
PAMLICO TECHNICAL COLLEGE

You can grow. . .



1985-1986-1987 GENERAL CATALOGUE



Digitized by the Internet Archive
in 2020 with funding from
North Carolina Digital Heritage Center

<https://archive.org/details/pamlicotechnical1985paml>

SPRING QUARTER 1987

March 3, Tuesday	Late Registration and Drop/Add; Late Registration fee of \$5; (Late Registration and Drop/Add must be completed prior to second class meeting of each class)
March 4, Wednesday	CLASSES BEGIN
April 15, Wednesday	Last day to officially withdraw
April 20-24	College closed - Easter Holiday and Vacation <i>16 ds.</i>
May 2, Saturday	"Ole Country Fair"
May 26, Tuesday	Quarter Ends - Instructor reports due
May 27, Wednesday	Make-up Day

SUMMER QUARTER 1987

May 28, Thursday	Summer Quarter Registration; Late Registration fee of \$5 after this date; (Late Registration and Drop/Add must be completed prior to second class meeting of each class)
June 1, Monday	CLASSES BEGIN
July 6, Monday	College closed - Independence Holiday
July 6-10	Instructor and Student Holiday and Vacation
July 24, Friday	Last day to officially withdraw
August 17-18	Fall Quarter Registration 1987
August 21, Friday	Quarter Ends - Instructor reports due

Handwritten notes:
Please see the...
...
...
5:30 - 3:30 = 7 1/2

Handwritten notes:
30
7:00

PAMLICO TECHNICAL COLLEGE

SCHOOL CALENDAR

1986-87

FALL QUARTER 1986

August 18-19	Fall Quarter Registration
September 1, Monday	College closed - Labor Day Holiday
September 2, Tuesday	Late Registration and Drop/Add; Late Registration fee of \$5; (Late Registration and Drop/Add must be completed prior to the second class meeting of each class)
September 4, Thursday	CLASSES BEGIN
October 17, Friday	Last day to officially withdraw
October 27-28	Instructor Workshop - No curriculum classes
November 11-12	Winter Quarter Registration
November 21, Friday	Quarter Ends - Instructor reports due
November 24, Monday	Make-up Day

WINTER QUARTER 1986-87

November 26, Wednesday	Late Registration and Drop/Add; Late Registration fee of \$5; (Late Registration and Drop/Add must be completed prior to the second class meeting of each class)
November 27-28	College closed - Thanksgiving Holidays
December 1, Monday	CLASSES BEGIN
December 22 - January 2	College closed - Christmas Holidays and Vacation
January 26, Monday	Last day to officially withdraw
February 18-19	Spring Quarter Registration
February 27, Friday	Quarter Ends - Instructor reports due
March 2, Monday	Make-up Day

**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 the 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 College Is An Equal Opportunity College.

Table of Contents

	Page
School Calendar	4-6
General Information	7-13
Curriculum Programs	14
Student Services	15-17
Student Consumer Information	17-21
Learning Resources Center	21-22
Human Resources Development	23
Career Resource Center	24
Job Placement	25
Business Programs	26-27
Accounting	28
Business Administration	29
Executive Secretarial	30
General Office Technology	31
Electronics Engineering Technology	35
General Education (ECU Transfer)	38-39
General Education and Electives	40
Transfer (Senior Colleges)	41
Vocational	42-49
Automotive Mechanics	42
Automotive Mechanics Evening	44
Medical Assisting	46
Home and Hospital Aide	48
Developmental Studies	50
Continuing Education	51-56
Commercial Fisheries	53
General Adult Services	54
Sampling of Courses Offered	55
Adult Basic Education	56
Staff	57

FOR INFORMATION CALL 249-1851 OR 1852

**PAMLICO TECHNICAL COLLEGE
SCHOOL CALENDAR**

1985-1986

FALL QUARTER 1985

August 5-8	Regular Fall Quarter Registration—10 a.m.-1 p.m. and 5-8 p.m.—for all returning and new students.
September 2, Monday	College closed—Labor Day.
September 3, Tuesday	Regular workday. Instructors report for normal workday.
September 4, Wednesday	Change Day (drop/add)—10 a.m.-2 p.m. and 6:30-8:00 p.m. Registration closes at 8:00 p.m.
September 5, Thursday	CLASSES BEGIN
September 10, Tuesday	Health occupation orientation, Room 121, 1 p.m.
September 17, Tuesday	JTPA orientation, Room 121, 1 p.m.
September 24, Tuesday	Auto mechanics/construction orientation, Room 121, 1 p.m.
October 1, Tuesday	Business technologies orientation, Room 121, 1 p.m.
October 8, Tuesday	Electronics/college transfer orientation, Room 121, 1 p.m.
October 17, Thursday	Last day to officially withdraw without a failing grade.
November 4-7	Regular Winter Quarter Registration—10 a.m.-1 p.m. and 5-8 p.m.—for all returning and new students.
November 20, Wednesday	Quarter Ends. Instructor reports must be turned in to the Office of the Dean of Instruction no later than 10 p.m.
November 21, Thursday	Make-up Day.
November 21-22	Faculty/Staff Development—Instructors report for normal workday.
November 25-29	Student/instructor holiday and vacation. Offices and LRC open
November 28-29	College closed—Thanksgiving holiday.

WINTER QUARTER 1985-86

December 2, Monday	Regular workday. Instructors report for normal workday.
December 3, Tuesday	Change Day (drop/add)—10 a.m.-2 p.m. and 6:30-8:00 p.m. Instructors report for normal workday. Registration closes at 8:00 p.m.
December 4, Wednesday	CLASSES BEGIN.
December 10, Tuesday	Orientation for all new students, Room 121, 1 p.m.
December 17, Tuesday	JTPA orientation/group meeting, Room 121, 1 p.m.
December 20, Friday	Last scheduled classes.

December 23-January 1	School closed. Faculty/staff and student holidays and vacation. Required staff vacation—24 hours.
January 2, Thursday	Classes resume.
January 23, Thursday	Last day to officially withdraw without a failing grade.
February 3-6	Regular Spring Quarter Registration—10 a.m.-1 p.m. and 5-8 p.m.—for all returning and new students.
February 28, Friday	Quarter Ends. Instructor reports due in Office of the Dean of Instruction no later than 10 p.m.
March 3, Monday	Make-up Day.

SPRING QUARTER 1986

March 4, Tuesday	Regular workday. Instructors report for normal workday.
March 5, Wednesday	Change Day (drop/add)—10 a.m.-2 p.m. and 6:30-8:00 p.m. Instructors report for normal workday. Registration closes at 8 p.m.
March 6, Thursday	CLASSES BEGIN.
March 11, Tuesday	Orientation for all new students, Room 121, 1 p.m.
March 31-April 4	College closed—Easter. Required staff vacation—16 hours.
April 7, Monday	Classes resume.
April 29, Tuesday	Last day to officially withdraw without a failing grade.
May 3, Saturday	PTC “Ole Country Fair and Open House.” All faculty and staff report at designated hours.
May 12-15	Regular Summer Quarter Registration—10 a.m.-1 p.m. and 5-8 p.m.—for all returning and new students.
May 28, Wednesday	Quarter Ends. Instructor reports due in Office of the Dean of Instruction no later than 10 p.m.
May 29, Thursday	Make-up Day.

SUMMER QUARTER 1986

June 2, Monday	Regular workday. Instructors report for normal workday.
June 3, Tuesday	Change Day (drop/add)—10 a.m.-2 p.m. and 6:30-8:00 p.m. Instructors report for normal workday. Registration closes at 8:00 p.m.
June 4, Wednesday	CLASSES BEGIN.
June 10, Tuesday	Orientation for all new students, Room 121, 1 p.m.
June 17, Tuesday	JTPA orientation/group meeting, Room 121, 1 p.m.
June 30-July 4	Student/instructor holiday and vacation. All curriculum classes and Learning Lab closed.
July 4, Friday	College closed. Staff holiday.
July 7, Monday	Classes resume.
July 28, Monday	Last day to officially withdraw without a failing grade.
August 4-7	Regular Fall Quarter Registration—10 a.m.-1 p.m. and 5-8 p.m.—for all returning and new students.
August 26, Tuesday	Quarter Ends. Instructor reports due in Office of the Dean of Instruction no later than 10 p.m.
August 27, Wednesday	Graduation exercises 8 p.m. Instructors report as assigned by Dean of Instruction. All final grades must be turned in to Student Services no later than 10 a.m.

The 1986-87 calendar was not complete at publishing time.



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.

To recognize the importance of and encourage articulation with the public schools and the four year colleges and universities.

To provide information to students and the general public about the institutional role.

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-month 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 capital 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 specialties. 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 placement 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. Evaluation of transcripts are conducted by selected faculty under the supervision of the Dean of Instruction.

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.

Application for the benefit of the in-state tuition rate as a member of the Armed Services or dependent relative thereof.

The 1984 N.C. General Assembly passed a law (G.S. 116-143.3) allowing military applicants and dependents to be charged in-state tuition. Applications and information is located in the Student Service office.

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.

SHIFT WORK STUDENT (FOR TEXASGULF EMPLOYEES)

The shift worker presents a unique situation. This is a student that does not fall into the traditional mold but should not be denied a chance to enroll and prove to himself in an educational program. Subsequently, the responsibility in meeting class requirements and arranging make-up work and hours with his instructor lies totally with the student. You should know and do the following:

1. Enroll as an evening part-time student.
2. Complete required work schedule form.
3. Be sure you understand your responsibilities.
 - a. Keep your instructor informed of shift changes in

advance.

- b. It is your responsibility to arrange with your instructors advanced assignments or make-up work.

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. (See page 12 for description)

Audit Student—One required to pay fees; no exams required; and no grades earned.

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 first 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 first enrollment in a curriculum at the College. In no instance, however, should such examinations be administered after the close of the official Drop/Add period. Questions in this matter should be directed to the Dean of Student Services.

Acceptable performance on a proficiency examination for a specific course will be so noted on the student's official transcript with the letter Z. 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 Instruction.

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 Instruction, 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);	\$51 per quarter	\$255.00
Part-time (less than 12 credit hours);	\$4.25 per credit hour	\$21.25 per credit hour
Activity 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	

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 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; JTPA program, etc.)

3. Tuition credit will not be allowed except in those cases where the Business Office has official authorization to bill a third party.

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 \$75 and \$90 per quarter. Textbooks and supplies for full-time technical students will cost approximately \$120 per quarter. Books are purchased through the College Book Store.

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 Instruction 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 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.

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 subject the student to disciplinary action.

TITLE IX COMPLAINT PROCESS

The Title IX Complaint Process provides an aggrieved student or employee the opportunity to report a complaint of sex discrimination to the regional Office of Civil Rights for investigation. The aggrieved person may register such a complaint regardless of whether he or she is using the institution's grievance procedure.

OCR's address is 101 Marietta Street NW, Atlanta, GA 30323.

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.

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 AND WITHDRAWAL

The College holds an early registration about the seventh week of each quarter for the following quarter. One change day (drop/add) is indicated on the calendar, the day before the first day of classes. Any changes after this date will have to be approved by the appropriate Dean.

Students will be automatically dropped from the class roll after a specified time given by the instructor or the Dean of Instruction. An automatic drop usually means a grade of F.

A student may withdraw officially at any time during the quarter up to the seventh week (date published in calendar). After the seventh week, withdrawal is allowed only 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 two academic quarters), shall be subject to a loss of VA benefits and possible dismissal from the College.

GRADING SYSTEM

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

A	Excellent (93-100)	4 grade points per hour
B	Good (85-92)	3 grade points per hour
C	Fair (77-84)	2 grade points per hour
D	Poor, but passing (70-76)	1 grade point per hour
F	Failing (Below 70)	0 grade points per hour
I	Incomplete	0 grade points per hour
AU	Audit	0 grade points per hour
NR	Not Eligible to Re-Enroll	0 grade points per hour
RE	Re-Enter	0 grade points per hour
S	Satisfactory	0 grade points per hour
T	Transfer Credit	0 grade points per hour
US	Unsatisfactory	0 grade points per hour
W	Withdrew	0 grade points per hour
WF	Withdrew Failing	0 grade points per hour
WP	Withdrew Passing	0 grade points per hour
X	Student Never Entered Class	0 grade points per hour
Z	Proficiency	0 grade points per hour

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 an 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.

SPECIAL CREDIT ENROLLMENT

A student may enroll in one course per quarter in any program offered at the college, up to a total of 12 credit hours. The student will be classified as a **special credit student** not pursuing a degree or diploma. After the student has completed 12 or more credit hours, (s)he must declare a program major. (S)he should contact the Student Services Office concerning this enrollment.

Students still in high school will be classified as **special credit students**. Special credit students pay fees the same as regular students and receives grades for all course work.

G.P.A. CALCULATION

Divide your total grade points by the number of hours attempted.

Example:

Fall Quarter			
Course	Hours Earned	Grade	Grade Points
BUS 102	3	C	6
ENG 101	3	A	12
ECO 102	3	B	9
	<u>9</u>		<u>27</u>

$$27 : 9 = 3.0 \text{ Grade Point Average}$$

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:

- Automotive Mechanics
- Medical Assisting
- Evening Automotive Mechanics

CERTIFICATE PROGRAMS

- 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.

Accounting	Executive Secretarial
Business Administration	(Medical Option)
Executive Secretarial	General Office Technology
General Education	Electronic Engineering
(College Transfer)	Technology

REQUIREMENTS FOR GRADUATION AND DEGREES OFFERED

DEGREE AND DIPLOMA REQUIREMENTS FOR GRADUATION

The following are established as minimum requirements for the Association 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. A form should be completed at the beginning of spring quarter.
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.

SCHEDULING OF COURSES

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

CREDIT FOR INDIVIDUAL LEARNING CENTER

Courses not available within the current quarter's schedule may be taken for credit in the Learning Center provided an equivalent course of study is available, and subject to approval of the Dean of Instruction 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. The student must register for the class during registration and **audit** will be noted on the form. A part-time student wishing to audit a course may apply for admission to the institution and pay the usual hourly tuition charge.

CURRICULUM PROGRAMS

Associate in Applied Science Degree Programs

Accounting

Business Administration

(Including Selective Computer Languages)

Electronic Engineering Technology

Executive Secretarial

Executive Secretarial (Medical Option)

General Office Technology

General Education (College Transfer)

Vocational Diploma Programs

Automotive Mechanics

Medical Assisting

Certificate Programs

Home and Hospital Aide

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

College Board of Trustee policy requires that all entering students to enroll in the College's Accident Insurance Program, unless good cause is shown for waiving the policy. An unacceptable waiver is assuring the college that the student has in force or expects to effect in the immediate future, insurance which will supply at least the coverage offered by the College's plan.

