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management. Prerequisite: None			
BUS 102 Typewriting	3	2	4
Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, principal parts of the machine, and theory. The student will type memos, postal cards, and simple horizontal and vertical centering problems. Prerequisite: None			
BUS 103 Typewriting	3	2	4
The student will review typing fundamentals and develop increased accuracy and speed. Emphasis continues to be placed on correct techniques. The student will learn to type different styles of business letters, simple reports, tabulation, and other special communications forms. Speed requirement, minimum 35 GWAM for five minutes with a maximum of five errors. Prerequisite: BUS 102 or equivalent.			
BUS 119-A Business Mathematics	3	0	3
An introductory course for students without the math background needed to enter BUS 119B. Content includes practical number theory, and basic operations as applied to whole numbers, common fractions, and decimals. Students will be introduced to percentages, ratios, and evaluation of formulas. Prerequisite: Placement Test			
BUS 119-B Business Mathematics	5	0	5
This course stressed the fundamental operations of mathematics and their application to business problems including payroll, price marketing, interest and discounts, commissions, and taxes. Prerequisite: BUS 119A or placement			
BUS 115 Business Law	3	0	3
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.			
BUS 116 Business Law	3	0	3
Includes the study of laws pertaining to bailments, sales, riskbearing, partnership-corporation, mortgages, and property rights. Prerequisite: BUS 115			
ECO 102 Economics	3	0	3
Course designed to examine the elements, processes, and structures of the United States economy. Attention will be given to the economics of the individual, the firm, and the industry. Special emphasis shall be placed upon supply and demand, costs, price, competition, and income distribution.			
ECO 104 Economics	3	0	3
Greater depth in the study of economics focusing on an analysis of the American economy as a whole. This course will include national income, production, economic fluctuations, monetary and fiscal policies, taxation, and debt. Our national economy in relation to the world wide economy will be explored by dealing with international trade and payments. Prerequisite: ECO 102			
BUS 110 Office Machines	3	2	4
A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full-keyboard adding machines, printing calculators, and electronic calculators. Prerequisite: BUS 119-A			
BUS 239 Marketing	5	0	5
A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process. Prerequisite: None			

	HOURS		
	Class	Lab	Credit
BUS 120-A Accounting	3	2	4
Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: BUS 119A.			
BUS 120-B Accounting	3	2	4
A contribution of BUS 120-A. The student will devote his time to receivables, inventories, depreciation, deferrals and accruals, systems and control, and payroll taxes. Prerequisite: BUS 120-A			
BUS 121 Accounting	5	2	6
The student will gain a basic knowledge of accounting principles appropriate to a partnership and corporation form of organization. The student will devote his time to partnership and corporation accounting operation. Prerequisite: BUS 120B.			
BUS 215 Introduction to Banking	3	0	3
The course is designed to introduce the student to the world of banking and the realities of finance as it relates to the present-day economy. Prerequisite: None			
BUS 232 Sales Development	3	0	3
A study of retail, wholesale, and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required. Prerequisite: None			
BUS 235 Business Management	3	0	3
Principles of Business Management including overview of major function of management, such as planning, staffing, controlling, directing and financing. Clarification of the decision-making function versus the operating function. Role of management in business—qualifications and requirements.			
EDP 204 Introduction to Data Processing Systems	3	2	4
A basic course to aid students in acquiring a comprehensive understanding of the principles and procedures of processing data by automatic means.			
BUS 243 Advertising	3	2	4
The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals, product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media. Prerequisite: None			
BUS 247 Business Insurance	3	0	3
A survey of the basic principles of risk insurance and their application. A survey of the various types of insurance is made.			
BUS 229-P Personal Income Taxes	3	2	4
The student will become familiar with tax terminology. The course is designed to allow the student to gain proficiency in filing a basic Federal and North Carolina State Individual Income Tax Return. Prerequisite: None			
BUS 285-P Small Business Seminar	2	0	2
The purpose of this course is to enable the student of business to bring all knowledge gained in prior business courses together as a total unit. Speakers from the business community and field trips will be utilized. The students will be encouraged to continue their quest for self-improvement in the business world. This course will be taught during the spring quarter.			
BUS 272 Principles of Supervision	3	0	3
Introduces the basic responsibilities and duties of the supervisor and his relationship to supervisors, subordinates, and associates. Emphasis is on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.			



Executive Secretarial

The Executive Secretary Curriculum is designed to offer students the necessary secretarial skills in typing, dictation, transcription, and business terminology used in the business world. This specialized training is supplemented by related courses in mathematics, accounting, business law, personality development and communication skills. Upon successful completion of the program, graduates may be employed as stenographers or secretaries. Job requirements may include typing, filing and routine secretarial duties. In addition, certain positions may require dictation, office management, and secretarial accounting.

For admission to a curriculum program at Pamlico Technical College, applicants are required: (1) to submit a completed application form, high school record or GED results, and if applicable a college transcript; (2) to have acceptable admission test scores; and (3) to have a personal interview with an admissions counselor. The College maintains a staff of professional counselors to assist current and prospective students in determining interests, aptitudes, and vocational goals. Tuition is \$39.00 per quarter for North Carolina residents. There are additional costs for textbooks, supplies, and quarterly activity fees. Financial aid is available in various forms to qualified students.

EXECUTIVE SECRETARIAL T-030

Suggested Sequence of Courses by Quarter

Course Title			Hours Per Week		Quarter Hours Credit				Hours Per Week		Quarter Hours Credit
			Class	Lab					Class	Lab	
FIRST QUARTER											
ENG	101	Grammar	3	0	3						
BUS	101	Introduction to Business	5	0	5						
BUS	102	Typewriting	3	2	4						
BUS	119-A	Business Mathematics Elective	3	0	3						
			<u>17</u>	<u>2</u>	<u>18</u>						
SECOND QUARTER											
ENG	102	Composition	3	0	3						
BUS	103	Typewriting	3	2	4						
BUS	106	Shorthand	3	2	4						
BUS	115	Business Law	3	0	3						
BUS	119-B	Business Mathematics	5	0	5						
			<u>17</u>	<u>4</u>	<u>19</u>						
THIRD QUARTER											
ENG	204	Oral Communications	3	0	3						
BUS	104	Typewriting	3	2	4						
BUS	107	Shorthand	3	2	4						
BUS	110	Office Machines	3	2	4						
BUS	112	Filing	3	0	3						
BUS	134	Personal Development	3	0	3						
			<u>18</u>	<u>6</u>	<u>21</u>						
FOURTH QUARTER											
ENG	206	Business Communications	3	0	3						
BUS	108	Shorthand	3	2	4						
BUS	120-A	Accounting	3	2	4						
BUS	205	Typewriting	3	2	4						
EDP	104	Introduction to Data Processing	3	2	4						
			<u>15</u>	<u>8</u>	<u>19</u>						
FIFTH QUARTER											
ENG	103	Report Writing	3	0	3						
BUS	117	Office Duplicating Processes	2	2	3						
BUS	120-B	Accounting	3	2	4						
BUS	206	Dictation and Transcription	3	2	4						
ECO	102	Economics	3	0	3						
			<u>14</u>	<u>6</u>	<u>17</u>						
SIXTH QUARTER											
BUS	207	Dictation and Transcription	3	2	4						
BUS	214	Secretarial Procedures	3	2	4						
BUS	272	Principles of Supervision	3	0	3						
BUS	216-P	Office Practicum	1	6	4						
			<u>10</u>	<u>10</u>	<u>15</u>						

COURSES OFFERED DAY AND NIGHT
FOR OTHER ASSOCIATE DEGREE COURSE DESCRIPTIONS SEE PAGE 39 OF CATALOGUE
PTC IS AN EQUAL OPPORTUNITY COLLEGE

Executive Secretarial

Class HOURS
Lab Credit

	Class	HOURS Lab	Credit
BUS 101 Introduction to Business	5	0	5
A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization.			
BUS 102 Typewriting	3	2	4
Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, principal parts of the machine, and theory. The student will type memos, postal cards, and simple horizontal and vertical centering.			
BUS 103 Typewriting	3	2	4
The student will review typing fundamentals and develop increased accuracy and speed. Emphasis continues to be placed on correct techniques. The student will learn to type different styles of business letters, simple reports, tabulation, and other special communications forms. Speed requirement, minimum 35 GWAM for five minutes with a maximum of five errors. Prerequisite: BUS 102 or equivalent.			
BUS 104 Typewriting, III	3	2	4
Emphasis is placed on production typing problems and speed building. Attention is given to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are technical papers, tables with horizontal rulings, and selected executive communications. Speed requirement, minimum 40 GWAM for five minutes with a maximum of five errors. Prerequisite: BUS 103.			
BUS 106 Shorthand	3	2	4
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases. Prerequisite: None			
BUS 107 Shorthand	3	2	4
Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: BUS 106			
BUS 108 Shorthand	3	2	4
Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: BUS 107 or equivalent.			
BUS 110 Office Machines	3	2	4
A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full-keyboard adding machines, printing calculators, and electronic calculators. Prerequisite: BUS 119-A			
BUS 112 Filing	3	0	3
Fundamentals of indexing and filing, combining theory and practice by the use of a practice set. Coverage is given to four basic correspondence filing systems—alphabetic, numeric, subject, and geographic. Prerequisite: None			
BUS 115 Business Law	3	0	3
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.			
BUS 116 Business Law	3	0	3
Includes the study of laws pertaining to bailments, sales, riskbearing, partnership-corporation, mortgages, and property rights. Prerequisite: BUS 115			
BUS 117 Office Duplicating Processes	2	2	3
This course is designed to prepare students to operate machines used in duplicating processes which they will most often come in contact with on the job. An understanding of the functions of each machine and how they simplify office work will be developed. An appreciation for accuracy of machine work should be developed as well as a duplicating machines vocabulary. Prerequisite: BUS 103			
BUS 119-A Business Mathematics	3	0	3
An introductory course for students without the math background needed to enter BUS 119B. Content includes practical			

number theory, and basic operations as applied to whole numbers, common fractions, and decimals. Students will be introduced to percentages, ratios, and evaluation of formulas.

BUS 119-B Business Mathematics 5 0 5

This course stressed the fundamental operations of mathematics and their application to business problems including payroll, price marketing, interest and discounts, commissions, and taxes. Prerequisite: BUS 119A or placement

BUS 120-A Accounting 3 2 4

Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: BUS 119A.

BUS 120-B Accounting 3 2 4

The student will study account receivables, inventories, depreciation, deferrals and accruals, systems and control, and payroll taxes. Prerequisite: BUS 120-A

BUS 205 Typewriting 3 2 4

Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, statistical tabulation, and the typing of reports, manuscripts and legal documents. Speed requirements, minimum 45 GWAM for five minutes with a maximum of five errors. Prerequisite: BUS 104

EDP 104 Introduction to Data Processing Systems 3 2 4

A basic course to aid students in acquiring a comprehensive understanding of the principles and procedures of processing data by automatic means.

BUS 134 Personal Development 3 0 3

Designed to help the student recognize the importance of physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on pose, grooming, and methods of personal improvement. Prerequisite: None

BUS 206 Dictation and Transcription 3 2 4

Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 80 words per minute required for five minutes of new material. Prerequisite: BUS 108

BUS 207 Dictation and Transcription 3 2 4

Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 90 words per minute required for five minutes on new material. Prerequisite: BUS 206

ECO 102 Economics 3 0 3

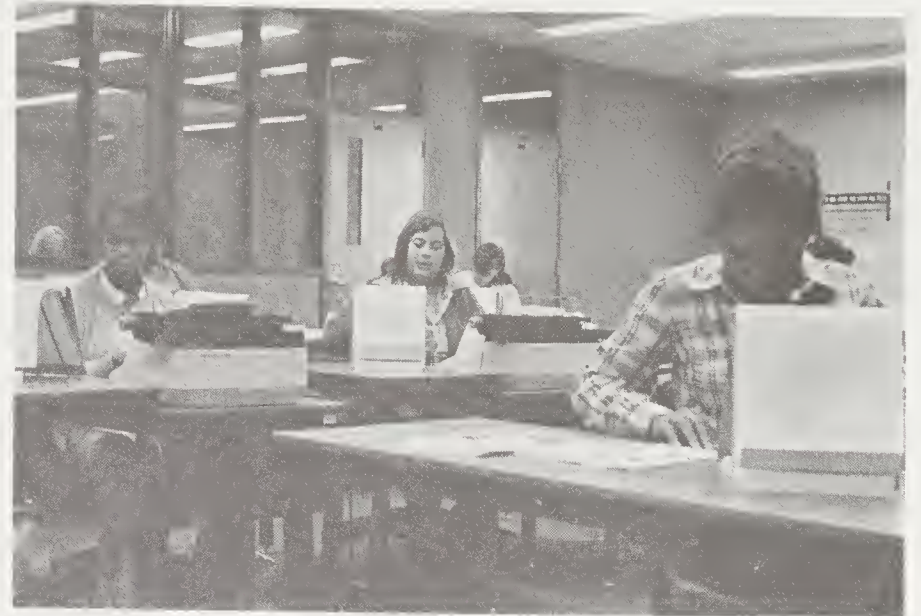
Course designed to examine the elements, processes, and structures of the United States economy. Attention will be given to the economics of the individual, the firm, and the industry. Special emphasis shall be placed upon supply and demand, costs, price, competition, and income distribution.

BUS 272 Principles of Supervision 3 0 3

Introduces the basic responsibilities and duties of the supervisor and his relationship to supervisors, subordinates, and associates. Emphasis is on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.

BUS 216-P Office Practicum 1 6 4

Students are provided opportunities to employ skills and knowledge acquired in prior quarter of instruction. Students are assigned to work in a business, technical, or professional office for a minimum of seven hours per week. (Limited to sixth quarter students except by permission of the Dean of the Institute).



General Office Technology

The General Office Technology Curriculum is designed to offer students the necessary skills in systems design and analysis, flowcharting, programming, and documentation. This specialized training is supplemented by related courses in mathematics, accounting, English, business skills, and the social sciences. Upon successful completion of the program, graduates may be employed as programmer trainees. Job requirements may include developing logical flowcharts, writing program instructions, establishing test data, and testing and debugging programs. In addition, certain positions may require making detailed analysis of systems requirements, designing input and output documents, and documenting the systems.

For admission to a curriculum program at Pamlico Technical College, applicants are required: (1) to submit a completed application form, high school record or GED results, and if applicable a college transcript; (2) to have acceptable admission test scores; and (3) to have a personal interview with an admissions counselor. The College maintains a staff of professional counselors to assist current and prospective students in determining interests, aptitudes, and vocational goals. Tuition is \$39.00 per quarter for North Carolina residents. There are additional costs for textbooks, supplies, and quarterly activity fees. Financial aid is available in various forms to qualified students.

GENERAL OFFICE TECHNOLOGY T-033

Suggested Sequence of Courses by Quarters

Course Title			Hours Per Week		Quarter Hours Credit				Hours Per Week		Quarter Hours Credit
			Class	Lab					Class	Lab	
FIRST QUARTER						FOURTH QUARTER					
ENG	101	Grammar	3	0	3	ENG	206	Business Communications	3	0	3
BUS	101	Introduction to Business	5	0	5	BUS	120-A	Accounting	3	2	4
BUS	102	Typewriting	3	2	4	BUS	205	Typewriting	3	2	4
BUS	119-A	Business Mathematics	3	0	3	BUS	215	Introduction to Banking	3	0	3
		Elective	3	0	3	EDP	104	Introduction to Data Processing	3	2	4
			17	2	18				15	6	18
SECOND QUARTER						FIFTH QUARTER					
ENG	102	Composition	3	0	3	BUS	210	Typing Office Practice	2	3	3
BUS	103	Typewriting	3	2	4	BUS	117	Office Duplicating Processes	2	2	3
BUS	115	Business Law	3	0	3	BUS	120-B	Accounting	3	2	4
BUS	119-B	Business Mathematics	5	0	5	BUS	212	Machine Transcription	1	2	2
ECO	102	Economics	3	0	3	BUS	229-P	Personal Income Taxes	3	2	4
			17	2	18				11	11	16
THIRD QUARTER						SIXTH QUARTER					
ENG	204	Oral Communications	3	0	3	BUS	214	Secretarial Procedures	3	2	4
BUS	104	Typewriting	3	2	4	BUS	272	Principles of Supervision	3	0	3
BUS	110	Office Machines	3	2	4	BUS	216-P	Office Practicum	1	6	3
BUS	112	Filing	3	0	3			Elective	3	0	3
BUS	134	Personal Development	3	0	3				10	8	13
			15	4	17						

COURSES OFFERED DAY AND NIGHT

FOR OTHER ASSOCIATE DEGREE COURSE DESCRIPTION SEE PAGE 39 OF CATALOGUE

PTC IS AN EQUAL OPPORTUNITY COLLEGE

General Office Technology

Hours Per Week Quarter
Class Lab Hours
Credit

BUS 101 Introduction to Business 5 0 5

A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management. Prerequisite: None

BUS 102 Typewriting 3 2 4

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, principal parts of the machine, and theory. The student will type memos, postal cards, and simple horizontal and vertical centering.

BUS 103 Typewriting 3 2 4

The student will review typing fundamentals and developed increased accuracy and speed. Emphasis continues to be placed on correct techniques. The student will learn to type different styles of business letters, simple reports, tabulation, and other special communications forms. Speed requirement, minimum 35 GWAM for five minutes with a maximum of five errors. Prerequisite: BUS 102 or equivalent.

BUS 104 Typewriting, III 3 2 4

Emphasis is placed on production typing problems and speed building. Attention is given to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are technical papers, tables with horizontal rulings, and selected executive communications. Speed requirement, minimum 40 GWAM for five minutes with a maximum of five errors. Prerequisite: BUS 103 or

BUS 205 Typewriting 3 2 4

Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, statistical tabulation, and the typing of reports, manuscripts and legal documents. Speed requirements, minimum 45 GWAM for five minutes with a maximum of five errors. Prerequisite: BUS 104

BUS 210 Typing Office Practice 2 3 3

A course designed to familiarize the student with the forms and routine found in a typical business. Emphasis is placed upon correct procedures and adaptability to varying office methods. Prerequisite: BUS 104

BUS 115 Business Law 3 0 3

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

BUS 117 Office Duplicating Processes 2 2 3

This course is designed to prepare students to operate machines used in duplicating processes which they will most often come in contact with on the job. An understanding of the functions of each machine and how they simplify office work will be developed. An appreciation for accuracy of machine work should be developed as well as a duplicating machines vocabulary. Prerequisite: BUS 103

BUS 119-A Business Mathematics 3 0 3

An introductory course for students without the math background needed to enter BUS 119B. Content includes practical number theory, and basic operations as applied to whole numbers, common fractions, and decimals. Students will be introduced to percentages, ratios, and evaluation of formulas. Prerequisite: Placement Test

BUS 119-B Business Mathematics 5 0 5

This course stressed the fundamental operations of mathematics and their application to business problems including payroll, price marketing, interest and discounts, commissions, and taxes. Prerequisite: BUS 119A or placement.

BUS 120-A Accounting 3 2 4

Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, sum-

marizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: BUS 119A.

BUS 120-B Accounting 3 2 4

A continuation of BUS 120-A. The student will devote his time to receivables, inventories, depreciation, deferrals and accruals, systems and control, and payroll taxes. Prerequisite: BUS 120-A.

BUS 112 Filing 3 0 3

Fundamentals of indexing and filing, combining theory and practice by the use of a practice set. Coverage is given to four basic correspondence filing systems—alphabetic, numeric, subject, and geographic. Prerequisite: None

BUS 110 Office Machines 3 2 4

A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full-keyboard adding machines, printing calculators, and electronic calculators. Prerequisite: BUS 119-A

EDP 104 Introduction to Data Processing 3 2 4

A basic course to aid students in acquiring a comprehensive understanding of the principles and procedures of processing data by automatic means.

BUS 212 Machine Transcription 1 2 2

A study and practice course in the use of transcribing machines in business dictation. Proficiency in word usage, correct grammar, and letter styles will be emphasized. Prerequisite: Minimum typing speed of 35 GWAM.

BUS 214 Secretarial Procedures 3 2 4

Designed to acquaint the student with the responsibilities encountered by a secretary during the workday. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims. Prerequisite: BUS 104.

BUS 215 Introduction to Banking 3 0 3

The course is designed to introduce the student to the world of banking and the realities of finance as it relates to the present-day economy. Prerequisite: None

BUS 229-P Personal Income Taxes 3 2 4

The student will become familiar with tax terminology. The course is designed to allow the student to gain proficiency in filing a basic Federal and State Individual Income Tax Return.

BUS 134 Personal Development 3 0 3

Designed to help the student recognize the importance of physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on pose, grooming, and methods of personal improvement. Prerequisite: None

ECO 102 Economics 3 0 3

Course designed to examine the elements, processes, and structures of the United States economy. Attention will be given to the economics of the individual, the firm, and the industry. Special emphasis shall be placed upon supply and demand, costs, price, competition, and income distribution.

BUS 272 Principles of Supervision 3 0 3

Introduces the basic responsibilities and duties of the supervisor and his relationship to supervisors, subordinates, and associates. Emphasis is on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.

BUS 216-P Office Practicum 1 6 4

Students are provided opportunities to employ skills and knowledge acquired in prior quarter of instruction. Students are assigned to work in a business, technical, or professional office for a minimum of seven hours per week. (Limited to sixth quarter students except by permission of the Dean of the Institute).

Agricultural Science Technology

The Agricultural Science curriculum provides the basic knowledge and skills needed for successful operation and management of crop and livestock farming. The program is designed to cover a wide range of farming topics, offers courses in weed and pest control, soil science, crop science, animal science, farm machinery, construction methods, safety, marketing, agricultural law and farm management. As agricultural operations expand in size and number, they are experiencing rapid changes in technologies of production, marketing, and management in an increasingly competitive environment. Employers of these operations must be prepared to understand these changes and adapt themselves accordingly. Students graduating from this program should be able to qualify for various jobs in agriculture such as salesman for farm supplies or chemicals, field supervisor, farm manager or farm owner operator.

For admission to a curriculum program at Pamlico Technical College, applicants are required: (1) to submit a completed application form, high school record or GED results, and if applicable, college transcripts; (2) to have acceptable admission test scores; and (3) to have a personal interview with an admissions counselor. The College maintains a staff of professional counselors to assist current and prospective students in determining interests, aptitudes, and vocational goals. Tuition is \$39.00 per quarter for North Carolina residents. There are additional costs for textbooks, supplies, and activity fees. Financial aid is available in various forms to qualified students.

AGRICULTURAL SCIENCE T-126 Suggested Sequence of Courses by Quarter

Course Title			Hours Per Week		Quarter Hours Credit				Hours Per Week		Quarter Hours Credit
			Class	Lab					Class	Lab	
FIRST QUARTER											
ASM	101	Farm Machinery Operations & Repair	5	0	5						
ASM	106	Farm & Home Construction Elective	3	2	4						
			<u>3</u>	<u>0</u>	<u>3</u>						
			11	2	12						
SECOND QUARTER											
ASM	102	Farm Record & Taxes	3	0	3						
ASM	104	Soil Science & Fertilization Elective	5	2	6						
			<u>3</u>	<u>0</u>	<u>3</u>						
			11	2	12						
THIRD QUARTER											
ASM	202	Livestock Housing & Equipment	5	0	5						
ASM	210	Farm Forest Management Elective	5	0	5						
			<u>3</u>	<u>0</u>	<u>3</u>						
			13	0	13						
FOURTH QUARTER											
ASM	103	Soybean Production	3	0	3						
ASM	105	Agricultural Chemicals Elective	5	2	6						
			<u>3</u>	<u>0</u>	<u>3</u>						
			11	2	12						
FIFTH QUARTER											
ASM	206	Livestock Diseases & Parasites	3	2	4						
ASM	209	Agricultural Programs & Agencies Elective	5	0	5						
			<u>3</u>	<u>0</u>	<u>3</u>						
			11	2	12						
SIXTH QUARTER											
ASM	110	Conservation of Natural Resources	5	0	5						
ASM	208	Pastures & Forage Crops Elective	3	2	4						
			<u>3</u>	<u>0</u>	<u>3</u>						
			11	2	12						
SEVENTH QUARTER											
ASM	118	Small Engine Repair	3	2	4						
ASM	204	Beef & Dairy Production Elective	5	0	5						
			<u>3</u>	<u>0</u>	<u>3</u>						
			11	2	12						
EIGHTH QUARTER											
ASM	117	Internal Combustion Engines	3	2	4						
ASM	123	Ornamental Horticulture Elective	5	0	5						
			<u>3</u>	<u>0</u>	<u>3</u>						
			11	2	12						
NINTH QUARTER											
ASM	201	Agricultural Marketing	5	0	5						
ASM	205	Farm Machinery Repair Elective	3	2	4						
			<u>3</u>	<u>0</u>	<u>3</u>						
			11	2	12						
TENTH QUARTER											
ASM	111	Swine Production	5	0	5						
ASM	203	Fruit & Vegetable Production	3	2	4						
			<u>3</u>	<u>2</u>	<u>4</u>						
			8	2	9						
ELEVENTH QUARTER											
ASM	108	Techniques of Welding	3	2	4						
ASM	112	Agricultural Economics	5	0	5						
			<u>3</u>	<u>0</u>	<u>3</u>						
			8	2	9						
TWELFTH QUARTER											
ASM	107	Farm Electrification	5	2	6						
ASM	121	Weed Identification & Control	3	0	3						
			<u>3</u>	<u>0</u>	<u>3</u>						
			8	2	9						
											136

COURSES OFFERED DURING EVENING HOURS ONLY

FOR GENERAL EDUCATION COURSES SEE PAGE 39 OF CATALOGUE

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Agricultural Science

	Class	HOURS Lab	Credit
ASM 101 Farm Machinery Operation and Maintenance	5	0	5
Care, repair, and selection of the large units of farm equipment operating principles of self-propelled and tractor-drawn equipment will be studied in the classroom and the field. Such equipment as balers, combines, corn pickers, cotton pickers, and peanut harvesters will be included.			
ASM 103 Soybean Production	3	0	3
An examination of the production and projected economic impact of soybeans in Eastern North Carolina. Attention will be given to soil preparation, planting, plant projection, harvesting, and marketing of soybeans within the context of a primary money crop. Prerequisite: None			
ASM 104 Soil Science and Fertilization	5	2	6
A course dealing with basic principles of efficient classification, evaluation, and management of soils; care, cultivation, and fertilization of the soil and conservation of soil fertility.			
ASM 105 Agricultural Chemicals	5	2	6
A study of farm chemical pesticides, their ingredients, formulation, and farm application, with emphasis on the effective and safe use of chemicals in agricultural pest control.			
ASM 106 Farm and Home Construction	3	2	4
This course deals with the fundamentals of farm carpentry, fences, concrete, and masonry. Part of the course gives students an opportunity to learn and practice home construction projects such as kitchen cabinets. The study also includes the farm water needs and waste disposal. Attention is given to planning farm water and plumbing systems and their proper care and maintenance. Prerequisite: None			
ASM 107 Farm Electrification	5	2	6
A study of the basic principles and systems and their application to agricultural production with emphasis upon equipment for controlling the utilization of electricity.			
ASM 108 Techniques of Welding	3	2	4
This course will cover both arc and gas welding. The safe and correct methods of assembling and operating welding equipment will be stressed. Welding joints and flame cutting are discussed and practiced in various positions that are applicable to metal repair work and steel fabrication. Care, maintenance, and selection of welding equipment and supplies are applied to this course. Prerequisite: None			
ASM 110 Conservation of Natural Resources	5	0	5
An introduction to soil conservation, covering what is included in soil and water conservation, the public interest in soil and water conservation, who is involved in soil and water conservation, the available resources to carry out soil and water conservation measures, and the relationship of specialized knowledge in agronomy, biology, economics, engineering, soils, forestry, and recreation. Prerequisite: None			
ASM 111 Swine Production	5	0	5
Development of the swine producing and marketing industries, principles, and practices of selection, breeding, feeding, housing, marketing, and management of swine.			
ASM 112 Agricultural Economics	5	0	5
An introduction to economics, the functions of the economic system and agriculture's role in the economy. A review of the functions of the manager and an introduction to the principles he uses in making decisions to adjust to changing conditions. Analysis of the main sources of change which affect agricultural farming. Prerequisite: None			
ASM 117 Internal Combustion Engines	3	2	4
Tractor engine fundamentals. Principles of engine operation, including horsepower calculations, efficiency, combustion theory, types of engines, cylinder and valve arrangements, lubrication, fuel and cooling systems. Laboratory work consisting of demonstrations, disassembly, inspection, and re-assembly of various engines. Prerequisite: None			