TRANSCRIPTS

An official transcript of work at PTC will be sent to the appropriate institution upon written request by the student.

One transcript will be prepared without charge. No transcript will be released until the student's account is cleared with the Business Office and Library. Complete Transcript Request form in the Student Services Office. A forty-eight (48) hour notice is requested.

PTC RINGS

Students may order a ring from a representative scheduled on campus during the Spring Quarter. Dates and times will be announced. The representative will furnish prices in advance. Requirements are:

1. Classified as a sophomore or completed three quarters of a vocational course or
2. Passed the GED test for high school equivalency.

CHANGE OF ADDRESS

If you change your residence after registration, please notify the Business Office and Student Services.

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.

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.

VA. TOLL FREE NO. 1-800-642-0841

Quarter Hours Time Chart

Technical	
Full time	12 quarter credit hours
$\frac{3}{4}$ time	9-11 quarter credit hours
$\frac{1}{2}$ time	6-8 quarter credit hours
Vocational	
Full time	22 or more contact hours per week
$\frac{3}{4}$ time	16-21 contact hours per week
$\frac{1}{2}$ time	11-15 contact hours per week
Learning Lab (High School Preparatory)	
Full time	18 contact hours per week
$\frac{3}{4}$ time	14 contact hours per week
$\frac{1}{2}$ time	9 contact hours per week
Maximum allowed—	726 hours

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 ORGANIZATIONS

Student organizations or clubs may be organized by following procedures outlined in school policies. Contact the Dean of Student Services.

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 Administrator)
- Kathy Mullens Secretary/Records Clerk
- John Jones Admissions Counselor
- Contact for following services:
- Personal counseling
 - Financial aid information
 - Vocational & career counseling
 - Job placement
- Joann Credle Special Services Counselor
- Contact for following services:
- Personal counseling
 - Special counseling (disadvantaged or handicapped)
 - Financial aid
 - Vocational/career planning
- Martha Prescott Gaskill Job Developer (JTPA)

VETERAN SERVICES

Contact the Dean of Student Services.

CAMPUS REGULATIONS

TRAFFIC

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

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.

Records—Student Rights

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.

The College regards the following as "Directory Information" which may be released by the Dean of Student Services when requested by outside agencies for purposes not damaging to the student's well-being.

- A. Student's name
- B. Student's address
- C. Student's Social Security Number
- D. Student's telephone number
- E. Student's classification
- F. Student's marital status.

A written and signed request must be submitted by the student to the Dean of Student Services if he desires the "Directory Information" not released. This request must be submitted within thirty (30) calendar days of the date of first notification that such information shall be a part of his permanent file.

STUDENT FINANCIAL AID 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 professional counselors.
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.

Types of Programs

Pamlico Technical College participates in the following Title IV aid programs:

- Pell Grants
- Supplemental Educational Opportunity Grants (SEOG)
- College Work-Study (CWS)
- Guaranteed Student Loans (GSL)/PLUS Loans

Grants are awards that you do not have to pay back.

Work-Study gives you the chance to work and earn the money you need.

Loans are borrowed money that you must repay with interest.

Undergraduates may receive aid from all three types of programs.

Other Sources of Financial Aid

The 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. Scholarships
4. Job Training Partnership Act (JTPA)

Eligibility

In general, you are eligible for Federal aid if you meet the following requirements.

- You are enrolled at least *half-time* as a regular student in an eligible program at one of the more than 7,000 colleges, universities, vocational schools, technical schools, or hospital schools of nursing that take part in Department of Education financial aid programs.
- You are a U.S. citizen or an *eligible non-citizen*.
- You show that you have need.
- You are making *satisfactory progress* in your course of study.
- You are not in *default* on a National Direct Student Loan, Guaranteed Student Loan, or PLUS loan at the school you attend.
- You do not owe a refund on a Pell Grant or on a Supplemental Educational Opportunity Grant at the school you attend.
- You have signed a *statement of registration compliance* indicating either that you have registered with the Selective Service or that you are not required to register. You must register if you are a male born on or after January 1, 1960, at least 18, a *citizen or eligible non-citizen* (except permanent residents of the Trust Territory of the Pacific Islands and the Northern Mariana Islands), and not currently on active duty in the U.S. Armed Forces. You may be required to prove that you have registered.

Since aid received from any Department of Education student assistance program must be used only for educational purposes, you must sign a *statement of educational purpose* saying that you will use the money only for expenses related to attending your school.

Need

Most Federal student aid is awarded on the basis of need. Need is the difference between your *cost of education* (educational expenses such as tuition, fees, room, board, books, supplies, and other expenses) and the amount you and your family can afford to pay, as determined by a standard formula. This amount is called the *Expected Family Contribution (EFC)* or *Family Contribution (FC)*.

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

Applying Forms

You can use any of the forms listed below to apply for Federal aid.

The forms are—

- The U.S. Department of Education's "Application for Federal Student Aid"
- The American College Testing Program's "Family Financial Statement" (FFS)

Records Needed

Before you fill out an application, you should have certain records on hand. The 1984 U.S. Income Tax Return is the most important one, since you must enter on your application specific numbers from specific lines on the tax return. Referring to the return will make it easier for you to complete your application and get it through the processing system.

You may apply even if you don't yet have the information from the 1984 tax return. However, this means you will have to estimate the financial information on your application, and you may have to prove the accuracy of your estimate before you are awarded aid. Also, you will have to change any figures that prove to be incorrect.

Deadlines for the 1985-86 School Year

May 1, 1986. Your Federal student aid application, your information from any of the non-Federal forms, and your Special Condition Application must be *received* at the Federal processing center by this date. But don't wait for this deadline—the earlier you apply, the better.

July 1, 1986, or your last day of enrollment in 1985-86, whichever comes first. This is the deadline for submitting your SAR to your school's financial aid office. However, you should turn in your SAR as soon as possible.

July 15, 1986. Requests for duplicate SAR's must be *received* at the Federal processing center by this date.

Addresses

Submit your Application for Federal Student Aid to—
Federal Student Aid Programs
P.O. Box 4101
Iowa City, Iowa 52244

Submit your Special Condition Application to—
Federal Student Aid Programs
P.O. Box 4102
Iowa City, Iowa 52244

If you have to make corrections or additions to the information on your SAR, make them on Part 2 of the SAR, sign the Certification on the back of Part 2, and send it to—

Federal Student Aid Programs
P.O. Box 4103
Iowa City, Iowa 52244

To find out if your application has been processed, write to—

Federal Student Aid Programs
P.O. Box 4104
Iowa City, Iowa 52244

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

To (1) request a copy of your SAR, or (2) correct your address, write to—

Federal Student Aid Programs
P.O. Box 4106
Iowa City, Iowa 52244

Whether you are checking on your application, requesting a copy of your SAR, or correcting your address, make sure you include in your letter your full name, permanent address, Social Security Number, date of birth, and signature.

Telephone Numbers

There may be times when you have questions about your application, your SAR, or other Federal student aid matters, and you need an answer right away. If so, you may call one of the two numbers below.

Federal Student Aid Information Center—(301) 984-4070

The Information Center, located in Rockville, Maryland, provides the following services—

- Help in completing an application or correcting an SAR
- Checking the status of an application
- Checking on status of an application
- Explaining eligibility requirements
- Explaining the process for determining awards
- Solving payment problems
- Explaining the validation process
- Explaining general program requirements
- Mailing publications

You may call between the hours of 9:00 a.m. and 5:30 p.m. (Eastern Standard Time), Monday through Friday.

For information on Pell Grant processing, call either the Information Center, or—

Application Processing Center—(319) 337-3738

The Processing Center, located in Iowa City, Iowa, can tell you whether your application has been processed and can also help you correct your SAR. You may call between 9 a.m. and 7 p.m. (Eastern Standard Time), Monday through Friday.

Please note that neither the Information Center nor the Processing Center can accept collect calls; you will have to pay for the call.

Student Rights and Responsibilities

Education after high school costs you time, money, and effort. It's a big investment, and you should carefully evaluate the school you are considering. To help you make a good choice, you should have information on a school's academic programs, facilities, *cost of education*, refund policy, and financial aid programs. You may also want to ask about a school's dropout rate, job placement rate, whether the school's credit can be transferred to another school, and any other information you think will help you make a decision.

Student Rights

- You have a right to ask a school—
- The names of its accrediting or licensing organizations.
- About its programs; its instructional, laboratory, and other physical facilities; and its faculty.
- What the cost of attending is, and what its policy is on refunds to students who drop out.
- What financial assistance is available, including information on all Federal, State, local, private, and institutional financial aid programs.
- What the procedures and deadlines are for submitting applications for each available financial aid program.
- What criteria it uses to select financial aid recipients.
- How it determines your financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies, and personal and miscellaneous expenses are considered in your *cost of education*. It also includes how resources (such as parental contribution, other financial aid, assets, etc.) are considered in calculating your need.
- How much of your financial need, as determined by the institution, has been met.
- To explain each type and amount of assistance in your *financial aid package*.
- *If you are offered a College Work-Study job—what kind of job it is, what hours you must work, what your duties will be, what the rate of pay will be, and when you will be paid.*
- *To reconsider your aid package, if you believe a mistake has been made or if your enrollment or financial circumstances have changed.*
- *How the school determines whether you are making satisfactory progress, and what happens if you are not.*
- What special facilities and services are available to the handicapped.

Student Responsibilities

- It is your responsibility to—
- Review and consider all information about a school's program before you enroll.
- Pay special attention to your application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.
- Meet all deadlines for applying or reapplying for aid.
- Provide all additional documentation, verification, corrections, and/or new information requested by either the financial aid office or the agency to which you submitted your application.
- Read, understand, and keep copies of all forms you are asked to sign.
- Comply with the provisions of any *promissory note* and all other agreements you sign.
- Notify your school of any change in your name, address, or attendance status (*half-time*, three-quarter time, or full-time). If you have loan, you must also notify your lender of these changes.

- Satisfactorily perform the work agreed upon in a College Work-Study job.
- Understand your school's refund policy.

DESCRIPTION OF PROGRAMS

- **Pell Grants** (formerly called Basic Grants)
Pell Grants are awarded to students who need money to pay for their education or training after high school. A Pell Grant is not a loan, so you don't have to pay it back. To get a Pell Grant, you must be an **undergraduate** who does not already have a Bachelor's degree. You must also go to school at least half-time.
- **Supplemental Educational Opportunity Grant (SEOG)**
An SEOG is also a grant; you don't have to pay it back. To get an SEOG, you must be an **undergraduate** who does not already have a Bachelor's degree. Usually you must be going to school at least half-time. However, if a school chooses, it can award SEOG's to a limited number of students who are less than half-time.
- **College Work-Study (CWS)**
A CWS job lets you earn part of your school expenses. These jobs are for both **undergraduate** and **graduate** students. Usually you must be going to school at least half-time. However, if a school chooses, it can award CWS jobs to a limited number of students who are less than half-time.
- **North Carolina Student Incentive Grant Program (NCSIG)**
Grants are available to full-time students who are residents of North Carolina and who demonstrate "substantial financial need." The amount will be based on the student's demonstrated financial need in relation to resources and cost of education but may not exceed \$1,500 per academic year. The student must first apply for the Basic Education 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/Guaranteed Student Loans**
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 8%. During the in-school and grade periods, the interest may in certain circumstances be paid by the U.S. Office of Education.
- **Supplementary Education Opportunity Grants**
Awards are based on exceptional financial need and academic promise. These grants are available to a limited number of students. Eligibility must be established with the Financial Aid Office. Grants will range from \$200—\$300 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 to 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.

SCHOLARSHIPS

MARCELLUS C. COBB—CLASS of 1956 SCHOLARSHIP

Tuition, fees, and books available to recent graduate of Pamlico High School enter Pamlico Technical College the Fall

term. Applications available in high school guidance office.

WACHOVIA TECHNICAL SCHOLARSHIP PROGRAM

Two scholarships at \$500 each. Recipient must be a second-year technical student. Award is based on prior performance at the college, scholastic promise, and financial need.

CAROLINA TELEPHONE SCHOLARSHIP

These scholarships will be awarded to students enrolled or intending to enroll in a curriculum leading to a technical degree or vocational diploma. The individual recipients of the scholarships will be selected from the group of applicants meeting the enclosed criteria for the scholarship. The purpose of this scholarship program is to make educational funds available primarily to those persons who are hardest hit by recessions and chronic unemployment—minorities and displaced persons who are seeking new job skills. (Generally, a “displaced worker” is a person who has lost his/her job because of obsolete job skills or because of economic recessions in his/her former field of employment). Accordingly, scholarship applicants from these groups should be given priority in the awarding of the scholarships.

Pamlico Technical College has been awarded two scholarships valued at \$500 each.

Coca Cola Bottling Company, New Bern Plant

\$500 Scholarship. Awarded to a student considered in extreme need. Scholastic achievement also a primary factor in the selection process.

North Carolina Community College Scholarship

Five scholarships valued at \$400 each are available to full or part-time students. Amount is pro-rated. Student must maintain a C average. Must apply at Student Services office.

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 must use the Family Financial Statement form provided by the American College Testing Service.

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 the financial aid package.

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

DETERMINATION OF AWARDS

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

1. Must have all admission requirements complete and on file in the Admissions Office.
2. Must have completed an institutional Financial Aid Supplement.
3. Must have completed an interview with the Financial Aid Coordinator or Counselor.
4. Meet all other Federal or State requirements.

AWARD DETERMINATION PROCEDURES

Pell Grant

Determined by law. Aid officer is provided a payment schedule. Amount will vary depending on cost of education and student aid index (SAI) number. 12 month Vocational

students payments are divided into four equal payments. **Students must apply for the next fiscal year funds to receive their summer quarter payments.**

College Work Study (CWS)

Generally CWS is awarded on a first come basis until funds are exhausted. Jobs are on-campus. Faculty and staff request workers and write job descriptions. Students must meet the skill requirements required by the job description and interview for the job. If a student is not successful the next applicant in line will be given an opportunity and so on down the applicant list.

Supplemental Education Opportunity Grant (SEOG)

Student must complete the PTC Supplemental Application before Sept. 30. A review of applicant needs is completed. The following formula is used to determine award:

Step 1: \$1,000.00 or more unmet need—\$300.00.