	Class	HOURS Lab	Credit
ASM 118 Small Engine Repair	3	2	4
This course is designed to give the student mechanical knowledge in order to adjust, maintain, and repair small gasoline engines. Prerequisite: None			
ASM 121 Weed Identification and Control	3	0	3
A study of common weeds native to Eastern North Carolina and the accepted techniques whereby these weeds are effectively controlled. Safety in the application of appropriate chemicals will be stressed. Prerequisite: None			
ASM 123 Ornamental Horticulture	5	0	5
A study of the principles of care and selection of plants, shrubs, trees, and grasses for the home landscape. Demonstrations shall be utilized in the development of skills and practices needed in landscaping planning. Prerequisite: None			
ASM 201 Agricultural Marketing	5	0	5
An analysis of the functions of marketing in the economy and a survey of the problems marketing faces. A review of the market structure and the relationship of local; terminal, wholesale, retail, and foreign markets. Problems in the operations of marketing firms including buying and selling, processing, standardization and grading, risk-taking and storage, financing, efficiency, and cooperation. Discussion of procedures of marketing such commodities as grain, cotton, livestock and tobacco. Prerequisite: None			
ASM 202 Livestock Housing and Equipment	5	0	5
A study of the housing and equipment utilized in efficient livestock production and marketing. Farm livestock structures. Automatic feeding and watering systems. Specialized equipment for care of livestock and maintenance of quality livestock products. Prerequisite: None			
ASM 203 Fruit and Vegetable Production	3	2	4
A course dealing with fruit and vegetable production. A study of the importance and principles of production and marketing of the major vegetable crops. Identification and methods of production and marketing of the principal tree and small fruits. Prerequisite: None			
ASM 204 Beef and Dairy Production	5	0	5
A study of beef and dairy production. This includes their selection, breeding, feeding, care and management.			
ASM 205 Farm Machinery Repair	3	2	4
A study of the maintenance and repair of basic farm machinery and equipment. Emphasis is placed upon preventive maintenance through appropriate use and care. Prerequisite: None			
ASM 206 Livestock Diseases and Parasites	3	2	4
A course dealing with the common disease and parasites of livestock, sanitation practices, and treatment of parasites and diseases, and management factors relating to disease and parasite prevention and control. Prerequisite: None			
ASM 208 Pastures and Forage Crops	3	2	4
A study of the major grasses and legumes of economic importance in North Carolina. Attention will be given to management, soil types, fertilization, harvesting and nutrient value. Prerequisite: None			
ASM 209 Agricultural Programs and Agencies	5	0	5
A review of the public agricultural programs and agencies that provide services, including financial aid for agricultural producers. The objectives, organization, functions, and services of these organizations. Prerequisite: None			
ASM 210 Farm Forest Management	5	0	5
A course dealing with the fundamentals of forestry and farm forestry problems, including planting, thinning, harvesting, and marketing. Prerequisite: None			
BUS 229-P Personal Income Taxes	3	2	4
The student will become familiar with tax terminology. The course is designed to allow the student to gain proficiency in filing a basic Federal and North Carolina State Individual Income Tax Return. Prerequisite: None			

Early Childhood Associate

The purpose of the curriculum is to provide the opportunity for students to acquire the knowledge, understanding, attitudes, and skills needed to work effectively with young children. As more and more mothers work outside the home, there are increasing demands for good group care of young children. Head Start programs for four-year-olds need competent staffing. Also, all five-year-olds are now entitled to public kindergartens. Handicapped children by law have the right to a free and public education. All this means that there is a need for trained paraprofessionals to work with young children.

The responsibilities of employment as a paraprofessional are quite varied and require a person with good interpersonal skills and adaptability, as well as love for children. The major function is the care and guidance of young children. This includes a concern for the mental, social, physical, and emotional growth and development of the child. In a school or a child development center, this may include outdoor play, storytelling, language and communication skills, experiences with music, art and dramatic activities, field trips, food prepa-

ration and service and other routines. In addition, early childhood workers must be able to work effectively with other staff, parents, and when necessary, provide guidance in improving the child's home experiences. Graduates may choose to work in any one of the following settings:

- (1) Kingergarten—teacher's aide
- (2) Head Start—teacher's aide
- (3) Center for developmentally disabled (Handicapped)
- (4) Facilities providing residence care for exceptional children
- (5) Rehabilitation clinics
- (6) Family day care (in private home)
- (7) Camps and recreation centers
- (8) Day care center—teacher, aide, or director (One might organize and operate a child care facility)
- (9) Nursery school—teacher or aide

Many of the courses listed in the Early Childhood Associate Curriculum may be offered during evening hours if sufficient student interest exist. A complete listing of projected evening courses may be obtained by contacting the College's Division of Student Services.

EARLY CHILDHOOD ASSOCIATE T-073 Suggested Sequence of Courses by Quarter

Course Title			Hours Per Week			Quarter Hours Credit				Hours Per Week			Quarter Hours Credit
			Class	Lab						Class	Lab		
FIRST QUARTER													
ENG	110	Reading Improvement	3	0		3							
PSY	100	Interpersonal Relationships for Early Childhood Workers	2	0		2							
PSY	115	Human Growth & Development	3	0		3							
EDU	230-P	Intro. to Early Childhood Education	3	0		3							
HEA	105	Family, School & Community Health	3	0		3							
EDU	106	Seminar/Practicum	1	6		4							
			15	6		18							
SECOND QUARTER													
ENG	101	Grammar	3	0		3							
PSY	116	Human Growth & Development	3	0		3							
EDU	233	Nutrition for Children	3	0		3							
EDU	102-P	Programming for Young Children	3	0		3							
EDU	201-A	Creative Activities for Young Children	3	0		3							
EDU	107	Seminar/Practicum	1	6		4							
			16	6		19							
THIRD QUARTER													
ENG	102	Composition	3	0		3							
BUS	102	Typewriting	3	2		4							
BUS	134	Personal Development	3	0		3							
HUM	100	Cultural Enrichment	0	2		1							
EDU	201-B	Creative Activities for Young Children	3	0		3							
EDU	108	Seminar/Practicum	1	6		4							
			13	10		18							
FOURTH QUARTER													
ENG	103	Report Writing	3	0		3							
BUS	119-A	Business Math	3	0		3							
PSY	206	Applied Psychology	3	0		3							
SSC	205	American Institutions	3	0		3							
EDU	111	Conceptual & Language Development of the Young Child	3	0		3							
EDU	222	Seminar/Practicum	1	6		4							
			16	6		19							
FIFTH QUARTER													
ENG	204	Oral Communication	3	0		3							
EDU	204	Parent Education	3	0		3							
ECO	108	Consumer Economics	3	0		3							
SOC	211	Marriage and the Family	3	0		3							
EDU	223	Seminar/Practicum	1	6		4							
			3	0		3							
			16	6		19							
SIXTH QUARTER													
EDU	203	The Exceptional Child	3	0		3							
EDU	210	Administration and Supervision of a Preschool Facility	3	0		3							
EDU	227	Educating the Disadvantaged Student	3	0		3							
SOC	108	Community Resources	3	0		3							
EDU	224	Seminar/Practicum	1	6		4							
			3	0		3							
			16	6		19							
											112		

**COURSES OFFERED AT NIGHT WHEN SUFFICIENT ENROLLMENT IS MET
FOR GENERAL EDUCATION COURSE DESCRIPTIONS SEE PAGE 39 OF CATALOGUE**

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Early Childhood Associate

	Class	HOURS Lab	Credit	
EDU 102-P Programming for Young Children	3	0	3	A study of the types of experience and facilities which will promote optimal development in young children. Guidelines for identifying, planning, organizing, and implementing appropriate programs are derived through group discussions and individual projects. Prerequisite: EDU 230-P
EDU 106 Seminar/Practicum	1	6	4	Experience in a child care setting to develop skill in working with young children and to participate in their care under the supervision of the teacher. Experience will be related to classroom learning through assignments, group discussions, and conferences. Prerequisite: None
EDU 107 Seminar/Practicum	1	6	4	Designed to provide students with a continued experience in child care. Students will assist in programming activities for young children and analyze problems encountered. Prerequisite: EDU 106
EDU 108 Seminar/Practicum	1	6	4	Continued experience in "learning by doing" whereby the student may correlate his/her knowledge and skills in work situation. Particular focus will be on adapting to the needs of individual children. Prerequisite: EDU 107
EDU 111 Conceptual and Language Development of the Child	3	0	3	Study of how children's concepts are formed and how language is developed. Students will learn how to help children develop in their ability to communicate and how to teach and reinforce concept development. Prerequisite: None
EDU 201-A A Creative Activities for Children	3	0	3	Designed to help students develop an understanding of factors contributing toward a creative climate for young children's living and growing. Activities in art, music, creative movement, dramatic play, and physical activities will be considered. Prerequisite: None
EDU 201-B Creative Activities for Young Children	3	0	3	A continuation of EDU 201-A. Activities explored will be language arts, life science, math, and social studies. Prerequisite: EDU 201-A
EDU 203 The Exceptional Child	3	0	3	The study of children with developmental variation. Consideration is given to recognition of problems, community resources, and selection of appropriate activities for the child with exceptional mental or physical development.
EDU 204 Parent Education	3	0	3	A study of ways parents can be involved in early childhood programs. Topics discussed include: the purposes and values of home visitation, techniques for reporting child progress to parents, and working with parents to foster the total development of the child. Prerequisite: None
EDU 210 Administration and Supervision of a Preschool Facility	3	0	3	To acquaint potential administrators of day care and early childhood centers with the various aspects of the profession. Focus will include establishing philosophy and policies, planning an appropriate program, selecting materials and equipment, and implementing a workable budget. Prerequisites: EDU 230-P and EDU 102-P
EDU 222 Seminar/Practicum IV	1	6	4	Continued experience in early childhood settings. Particular emphasis will be placed on enabling students to develop effective techniques when working with normal or developmentally delayed children. Prerequisite: EDU 108
EDU 223 Seminar/Practicum V	1	6	4	Continued experience in a variety of facilities. Emphasis will be focused on the exceptional child. Prerequisite: EDU 222.
EDU 224 Seminar/Practicum VI	1	6	4	Continued experience in a variety of child care facilities. Emphasis will be focused on the student relating to/assisting a director of a child care facility. Prerequisite: EDU 223
HEA 105 Family, School and Community Health	3	0	3	Study of influences on physical and mental health, individual practices which aid in maintaining good physical and mental health throughout the life span, and responsibilities of those working with young children to maintain personal health and to serve as models for health practices. Prerequisite: None
HUM 100 Cultural Enrichment	0	2	1	Designed to promote the student's knowledge of the world and culture. Includes visits to plays, concerts, art exhibits, and participation in other selected cultural settings. Prerequisite: None
PSY 100 Interpersonal Relationships for Early Childhood Workers	2	0	2	An introductory course dealing with interpersonal and communication skills utilized in helping relationships—particularly staff relations in educational facilities. Focus will be on basic theory and practice of self-awareness and acceptance, communication skills, and building cooperation.
PSY 115 Human Growth and Development	3	0	3	A study of the development sequence of the prenatal and infancy periods. Emphasis is given to the factors influencing development.
PSY 116 Human Growth and Development	3	0	3	A study of the developmental sequences—physical, motor, speech, emotional and social—during the preschool period and up to adolescence. Emphasis is given to environmental and social factors influencing development and the relationship of early childhood in later realization of potential. Prerequisite: PSY 115
SOC 108 Community Resources	3	0	3	A study of the resource and service agencies in the community that may be used as a supportive service to industry, education, and other human service institutions. Prerequisite: None
SOC 211 Marriage and the Family	3	0	3	Designed to help the student understand the origin and development of the family as a social institution, with consideration given to courtship, marriage, parenthood, family relationships, and problems of the contemporary American family. Special emphasis is given to the role families play in the development of children. Prerequisite: None
EDU 227 Educating the Disadvantaged Student	3	0	3	A study of minority groups, their characteristics, and problems of teaching and communicating with the disadvantaged minority student. Special attention is given to remedial programs for the culturally different and educationally deprived.
EDU 230-P Introduction to Early Childhood Education	3	0	3	Provides an overview of the movement toward early childhood education and current models now being implemented. Focus on principles and practices will provide a framework to aid individuals in forming his/her own philosophy. Characteristics of young children and the role and responsibilities of early childhood workers will be examined.
EDU 233 Nutrition for Children	3	0	3	Designed to give students an understanding of nutritional needs and food habits of young children. Practical experience in planning menus and serving food to young children is included as group and individual projects. Prerequisite: None

General Education and Electives

	Class	HOURS Lab	Credit
ENGLISH			
ENG 101 Grammar	3	0	3
Designed to aid student in the improvement of self-expression in written communication. A functional approach is taken to syntax, diction, sentence structure, and punctuation. The student learns to apply the principles of English grammar and to analyze and improve his own writing. Prerequisite: None			
ENG 102 Composition	3	0	3
An intensive study of composition based on reading and class discussion. Frequent theme assignments are utilized to reinforce correct writing and to develop an organized sequence of thought, using appropriate rhetorical methods. Prerequisite: ENG 101			
ENG 103 Report Writing	3	0	3
The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical business and industrial reports, using special writing techniques and graphic devices, are completed by the students. Emphasis is placed on developing the report in relation to its function. Practical application in the preparation of a full-length report is required of each student. Prerequisite: ENG 102			
ENG 110 Reading Improvement	3	0	3
Designed to increase the student's reading abilities. Intensive work in comprehension skills, including locating the main idea and supporting details, inference, and structure. Emphasis on pre-reading and study skills. Prerequisite: None			
ENG 204 Oral Communications	3	0	3
A study of basic concepts and principles of oral communications to enable the student to communicate more effectively with others. Particular emphasis varies according to individual class needs, but generally includes voice, verbal, self-protection improvement. The student learns to produce effective oral presentation through practical exercises in speech-making. Prerequisite: ENG 102			
ENG 206 Business Communications	3	0	3
Develops skills in the techniques of written business communications. Emphasis is on the fundamental approach in the writing of business letters and memos. The student learns to humanize messages through a natural, psychological approach to letters involving credit, collections, complaints, orders, and inquiries. Prerequisite: ENG 102			

	Class	HOURS Lab	Credit
BUS 63 Skills Lab	—	3	1
BUS 66 Skills Lab	—	6	2
BUS 69 Skills Lab	—	9	3
A supervised lab for those students needing extra time and instructional aid in typing, business math, shorthand, office machines, filing, machine transcription, and accounting.			
SOCIAL SCIENCE			
POL 103 State and Local Government and Politics	3	0	3
A study of state and local political systems, with special emphasis being placed on North Carolina. Prerequisite: None			
POL 201 U.S. Government and Politics	3	0	3
A course dealing with the American Political System. Attention will be given to basic political concepts, structures, powers, procedures, and problems on the national level. Prerequisite: None			
PSY 206 Applied Psychology	3	0	3
A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations. Motivation, feelings, and emotions are considered with particular reference on everyday problems. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene or his adjustment problems as a worker and a member of the general community. Prerequisite: None			
SSC 201 Social Science	3	0	3
An integrated course in the social sciences drawing from the fields of Anthropology, Sociology, and Psychology. Prerequisite: None			
SSC 202 Social Science	3	0	3
A further study of the social sciences, with emphasis on History, Geography, Economics, and Political Science. Prerequisite: None			
SSC 205 American Institutions	3	0	3
A study of the individual as a citizen in a democratic society and his relationship to the major American social, economic, and political institutions. Prerequisite: None			
ECO 108 Consumer Economics	3	0	3
Designed to help the student use his resources of time, energy, and money to get the most out of life. It gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and to understand better the economy in which he lives. Prerequisite: None			





Auto-Diesel Mechanics

The Auto-Diesel Mechanics Curriculum is designed to provide the basic knowledge and skills needed to inspect, diagnose, repair, and adjust automobiles. The operating principles of the automobile are examined in class assignments, discussions and shop practices. Manual skills needed to repair vehicles are developed in lab classes. Supplementary courses in human relations, small business operations, welding, math and science are required. At the completion of one year, a student may elect to enter the second year option which is designed to offer advanced automotive theory and practice and motor vehicle laws. Upon successful completion of the program, a one year student will receive a state diploma while a student completing two years will receive a two year trade diploma. Graduates may find employment as automotive mechanics for various types of gas powered engines. Job

requirements may include inspecting, maintaining, and repairing mechanical, electrical, and body parts of automobiles, trucks, buses, and tractors.

For admission to a curriculum program at Pamlico Technical College, applicants are required: (1) to submit a completed application form, high school record or GED results, and if applicable a college transcript; (2) to have acceptable admission test scores; and (3) to have a personal interview with an admissions counselor. The College maintains a staff of professional counselors to assist current and prospective students in determining interests, aptitudes, and vocational goals. Tuition is \$39.00 per quarter for North Carolina residents. There are additional costs for textbooks, supplies, and quarterly activity fees. Financial aid is available in various forms to qualified students.

AUTO-DIESEL MECHANICS V-013 NINE-MONTH CERTIFICATE PROGRAM with DIPLOMA OPTION

Course Title			Hours Per Week		Quarter Hours Credit				Hours Per Week		Quarter Hours Credit
			Class	Lab					Class	Lab	
FIRST QUARTER											
PME	1101	Internal Combustion Engines	3	12	7						
PME	1121	Auto Braking Systems	2	3	3						
WLD	1101	Basic Arc & Gas Welding	2	3	3						
			<u>7</u>	<u>18</u>	<u>13</u>						
SECOND QUARTER											
PME	1102	Automotive Electrical & Fuel Systems	5	12	9						
PME	1123	Automotive Chassis & Suspensions	3	6	5						
			<u>8</u>	<u>18</u>	<u>14</u>						
THIRD QUARTER											
PME	1103	Principles of Auto Air Conditioning	3	3	4						
PME	1124	Automotive Power Train Systems	2	9	6						
PME	1104	Emission Control Systems	2	3	3						
			<u>8</u>	<u>15</u>	<u>13</u>						
FOURTH QUARTER											
PME	1150-P	Practicum*	1	15	6						
MAT	1101	Fundamentals of Mathematics	5	0	5						
ENG	1101-P	Communications	3	0	3						
PSY	1101	Human Relations	3	0	3						
			<u>12</u>	<u>15</u>	<u>17</u>						

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*If sufficient demand exists, the following courses may be taken in place of PME 1150-P:

DSE	1146	Introduction to Diesel	3	6	5
DSE	1150	Diesel Tune-up & Trouble Shooting	2	3	3

**COURSES OFFERED DAY AND NIGHT
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Auto-Diesel Mechanics

	Class	HOURS Lab	Credit
PME 1101 Internal Combustion Engine	3	12	7
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts; engine fuel and exhaust systems; cooling systems; proper engine lubrication; and methods of testing, diagnosing, and repairing of engines. Prerequisite: None			
PME 1102 Automotive Electrical and Fuel Systems	5	12	9
A thorough study of the electrical and fuel systems of the automobile, including battery cranking mechanisms, generators, ignitions, accessories and wiring, fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system. Prerequisite: None			
PME 1103 Principles of Auto Air Conditioning	3	3	4
General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanism, the methods of operation, and control; proper handling of refrigerants in changing the system. Prerequisite: None			
PME 1104 Emission Control Systems	2	3	3
A thorough study of the capability of an emission control system to effectively reduce the volume of air pollutants released through an automotive breathing and exhaust system and operating principles which apply to control systems currently in use in the automotive market. Prerequisite: None			
PME 1121 Automotive Braking Systems	2	3	3
Principles and functions of the components of automotive brakes. Practical job instruction in adjusting and repairing of master cylinders, wheel cylinders, fluid lines, and power system. A study of brake lining and drum repair. Prerequisite: None			
DSE 1146	3	6	5
The course introduces the student to the field of diesel, composed of commercial trucks, power plants, and marine use. In the diesel shop students will develop an understanding of how the average diesel shop is organized and managed. The four (4) leading diesel engine manufacturers, and how their diesel engines are used in industry, will be covered.			
DSE 1150	2	3	3
This course is designed to provide instruction in design and function of diesel fuel systems, timing of injection, adjusting valves, adjusting injectors, servicing fuel and air systems, and diagnosing engine trouble.			
PME 1123 Automotive Chassis and Suspensions	3	6	5
Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension and steering. Units to be studied are shock absorbers, springs, steering systems, steering linkage, and front end. Prerequisite: None			

	Class	HOURS Lab	Credit
PME 1124 Automotive Power Train Systems	3	9	6

Principles and functions of automotive power train systems: clutches, standard transmissions and automatic transmissions, torque converters, drive shaft assemblies, rear axles, and differentials. Identification of troubles, servicing, and repair.

PME 1150-P Practicum	1	15	6
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This course provides the student an opportunity to employ skills gained in previous quarters. Line projects and/or cooperative work experience designed by the instructor enable the student to participate actively in power mechanics activities. Prerequisite: Approval of Advisor

WLD 1101 Basic Arc and Gas Welding	2	3	3
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Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice for surface weldings: bronze welding, silver soldering, and flame-cutting methods applicable to mechanical repair work. Welding demonstrations by the instructor and practice by students in the use of the arc welding process to fabricate steel. Welded joints are discussed and welded in various positions. Care and maintenance of the arc welder is applied in this course. Prerequisite: None

ENG 1101-P Communications I	3	0	3
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Reading improvement. A course designed to improve the student's ability to read accurately and rapidly. Emphasis is placed on recognition of the main idea, how to read for facts and supporting details, and total comprehension. Prerequisite: None

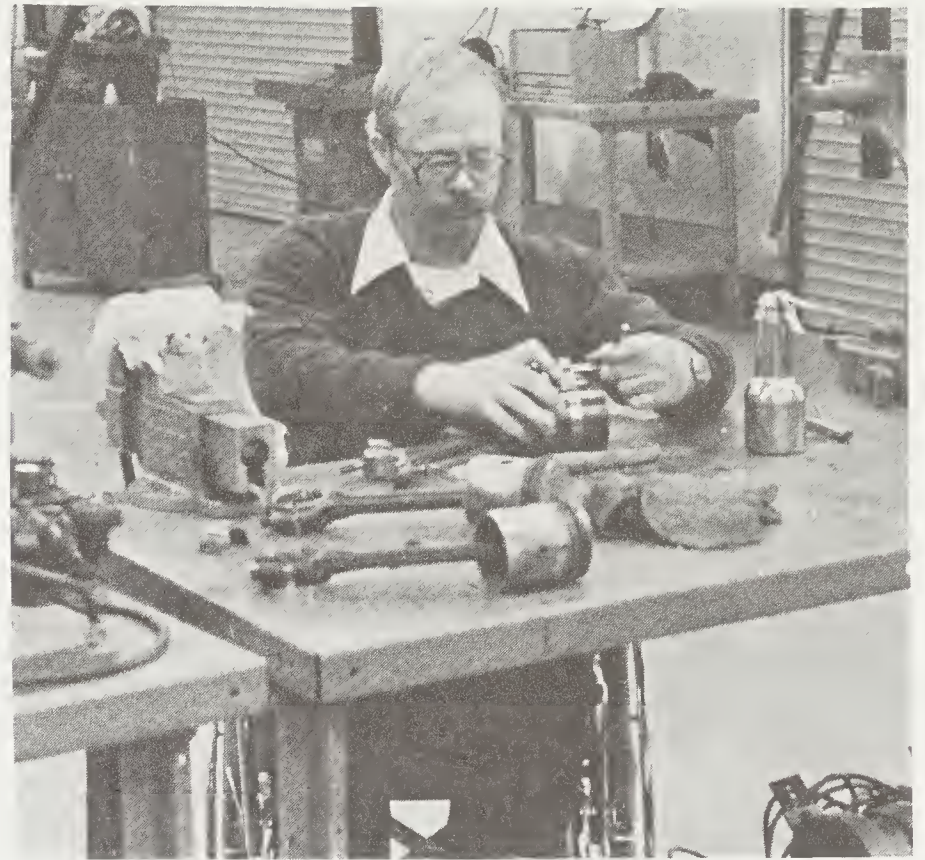
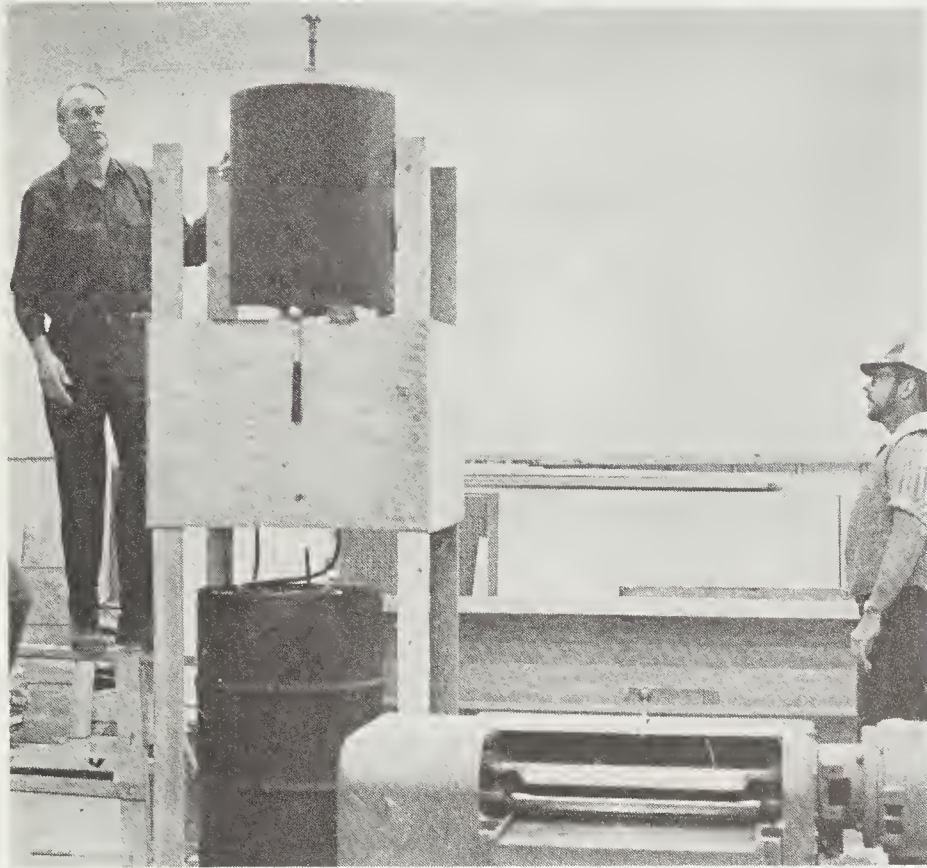
MAT 1101-P Fundamentals of Mathematics	5	0	5
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The basic operation (addition, subtraction, multiplication, and division) are studied with respect to whole numbers, fractions, and decimals. A study of percents, ratios, related word problems, and basic introduction to algebra is included. Prerequisite: None

PSY 1101 Human Relations	3	0	3
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A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation. Prerequisite: None





Industrial Mechanics

The Industrial Mechanics Curriculum is designed to provide training in the repair and maintenance of machinery, electrical wiring systems, and hydraulic and pneumatic devices. This specialized training is supplemented by related courses in welding, metal-working machines, blueprint reading, applied science and safety procedures. Upon successful completion of the program, graduates may find employment in many industrial settings. Job requirements may include installing, maintaining, and servicing hydraulic and mechanical equipment; following blueprints and sketches; testing and servicing electronic tools and components; and using hand tools, metal-working machines, measuring instruments, and testing instruments.