Step 2: Less than \$1,000.00 unmet need—\$200.00.

This procedure is done until all funds have been exhausted.

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 Financial Report is submitted, a preliminary report is either mailed to the student or presented and discussed in a counseling sessions.
2. If the student has applied for other sources of aid and all procedures have been completed, the student will be notified of additional “package” awards, if funds are available.
3. When all required forms have been signed and returned the information is transferred to a Financial Aid Control Card and filed.

DISBURSEMENT OF AWARDS

All financial aid payments are made by check directly to the student. Checks are mailed to the student’s address.

EMERGENCY LOAN APPLICATION PROCEDURES

1. Must be eligible for assistance as determined by need analysis.
2. Must be a citizen of Pamlico County.
3. Loan application is to be completed 10 calendar days prior to first day of classes or on the first day.
4. Loan is not to exceed cost of tuition and fees.
5. Payment will be made at registratoin or thereafter.
6. Loan must be completely paid by end of quarter. Payment must be deducted from the Pell Grant.

PAYMENT SCHEDULE

A tuition and fees re-imbusement payment is made shortly after first day of classes. The balance and full SEOG payments are made after the mid-point of the quarter.

CWS—Work study time cards and time sheets are turned into the aid office at the end of the month. Checks will be mailed on the 25th of each month.

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

SATISFACTORY PROGRESS STANDARDS

To remain eligible to receive Title IV financial aid funds, students must meet the College’s definition of Satisfactory Progress. Students progress will be measured on a quantitative and qualitative basis.

Quantitative Evaluation

1. Aid recipients in an Associate Degree, two-year curriculum may receive Title IV aid for four (4) academic years.* Students enrolled in a one-year, vocational-certificate curriculum may receive Title IV assistance for three (3) academic years.*
*THE ACADEMIC YEAR BEGINS THE FALL TERM.
2. At the end of the spring quarter, May, the student's progress will be determined using the following schedule.

FULL—TIME STUDENT				
TECHNICAL PROGRAM (2-YEAR)				
Academic years completed	1	2	3	4
Number of credits successfully completed	18	45	70	108
TECHNICAL SPECIALTY, VOCATIONAL, CERTIFICATE PROGRAM (1-YEAR)				
Academic years completed	1	2	3	
Number of credits successfully completed	20	50	74	

Students enrolling during the Winter and Spring Quarters will be evaluated on a pro-rated basis.

Qualitative Evaluation

Students must meet both the quantitative and qualitative requirements to remain eligible.

The GPA minimum graduates scale as published on Page 11 of the current College Catalog must be met to be considered making satisfactory progress. However, the Title IV student will be allowed only one quarter of probation. If the student's GPA is not up to the minimum at the end of the probation period, all financial assistance will be terminated. Aid will be restored as soon as the GPA minimum has been met. The student may appeal any decisions except when time has run out by following the appeals procedures published in the Catalog.

LESS THAN FULL-TIME STUDENTS

Students taking less than a full-time course load repeatedly or students enrolling during the academic year will be evaluated on an individual basis and in accordance with the satisfactory progress policy. These students will be allowed a reasonable length of time to be determined by the Financial Aid Administrator and Counselors.

Mitigating Circumstances

Students may request restoration of aid based on mitigating circumstances such as personal or immediate family illness or employment changes. The student must submit a statement in writing to the Financial Aid Office.

STUDENT RETENTION AND ENROLLMENT PATTERNS

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

GRADUATES

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

LEARNING RESOURCE CENTER

The Learning Resource Center (LRC) is the nucleus of an open door, community-centered institution and offers a variety of types and levels of programs to meet many of the educational needs of a diversified student and community

population. The mission of the Center is 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 subject areas the Center provides reference materials consisting of books, periodicals, audiovisuals, etc.

The services of the Center's professional staff are available between the hours of 7:30 a.m. and 9:30 p.m. Monday through Thursday and 8:00 a.m. to 3:00 p.m. on Friday. Students, faculty, and residents of the community are encouraged to use the facilities and resources. The three components of the Learning Resource Center are the Library, Media Services Center and the Individualized Learning Center.

LIBRARY

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

The library book collection is shelved in open stacks using the Dewey Decimal System, thereby making browsing and selecting an individual responsibility. Most books are checked out for a period of three (3) weeks and may be renewed once. A fine of 5 cents a day is charged for overdue books. There is no limit to the number of books that may be borrowed as long as this privilege is not abused. Reference books are not to be checked out except by special permission. Some books may be placed on reserve for various courses and are subject to different check-out procedures and fines.

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

Materials not directly owned by PTC may be borrowed 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 provide still another method of obtaining materials not housed at PTC.

Students and the public are encouraged to use the Library for reference, studying, reading, or just browsing. The Librarian will also be glad to assist in the location of any needed materials or information. Personal copying services are available at 15 cents per copy.

MEDIA SERVICES CENTER

An additional service offered by the LRC is in the area of media checkout and playback. Equipment and materials needed for classroom use are provided on a first-come, first-served basis for faculty and students. Some equipment for public group use is also permitted. Instructions are given to the user on the proper care and use of all audio-visual equipment.

Another service provided is the rental and free borrowing of 16mm films and videotapes from many state and federal agencies. A collection of audio-visual catalogs is available for those who wish to review the selection of commercial films and tapes for college and/or community use.

THE INDIVIDUALIZED LEARNING CENTER

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

Any person eighteen years of age or older may enroll in almost any level of study. Students between the ages of 16 and 18 may also enroll for most courses in the ILC with permission of the high school guidance counselor and their parents. In all programs of study in the ILC, the student progresses at his own rate; he neither has to wait for others to catch up nor slow down to someone else's rate. The Coordinator, the person in charge of the Learning Center, has the responsibility of locating the student's level and suggesting proper study materials and methods.

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

- Math
- English
- Reading
- Science
- Blueprint Reading
- Basic Electronics
- Foreign Language
- Typewriting
- Computer

Students enrolled in curriculum classes might be especially interested in the ILC's reading improvement, foreign languages, independent study for credit, or transfer credit to university programs.

GENERAL EDUCATION DEVELOPMENT (GED)-HIGH SCHOOL COMPLETION

The Learning Center offers adults of the community a chance to finish high school through the GED program. By preparing for and successfully passing the GED exam, the individual is awarded the High School Diploma Equivalency Certificate by the State Department of Community Colleges. 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 ILC Coordinator at least 48 hours in advance to schedule for testing. There is a \$5 fee to take the exam.

Persons interested in the GED program or taking the exam may contact either the ILC Coordinator or the LRC Dean who is also the Chief GED Examiner.

LEARNING RESOURCE CENTER STAFF

Gail C. Johnson Dean of LRC & Librarian
Doris Southerland Secretary
Mollie McCallister Coordinator,
Individualized Learning Center
Erlinda Leggett Evening Library Technician

HUMAN RESOURCES DEVELOPMENT

VOCATIONAL INCENTIVE PROGRAM

How can VIP 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 VIP?

It stands for “Vocational Incentive Program.” VIP 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 VIP?

- 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 VIP staff there to help.
- How to budget and spend money wisely.

Can I get a high school diploma?

YES! And VIP 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 VIP cost?

There is no charge.

Where have VIP “graduates” found jobs?

- Hatteras Yachts
- Hudson Mfg. Co.
- U.S. Marines
- Craven County Hospital
- J.C. Penney’s
- Cherry Point
- Pamlico County Gov’t
- Camps
- Zip Mart
- Nichols
- Seafood Industries
- Self-Employed
- Pamlico Technical College

Is financial aid available?

VIP is an approved training site for JTPA (Job Training Partnership Act.) Trainees who meet economic guidelines may be eligible for a training allowance to help meet living expenses while enrolled in VIP.

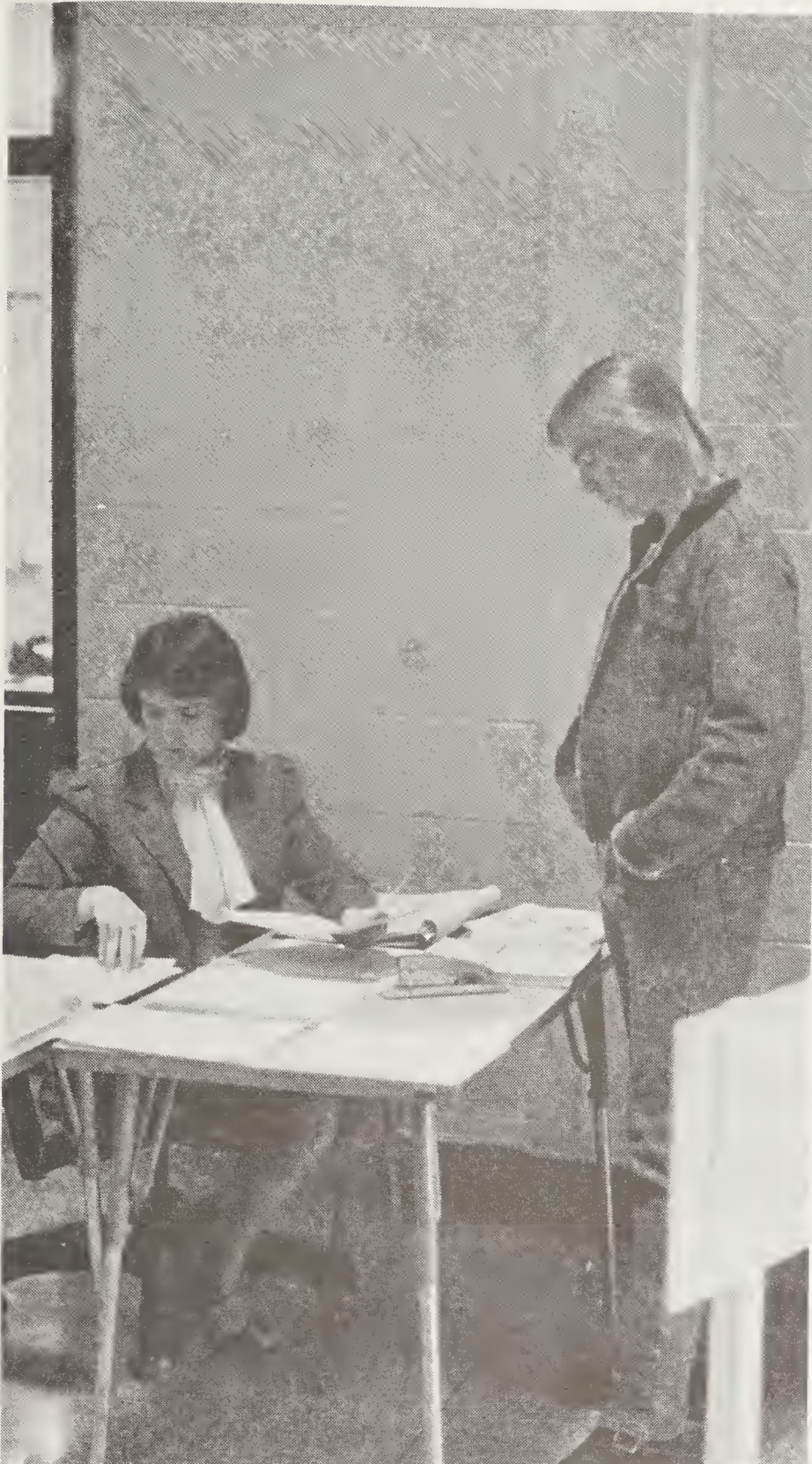
How can I get into VIP?

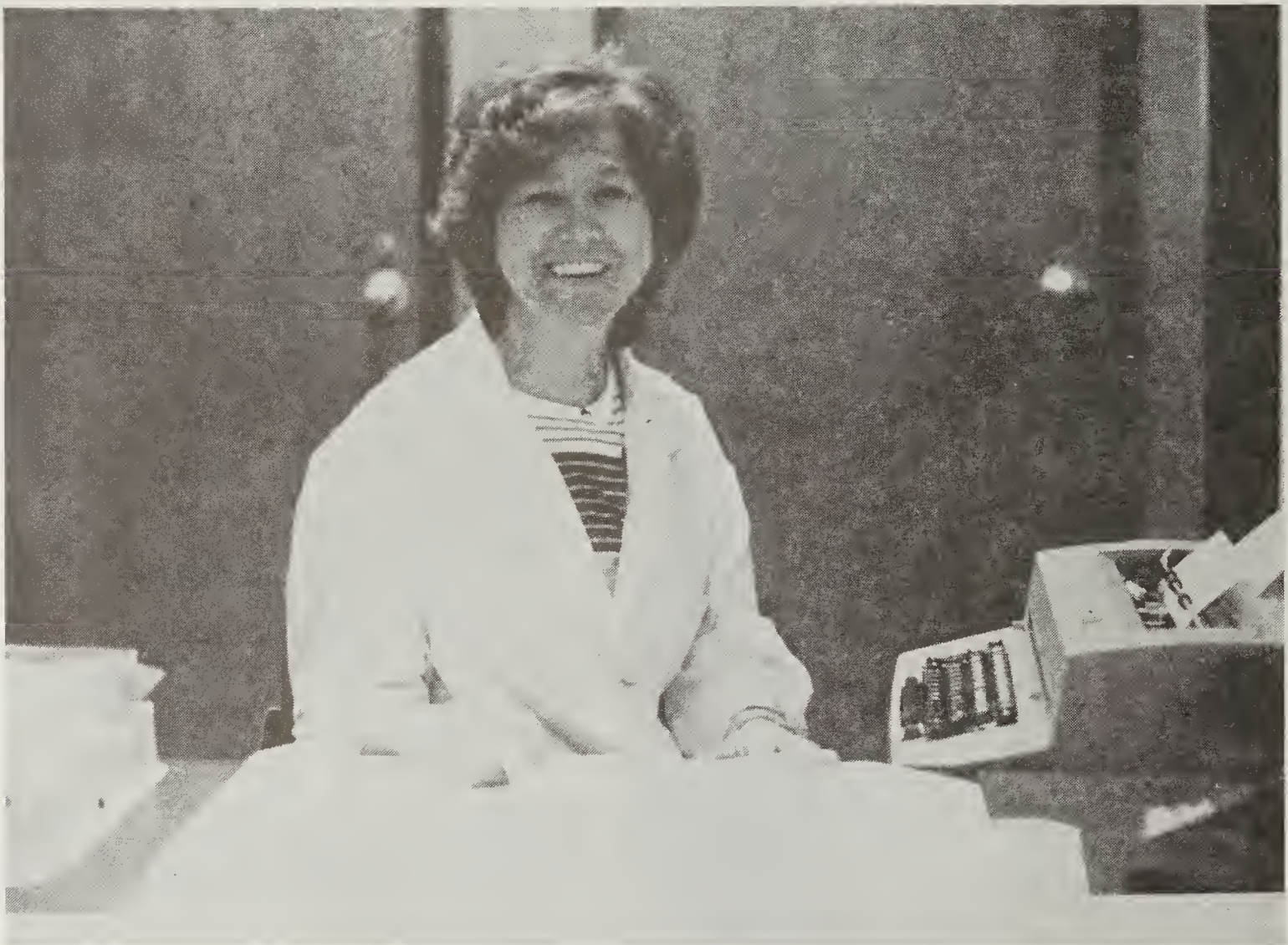
Call us! VIP is working!