For admission to a curriculum program at Pamlico Technical College, applicants are required: (1) to submit a completed application form, high school record or GED results, and if applicable a college transcript; (2) to have acceptable admission test scores; and (3) to have a personal interview with an admissions counselor. The College maintains a staff of professional counselors to assist current and prospective students in determining interests, aptitudes, and vocational goals. Tuition is \$39.00 per quarter for North Carolina residents. There are additional costs for textbooks, supplies, and quarterly activity fees. Financial aid is available in various forms to qualified students.

INDUSTRIAL MECHANICS V-033

Suggested Sequence of Courses by Quarter

Course Title	Hours Per Week		Quarter Hours Credit	Hours Per Week		Quarter Hours Credit
	Class	Lab		Class	Lab	
FIRST QUARTER						
DFT 1104	0	3	1			
ENG 1101-P	3	0	3			
MAT 1101	5	0	5			
PME 1190-P	4	15	9			
	12	18	18			
SECOND QUARTER						
MAT 1145-P	5	0	5			
PLU 1126	2	3	3			
PLU 1116-P	3	12	7			
WLD 1101	2	3	3			
	12	18	18			
THIRD QUARTER						
ELC 1112	5	12	9			
MEC 1133-P	4	6	6			
PSY 1101	3	0	3			
	12	18	18			
FOURTH QUARTER						
AHR 1101-P	3	18	9			
ENG 1104-P	5	0	5			
DFT 1116-P	3	1	3			
	11	19	17			
						71

COURSES OFFERED AT NIGHT WHEN SUFFICIENT ENROLLMENT IS MET.

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Industrial Mechanics

	Class	HOURS Lab	Credit
PME 1190-P Internal Combustion Engines	4	15	9

A study of various types of internal combustion engines used in industrial situations as well as for transportation. Students will utilize common hand and power tools as well as measuring devices to adjust and repair engines. Specific areas to be covered include: Testing, servicing and maintenance of pistons, valves, cams and camshafts; fuel and exhaust systems; cooling systems; and proper lubrication. Prerequisite: None

DFT 1104 Blueprint Reading: Mechanical	0	3	1
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Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, and dimensioning procedures. Study of prints supplied by industry; introduction to drafting room procedures; sketching as a means of passing on ideas, information and processes. Prerequisite: None

PLU 1126 Hydraulic Systems Plumbing	2	3	3
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Plumbing applications in hydraulic systems. Study of hydraulic principles, circuits, control valves, pumps, fluids, and various accessories that complete hydraulic systems. Installation and servicing methods of these systems. Prerequisite: None

PLU 1116-P Plumbing Pipework and Domestic Water Systems	3	12	7
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Introduces students to the tools, fittings, and small equipment used by plumbers. Performance of operations such as threading, cutting, caulking, and sweating. Use of these procedures as the student learns to install and service these systems in both home and industrial situations. Prerequisite: None

ELEC 1112-P Direct and Alternating Current	5	12	9
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The structure of matter and the election theory, the relationship between voltage, current and resistance in series, parallel and series-parallel circuits. Analysis of direct current circuits by Ohm's Law and Kirchhoff's Law; sources of direct current potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle, power and resonance and alternating current circuit analysis. Prerequisite: None

MEC 1133-P Electrical and Mechanical Maintenance	4	6	6
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This course is to broaden the experience of the student in the areas of electrical and mechanical maintenance. Problems involving various types of equipment will be given to demonstrate the checklist method of maintenance and preventative maintenance. A wide based study in everyday manufacturing problems and solutions will be conducted. Special emphasis will be an interpretation of manual reference material. Prerequisite: None

AHR 1101-P Principles of Refrigeration and Climate Control	3	18	9
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General introduction to refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation and control; proper handling of refrigerants in charging systems. With an introduction to heating and air conditioning, investigation of factors affecting control of air flow and movement, temperature and humidity. Prerequisite: None

DFT 1116-P Blueprint Reading: Air Conditioning	3	1	3
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Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, and dimension-



	Class	HOURS Lab	Credit
ing procedures. Review of linear and angular measurements. Architectural, electrical and sheet metal symbols. Skill development in blueprint reading using general sheet metal, warm-air heating and air conditioning plans. Prerequisite: None			

WLD 1101 Basic Arc and Gas Welding	2	3	3
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Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice for surface weldings: bronze welding, silver soldering, and flame-cutting methods applicable to mechanical repair work. Welding demonstrations by the instructor and practice by students in the use of the arc welding process to fabricate steel. Welded joints are discussed and welded in various positions. Care and maintenance of the arc welder is applied in the course. Prerequisite: None

MAT 1145-P Industrial Mathematics	5	0	5
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This course deals with algebraic and geometrical concepts of mathematics as they are used in the industrial setting. Topics covered include simple linear equations, area, volume, mensuration and the metric system. In depth application of these concepts to uses in industry is stressed. Prerequisite: MAT 1101 or permission of instructor

ENG 1101-P Communications I	3	0	3
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Reading improvement. A course designed to improve the student's ability to read accurately and rapidly. Emphasis is placed on recognition of the main idea, how to read for facts and supporting details, and total comprehension. Prerequisite: None

ENG 1104-P Communications II	5	0	5
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Development of the student's job seeking skills. A practical approach is taken to writing job application letters, writing resumes, filling out job applications and other business forms, and job interviews. Journals and publications in the student's chosen field are emphasized. Prerequisite: None

MAT 1101-P Fundamentals of Mathematics	5	0	5
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The basic operation (addition, subtraction, multiplication, and division) are studied with respect to whole numbers, fractions, and decimals. A study of percents, ratios, related word problems, and basic introduction to algebra is included. Prerequisite: None

PSY 1101 Human Relations	3	0	3
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A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation. Prerequisite: None



Light Construction

This curriculum is designed to prepare the individual to enter the construction industry with a background in both shop skills and related technical expertise. A knowledge of mathematics, blueprint reading, methods of construction and the utility of various building materials is essential.

Graduates may work on new construction as well as the maintenance and repair of residential and/or commercial structures. He will be able to figure lumber, speak the language of the contractor, interpret the laymen's request, estimate materials and cost, and prepare detailed drawings for cabinet work and alterations.

LIGHT CONSTRUCTION V-029 NINE-MONTH CERTIFICATE PROGRAM with DIPLOMA OPTION

Course Title				Hours Per Week		Quarter	Hours Per Week		Quarter
				Class	Lab	Credit	Class	Lab	Credit
FIRST QUARTER									
CON	1101-P	Construction		5	15	10			
DFT	1110-P	Blueprint Reading: Bldg. Trades		2	3	3			
DFT	1145	Specifications & Contracts		1	0	1			
				<u>8</u>	<u>18</u>	<u>14</u>			
SECOND QUARTER									
CON	1102-P	Construction		5	15	10			
ELC	1123-P	Electrical Installation		2	3	3			
				<u>7</u>	<u>18</u>	<u>13</u>			
THIRD QUARTER									
CON	1103-P	Construction		5	15	10			
PLU	1115	Plumbing Installation		2	3	3			
				<u>7</u>	<u>18</u>	<u>13</u>			
FOURTH QUARTER									
CON	1104-P	Practicum		1	15	6			
ENG	1101-P	Communications		3	0	3			
MAT	1101	Fundamentals of Mathematics		5	0	5			
PSY	1101	Human Relations		3	0	3			
				<u>12</u>	<u>15</u>	<u>17</u>			

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COURSES OFFERED AT NIGHT WHEN SUFFICIENT ENROLLMENT IS MET.

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Light Construction

	HOURS		Credit
	Class	Lab	
CON 1101-P Construction I	5	15	10

History of the carpentry trade and exploration of current trends in the construction industry. Practical experience in the operation, care and safe use of hand, portable power, and woodworking machine tools in cutting, shaping, smoothing, and joining construction materials. Practical use of construction wood and plywood involving board and square feet calculations, lumber size, and lumber grades will be emphasized. Use of fasteners and adhesives such as nails and wood screws, metal fasteners, concrete and masonry, and glue and mastics. Introduction to plans, specifications, and codes relates to home construction. Practical application of footings, foundations, and transit uses. Prerequisite: None

CON 1102-P Construction II	5	15	10
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Construction and finishing of interior cabinets. Floor framing, wall framing, floor beam and ledger strips, floor joists, bridging, subfloor, and shoe sole plate. Also wall studs, wall corners, and tees for intersecting walls; window and door headers, top plates, double plates, bracing, ceiling joists, purlins, headers for inside doors, and case openings will be studied. This course will also include roof framing, rafters, ridge board, roof bracing, roof truss, framing in gambrel, louver, roof sheathing, felt paper, and shingles. Prerequisite: None

CON 1103-P Construction III	5	15	10
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Exterior wall, interior wall, ceiling, and floor finish; insulation batts, sheetrock, wood panels, ceiling tile, hardwood flooring, and under layment board will be studied. This course will also cover doors and interior trim. (Crown molding, door jambs, door trim, interior door locks, sliding and bi-fold doors, doors and interior trim, base board, shoe molding, metal threshold, and basic masonry, including mortars and masonry units, layout a corner with brick, and the proper use of the trowel and level. Prerequisite: None

CON 1104-P Practicum IV	1	15	6
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This course provides the student an opportunity to employ skills gained in previous quarters. Live projects and/or cooperative work experiences designed by the instructor enable the student to participate actively in construction activities. Prerequisite: Advisor's Approval

ENG 1101-P Communications I	3	0	3
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Reading improvement. A course designed to improve the student's ability to read accurately and rapidly. Emphasis is placed on recognition of the main idea, how to read for facts and supporting details, and total comprehension. Prerequisite: None

MAT 1101-P Fundamentals of Mathematics	5	0	5
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The basic operation (addition, subtraction, multiplication, and division) are studied with respect to whole numbers, fractions, and decimals. A study of percents, ratios, related word problems, and basic introduction to algebra is included. Prerequisite: None

DFT 1110-P Blueprint Reading: Building Trades	2	3	3
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Principles of interpreting blueprints and trade specifications common to the building trades. Development of proficiency in making three-view and pictorial sketches. Prerequisite: None



	HOURS		Credit
	Class	Lab	
DFT 1145 Specifications & Contracts	1	0	1

The purpose and writings of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of client-architect-contractor responsibilities, duties, and mutual protection. Prerequisite: None

ELC 1123-P Electrical Installation	2	3	3
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Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as: services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, and National Electrical Code regulations in actual building mock-ups. Prerequisite: None

PLU 1115 Plumbing Installation	2	3	3
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The students are introduced to the tools, fittings, and equipment used by plumbers. They spend considerable time learning to handle these materials and tools correctly by: cutting pipe, threading, caulking, and sweating joints of the various kinds of pipe and tubing. Plumbing installations are made to provide practical applications. Heating devices and the storage and circulation of hot water will be studied. The student will receive practice in the installation of various plumbing fixtures and the proper use of traps. Field trips should be taken to study various types of installations. Prerequisite: None

PYS 1101 Human Relations	3	0	3
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A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation. Prerequisite: None



Masonry

The Masonry curriculum is designed to train individuals to enter the trade with the knowledge and basic skills that will enable them to perform effectively. Graduates must have a knowledge of basic mathematics, blueprint reading, and masonry technology. They must know the methods used in laying out a masonry job with specific reference to rigid insulation, refractories, and masonry units specified for residential, commercial, and industrial construction.

MASONRY V-070

Suggested Sequence of Courses by Quarter

Course Title	Hours Per Week		Quarter Hours Credit	Hours Per Week		Quarter Hours Credit
	Class	Lab		Class	Lab	
FIRST QUARTER						
MAS 1101-A Bricklaying	3	3	4			
MAT 1112 Building Trades Mathematics	5	0	5			
	<u>8</u>	<u>3</u>	<u>9</u>			
SECOND QUARTER						
DFT 1188-P Blueprint Reading: Masonry Trades	2	3	3			
MAS 1101-B Bricklaying	1	6	3			
	<u>3</u>	<u>9</u>	<u>6</u>			
THIRD QUARTER						
DFT 1190-P Blueprint Reading & Sketching: Masonry Trades	2	3	3			
MAS 1103-A Bricklaying	3	3	4			
	<u>5</u>	<u>6</u>	<u>7</u>			
FOURTH QUARTER						
MAS 1103-B Bricklaying	1	6	3			
MAT 1188-P Construction Estimating	3	1	3			
	<u>4</u>	<u>7</u>	<u>6</u>			
						<u>28</u>

COURSES OFFERED DAY AND NIGHT WHEN SUFFICIENT ENROLLMENT IS MET.

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Masonry

	Class	HOURS Lab	Credit
MAS 1101-A Bricklaying	3	3	4

Practical Bricklaying I is a course designed to provide the student with skills necessary to lay brick to a line, construct simple corners and foundation walls, and piers. Lecture and laboratory experiences will be coordinated to provide a balanced development of knowledge and skill in blueprint reading, measurements, related mathematics, and manipulative skills. Prerequisite: None

MAS 1101-B Bricklaying	1	6	3
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This course is designed to give students practice in various rudimentary masonry constructions. Individual projects such as foundations, chimneys, etc. are stressed. Prerequisite: MAS 1101A or advisor's approval.

MAS 1103-A Bricklaying	3	3	4
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This course is designed to give students a basic knowledge of various construction segments. Types of concrete, mixing, control of joints and finishing techniques are studied. The proper use of bonds, wall ties, caulking methods, and expansion strips are studied. Prerequisite: MAS 1101B or advisor's approval.

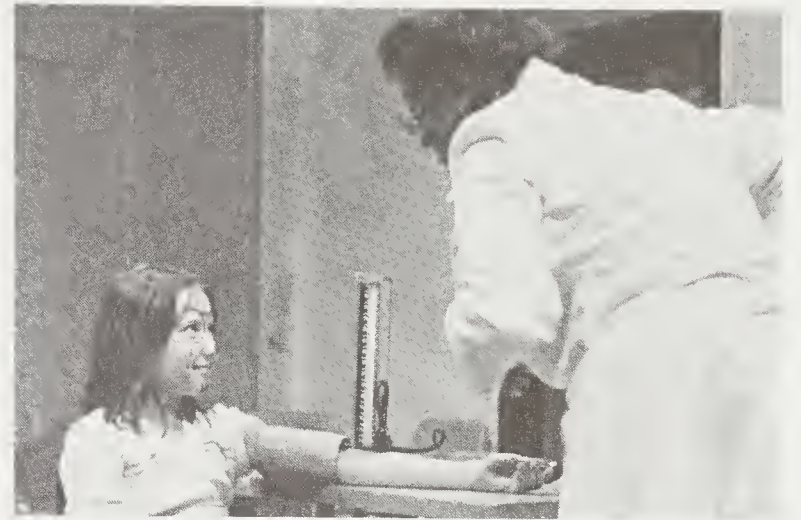
MAS 1103-B Bricklaying	1	6	3
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This course is designed to give the student a basic understanding and practice in layout and construction of more advanced masonry projects: glazed tile panels and floors, lintels, arches, and modular masonry construction. The cleaning processes for masonry structures are practiced. Prerequisite: MAS 1103A or advisor's approval.

DFT 1188-P Blueprint Reading Masonry Trades	2	3	3
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DFT 1190-P Blueprint Reading and Sketching Masonry Trades	2	3	3
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Medical assistants are broadly defined as individuals who assist physicians in their offices or other medical settings, performing those *administrative* and/or *clinical* duties delegated in relation to the degree of training and in accord with respective state laws governing such actions and activities. Medical assistants have a wide range of duties in many aspects of the physician's practice.

Administrative duties include scheduling and receiving patients; typing and medical transcription; handling telephone calls, correspondence, reports and manuscripts; and assuming responsibility for office care, insurance matters, office accounts, fees, and collections.

Duties may include preparing the patient for examination, obtaining vital signs, taking medical histories, assisting with examinations and treatments; sterilizing instruments and equipment for office procedures; instructing patients in preparation for x-ray and laboratory examinations; performing routine office laboratory procedures and electrocardiograms.

Medical Office Assistant

For admission to the Medical Office Assistant program, applicants are required: (1) to submit a completed application form, high school record or GED results, and if applicable a college transcript; (2) have a personal interview with MOA coordinator and/or counselor; (3) complete health form and in some cases, furnish a physician's statement of mental and physical capability to function; (4) have acceptable admission test scores (7th grade reading level on pre-admission test; no less than 50th percentile rank in other test areas.)*; (5) furnish three personal references.

*Following assessment of "motivation level" exception may be allowed. The Institute maintains a staff of professional counselors to assist current and prospective students in determining interests, aptitudes, and vocational goals. Tuition is \$39.00 per quarter for North Carolina residents. There are additional costs for textbooks, supplies, and quarterly activity fees. Financial aid is available in various forms to qualified students.

MEDICAL OFFICE ASSISTANT V-031 Twelve Month Diploma Program

FIRST QUARTER					THIRD QUARTER							
	Class	Per Week	Lab	Quarter Hours Credit		Class	Per Week	Lab	Quarter Hours Credit			
MOA	103		Orientation to Medical Office Assisting	3	0	3	BUS	143	Medical Terminology & Vocabulary III	1	2	2
BUS	102		Typewriting	3	2	4	MOA	201	MOA Administration Procedures	3	0	3
ENG	101		Grammar	3	0	3	MED	1105	Examination Room Procedures	3	6	5
BUS	141		Medical Terminology & Vocabulary I	1	2	2	MED	1106-P	Laboratory Procedures	1	4	3
BIO	1111		Basic Health Science	3	5	5				10	16	17
				13	9	17				8	12	13
SECOND QUARTER					FOURTH QUARTER							
BUS	120-A		Accounting	3	2	4	MOA	202-P	Medical Office Assisting Practicum	3	21	10
BUS	103		Typing II	3	2	4	MOA	203	Medical Office Assisting Seminar	3	0	3
ENG	102		Composition	3	0	3				9	21	16
BUS	142		Medical Terminology & Vocabulary II	1	2	2				6		15
PSY	1101		Human Relations	3	0	3						69
BUS	218		Medical Law, Ethics and Economics	3	0	3						02
				16	6	19						

COURSES OFFERED AT NIGHT WHEN SUFFICIENT ENROLLMENT IS MET.

PTC IS AN EQUAL OPPORTUNITY COLLEGE.

Medical Office Assistant

	Class	HOURS Lab	Credit
MOA 103 Orientation to Medical Office Assisting	3	0	3

Designed to help the student in understanding the role of the medical office assistant. Emphasis is placed on the development of appreciations and attitudes in the establishment of realistic goals in personal and occupational development. Understanding and recognizing the importance of physical, intellectual, social, and emotional dimensions of personality. Ethics and grooming are stressed. Prerequisite: None.

BUS 102 Typewriting	3	2	4
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Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, principal parts of the machine, and theory. The student will type memos, postal cards, and simple horizontal and vertical centering problems. Prerequisite: None

ENG 101 Grammar	3	0	3
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Designed to aid the student in the improvement of self-expression in written communication. A functional approach is taken to syntax, diction, sentence structure, and punctuation. The student learns to apply the principles of English grammar and to analyze and improve his own writing. Prerequisite: None

PSY 1101 Human Relations	3	0	3
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A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation. Prerequisite: None

BUS 141 Medical Terminology and Vocabulary I	1	2	2
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A study of the structure of medical words and terms. Emphasis is placed on spelling and defining commonly-used prefixes, suffixes, root words, and their combining forms. Prerequisite: None

BUS 120A Accounting	3	2	4
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Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: BUS 119A

BUS 103 Typewriting II	3	2	4
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The student will review typing fundamentals and develop increased accuracy and speed. Emphasis continues to be placed on correct techniques. The student will learn to type different styles of business letters, simple reports, tabulation, and other special communications forms. Speed requirement, minimum 35 GWAM for five minutes with a maximum of five errors. Prerequisite: BUS 102 or equivalent

ENG 102 Composition	3	0	3
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An intensive study of composition based on reading and class discussion. Frequent theme assignments are utilized to reinforce correct writing and to develop an organized sequence of thought, using appropriate rhetorical methods. Prerequisite: ENG 101

BUS 142 Medical Terminology and Vocabulary II	1	2	2
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A continuation of BUS 141 with greater emphasis on an understanding of terminology and its use in the medical office. Anatomical body parts, diseases, operations, tumors, drugs, and descriptive terms are emphasized by analysis of the terms and structure of the words. Prerequisite: BUS 141

	Class	HOURS Lab	Credit
BIO 1111 Basic Health Science	3	5	5

This course is designed to give the student an understanding of basic science principles and their relationships to health. The course includes study of the structure and function of the human body, principles of food and nutrition and selected principles of micro biology. Prerequisite: None

BUS 143 Medical Terminology and Vocabulary III	1	2	2
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A continuation of BUS 142 with greater emphasis on an understanding of terminology and its use in the medical office. Anatomical body parts, diseases, operations, tumors, drugs, and descriptive terms are emphasized by analysis of the terms and structure of the words. Prerequisites: BUS 141 and BUS 142

BUS 218 Medical Law, Ethics, and Economics	3	0	3
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Designed to acquaint the student with the legal aspects of medical practice acts, the relationship of physician, patient, professional liabilities and types of medical practice. Basic principles of medical economics are included. Prerequisite: None

MOA 201 MOA Administrative with a Concentration on Third party Insurance Procedures	3	0	3
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A study of the administrative duties of the medical assistant. Includes the scheduling of appointments, telephone techniques, handling of mail, travel arrangements, office machines, transcription of medical histories, filing systems, office management and insurance forms and their preparation. Prerequisites: BUS 102, BUS 103, BUS 141, BUS 142

MED 1105 Examination Room Procedures	3	6	5
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This course is designed to teach the skills needed by the medical office assistant in assisting the doctor in the examination room. The course of study includes proper physical and psychological preparation of the patient for the physician's examination and proper care of the supplies and equipment used. Prerequisite: First two quarters

MED 1106P Laboratory Procedures	1	4	3
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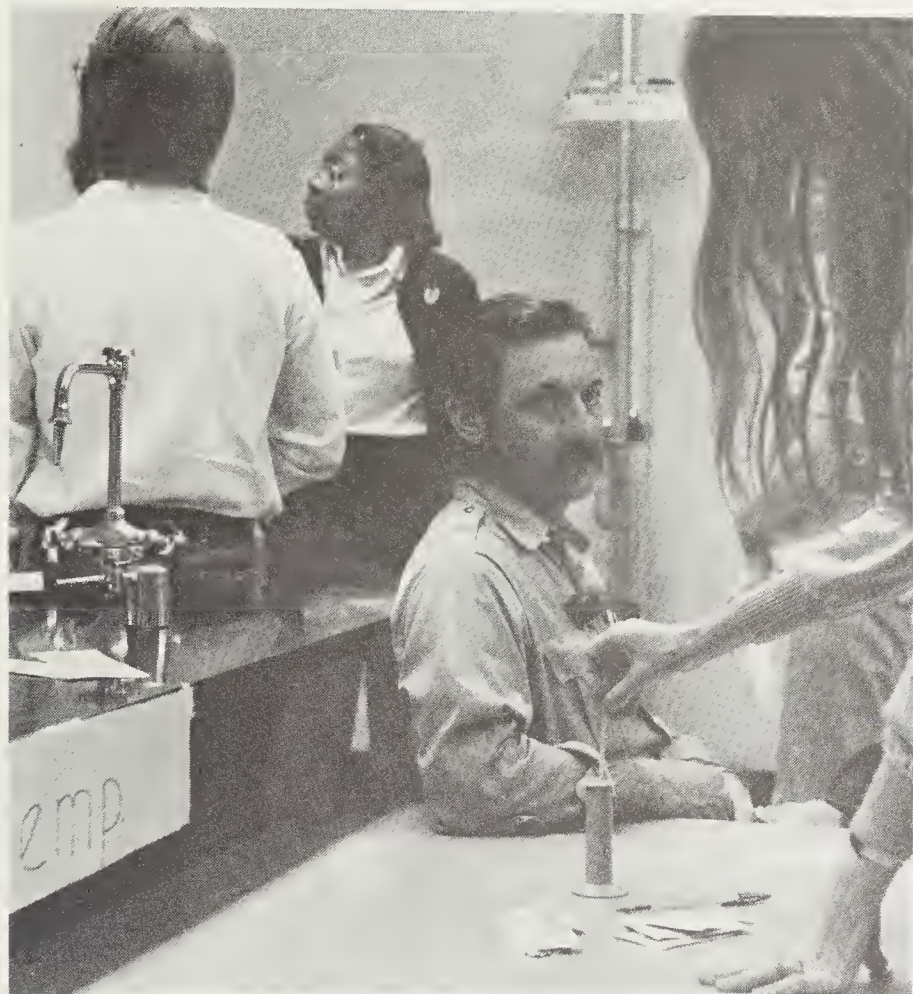
This course is a study of the basic knowledge needed to become familiar with the laboratory tests most commonly performed in the doctor's office. Emphasis is placed on patient preparation for diagnostic procedures. The ability to obtain and collect specimens and carry out routine laboratory examinations such as urinalysis and blood count is developed. Prerequisite: MED 1105

MOA 202P Medical Office Assisting Practicum	3	21	10
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This course deals with clinical experience in MOA. The student is assigned to specific areas in which they must achieve certain competency levels in management, examination room procedures, and laboratory procedures. This is a class/lab experience with the emphasis on student individual performance. Prerequisite: None

MOA 203 Medical Office Assisting Seminar	3	0	3
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A study of the personal and occupational responsibilities of a practitioner in the field of medical office assisting. Discussion of problems encountered during experience in the medical office practicum are the primary focus. Prerequisite: Previous three quarters



Home and Hospital Aide

The Home and Hospital Aide Program is designed to prepare qualified men and women to function safely and effectively in assisting individuals and their families with these activities in daily living that they can no longer perform unaided during periods of convalescence or sub-acute illnesses in an institutional or home setting.