Andrew Preston Coordinator, VIP

Pat Miller Instructor

Phone: 249-1851 (Ext. 7)





CAREER RESOURCE CENTER—SPECIAL SERVICES CENTER

Are you interested in finding out who you are, what you want to do with your life, or what kind of career would be best suited for you? These are questions faced 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 Student Services Area. Testing materials are also available upon request from the Counselors. The CRC will be accessible Monday thru Friday 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.

Job Placement Office

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

1. Providing information to prospective employers regarding the student.
2. Occupational information.
3. Vocational Guidance.
4. Re-entering the job market.
5. Job interviewing techniques.
6. Resume-writing assistance.
7. Job-seeking strategies.

Referrals are made to the local Job Placement Office and testing sites when needed such as state merit, civil service, and GATB. A Job Service Counselor from the ESC Office is on campus every Wednesday, 8:00-10:00 p.m.

Students interested in part-time or full-time employment are encouraged to register with the Placement Service. The ultimate responsibility for obtaining employment rests with the student; however, the Job Placement Office is available for those wishing to utilize its services.

Sample of employers who hire PTC students/graduates:

Carolina Telephone and Telegraph Co.
Texasgulf
Hatteras
Weyerhaeuser
Cherry Point
Pamlico County Government
Pamlico County Schools
P&F Cabinets
Scott Gas Company
Pamlico Technical College
Cowell Oil Company
Scotchman
Willis Electric Co.

Handimart
Craven County Hospital
Ward & Smith Law Firm
Van Hook's Garage
Dodge Mart
Pamlico Medical Center
Guardian Care
Lowe's Building Supply
Pamlico Home Builders
First Citizens Bank
Wachovia Bank
Department of Social Services

**Many employers encourage their employees to obtain
new skills at PTC!**



Business Programs

ACCOUNTING

BUSINESS ADMINISTRATION

EXECUTIVE SECRETARIAL (MEDICAL OPTION)

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.

By approval of the student's advisor and the Dean of the College, students enrolled in Business programs may be allowed to satisfy some course requirements by work per-

formed in the College's Individualized Learning Center or through properly supervised independent study. Guidelines for enrolling students in non-traditional instruction are available from the advisor or may be found in the College's **Policy Manual**.

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 Accounting Program is designed to develop the student's understanding of both basic and advanced accounting principles; to improve manual skills and business machine operation integrated with electronic accounting processes; 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 SECRETARY

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

GENERAL OFFICE TECHNOLOGY OPTION

General Office Technology 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.

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.

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.**

TIME SCHEDULE

Most of the Business Administration courses during the evening sessions meet as follows: 6:30-9:30 p.m.

CLASS SCHEDULE

The AAS Degree in Business Administration may be obtained in eleven quarters of evening work by taking the following schedule. Thus, if you begin your program fall quarter, 1985, you should be able to complete it by the end of spring quarter 1988.

1st Quarter Fall		Cr. Hours
ENG 101	Composition & Grammar I	3
EDP 104	Introduction to Computers	4
BUS 119A	Business Math I	<u>3</u>
		10

2nd Quarter Winter

ENG 102	Composition & Grammar II	3
ECO 152	Economics I	3
BUS 102	Typewriting I	<u>4</u>
		10

3rd Quarter Spring

SPH 201	Fundamentals of Speech	3
BUS 110	Office Machines	4
ECO 153	Economics II	<u>3</u>
		10

4th Quarter Summer

BUS 119B	Business Math II	5
BUS 101	Introduction to Business	<u>5</u>
		10

5th Quarter Fall

ENG 206	Business Communications	3
BUS 229	Taxes I	5
ECO 154	Economics III	<u>3</u>
		11

6th Quarter Winter

BUS 115	Business Law I	3
ENG 103	Report Writing	3
BUS 215	Introduction to Banking	<u>3</u>
		9

7th Quarter Spring

BUS 115	Business Law II	3
EDP 216	Microcomputer Applications I	4
BUS 247	Business Insurance	<u>3</u>
		10

8th Quarter Summer

BUS 239	Introduction to Marketing Elective	5
		<u>3</u>
		8

9th Quarter Fall

BUS 120A	Accounting I Elective	5
		<u>3</u>
		8

10th Quarter Winter

BUS 120B	Accounting II	5
BUS 235	Business Management	3
BUS 230	Taxes II	<u>5</u>
		13

11th Quarter Spring

BUS 121	Accounting III	6
BUS 272	Principles of Supervision	3
BUS 285	Small Business Seminar	<u>2</u>
		11

TOTAL CREDIT HOURS 110

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 purpose of the Accounting curriculum is to prepare the individual to enter the accounting profession through study of accounting principles, theories and practices with related study in law, finance, management and data processing operations.

The curriculum is designed to prepare the individual for entry-level accounting positions, such as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk and related data processing occupations.

With experience and additional education, the individual will be able to advance to positions such as systems accountant, cost accountant, budget accountant and property accountant.

For admission to a curriculum program at Pamlico Techni-

cal 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 \$51.00 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.

Several courses within this program of study are transferable to four-year institutions. For specific information, please see your advisor and/or counselors in Student Services.

ACCOUNTING T-016 Suggested Sequence of Courses by Quarter

				Quarter							Quarter			
				Hours Per Week		Hours					Hours Per Week		Hours	
				Class	Lab	Credit					Class	Lab	Credit	
FIRST QUARTER														
ENG	101	Composition & Grammar I		3	0	3								
BUS	101	Introduction to Business		5	0	5								
BUS	119A	Business Math I		3	0	3								
BUS	120A	Accounting I		5	0	5								
EDP	104	Introduction to Computers		3	2	4								
				<u>19</u>	<u>2</u>	<u>20</u>								
SECOND QUARTER														
ENG	102	Composition & Grammar II		3	0	3								
BUS	115	Business Law I		3	0	3								
BUS	119B	Business Math II		5	0	5								
BUS	120B	Accounting II		5	0	5								
ECO	152	Economics I		3	0	3								
				<u>19</u>	<u>0</u>	<u>19</u>								
THIRD QUARTER														
		General Education Elective		3	0	3								
BUS	110	Office Machines		3	2	4								
BUS	116	Business Law II		3	0	3								
BUS	121	Accounting III		6	0	6								
ECO	153	Economics II		3	0	3								
				<u>18</u>	<u>2</u>	<u>19</u>								
FOURTH QUARTER														
ENG	206	Business Communications		3	0	3								
BUS	122	Accounting IV		6	0	6								
BUS	229	Taxes I		5	0	5								
BUS	225	Cost Accounting		6	0	6								
				<u>20</u>	<u>0</u>	<u>20</u>								
FIFTH QUARTER														
		General Education Elective		3	0	3								
BUS	222	Intermediate Accounting I		6	0	6								
BUS	230	Taxes II		5	0	5								
BUS	102	Typewriting I		3	2	4								
				<u>17</u>	<u>2</u>	<u>18</u>								
SIXTH QUARTER														
BUS	223	Intermediate Accounting II		6	0	6								
BUS	269	Auditing		5	0	5								
BUS	272	Principles of Supervision		3	0	3								
BUS	285	Small Business Seminar		2	1	2								
		Elective—Related		3	0	3								
				<u>19</u>	<u>1</u>	<u>19</u>								
TOTAL CREDIT HOURS											115			

Business Administration

The Business Administration curriculum is designed to prepare an individual for entry into middle-management occupations in various businesses and industries. The curriculum provides an overview of the business and industrial world—its organization and management. . .

The purpose of the curriculum will be fulfilled through courses designed to develop competency in: (1) understanding the principles of organization and management in business operations, (2) utilizing modern techniques to make decisions, (3) understanding the economy through study and analysis of the role of production and marketing, (4) communicating orally and in writing and (5) interpersonal relationships.

Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in middle-management activities in busi-

ness or industry.

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 \$51.00 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 student.

Several courses within this program of study are transferable to four-year institutions. For specific information, please see your advisor and/or counselors in Student Services.

BUSINESS ADMINISTRATION T-018 Suggested Sequence of Courses by Quarter

			Hours Per Week		Quarter				Hours Per Week		Quarter	
			Class	Lab	Hours				Class	Lab	Hours	
			Credit						Credit			
FIRST QUARTER												
ENG	101	Composition & Grammar I	3	0	3							
BUS	101	Introduction to Business	5	0	5							
EDP	104	Introduction to Computers	3	2	4							
BUS	119A	Business Math I	3	0	3							
		Elective—Related	3	0	3							
			<u>17</u>	<u>2</u>	<u>18</u>							
SECOND QUARTER												
ENG	102	Composition & Grammar II	3	0	3							
ECO	152	Economics I	3	0	3							
BUS	102	Typewriting I	3	2	4							
BUS	115	Business Law I	3	0	3							
BUS	119B	Business Math II	5	0	5							
			<u>17</u>	<u>2</u>	<u>18</u>							
THIRD QUARTER												
		Elective—Related	3	0	3							
EDP	216	Microcomputer Applications I	3	2	4							
BUS	116	Business Law II	3	0	3							
BUS	110	Office Machines	3	2	4							
ECO	153	Economics II	3	0	3							
			<u>15</u>	<u>4</u>	<u>17</u>							
FOURTH QUARTER												
ENG	206	Business Communications	3	0	3							
BUS	229	Taxes I	5	0	5							
BUS	120A	Accounting I	5	0	5							
ECO	154	Economics III	3	0	3							
BUS	239	Introduction to Marketing	5	0	5							
			<u>21</u>	<u>0</u>	<u>21</u>							
FIFTH QUARTER												
		Elective—Related	3	0	3							
BUS	120B	Accounting II	5	0	5							
BUS	235	Business Management	3	0	3							
BUS	215	Introduction to Banking	3	0	3							
BUS	230	Taxes II	5	0	5							
			<u>19</u>	<u>0</u>	<u>19</u>							
SIXTH QUARTER												
BUS	121	Accounting III	6	0	6							
BUS	247	Business Insurance	3	0	3							
BUS	272	Principles of Supervision	3	0	3							
BUS	285	Small Business Seminar	2	1	2							
		Elective—Related	3	0	3							
			<u>17</u>	<u>0</u>	<u>17</u>							
TOTAL CREDIT HOURS											119	

Executive Secretarial

The purposes of the Secretarial—Executive curriculum are to: (1) prepare the individual to enter the secretarial profession, (2) provide an educational program for individuals wanting education for upgrading (moving from one secretarial position to another) or retraining (moving from present position to secretarial position), and (3) professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, shorthand, transcription and business machines. Through these skills the individual will be able to perform office-related activities and through the development of personal competencies and qualities will be provided the opportunity to enter the secretarial profession.

EXECUTIVE SECRETARIAL T-030 Suggested Sequence of Courses by Quarter

FIRST QUARTER					FOURTH QUARTER						
		Hours Per Week		Quarter			Hours Per Week		Quarter		
		Class	Lab	Hours			Class	Lab	Hours		
				Credit					Credit		
ENG	101	Composition & Grammar I	3	0	3	ENG	206	Business Communications	3	0	3
BUS	101	Introduction to Business	5	0	5	BUS	108	Shorthand III	3	2	4
BUS	102	Typewriting I	3	2	4	BUS	120A	Accounting I	5	0	5
BUS	119A	Business Math I	3	0	3	BUS	205	Typewriting IV	3	2	4
EDP	104	Introduction to Computers	3	2	4	BUS	134	Personal Development	3	0	3
			17	4	19				17	4	19
SECOND QUARTER					FIFTH QUARTER						
ENG	102	Composition & Grammar II	3	0	3			General Education Elective	3	0	3
BUS	103	Typewriting II	3	2	4	BUS	113	Word Processing I	2	2	3
BUS	106	Shorthand I	3	2	4	BUS	120B	Accounting II	5	0	5
BUS	115	Business Law I	3	0	3	BUS	206	Dictation and			
BUS	119B	Business Math II	5	0	5			Transcription I	3	2	4
			17	4	19			Elective—Related	3	0	3
									16	4	18
THIRD QUARTER					SIXTH QUARTER						
		General Education Elective	3	0	3	BUS	207	Dictation and Transcription	3	2	4
BUS	104	Typewriting III	3	2	4	BUS	214	Secretarial Procedures	3	2	4
BUS	107	Shorthand II	3	2	4	BUS	272	Principles of Supervision	3	0	3
BUS	110	Office Machines	3	2	4	BUS	216	Career Internship	1	6	3
BUS	112	Filing	3	0	3	BUS	273	Word Processing II	0	6	3
EDP	216	Microcomputer Application I	3	2	4				10	16	17
			18	8	22						
TOTAL CREDIT HOURS										114	

General Office Technology

The purposes of the General Office curriculum are to: (1) prepare the individual to enter clerical-office occupations, (2) provide an educational program for individuals wanting education for upgrading (moving from one position to another) or retraining (move from present position to a clerical position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, filing and business machines. Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in office-related activities.

For admission to a curriculum program at Pamlico Technical College, applicants are required: (1) to submit a com-

pleted 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 \$51.00 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.

Several courses within this program of study are transferable to four-year institutions. For specific information, please see your advisor and/or counselor in Student Services.

GENERAL OFFICE TECHNOLOGY T-033 Suggested Sequence of Courses by Quarters

					Quarter								Quarter																	
					Hours Per Week		Class	Lab	Credit						Hours Per Week		Class	Lab	Credit											
FIRST QUARTER										FOURTH QUARTER																				
ENG	101	Composition & Grammar I	3	0	3	ENG	206	Business Communications	3	0	3	BUS	120A	Accounting I	5	0	5	BUS	204	Typewriting IV	3	2	4	BUS	229	Taxes I	5	0	5	
BUS	101	Introduction to Business	5	0	5	BUS	134	Personal Development	3	0	3																			
BUS	102	Typewriting I	3	2	4																									
EDP	104	Introduction to Computers	3	2	4																									
BUS	119A	Business Math I	3	0	3																									
			17	4	19																									
SECOND QUARTER										FIFTH QUARTER																				
ENG	102	Composition & Grammar II	3	0	3	BUS	113	Word Processing I	2	2	3	BUS	120B	Accounting II	5	0	5	BUS	115	Business Law I	3	0	3	BUS	212	Machine Transcription	1	2	2	
ECO	152	Economics I	3	0	3																									
BUS	103	Typewriting II	3	2	4																									
BUS	119B	Business Math II	5	0	5																									
		Elective—Related	3	0	3																									
			17	2	18																									
THIRD QUARTER										SIXTH QUARTER																				
		General Education Elective	3	0	3	BUS	214	Secretarial Procedures	3	2	4	BUS	272	Principles of Supervision	3	0	3	BUS	210	Typing Office Practice	2	3	3	BUS	273	Word Processing II	0	6	3	
BUS	104	Typewriting III	3	2	4																									
BUS	110	Office Machines	3	2	4																									
BUS	112	Filing	3	0	3																									
		Elective—Related	3	0	3																									
			15	4	17																									
										TOTAL CREDIT HOURS										106										

COURSE DESCRIPTIONS

	Class	Lab	Credit
BUS 101 Introduction to Business	5	0	5
A course designed to survey the essential components of business organizations. Normally given in the student's first quarter, the course also provides a close look at career possibilities.			
BUS 102 Typewriting I	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 II	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 equivalent.			
BUS 106 Shorthand I	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 II	3	2	4
Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: BUS 106.			
BUS 108 Shorthand III	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 119A Business Mathematics I	3	0	3
An introductory course for student 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 119B Business Mathematics II	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 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 119A.			
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 113 Word Processing I	2	2	3
Designed to introduce the student to the major aspects of word processing including concepts, systems, and equipment available careers and basic information on implementing word processing. The student will have an opportunity to work on a computer with word processing capabilities. Prerequisites: BUS 104 or special permission from the instructor.			

	Class	Lab	Credit
BUS 115 Business Law I	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 II	3	0	3
Includes the study of laws pertaining to bailments sales, riskbearing, partnerships and corporations, mortgages, and property rights. Prerequisites: BUS 115.			
BUS 120A Accounting	5	0	5
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, except for students in the accounting curriculum.			
BUS 120B Accounting	5	0	5
A continuation of BUS 120A. Study will be devoted to receivables, inventories, depreciation, deferrals, accruals, systems, control, and payroll taxes. Prerequisites: BUS 120A.			
BUS 121 Accounting	6	0	6
The student will gain a basic knowledge of accounting principles appropriate to partnership and corporation forms of organization and accounting operations. Prerequisite: BUS 120B.			
BUS 122 Accounting	6	0	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 a 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 129 Accounting Essentials	3	2	4
The student will recognize and be able to apply the basic concepts of the accounting cycle as it relates to a single proprietorship. The student will develop skills which will enable him/her to record and analyze business transactions in appropriate books of original entry, as well as classify and summarize such transactions in an income statement and balance sheet. Cash control, payroll accounting, adjusting and closing entries will be studied as they relate to the proprietorship. (FOR MOA STUDENTS ONLY).			
SOC 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 poise, grooming, and methods of personal improvement. Prerequisite: None.			
BUS 205 Typewriting IV	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 206 Dictation and Transcription I	3	2	4
Develops the skill of taking dictation and 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 II	Class 3	Lab 2	Credit 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.						
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 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: BUS 119A.						
BUS 216	Career Internship	1	6	3			
	The student is provided opportunities to employ skills and knowledge acquired in prior instruction. Students are assigned to work in business establishments, governmental agencies, or other organizations where they will gain experience in the application of skills and academic knowledge. Hours assigned to a career internship may vary; however, normally a minimum of seven hours per week is required. Specific hour requirements will be set by the student's advisor and are normally restricted to the final quarter of the student's program.						
BUS 222	Intermediate Accounting	6	0	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	6	0	6			
	A comprehensive study of accounting principles introduced in earlier courses with special emphasis placed on long-lived assets, intangible assets, liabilities, owner's equity accounts, and special accounting problems. Prerequisite: BUS 222.						
BUS 225	Cost Accounting	6	0	6			
	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	Taxes I	5	0	5			
	A study of payroll and individual taxes at the Federal and State levels. Prerequisite: BUS 119B.						
BUS 230	Taxes II	5	0	5			
	A study of taxes and tax problems as they relate to proprietorships, partnerships, and corporations. Prerequisites: BUS 120A, BUS 229.						
BUS 235	Business Management	3	0	3			
	Principles of Business Management includes an overview of the major functions of management, such as planning, staffing, controlling, directing and organizing. Prerequisite: BUS 119B.						
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: BUS 119B.						
BUS 223	Introduction to Retailing	3	0	3			
	The role of retailing in the economy including the development of and changes occurring in the retail business structure, functions performed, principles governing effective retailing, managerial problems, and retailing decisions based on current economic and social trends.						
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. Prerequisite: BUS 119B.						
BUS 269	Auditing	5	0	5			
	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/her relationship to supervisors, subordinates, and associates. Emphasis is on securing an effective work force and the role of the supervisor. Methods of supervision are stressed. Prerequisite: None.						
BUS 273	Word Processing II	0	6	3			
	Designed to give the student intensive training on a computer with word processing capabilities through programmed instruction. The student must see the instructor prior to signing up for this course to schedule time on the available equipment. Prerequisite: BUS 113 (Word Processing I) or special permission and orientation by the instructor.						
BUS 285	Small Business Seminar	2	1	2			
	The purpose of this course is to enable the student to bring together, in a practical way, all the knowledge gained in prior business courses. Upon completion the student will be able to make all major and management decisions necessary to opening and operating a small business. Prerequisite: Consent of the instructor.						
ECO 152	Principles of Economics I	3	0	3			
	A survey and description of our economic system; the theory of national income determination; supply and demand; basic pricing mechanisms, and employment theory. Prerequisite: BUS 119A.						
ECO 153	Principles of Economics II	3	0	3			
	A continuation of ECO 152 with emphasis on inflation, money and banking, economic growth and other factors involving national policy. Prerequisite: ECO 152.						
ECO 154	Principles of Economics III	3	0	3			
	A continuation of ECO 153 with emphasis on the economics of the firm and resource allocation. Prerequisite: ECO 153.						
EDP 104	Introduction to Computers	3	2	4			
	A course designed to introduce students to the world of computers—their uses, impact on society, history, types, hardware, software, and systems. In addition, the student learns how to use microcomputer hardware and software via off-the-shelf applications and the writing of simple programs using the BASIC programming language. Prerequisite: None.						
EDP 109	Computer Programming (BASIC I)	2	4	4			
	An introduction to computer programming techniques for beginning students that starts where EDP 104 ends. Students are expected to already be familiar with the use of a microcomputer and will learn how to write more sophisticated programs, using the BASIC language, than was learned in EDP 104. Prerequisite: EDP 104 or demonstrated proficiency in the use of microcomputer.						

EDP 110	Computer Programming (BASIC II)	Class 2	Lab 4	Credit 4
A continuation of EDP 109. May be used as an elective by students required to take EDP 109 and by other students as a means of receiving more advanced training in the use of the BASIC language. Prerequisite: EDP 109.				
EDP 112	Computer Programming (RPG II)	4	3	5
An introduction to computer programming techniques using the RPG II programming language. The student receives extensive programming practice through classroom instruction and various programming assignments. Prerequisite: EDP 104 or previous programming experience and consent of the instructor.				
EDP 216	Microcomputer Applications I	3	2	4
Extensive training and practice in the use of integrated word processing, spreadsheet, and data base software. Prerequisite: EDP 104.				
EDP 217	Microcomputer Applications II	2	3	3
A continuation of EDP 216 using a variety of software found in small to medium-size businesses. In addition to classroom work, students will work with at least three different local businesses that use word processing, data base, and/or spreadsheet software in order to contribute as well as to learn. Prerequisite: A grade of B or better for EDP 216 and consent of the instructor.				
ENG 101	Composition & Grammar I	3	0	3
Designed to aid students 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 & Grammar II	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. Prerequisites: ENG 101.				

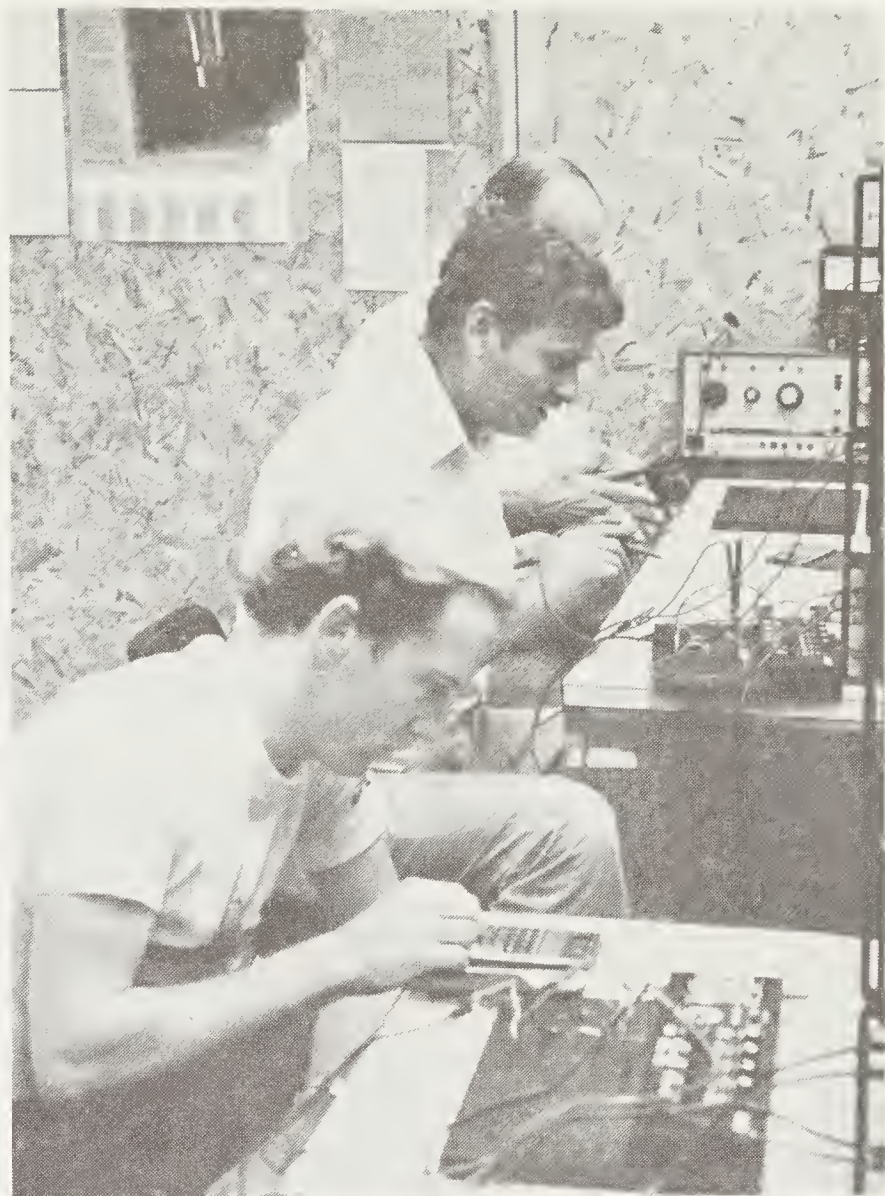
ENG 103	Report Writing	Class 3	Lab 0	Credit 3
The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical business and industrial reports, using special writing techniques and graphic devices, are completed by 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 speechmaking. Prerequisite: ENG 102.				
ENG 206	Business Communications	3	0	3
Develop 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.				
SPH 201	Fundamentals of Speech	3	0	3
The study and practice of oral communications. Emphasis is on the elementary physiology of speech, basic speech skills; and speech composition, preparation and presentation. Prerequisite: ENG 102.				

Electronic Engineering Technology

This curriculum is designed to train technicians for jobs in the areas of research, design, development, production, maintenance and sale of electric and power generation equipment.

The electrical engineering technician may work as a laboratory technician or as an engineering aide in research, design or development in direct support of an engineer, or as a liaison between the engineer and the skilled craftsman. The graduate may accept a position in maintenance or sales work requiring a strong background in electrical equipment design and operation.

Initially, students at Pamlico Technical College will receive one year of basic instruction in fundamentals of electronics and related courses which will enable them to enter private industry for additional specialized training or to transfer to nearby neighboring institutions for advanced instruction leading to the Associate in Applied Science Degree.



ELECTRONICS ENGINEERING TECHNOLOGY T-045

			HOURS		
FIRST QUARTER			Class	Lab	Credit
ELC	101	Orientation to Electricity	5	3	6
MAT	101	Technical Math I (or MAT 100 based on students needs)	5	0	5
ENG	101	Composition & Grammar I	3	0	3
EGR	103	Laboratory & Measurement Procedures	2	2	3
			<u>15</u>	<u>5</u>	<u>17</u>

SECOND QUARTER			Class	Lab	Credit
ELC	103	Basic Electricity (DC)	5	6	7
ELN	121	Electronics I	3	4	5
MAT	102	Technical Math II	5	0	5
ENG	102	Composition & Grammar II	3	0	3
			<u>16</u>	<u>10</u>	<u>20</u>

THIRD QUARTER			Class	Lab	Credit
ELC	104	Basic Electricity (AC)	5	6	7
MAT	103	Technical Math III	5	0	5
ELC	122	Electronics II	5	6	7
			<u>15</u>	<u>12</u>	<u>19</u>

Courses available summer quarter — offered upon sufficient enrollment

FOURTH QUARTER			Class	Lab	Credit
ELN	123	Electronics III	3	4	5
ELN	114	Electrical Fundamentals	3	2	4
ELN	218	Digital Pulse and Logic Circuits	3	4	5
ENG	103	Report Writing	3	0	3
			<u>12</u>	<u>10</u>	<u>17</u>

Credit Hours 74

Suggested sequence of courses for the first year of the Electronics Engineering Technology Program.

PROPOSED JOB TITLES: Electronics Technician
Electrical Tester
Electronics Engineering Technician
Electronics Mechanic
Electronics Sales & Service Technician
Instrumentation Technician

SECOND YEAR			HOURS		
FIFTH QUARTER			Class	Lab	Credit
			3	0	3
ELN	219	Digital Fundamentals	3	4	5
ELN	241	Electronics Systems	3	6	5
PHY	203	Physics III	3	2	4
			<u>12</u>	<u>12</u>	<u>17</u>

SIXTH QUARTER			Class	Lab	Credit
			3	0	3
ELN	249	Microprocessors I	3	4	5
ELN	290	Introduction to Robotics	4	3	5
EDP	104	Introduction to Data Processing	3	2	4
			<u>13</u>	<u>9</u>	<u>7</u>

SEVENTH QUARTER			Class	Lab	Credit
			3	0	3
ELN	250	Microprocessors II	3	4	5
ELN	246	Design Project	3	6	5
			<u>9</u>	<u>10</u>	<u>13</u>

TOTAL CREDIT HOURS 121

Electronics Engineering Technology COURSE DESCRIPTIONS

		HOURS		
		Class	Lab	Credit
ELC 101	Orientation to Electricity	5	3	6
A comprehensive overview of Electricity and Electronics to familiarize the student with the concepts of energy and physics, emphasizing practical applications such as soldering, schematic reading, troubleshooting, safety and basic house, car and appliance electrical repair.				
ELC 103	Basic Electricity (DC)	5	6	7
The student will be able to: (1) calculate voltage, current, resistance and power of series, parallel and combination DC resistive circuits using Ohm's Law, Kirchoff's Law and the Power Law; (2) measure these circuit parameters with suitable instruments and obtain data to prove the laws of electricity; (3) interpret passive circuit diagrams and symbols; (4) interconnect components shown on standard circuit diagrams to produce functioning circuits; (5) calculate and predict the instantaneous values of voltage, current, charge and energy stored in R-C and R-L time constant series, parallel and combination circuits and measure these parameters in the laboratory; and (6) calculate equivalent circuit values of series, parallel and combination connections of either inductance or capacitance and measure actual circuit parameters.				
MAT 100	Basic Mathematics	3	0	3
Fundamental algebraic concepts and operations using real numbers are discussed at length. The rectangular coordinate system is developed and used extensively. Linear and quadratic equations are examined from both algebraic and graphical points of view. Methods of solution of system of linear equations are discussed in detail. Elements of right triangle trigonometry are also introduced.				
MAT 101	Technical Math I	5	0	5
The real number system is developed as an extension of the natural numbers. Number systems of various bases are introduced. Fundamental algebraic operations, the rectangular coordinate system, as well as fundamental trigonometric concepts and operations are introduced. The application of these principles to practical problems is stressed. Prerequisite: MAT 100 or appropriate placement as determined in testing.				
ENG 101	Composition & Grammar I	3	0	3
Designed to aid students 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.				
EGR 103	Laboratory and Measurement Procedures	1	4	2
The student should be able to (1) demonstrate a retained knowledge of comprehension of measurements and the proper, safe use of laboratory tools and equipment; (2) analyze and perform actual reading, using meters, oscilloscopes, manometers, pressure and vacuum gauges and similar devices to obtain accurate information; (3) demonstrate a working knowledge of all forms of measurements such as mass, electrical, mechanical, linear, metrics, etc. Prerequisite: None.				
ELC 104	Basic Electricity (AC)	5	6	7
The student will be able to: (1) select values of R, C and L required to produce any desired voltage, current and impedance in AC circuits; (2) analyze R, C and L series, parallel and combination circuits and draw vector diagrams representing voltage, current, impedance, resistance, reactance and reciprocal quantities; (3) calculate L-C values required in resonant circuits and recognize this condition in functioning circuits; (4) correct power factor when required and calculate true power, apparent power and reactive power in AC circuits; (5) select proper transformers in low frequency circuits for impedance matching, voltage step-up or step down and test for proper operation in these circuits; and (6) analyze voltage current, power and load characteristics of polyphase systems. Prerequisite: ELC 103 and MAT 101.				
ELN 121	Electronics I	3	4	5
The student should be able to identify the symbols and describe the principles of operation of selected solid state devices, identify the proper biasing of and the operating configurations for various solid				

state active devices, use test instruments to collect data to verify operating principles, and perform basic troubleshooting and analysis techniques by taking selected measurements related to the devices and networks covered. Corequisite: ELC 104.

MAT 102	Technical Math II	5	0	5
This is a continuation of MAT 101. Advanced algebraic and trigonometric topics including quadratics, logarithms, determinants, progressions, the binomial expansion theorem, complex numbers, solution of oblique triangles and graphs of the trigonometric functions are studied in depth. Also considered are applied geometric problems and sine wave analysis. Prerequisite: MAT 101.				
ENG 102	Composition & Grammar II	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.				
ELN 122	Electronics II	5	6	7
The student should be able to identify and discuss the concepts of systems and networks such as power supplies, amplifiers, oscillators, and feedback circuits; evaluate device and circuit parameters and verify circuit performance; use test instruments to collect data, verify mathematical analysis and, when necessary troubleshoot. Prerequisite: ELN 121.				
MAT 103	Technical III	5	0	5
The fundamental concepts of analytical geometry, differential and integral calculus are introduced. Topics included are graphing techniques, and geometric and algebraic interpretation of the derivative. Prerequisite: MAT 101, MAT 102.				
PHY 201	Physics I: Mechanics	3	2	4
Major areas covered in this course are dynamics, kinematics of velocity and motion, and conservation laws. Instruction includes such topics as statics, forces, properties of vectors, work, power, energy, friction and circular motion. An introduction to basic systems of measurement is included. A practical approach is used in teaching students the use of essential mathematical formulas. Prerequisite: MAT 102.				
ELC 114	Electrical Fundamentals	3	2	4
The student will be able to analyze and perform mathematical computations as applied to advanced circuit analysis of two-part passive networks and perform laboratory work to support analysis. Prerequisite: ELC 104.				
ELC 123	Electronics III	3	4	5
Should be able to analyze and perform basic design calculations of network and active circuits including the fundamentals, design techniques and application of linear integrated circuits. Prerequisite: ELN 122, MAT 103.				
PHY 202	Physics II: Properties of Matter	3	2	4
A fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids at rest and in motion, gas laws and applications. Units of measurement and their applications are a vital part of this course. Laboratory experiments and specialized problems dealing with these topics are part of this course. Prerequisite: MAT 102.				
ELN 218	Digital, Pulse & Logic Circuits	3	4	5
The student should be able to describe the principles of operation and identify wave shaping and non-sinusoidal circuits including multivibrator, sweep generator, and gating circuits; identify the symbols and truth tables of the basic logic gates; manipulate and perform conversion between binary and other numbering systems; demonstrate the use of Boolean Algebra and its application for simplifying logic circuits. Prerequisite: ELN 122.				
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.				

ELN 219 Digital Fundamentals 3 4 5
Should be able to: identify combinational and sequential logic circuits and their associated inputs and outputs and demonstrate the basic manipulation of binary arithmetic.

ELN 241 Electronic Systems I 3 6 5
Should be able to describe the functions and principle of operation of various electronic systems in block diagram format via communications, computing, measurement and automatic control systems. Corequisite: ELN 123.

PHY 203 Physics III: Light & Sound 3 2 4
A survey of the concepts involving wave motion leads to a study of sound, its generation, transmission and detection. The principles of wave motion also serve as an introduction to a study of light, illumination and the principles involved in optical instruments. Application is stressed throughout. Prerequisite: MAT 102.

ELN 249 Microprocessors I 3 4 5
This course is designed to cover number systems and codes, micro-computer basics, computer arithmetic, basics of programming, and an introduction to the 6800 microprocessor. The course assumes a knowledge of digital electronics or equivalent. The student will use step-by-step approach to learning microprocessor fundamentals. Functional experiments will be provided with each lesson using the student workbook and laboratory equipment. Prerequisite: ELN 219.

ELN 290 Introduction to Robotics 4 3 5
This course is an introduction to the field of Robotics. It will provide the student with an historical overview of the use and development of robotics. Topics include: specific types and applications of industrial robots, the effects of industrial robots and technology on employers and employees, numerical control (N.C.) and computer numerical control information as it relates to the programming and functioning robots.

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.

ELN 250 Microprocessors II 3 4 5
This course is a continuation of ELN 249. The course expands previous knowledge and details the finer points of computer arithmetic and computer basics. It brings the student further along into programming and develops his knowledge of interfacing and complex programming. Functional experiments will be provided with each lesson using the student workbook and laboratory equipment. Prerequisite: ELN 249.

ELN 246 Electronic Design Project 3 6 5
Will do independent research; select a project; perform the required research; compile data; formulate a theoretical model; and construct, test, and evaluate a working model of the project. Prerequisite: ELN 241.

EAST CAROLINA UNIVERSITY

GENERAL EDUCATION CURRICULUM

The General Education curriculum at Pamlico Technical College is designed for the student who desires to acquire a basic knowledge of the liberal arts at the college level. Successful completion of the two year program will earn the graduate an Associate Degree in General Education.

Since most of the courses in the General Education program are offered under a contract agreement with East Carolina University, a student interested in enrolling must submit an application for admission to Pamlico Technical College as well as the Division of Continuing Education at ECU, Greenville, North Carolina. Application for admission to ECU may be made through the Student Services Office at PTC.

In the General Education curriculum, the student has a College Transfer Option which provides the first two years of college courses which could then be transferred to a four-year institution. This allows the student to receive credit towards a four-year-baccalaureate degree for coursework taken at Pamlico Technical College.

This option is offered through contractual agreement with East Carolina University whereby approved courses from the ECU catalog are taught on the PTC campus. Credits are earned both at East Carolina University in the Division of Continuing Education and at Pamlico Technical College. These credits may be used to further your education at East Carolina University or transfer to another college or university.

Any student currently attending ECU or who has attended and is eligible to return to the university may enroll in the program. Permission forms must be signed by the student's department chairman and the registrar at ECU, and general admission requirements must be completed. These students are encouraged to consult with their advisor at ECU prior to entering the program.

A student who has been admitted or who is currently enrolled in other post-secondary institutions, must forward transcripts to PTC and complete general admission requirements.

Any student who has attempted college credit courses must have an overall "C" average in all transferable work and must be eligible to return to the last institution attended in order to be considered for acceptance into the program.

GENERAL INFORMATION

Admissions Requirements

Students applying for admission into the General Education program must meet the requirements of both East Carolina University and Pamlico Technical College.

Students with no previous post-secondary education experience must:

- be at least 16 years of age by the date of intended registration.
- be a high school graduate or possess a high school equivalency certificate.
- have 16 acceptable units of secondary school credits (4 English, 3 mathematics, 1 natural science, 2 social sciences, 6 electives).
- have acceptable SAT scores (SAT requirements can be waived if 30 hours of college credit are earned and a "C" average is maintained).

- complete application forms for both PTC and ECU.
- have high school transcript or equivalency certificate and SAT scores, if applicable, forwarded to PTC.
- take diagnostic tests for placement purposes.
- meet with a member of the counseling staff.

ASSOCIATE DEGREE IN GENERAL EDUCATION*

In order to receive the Associate Degree in General Education, the student must complete a minimum of 96 quarter hours credit including the following core of General Education courses:

1. English Composition	2 courses (10 hrs.)
2. Mathematics	1 course (5 hrs.)
3. Science	1 course (5-6 hrs.)
4. Humanities	2 courses (6-10 hrs.)
5. Social Sciences	2 courses (6-10 hrs.)
6. Fine Arts or Philosophy	1 course (3-5 hrs.)

Beyond these core requirements, the student is free to select General Education and/or Technical courses in order to complete the 96 quarter hours required for the degree. A student may or may not wish to follow the additional requirements for the option listed below.

COLLEGE TRANSFER OPTION

A student who desires the College Transfer Option should enroll in the following courses in order to fulfill the 96 hours required for the Associate Degree in General Education. In addition to the core requirements in General Education, the student should select courses which fulfill Basic Studies and Major requirements designated by the four-year institution to which he intends to transfer.

Pamlico Technical College will offer the following East Carolina courses:

Biology	Mathematics
Economics	Music
Education	Political Science
English Composition	Psychology
History	Sociology
Literature	Speech Communication

Additional courses may be offered in the following areas:

Accounting	Geography
Art	Philosophy
Chemistry	French
Computer Science	Spanish

Courses requiring laboratory work may be taught off-campus. . . .

***Specific course requirements may vary from year to year. See the College's Division of Student Services for more information.**

ECU CONTRACTED GENERAL EDUCATION COURSES

First Year

			Credit Hours	
			Semester	Quarter
FALL QUARTER				
ENGL	1100	English Composition I	3	4.5
*MATH	0045	General College Mathematics	3	4.5
SPCH	2001	Voice and Diction	2	3
or				
PSYC	1050	General Psychology	2	3
WINTER QUARTER				
ENGL	1200	English Composition II	3	4.5
MATH	1063	College Algebra	3	4.5
HIST	1050	American History to 1877	3	4.5
or				
PHIL	1100	Knowledge, Existence and Value	3	4.5
SPRING QUARTER				
ENGL	2200	Major American Writers	3	4.5
HIST	1051	American History Since 1877	3	4.5
ART	1910	Art Appreciation	2	3
or				
HLTH	1000	Health	2	3

*MATH 0045 is to remove mathematics deficiency. It **may not** be used to satisfy the General Education requirements at East Carolina University.

Second Year

			Credit Hours	
			Semester	Quarter
FALL QUARTER				
BIOL	1050	Principles of Biology	3	4.5
BIOL	1051	Laboratory	1	1.5
POLS	1010	National Government	3	4.5
SPCH	3004	Public Speaking	2	3
WINTER QUARTER				
PSYC	1050	General Psychology	2	3
or				
SPCH	2001	Voice and Diction	2	3
SOCI	2110	Introduction to Sociology	3	4.5
SPRING QUARTER				
BIOL	1050	Environmental Biology	4	6
MUSC	2208	Music Appreciation	2	3
PSYC	1051	General Psychology II	2	3
PHIL	1100	Knowledge, Existence and Value	3	4.5
or				
HIST	1050	American History to 1877	3	4.5

NOTE: Course descriptions are in the ECU catalogue.