HOME & HOSPITAL AIDE V-052

Suggested Sequence of Courses by Quarter

Course Title	Hours Per Week		Quarter Hours Credit	Hours Per Week		Quarter Hours Credit
	Class	Lab		Class	Lab	
FIRST QUARTER						
HHA 1101 Introduction to Patient Care	3	0	3			
HHA 1102 Nutrition	3	0	3			
	<u>6</u>	<u>0</u>	<u>6</u>			
SECOND QUARTER						
HHA 1103 Basic Science	3	0	3			
HHA 1104 Personal & Community Health	3	0	3			
	<u>6</u>	<u>0</u>	<u>6</u>			
THIRD QUARTER						
HHA 1105 Practicum: Field Experience	3	9	6			
FOURTH QUARTER						
HHA 1106 First Aid & Safety	6	0	6			
HHA 1107 Pediatrics	3	0	3			
HHA 1108 Geriatrics	3	0	3			
	<u>6</u>	<u>0</u>	<u>6</u>			
SIXTH QUARTER						
HHA 1109 Practicum: Field Experience	3	9	6			
						<u>36</u>

COURSES OFFERED AT NIGHT WHEN SUFFICIENT ENROLLMENT IS MET.

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Home and Hospital Aide

	Class	HOURS Lab	Credit
HHA 1101 Introduction to Patient Care	3	0	3

A study of the role of the home and hospital aide within the health center. Emphasis will be placed on the duties and responsibilities of an aide through classroom lectures, demonstrations and field trips to local health care facilities. Prerequisite: None

HHA 1102 Nutrition	3	0	3
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An introductory course dealing with nutrition. Special emphasis shall be placed upon menu planning, the food needs of the elderly, and common dietary problems. Prerequisite: None

HHA 1103 Basic Science	3	0	3
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This course will offer the student the opportunity to gain an understanding of human anatomical structure, physiological processes and their relations to each other through classroom work. Prerequisite: None

HHA 1104 Personal and Community Health	3	0	3
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A study of the modern concepts of health, the agencies responsible for health protection, care of the sick and elderly; the role of the home and hospital aide within the health field and as a member of a nursing team.

HHA 1105 Practicum: Field Experience	3	9	6
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Experience in the home setting focusing on observation and gaining knowledge of the sick and elderly. Correct techniques, community health structure, and problems incurred during field experience will be discussed during the remainder segment. Permission of advisor.

HHA 1106-A First Aid	3	0	3
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A basic course designed to teach the fundamentals of administering first aid.

HHA 1106-B Safety	3	0	3
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Emphasis is placed on accident prevention and practical application. Prerequisite: None

HHA 1107 Pediatrics	3	0	3
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The study of consumer health problems encountered in caring for children from birth through adolescence. Prerequisite: None

HHA 1108 Geriatrics	3	0	3
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A course dealing with the health problems of the elderly. Prerequisite:

HHA 1109 Practicum: Field Experience	3	9	6
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A continuation of HHA 1105 with indepth practice of home and hospital aide duties under the supervision of a qualified nurse in a local health care facility. The seminar will emphasize problems incurred during the practicum segment. Prerequisite: Permission of advisor



Developmental Studies

The Developmental Studies Program is a flexible, student-centered program designed to increase the likelihood of success for those students who enter the College with academic deficiencies. Instruction is provided through both individualized and small group techniques. Courses are available in the skills areas of reading and vocabulary, grammar and composition, and mathematics.

Students needing remedial instruction are identified through the general admissions process: placement tests, evaluation of high school transcripts, and personal interviews with the counselor and program advisor.

Because the academic demands of each curriculum differ, the amount of coursework a student may be required to take in Developmental Studies varies. Accordingly, a student is assigned to courses depending upon his desired program goal and his academic potential as determined through the admissions evaluation. No student will be required to remain in a Developmental Studies course any longer than it takes him to fulfill the objectives of that course. He should then be more capable of satisfactory performance in curriculum studies. Hence, both the specific content in each course and the total time spent in the Developmental Studies Program may vary considerably with the student's needs and his educational objectives.

DEVELOPMENTAL STUDIES COURSE DESCRIPTIONS

V-Eng. 091 Reading and Vocabulary I	3	0(3)*
V-Eng. 092 Reading and Vocabulary II	3	0(3)*
V-Eng. 093 Reading and Vocabulary III	3	0(3)*
T-Eng. 091 Reading and Vocabulary I	3	0(3)*
T-Eng. 192 Reading and Vocabulary II	3	0(3)*
T-Eng. 093 Reading and Vocabulary III	3	0(3)*
T-Eng. 094 Grammar and Composition I	3	0(3)*
T-Eng. 094 Grammar and Composition II	3	0(3)*
T-Eng. 095 Grammar and Composition II	3	0(3)*
T-Eng. 096 Grammar and Composition III	3	0(3)*
V-Mat. 091 Developmental Mathematics I	5	0(5)*
V-Mat. 092 Developmental Mathematics II	3	0(5)*
V-Mat. 093 Developmental Mathematics III	5	0(5)*
T-Mat. 091 Developmental Mathematics I	3	0(3)*
T-Mat. 092 Developmental Mathematics II	3	0(3)*
T-Mat. 093 Developmental Mathematics III	3	0(3)*
T-Eng. 091 Reading and Vocabulary I	3	0(3)*
V-Eng. 091 Reading and Vocabulary I	3	0(3)*
T-Eng. 092 Reading and Vocabulary II	3	0(3)*
V-Eng. 092 Reading and Vocabulary II	3	0(3)*
Emphasis on vocabulary and comprehension with a continuation of word attack study.		
T-Eng. 093 Reading and Vocabulary II	3	0(3)*
V-Eng. 093 Reading and Vocabulary	3	0(3)*
Continuation of Eng. 092		
T-Eng. 094 Grammar and Composition I	3	0(3)*
Emphasis on parts of speech, sentence structure, and paragraph development.		
T-Eng. 095 Grammar and Composition II	3	0(3)*
Continuation of Eng. 094.		
T-Eng. 096 Grammar and Composition III	3	0(3)*
Continuation Eng. 095.		

T-Mat. 091 Developmental Mathematics I	3	0(3)*
V-Mat. 091 Developmental Mathematics I	5	0(5)*
Emphasis is placed on basic mathematical skills needed to perform successfully in technical and vocational programs. Course covers operations with whole numbers and fractions.		
T-Mat. 092 Developmental Mathematics II	3	0(3)*
V-Mat. 092 Developmental Mathematics II	5	0(5)*
Continuation of Mat. 091, if indicated. Course content includes operations with decimals and percentages.		
T-Mat. 093 Developmental Mathematics III	3	0(3)*
V-Mat. 093 Developmental Mathematics III	5	0(5)*
Continuation of Mat. 092. Course content covers measurement of area, volume, perimeter, and a variety of concepts pertaining to consumer activities.		



BOARD OF TRUSTEES

Ray S. Alderman—Chairman

Appointment by Commissioners of Pamlico County

Expiration of Term

James B. Holton, Jr. June 30, 1985
Oliver D. Daniels June 30, 1987
James Ray Hunnings June 30, 1981
William Gibbs, Jr. June 30, 1983

Appointed by Board of Education

Leland V. Brinson June 30, 1985
Perry E. McCotter, Sr. June 30, 1987
Oscar Krechel June 30, 1983
G. Franklin Brinson, Jr. June 30, 1981

Appointed by Governor

Ray S. Alderman June 30, 1985
Caroline C. Godwin June 30, 1983
George A. Lupton, Jr. June 30, 1981
Ernest Humphries June 30, 1987

ADMINISTRATIVE OFFICERS

Paul H. Johnson—President

Donald R. Warren Dean of the College
B.S., High Point College; M.A., Appalachian State University; Ed.D., North Carolina State University

Larry H. Prescott Dean of Student Services
A.A., Campbell College; B.S., East Carolina University; M.A., East Carolina University

Gail N. Carter Dean of Learning Resources Center
B.S., Appalachian State University; M.L.S., East Carolina University; Title IX Coordinator

Gary B. Collier Dean of Business Affairs
B.S., Pembroke State University; M.A., Appalachian State University

Matthew Prescott Dean of Continuing Education
B.S., East Carolina University; M.A., East Carolina University; additional course work at University of North Carolina

GENERAL STAFF

John T. Jones Counselor
B.S., East Carolina University; M.A., East Carolina University; additional course work at North Carolina State University; Affirmative Action Officer

Anita J. Kyle Counselor
UNC-Wilmington; B.A., UNC-Asheville; M.A., Appalachian State University

..... Counselor/Financial Aide
..... Coordinator HRD/CETA

Pamela F. Banks Director of Bookkeeping
Diploma, Hardbarger Business College

Ruth Hardison Posting Clerk
Queens College

Marc A. Lehmann Media Technician
B.S., Bowling Green State University, Bowling Green, Ohio

Brenda Greene Library Assistant
Course work at Pamlico Technical College, Craven Community College and Lenoir Community College

Ira Robinson Evening Supervisor
Retired US Navy

FACULTY

Gerald Carpenter Business
B.S., University of North Carolina; M.A., Appalachian State University

Pat Collock ABE Instructor/HRD Recruiter
B.A., North Carolina State University

..... Learning Lab Coordinator

Robert W. Lee Light Construction
B.A., Elizabeth City State University .

Mollie L. McCallister Learning Lab Coordinator
A.B., East Carolina University; graduate studies in Adult Education

Judy C. Pierce, R.N. Medical Office Assistant
B.S., North Carolina Agricultural & Technical State University

Patricia N. Potter Business
B.S., Atlantic Christian College

Peggy Y. Tinsley Early Childhood Associate
B.S. and M.A., East Carolina University

Frank G. Toler Auto-Diesel Mechanics
Vocational Diploma, Pamlico Technical College; four years mechanic experience

Harold N. Way English & Developmental Studies
B.A. and M.A., North Carolina State University; additional course work at University of New Hampshire

SECRETARIAL STAFF

Sandra Wing Administrative
Clara Barkley Academic
Kathy Nipper Student Services
Doris Southerland Learning Resources Center
Betty Cahoon Faculty
Receptionist/Cashier
Continuing Education

MAINTENANCE STAFF

William R. Goodwin Maintenance
Virginia Wilson Custodian
Larry Squires Grounds & Custodian

Continuing Education



Matthew Prescott, Dean,

The Division of Continuing Education provides a delivery system for quality instruction in non-degree and non-diploma oriented educational activities for the adult population of the area. The Division promotes public awareness of the concept of lifelong learning as one of the major components of contemporary adult life. It provides programs of instruction designed to lead students to the achievement of functional literacy, where needed, and to enable them to progress to high school equivalency certification. It offers a broad range of courses which are designed to meet the vocational, avocational, cultural, intellectual, social, and recreational interests and needs of area adults. It provides part-time programs which are designed for the training needs of new and expanding industries and the upgrading of occupational knowledge and skills of individuals at all levels of labor and management, as well as the professions.

REGISTRATION INFORMATION

Where: In classroom first night of class—enrollment limited—first come, first-registered basis.

HOW: Register in person, Social Security number required.

COST: \$5.00 unless stated otherwise.

Cancellation Policy: Classes may be cancelled if fewer than 12 persons enroll.

Eligibility: To be eligible to enroll in courses of the College, a student must be 18 years of age and not currently enrolled in grades 1-12. Students 16 years of age or older may, under proper permission of both principal and superintendent, enroll in classes.

Adults of Pamlico County area:

We can satisfy your non-degree educational needs. We are ready and waiting to serve you. Call us, and if we do not already have a course or program which will comply with your wants, we will design one for you.

Even if you have no immediate educational goals, we can broaden your horizons and open new avenues of learning for you. We are committed to lifelong learning and believe that all are happier when they are involved and are learning to use their capabilities to their fullest.

Occupational & Vocational Education

OCCUPATIONAL EXTENSION

Occupational extension courses are designed to serve adults who are employed and in need of upgrading their skills or technical knowledge for advancement. Also available are courses which offer related training in vocational or professional areas. Through occupational extension a retraining program can be designed to establish a new vocation. Any adult who needs training, retraining, upgrading, or special interest courses may enroll. Classes are generally scheduled so that a person may attend class during non-working hours, and usually meet one or two evenings a week between 7-10 P. M. The sequence for classes meeting two nights a week is usually Monday-Wednesday or Tuesday-Thursday.



*Bob Jones,
Program Coordinator*

GENERAL AREAS OF INSTRUCTION

Trade & Industrial Education
 Hospitality and Tourism Education
 Fire Service Training
 Emergency Medical Technician's Program
 Commercial Fisheries Training
 Management Development Program
 New and Expanding Industry Training

TRADE AND INDUSTRIAL EDUCATION

Courses Offered Include:

Carpentry	Solar Construction
Cabinet Making	
Small Storage Building	
Automotive	
Basic Auto Tune-up	Diesel Engine Repair
Front End Alignment	Outboard Motor Repair
Auto Transmission	Air Conditioning
Electronics & Electrical	
D. C. Fundamentals	Comm. (FCC) 1st Class
A. C. Fundamentals	Electrical Code
Comm. (FCC) 2nd Class	Small Appliance Repair
Welding	
Basic— Arc	Brazing
	Cutting
Business	
Speed Reading	Typing
Basic & Advanced	Basic & Advanced
Bookkeeping	Bank. & Sav. Inst. Courses
Office Machines	Office Procedures
Marketing	Shorthand
Medical Secretary Review	Business Comm.
Legal Secretary Review	Data Processing (Intro. to)
Real Estate Sales	Income Taxes

HOSPITALITY AND TOURISM EDUCATION

The hospitality industry is the third largest industry in North Carolina and affords many employment opportunities to the people of this state. Hospitality training programs are available through the College. Training can be provided for personnel in the motel, restaurant, service station, hospital, and retail business, if sufficient interest is shown. Some of the subject areas covered are:

Courses Offered:

Food and Beverage Management and Service	Human Relations
Food and Beverage Purchasing	Communication
Food and Beverage Controls	Sales Promotion
Maintenance and Engineering	House-Motel Law
Supervisory Housekeeping	Economics
Service Station Attendant Training	Accounting
Waiter-Waitress Training	Front Office Procedure
Housekeeping Training	School Food Service

FIRE SERVICE TRAINING

Volunteer firemen are provided with the opportunity to gain technical knowledge and skills which are needed in the effective performance of their duties. With flammable and explosive materials being stored and constantly transported, it is necessary for the fire fighter to keep abreast of the latest techniques of combating the hazards which could occur. In addition to classroom theory, the fireman has the opportunity to apply fire fighting techniques in field exercises. Most of the training sessions are held at local departments during the year.