General Education and Electives

		HOURS				
		Class	Lab	Credit		
ENG 101	Composition & Grammar I	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 & Grammar II	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 speechmaking. 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.						
ART 101	Beginning Photography	3	2	4		
Introduction to camera controls, exposure principles, and composition. Black and white film is used exclusively. Student is introduced to developing process and basic printing. Course is recommended for business majors and medical office assistants.						
ART 102	Intermediate Photography	3	0	3		
A more intensive study of using 35mm camera controls creatively, with emphasis on lens selection, filters, and flash. Introduction to color photography.						
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 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 to 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.						
SSC 206	Contemporary Social Issues	3	0	3		
The study of Contemporary Social Issues is designed to expose the student to a selected variety of social problems, concerns and changes as they occur in our society.						
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.						
BUS 091	Pre-Business Mathematics	3	0	3		
The student will apply to practical problems the fundamental principles of basic elementary mathematics, including common decimals and fractions. The student, upon completing the course, will display a practical knowledge of basic math concepts, including interest and percentage.						
*BUS 233	Introduction to Retailing	3	0	3		
The student will know the role of retailing in the economy including development of and changes occurring in the retail structure, functions performed, principles governing effective operation and managerial problems and be able to make retailing decisions based on current economic and social trends.						
*BUS 118	Cashiering	2	0	2		
An introduction to the principles and operation of cash receipting, disbursement, and control using various mechanical and electronic systems. The student will be provided the opportunity to operate selected equipment common to the retail trade.						
SPH 250	Fundamentals of Speech	3	0	3		
This course stresses preparation and delivery of speeches. Formal and informal speech problems are emphasized. Prerequisite: None.						

***NOTE:** These courses are required for the retail sales & marketing option.

INFORMATION ABOUT TRANSFER OF CREDIT TO SENIOR COLLEGES AND UNIVERSITIES FROM PAMLICO TECHNICAL COLLEGE

Associate in Applied Science Degree courses are transferable to senior colleges and universities from Pamlico Technical College. This has always been true on individual course-by-course basis, and since all technical colleges are now accredited, transfer has become more available to students. During the summer of 1981, several colleges and universities were contacted. Admission Directors were asked to respond to the question concerning transfer from Pamlico Tech. Several responded and are listed on this page. In most cases, a student's transcript is evaluated on an individual basis. Students desiring to transfer to a senior college should do the following:

1. Contact one of the counselors before your sophomore year begins and express your desire to transfer after graduation.
2. Have in mind the senior college you desire to transfer to.
3. Write the Admissions Office, and request information for transfer.
4. Keep your grades up.

Colleges accepting transfer credit at the time of this publication are:

East Carolina University	Meredith College
Campbell University	Mount Olive College
Catawba College	North Carolina Wesleyan College
Elon College	Pembroke State University
High Point College	St. Andrews Presbyterian College
Johnson C. Smith University	Wingate College
Mars Hill College	Winston-Salem State University
Saint Augustine's College	Western Carolina University
Pheiffer College	Atlantic Christian College
N.C. A & T State University	UNC — Asheville
North Carolina Central University	

Automotive Mechanics



The Automotive Mechanics curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair and adjust automotive vehicles. Manual skills are developed in practical shop work and the technical understanding of the operating principles involved in the modern automobile are taught through class assignments, discussions and shop practices.

Automobile technicians maintain and repair mechanical, electrical and fuel and accessory systems of passenger cars, trucks and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition and use shop manuals and other technical publications as references for technical data. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

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 \$51.00 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 applicants.

AUTOMOTIVE MECHANICS

V-003

DIPLOMA

			Hours Per Week		Quarter
FIRST QUARTER			Class	Lab	Hours Credit
PME	1101	Internal Combustion Engines (Gasoline & Diesel)	6	9	9
MAT	1101	Fundamentals of Mathematics	5	0	5
DFT	1101	Blueprint Reading	2	3	3
ENG	1101	Communications	3	0	3
			<u>16</u>	<u>12</u>	<u>20</u>
SECOND QUARTER					
PME	1102	Automotive Electrical & Fuel Systems	8	9	11
PME	1104	Emission Control Systems	2	3	3
ELC	100	Orientation to Electronics	2	3	3
			<u>12</u>	<u>15</u>	<u>17</u>

			Hours Per Week		Quarter
THIRD QUARTER			Class	Lab	Hours Credit
PME	1124	Automotive Power Train System	3	9	6
PSY	1101	Human Relations	3	0	3
WLD	1101	Basic Arc & Gas Welding	2	3	3
PME	1103	Principles of Auto Air Conditioning	3	3	4
			<u>11</u>	<u>15</u>	<u>16</u>
FOURTH QUARTER					
PME	1123	Automotive Chassis & Suspensions	3	6	5
PME	1121	Auto Braking Systems	2	3	3
PME	1125	Automotive Servicing	3	9	6
BUS	1103	Small Business Operations	3	0	3
			<u>11</u>	<u>18</u>	<u>17</u>

Automotive Mechanics

		HOURS		
		Class	Lab	Credit
PME 1101	Internal Combustion Engine (Gasoline & Diesel)	6	9	9
	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 system; proper engine lubrication; and methods of testing, diagnosing, and repairing of engines. Prerequisite: None.			
PME 1102	Automotive Electrical and Fuel Systems	8	9	11
	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.			
PME 1123	Automotive Chassis and Suspension	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.			
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 1125	Automotive Servicing	3	9	6
	Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing. Prerequisite: Permission of Instructor.			
WLD 1101	Basic Arc and Gas Welding	2	3	3
	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 surfacing 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.			
ELC 100	Orientation to Electronics	2	3	3
	A beginning course to familiarize the student with physical properties of electrical components, soldering techniques, and proper laboratory procedures including safety.			

		HOURS		
		Class	Lab	Credit
BUS 1103	Small Business Operations	3	0	3
	An introduction to the business world, problems of business operation, basic business law, business forms and records, financial problems, ordering and inventoring, layout of equipment and office, methods of improving business, and employer-employee relationships. Prerequisite: None.			
ENG 1101	Communications I	3	0	3
	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	Fundamentals of Mathematics	5	0	5
	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
	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 world situation. Prerequisite: None.			
DFT 1101P	Blueprint Reading	2	3	3
	Interpretation and reading of blueprints. Information on the basic principles of the blueprint: lines, views, dimensioning procedures and notes.			

Evening Automotive Mechanics

EVENING AUTOMOTIVE MECHANICS Suggested Sequence of Courses by Quarter

			Hours Per Week		Quarter				Hours Per Week		Quarter	
			Class	Lab	Hours				Class	Lab	Hours	
					Credit						Credit	
FIRST QUARTER												
ENG	1101	Communications	3	0	3							
MAT	1101	Fundamentals of Math	5	0	5							
PME	1101A	Internal Combustion Engines (Gasoline and Diesel)	<u>2</u>	<u>3</u>	<u>3</u>							
			10	3	11							
SECOND QUARTER												
PME	1101B	Internal Combustion Engines (Gasoline and Diesel)	4	6	6							
BUS	1103	Small Business Operations	<u>3</u>	<u>0</u>	<u>3</u>							
			7	6	9							
THIRD QUARTER												
DFT	1101	Blueprint Reading	2	3	3							
ELC	100	Orientation to Electronics	<u>2</u>	<u>3</u>	<u>3</u>							
			4	6	6							
FOURTH QUARTER												
PME	1102A	Automotive Electrical & Fuel Systems	2	6	4							
PME	1104	Emission Control Systems	<u>2</u>	<u>3</u>	<u>3</u>							
			4	9	7							
FIFTH QUARTER												
PME	1102B	Automotive Electrical & Fuel Systems	6	3	7							
PSY	1101	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>							
			9	3	10							
						SIXTH QUARTER						
PME	1124	Automotive Power Train Systems	3	9	6							
						SEVENTH QUARTER						
WLD	1101	Basic Arc & Gas Welding	2	3	3							
PME	1103	Principles of Auto Air Conditioning	<u>3</u>	<u>3</u>	<u>4</u>							
			5	6	7							
						EIGHTH QUARTER						
PME	1123	Automotive Chassis & Suspensions	3	6	5							
PME	1121	Auto Braking Systems	<u>2</u>	<u>3</u>	<u>3</u>							
			5	9	8							
						NINTH QUARTER						
PME	1125	Automotive Servicing	3	9	6							
						TOTAL CREDIT HOURS			70			

Evening Automotive Mechanics

	Class	HOURS		Credit
		Lab		
PME 1101A & B Combustion Engine (Gasoline & Diesel)	A2	3		3
	B4	6		6
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 1102A & B Automotive Electrical and Fuel Systems	A2	6		4
	B6	3		7
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.				
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.				
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 1125 Automotive Servicing 3 9 6
Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing. Prerequisite: Permission of Instructor.

WLD 1101 Basic Arc and Gas Welding 2 3 3
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.

ELC 100 Orientation to Electronics 2 3 3
A beginning course to familiarize the student with physical properties of electrical components, soldering techniques, and proper laboratory procedures including safety.

BUS 1103 Small Business Operations 3 0 3
An introduction to the business world, problems of business operation, basic business law, business forms and records, financial problems, ordering and inventoring, layout of equipment and offices, methods of improving business, and employer-employee relationships. Prerequisite: None.

ENG 1101 Communications I 3 0 3
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 1101A Fundamentals of Mathematics 3 0 3
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
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.

DFT 1101P Blueprint Reading 2 3 3
Interpretation and reading of blueprints. Information on the basic principles of the blueprint: lines, views, dimensioning procedures and notes.

Medical Assisting

The Medical Assisting curriculum prepares graduates to assist the physicians in their offices or other medical settings such as hospitals and clinics, performing those administrative and clinical duties delegated by the physician and in accord with respective state laws governing such actions and activities. The business/administrative duties include scheduling and receiving patients, obtaining patient's data, maintaining medical records, typing and medical transcription; handling telephone calls, correspondence, reports and manuscripts; assuming responsibility for office care, insurance matters, office accounts, and fees and collections; and purchasing and maintaining supplies and equipment. The clinical duties may include preparing the patients for examinations, obtaining vital signs, taking medical histories, assisting with examinations and treatments, performing routine laboratory procedures and electrocardiograms, sterilizing instruments and equipment for office procedures, and instructing patients in X-ray and laboratory examinations.

Graduates of accredited programs may apply to take the certification examination administered by the Certifying Board of the American Association of Medical Assistants.

Advanced credits can be awarded toward completion of requirements for an Associate of Applied Science Degree in Medical Assisting (T-058).

Individuals desiring a career in medical assisting should, if possible, take biology, mathematics and typing courses prior to entering the program.

For admission to the Medical Assisting 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 MA 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. The College maintains a staff of professional counselors to assist current and prospective students in determining interests, aptitudes; and vocational goals. Tuition is \$51.00 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 ASSISTING V-031 Twelve Month Diploma Program

FIRST QUARTER			Hours Per Week		Quarter
	Class		Class	Lab	Hours Credit
MA	103	Orientation to Medical Office Assisting	3	0	3
BUS	102	Typewriting I	3	2	4
ENG	101	Composition & Grammar I	3	0	3
BUS	141	Medical Terminology & Vocabulary I	3	0	3
BIO	1111	Basic Health Science	5	3	6
			17	5	19

SECOND QUARTER			Hours Per Week		Quarter
	Class		Class	Lab	Hours Credit
BUS	129	Accounting Essentials I	3	2	4
ENG	102	Composition & Grammar II	3	0	3
BUS	142	Medical Terminology & Vocabulary II	3	0	3
PSY	1101	Human Relations	3	0	3
BUS	218	Medical Law, Ethics & Economics	3	0	3
MED	3400	Medical Office Administration I	2	4	4
			17	6	20
THIRD QUARTER			Hours Per Week		Quarter
	Class		Class	Lab	Hours Credit
BUS	143	Medical Terminology & Vocabulary III	3	0	3
MED	1105	Examination Room Procedures	3	8	7
MED	1106	Laboratory Procedures	2	6	5
MED	3315	Medical Office Administration II	3	0	3
			11	14	18
FOURTH QUARTER			Hours Per Week		Quarter
	Class		Class	Lab	Hours Credit
MA	202	Medical Office Assisting Practicum	3	21	10
MA	203	Medical Office Assisting Seminar	3	0	3
			6	21	13

TOTAL CREDIT HOURS 70

COURSES OFFERED AT NIGHT WHEN SUFFICIENT ENROLLMENT IS MET.

Medical Assisting

MA 103	Orientation of Medical Office Assisting	HOURS		
		Class	Lab	Credit
		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	HOURS		
		Class	Lab	Credit
		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.

ENG 101	Composition & Grammar I	HOURS		
		Class	Lab	Credit
		3	0	3

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	HOURS		
		Class	Lab	Credit
		3	0	3

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

BUS 141	Medical Terminology and Vocabulary I	HOURS		
		Class	Lab	Credit
		3	0	3

A study of the structure of medical words and terms. Emphasis is placed on spelling and defining commonly-used prefixes, suffixes, root words, and their combining forms. Prerequisite: None.

BUS 129	Accounting Essentials	HOURS		
		Class	Lab	Credit
		3	2	4

The student will recognize and be able to apply the basic concepts of the accounting cycle as it relates to a single proprietorship. The student will develop skills which will enable him/her to record and analyze business transactions in appropriate books of original entry, as well as classify and summarize such transactions in an income statement and balance sheet. Cash control, payroll accounting, adjusting and closing entries will be studied as it relates to the proprietorship.

MED 3400	Medical Office Administration	HOURS		
		Class	Lab	Credit
		2	4	4

In this course the student will be introduced to material that is routinely transcribed in a medical office. Upon completion of this course the student should be able to transcribe given material accurately. Prerequisite: BUS 102 Typing.

ENG 102	Composition & Grammar II	HOURS		
		Class	Lab	Credit
		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.

BUS 142	Medical Terminology and Vocabulary II	HOURS		
		Class	Lab	Credit
		3	0	3

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.

BIO 1111	Basic Health Science	HOURS		
		Class	Lab	Credit
		5	3	6

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

BUS 143	Medical Terminology and Vocabulary III	HOURS		
		Class	Lab	Credit
		3	0	3

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	HOURS		
		Class	Lab	Credit
		3	0	3

Designed to acquaint the student with the legal aspects of medical practice acts, the relationship of physician, patient, professional liabilities and types of medical practice. Basic principles of medical economics are included. Prerequisite: None.

MED 3315	Medical Office Administration II	HOURS		
		Class	Lab	Credit
		3	0	3

Upon successful completion of this course, the student should be able to perform such duties as: (1) handling mail and telegrams; (2) making travel arrangements; (3) purchasing supplies; (4) maintaining office records; (5) handling insurance information; (6) assume responsibility of telephone. Prerequisite: MED 3400 Medical Office Administration.

MED 1105	Examination Room Procedures	HOURS		
		Class	Lab	Credit
		3	8	7

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

MED 1106	Laboratory Procedures	HOURS		
		Class	Lab	Credit
		2	6	5

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

MA 202	Medical Office Assisting Practicum	HOURS		
		Class	Lab	Credit
		3	21	10

This course provides students with clinical experience related to tasks associated with the Medical Office Assistant. Students perform tasks within broad areas such as management, the examination room, and the laboratory. The student is responsible for transportation to and from practicum sites and the purchase of a uniform or related equipment required at the site. Students receive no financial remuneration from agencies, clinics, etc. providing the practicum experience. Prerequisite: Previous three quarters.

MA 203	Medical Office Assisting Seminar	HOURS		
		Class	Lab	Credit
		3	0	3

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 curriculum is designed to prepare graduates to assist patients/clients and their families with activities of daily living and basic health care skills that they can no longer perform unaided during periods of illness and convalescence in an institution or home. Home and hospital aides perform basic health care skills such as bathing, feeding, dressing patients; making beds; taking and record-

ing vital signs; and planning diversion activities. They also buy groceries, plan and prepare meals, and make telephone calls for patients and their families.

Individuals desiring a career in assisting patients and their families with simple nursing care and home responsibilities should, if possible, take introductory biology, and mathematics courses prior to entering the program.

HOME AND HOSPITAL AIDE V-052 Suggested Sequence of Courses by Quarter

				Hours Per Week			Qtr. Hrs.
				Class	Lab	Clinic	
FIRST QUARTER							
HHA	1101	Introduction to Patient Care I		4	4	6	8
SSC	100	Orientation & Study Skills		3	0	0	3
				7	4	6	11
SECOND QUARTER							
HHA	1102	Introduction to Patient Care II		4	4	6	8
PSY	1101	Human Relations		3	0	0	3
				7	4	6	11
THIRD QUARTER							
HHA	1106	First Aid and Safety		4	0	0	4
HHA	1109	Practicum/Seminar		1	0	18	7
				5	0	18	11

TOTAL CREDIT HOURS 33

Home and Hospital Aide

	HOURS			
	Class	Lab	Clinic	Credit
HHA 1101 Introduction to Patient Care I	4	4	6	8
A study of the functions of home and institutional care of individuals with special needs. Emphasis is placed upon specific concepts relative to patient care and includes: Human Growth and Development thru the Life Span, Communication, The Working Environment, Basic Health Care, Therapeutic Activities, The Integumentary System, The Skeleton System, The Muscular System, and The Digestive System.				
HHA 1102 Introduction to Patient Care II	4	4	6	8
A continuation of HHA 1101. Specific elements covered are: The Urinary System, The Nervous System, Cardiovascular System, Respiratory System, Endocrine System, Reproductive System, Care of Children, Emergencies in the Work Place, Death and Dying, Client with Cancer, Home Management, Services and Resource, and Employment in Home or Home Health Agency.				
HHA 1106 First Aid and Safety	4	0	0	4
A basic course designed to teach the fundamentals of administering first aid. Emphasis is placed on accident prevention and practical application.				
HHA 1109 Practicum: Field Experience/Seminar	1	0	18	7
Practical experience in home or custodial health care. An opportunity to observe and practice correct health care techniques, observe the structure of health care organizations, and the opportunity to put into practice experience gained in prior instruction. Time is provided for classroom instruction whereby field experiences may be discussed and analyzed.				
PSY 1101 Human Relations	3	0	0	3
A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.				
SSC 100 Orientation & Study Skills	3	0	0	3
A course designed to help the students acquire and improve study skills which promote his chance for academic success. In addition, the student explores his abilities and goals in relation to himself and his educational and occupational outlook.				

Developmental Studies

Developmental Studies is designed to help students who are underprepared to enter curriculum programs acquire the necessary skills and attitudes to insure a reasonable chance of academic success in those programs. The student concentrates on improving one or more of the three basic skills: mathematics, reading, and English. Problem areas for the student are identified through the series of placement tests given each entering student and through the other steps of the general admissions procedure, evaluation of high school and previous college transcripts and personal interviews with the counselor and program advisor.

Because of the academic demands of each curriculum differ, the amount of course work a student may be required to take in Developmental Studies varies. Furthermore, students enrolled in Developmental courses are diagnostically tested during the first week of class for proper placement in the program. Some students thus exempt one or more courses. Diagnostic test results also reveal to the teacher and student the student's specific skills, strengths and weaknesses. No student is required to study areas in which diagnostic testing proves he is capable.

Developmental Studies also offers, upon sufficient demand, a course, SSC 100—Orientation & Study Skills, to help any student successfully handle college-level work and cope with the transition between high school and college. Any student may elect to take the course, but all students taking two or more Developmental courses in basic skills areas are urged to enroll in SSC 100.

GRADES

The Developmental Studies program evaluates its students under a different grading system than that used by curriculum programs. Grades are institutional only and do not count toward earning a degree or diploma. Grades are issued as follows:

“S” — Satisfactory: Successful attainment of requirements.

“RE” — Re-Enroll: Incompleted requirements.

“NR” — Not eligible to re-enroll.

DEVELOPMENTAL STUDIES COURSE DESCRIPTIONS

		Class	Lab	Credit
ENG 091	Reading and Vocabulary I	3	0	3
	Emphasis on basic work attack skills including phonetics, syllabication, and implementation of diacritical markings in the dictionary. Introduction to comprehensive skills and reading for speed.			
ENG 092	Reading and Vocabulary II	3	0	3
	Continued emphasis on increasing speed and comprehension with a continuation of word attack study.			
ENG 093	Reading and Vocabulary III	3	0	3
	Continued emphasis on speed and comprehension, especially in longer selected reading.			
MAT 091	Developmental Mathematics I	3	0	3
	Emphasis on basic math skills. Operations with whole numbers and fractions: addition, subtraction, multiplication, and division.			
MAT 092	Developmental Mathematics II	3	0	3
	Operations with decimals and percentage.			
MAT 093	Developmental Mathematics III	3	0	3
	Application of basic math skills to interest, measurement, formulas, and simple algebra. Introduction to the metric system.			
ENG 094	Grammar & Composition I	3	0	3
	Emphasis on basic grammatical concepts, particularly parts of speech. Sentence writing.			
ENG 095	Grammar & Composition II	3	0	3
	Emphasis on sentence structure, usage, and punctuation. Writing of short paragraphs.			
ENG 096	Grammar & Composition III	3	0	3
	Continued emphasis on sentence structure and usage. Writing longer paragraphs and short compositions.			
SSC 100	Orientation & Study Skills	3	0	3
	A course designed to help the student acquire and improve study skills which promote his chance for academic success. In addition, the student explores his abilities and goals in relation to himself and his educational and occupational outlook. (Credit is granted toward degree or diploma as an elective).			
SSC 101	Job Seeking Skills	1	0	1
	A course designed to help students prepare to get and hold a job and to introduce the student to the world of work. Includes finding job openings, applying for a job, interviewing, and problems in employer/employee relations. Speakers from the business community and field trips are utilized whenever possible.			

Continuing Education

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 Department 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.

Fees: Cost is nominal. For latest schedule of fees contact the Continuing Education Department.

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.

Philosophy of Continuing Education:

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.

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

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 and Safety	For Industry
Rope Practice	Fire Fighting
Ladder Practice	Procedures
Hose Control	Home Fire Safety
Rescue Practice & Forcible Entry	Multi-Media First Aid
Protective Breathing Equip.	Officers Training
	Teacher Education (Instructors)

Other courses may be scheduled in response to public needs and interest. Call 294-1851, Ext. 27 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 County 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 Technical College has in offering seafood training is to 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 Department.

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 Director 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
 Toile 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	Home Economics
Audiovisual	Math
Child Abuse & Neglect	Metric System of Measurement
Counseling	Reading
English	Science
Foreign Languages	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	
Nursing for Home Makers	First Aid & CPR
Home Care for the Elderly	Special Workshops
	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. A small fee is charged for those attending GED classes. Books and supplies are generally provided ABE students. **TIME:** Classes are scheduled both days and evenings on campus as well as 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:

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

BOARD OF TRUSTEES

Leland V. Brinson—Chairman

Appointed by Commissioners of Pamlico County

Expiration of Term

- James B. Holton, Jr. June 30, 1989
- Oliver B. Daniels June 30, 1987
- William Gibbs, Jr. June 30, 1991
- Helen D. Purser June 30, 1989

Appointed by Board of Education

- Leland V. Brinson June 30, 1989
- Perry V. McCotter, Sr. June 30, 1987
- Oscar Krechel June 30, 1991
- Ida B. Ollison June 30, 1989

Appointed by Governor

- Phyllis Price June 30, 1989
- Frederick Fisher June 30, 1989
- Brenda Harris June 30, 1987
- Louise Muse June 30, 1991

ADMINISTRATIVE OFFICERS

Paul H. Johnson—President

- Donald R. Warren Dean of Instruction
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 C. Johnson 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.

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
- Joann O. Credle Counselor
B.A., North Carolina Central University; M.A., North Carolina Central University
- Andrew J. Preston, Jr. Program Coordinator HRD/
Continuing Education
A.A.S., Pamlico Technical College
- Pamela F. Banks Controller
Diploma, Hardbarger Business College
- Sandra Wing Records Clerk/Bookkeeping
A.A.S. Degree, Pamlico Technical College
- Mollie McCallister Coordinator, Individualized Learning
Center
A.B., East Carolina University; M.A., East Carolina University
- Erlinda Leggett Evening Library Technician
- Hazel Alcock Program Coordinator, Continuing
Education
M.B.A., East Carolina University
- Joan H. Delamar Program Coordinator, Adult Basic
Education/HRD
A.B., University of North Carolina, Chapel Hill; M.A., North Carolina State University

FACULTY

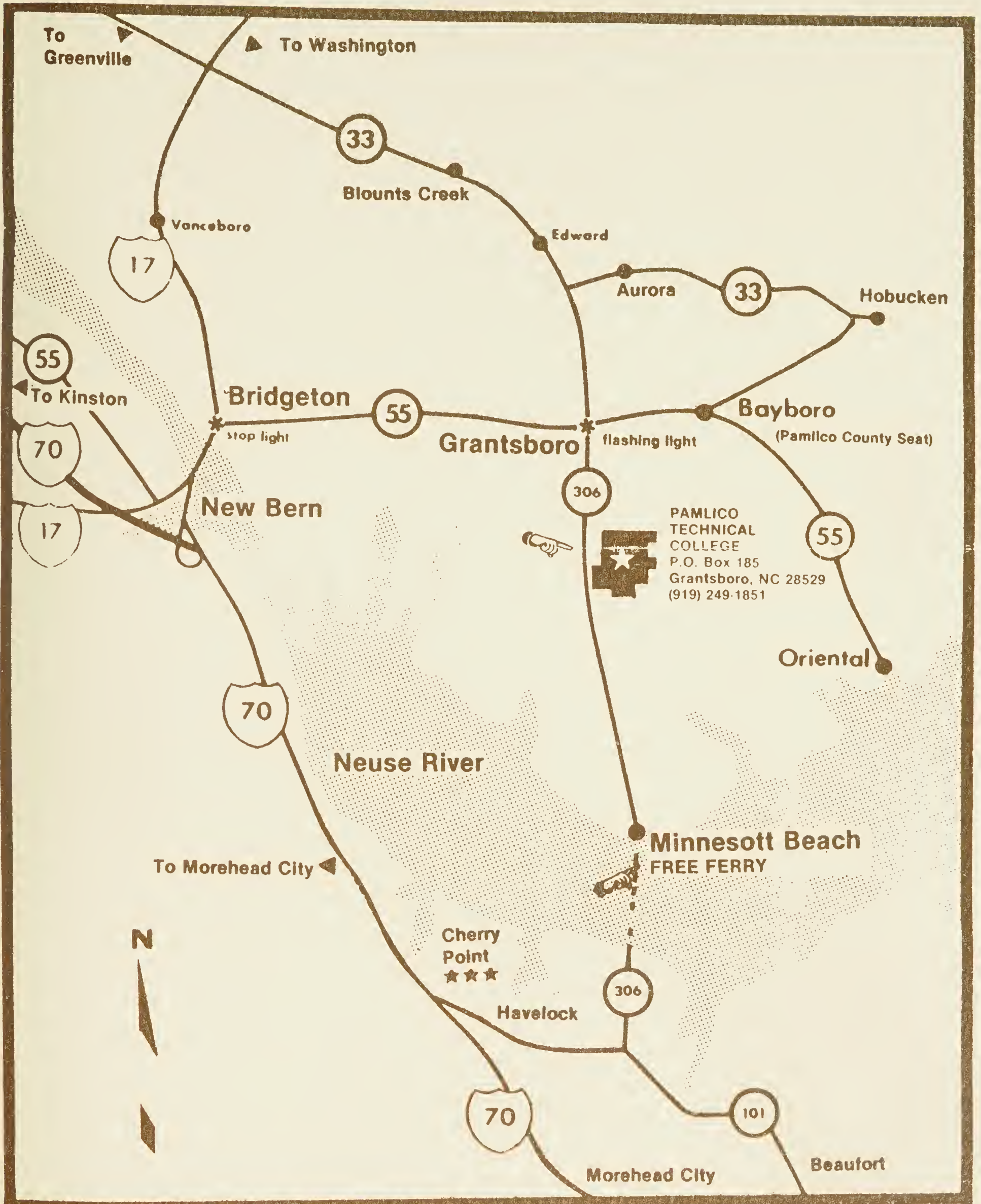
- Spencer Mehl Business
B.S., East Carolina University; M.B.A., East Carolina University.
- Judy C. Pierce Medical Assisting
B.S., North Carolina Agricultural and Technical State University
- Patricia C. Miller Human Resources Development
B.A., North Carolina State University
- Patricia N. Potter Business
B.S., Atlantic Christian College
- Richard Pereira Electronics Engineering Technology
B.S., San Jose State College; M.S., Boston University
- Alton Amidon Mathematics/Electronics
M.A., Georgia Tech
- Keith Pottorff Automotive Mechanics
- Romona Game English/Developmental Studies
B.S., M.A., East Carolina University

SECRETARIAL STAFF

- Linda Watson Instruction
- Cindy Pipkin Cashier/Secretary
- Cynthia Greene Continuing Education
- Teresa Harris Duplication/Secretary
- Doris Southerland Learning Resources Center
- Jane Crary Equipment/Secretary
- Kathy Mullens Student Services
- Margaret Jones Cashier/Secretary