Courses Offered:

Intro. to Fire Fighting	Ventilation
Portable Fire Extinguishers	Bombing & Bomb Threats
Fire Stream Practices	Civil Disorder
Fire Apparatus Practice	Compressed Gas
Arson Detection	Emergencies
Salvage & Overhaul Operation	Fire Brigade Training
School Bus Evacuation	For Industry
and Safety	Fire Fighting
Rope Practice	Procedures
Ladder Practice	Home Fire Safety
Hose Control	Multi-Media First Aid
Rescue Practice & Forcible Entry	Officers Training
Protective Breathing Equip.	Teacher Education (Instructors)

Other courses may be scheduled in response to public needs and interest. Call 294-1851, Ext. 28 with request.

EMERGENCY MEDICAL TECHNICIAN'S PROGRAM (EMT)

This program is designed to comply with the standards of the Highway Safety Act of 1966 (North Carolina). It is intended to institute a program to ensure that persons involved in highway accidents receive prompt emergency medical care under the range of conditions encountered. The standards of the Act identify eight specific requirements of a minimal program in training, licensing and related requirements for ambulance and rescue vehicle operators, attendants, drivers and dispatchers.

Pamlico Technical College does not discriminate against any persons due to race, gender or national origin and complies with Section 504 of the Vocational Rehabilitation Act.

COMMERCIAL FISHERIES

The fishing industry is one of the oldest and most important activities of man. Worldwide there are approximately five million people who make their living by fishing. In the United States there are about 160,000 commercial fishermen. These fishermen create jobs for thousands of others in canning, packing, inspecting, shipping, and sales. More than 100 billion pounds of seafood products are processed each year. This is more than thirty pounds for each person in the world.

The fishing industry has grown and changed greatly since early times. Even though in some areas men still fish by primitive hand methods, the fishing industry in general has become a sophisticated operation. Large fleets of fishing vessels range the oceans, using aircraft and complex electronics to locate fish and fishing grounds.

A diverse selection of electric, hydraulic, pneumatic, and other types of powered machinery now assists the fisherman in the handling of gear and makes it possible for him to harvest greater quantities of fish on grounds never before fished.

Fish processing is constantly changing too. New and more attractive ways to prepare fish are constantly being discovered. Fish by-products are also being used by other industries.

The purpose for which Pamlico Tech College has in offering seafood training is the help prepare more of our adults for one of Pamlico County's major industries—*fishing and seafood processing*. Up-grading and refresher training is also a major concern of our Continuing Education Division.

The following is a list of some of our short courses available on or off campus.

Call us **NOW** if you or your company are interested in training. 249-1851.

Seafood Occupations Training

- Artificial Bait Construction
- Basic Hydraulics
- Boatbuilding
- Clam Shucking and Processing
- Crab Processing
- Fish and Crab Trap Construction
- Fish Farming
- Fish Filleting
- Gill Net and Haul Seine Construction
- Knotting and Splicing Fiber Rope
- Marine Bookkeeping and Record Keeping
- Marine Diesel Engines Repair and Maintenance
- Marine Electrical Systems
- Marine Gasoline Engines Repair and Maintenance
- Marine Pipe Fitting and Plumbing
- Marine Radio and Communication
- Navigation for Fisherman and Small Boat Owners
- Net Making and Mending
- Outboard Motor Repair and Maintenance
- Oyster Processing
- Scallop Processing
- Shrimp and Fish Trawl Construction
- Shrimp Processing
- Splicing and Rigging Wire Rope and Cable

MANAGEMENT DEVELOPMENT PROGRAM

Management Development Program courses are taught for the benefit of potential and active supervisors who are preparing for more efficient leadership and advancement in the supervisory field. The Management Development Program is directed toward individual self development. Few tests are given and no grades will be reported in the typical Management Development Program class. Supervisors should enroll with the interest of learning rather than to compete for "academic achievement". Management Development Program courses are generally offered at the College or other convenient locations during mutually agreeable hours.

Courses Offered: Principles of Supervision, Professional Retail Salesmanship, Human Relations, Job Relations Training, Art of Motivating People, Effective Communications, Employee Evaluation and Interviewing, and Performance and Job Evaluation.

MANAGEMENT DEVELOPMENT

NEW AND EXPANDING INDUSTRY TRAINING

LAW ENFORCEMENT TRAINING

OCCUPATIONAL EXTENSION

FIRE SERVICE TRAINING

EMERGENCY MEDICAL TECHNICIAN

NEW AND EXPANDING INDUSTRY TRAINING

One of the objectives of Pamlico Technical College is to stimulate the creation of more challenging and rewarding jobs for people of the area by providing a customized training service to new and expanding industries. Subject to only minimal limitations, this institution, in cooperation with the Industrial Services Division of the State Department of Community Colleges, will design and administer a special program training for industry in Pamlico County.

The purpose of this service is to help a new and/or expanding industry meet its immediate manpower needs and to encourage each industry to develop a long-range training program of its own to satisfy its continuing replacement and retraining needs. For further details of this service, please contact the Dean of Continuing Education, Pamlico Tech College; or the Director, Industrial Services Division, North Carolina Department of Community College, Raleigh, N. C.

The program includes the following services:

1. Consulting in determining job descriptions; defining areas of training; and in prescribing appropriate course outlines, training schedules, and materials.
2. Selecting and training of instructors who may be recruited from the company and/or from outside sources.
3. Paying of instructional costs for the duration of the training program.
4. Providing of suitable space for a temporary training facility prior to the completion of a new plant, should such temporary space be required. This may be space within the College or leased space in the community.
5. Assuming of installation costs of equipment in the temporary training facility.
6. Paying for one-half of the cost of nonsalvageable materials expended in the training program.

General Adult Services

General Adult Services provides the adults of Pamlico County with an effective and efficient delivery system for quality instruction. The department also maintains interfaces with appropriate organizations and agencies and promotes public awareness of the concept of life-long learning. Its program of instruction encompasses a broad range of subject matter and formats designed to meet the vocational, avocational, cultural, intellectual, social and recreational interests and needs of the adult population.

Listed on the back of this sheet are courses offered on a fairly regular basis. Other courses may be offered if sufficient interest is indicated. Additional programs are planned according to requests made by organizations and prospective students. Classes are scheduled during both day and evening hours. Evening classes usually meet one or two evenings a week from 7:00 to 10:00 P. M.; day classes usually meet once or twice a week from 9:00 A. M. to 12:00 noon or 1:00 to 4:00 P. M. Classes are held at the College as well as at other locations throughout the county which are easily accessible to participating students.

HOSPITALITY PROGRAM—These courses are designed for persons working in restaurants, school lunch rooms, hospitals, motel-hotel establishments and service stations desiring training, retraining and/or upgrading.

ARTS AND CRAFTS PROGRAM—Students in these classes are offered cultural enrichment and personal development experiences and the opportunity to explore new hobbies.

TEACHER RECERTIFICATION PROGRAM—Those in the teaching profession are able to maintain and/or renew teaching certificates by enrolling in these conveniently located credit approved classes.

HOME MANAGEMENT PROGRAM—These classes serve as a resource for helping the homemaker develop the skills necessary to meet the needs of today's families.

SPECIAL INTEREST PROGRAM—A broad range of courses and formats are designed to meet specific interests and needs of the community. Course offerings frequently are planned in response to requests made by organizations and prospective students.

EQUAL OPPORTUNITY COLLEGE



SAMPLING OF COURSES OFFERED

HOSPITALITY PROGRAM**Courses Offered:**

Basic Quantity Cooking
 Communications for Hotels and Motels
 Custodial Training
 Customer Relations
 Equipment Use and Care
 Food & Beverage Management & Service
 Food and Beverage Purchasing
 Food Service Sanitation & Safety
 Food Service Selling
 Food Service Supervision for Hospital Person
 Hospital Housekeeping
 Hospital Human Relations
 Hotel-Motel Accounting
 Hotel-Motel Law
 Human Relations for the Hospitality Industry
 Introduction to Hotel-Motel Management
 Maid Training
 Modified Diets
 Motel-Motor Hotel Management
 Nutrition and Menu Planning
 Organization & Personnel Management
 Personality Development
 Procurement in School Food Service
 Quantity Food Production Management
 Service Station Selling

ARTS AND CRAFTS PROGRAM**Fine Arts:**

Art Appreciation
 Art History
 Art Skills Lab
 Ceramics—Advanced Pottery
 Ceramics—Greenware—China Painting
 Ceramics—Intermediate Pottery
 Ceramics—Introduction to Pottery
 Drawing for Beginners Only
 Drawing Techniques
 Fabric Painting
 Guitar I & II
 Painting—Landscape on Location
 Painting—Oil and Acrylic
 Painting—Portrait
 Sculpture
 Silkscreen
 Tole Painting
 Watercolor

Hand Crafts:

Caning & Rush Furniture Restoring
 Copper Enameling
 Copper Tooling
 Decoupage
 Macrame—Fibers
 Mosaics
 Silversmithing
 String Art & Crafts
 Stained Glass Construction
 Jewelry Making

Needle Crafts:

Advanced Crocheting
 Creative Crewel Embroidery
 Creative Needlepoint
 Crocheting
 Handmade Christmas Tree Ornaments
 Knitting
 Needlepoint
 Patchwork & Quilting
 Rug Hooking
 Weaving—Fibers

TEACHER RECERTIFICATION PROGRAM**Courses Offered:**

Administration
 Audiovisual

Child Abuse & Neglect
 Counseling
 English
 Foreign Languages
 Home Economics
 Math
 Metric System of Measurement
 Reading
 Science
 Social Studies

HOME MANAGEMENT PROGRAM**Child Care and Family Relations:**

Child Care in the Home
 Birth to 6 years
 Living with your Retarded Child
 Parent Effectiveness
 Partnership in Marriage
 The Single Parent Family

Clothing:

How to make the most of your Appearance
 Make Doll Clothes—Male & Female—for Christmas
 Making Drapes & Bedspreads to Match
 Pattern and Clothing Alterations
 Restyling your Clothes
 Sewing I and II
 Stretch Sewing
 Tailoring

Food and Nutrition:

Cake Decorating I
 Cake Decorating II
 Canning & Freezing
 Making & Decorating Christmas Cookies
 Nutrition for the Elderly

SPECIAL INTEREST PROGRAM**Courses Offered:**

Basic Phonics
 Basic Psychology
 Conversational Spanish
 Creative Writing
 Death and Dying
 Effective Communications
 ESP
 Family History—Collecting & Writing
 Gardening & House Plants
 Group Discussions
 Heritage Crafts
 History of North Carolina
 Horticulture
 Human Relations
 Interior Design
 Pastor as Church Administrator
 Pastoral Counseling
 Sign Language
 Solar Energy
 Teacher's Aide Training
 Underwater Rescue & Retrieval

MISCELLANEOUS

Masonry	Picture Framing
Priv. Pilot Ground School	Upholstery
Photography	Taxidermy
Furniture Refinishing	Wall Papering
Hobby Woodworking	Gun Smithing
Navig. & Boat Safety	Landscaping
	Gardening
Health Education	First Aid & CPR
Nursing for Home Makers	Special Workshops
Home Care for the Elderly	Medical Terminology

Additional Courses May Be Scheduled In Response To Public Interest And Need.

PTC IS AN EQUAL OPPORTUNITY COLLEGE.

Adult Basic Education and the High School Completion Program (GED)

Adult Basic Education (ABE) and High School Completion (GED) are programs of quality basic instruction. Individualized as well as group instruction is available. The courses provide adults with the opportunity to complete their basic education up through high school beginning at their present level of skills. The programs are based on the idea of total education; a belief in the value of all human beings; and in the application of the principle of quality in both educational opportunity and access to the state's resources to allow each individual to maximize his or her talents.

Classes are organized to meet the needs of individual students who may study in a specific subject area, such as reading, English or math, or may prepare to take the General Education Development Examination (GED). This exam is administered at the College and those passing it are granted a North Carolina High School Equivalency Certificate. **ENROLLMENT:** Any adult may enroll in an ABE class at any time. **FEE:** There is **NO** fee for ABE registration. There is a \$5 fee for GED classes. Books and supplies are generally provided ABE students. **TIME:** Classes are scheduled both days and evenings on campus as well as at other locations for the convenience of all students.

PRE-GED STUDIES: The areas of Reading, Language Usage, Mathematics, Social Studies and Science are reviewed.

SPECIAL INTEREST CLASSES:

Analysis Skills	Filling Out Forms
Comprehension	How To Take A Test
Demands for Daily Living	Vocabulary Skills
Preparation for Employment Skills	

SUBJECTS FOR PERSONAL ENRICHMENT AND IMPROVEMENT:

A person may need to desire to study in one or more areas. He may choose from any of the following subject areas and complete the courses while working at his own pace.

Algebra	Mathematics
Consumer Education	Metric
English	Vocabulary Development
Government and Law	Reading
Writing	Science
Health	Social Studies
History—U.S.	Spelling



Pamlico Technical College
P.O. Box 185
Grantsboro, N.C. 28529
Telephone: 249-1851 or 249-1852

STAMP

To:
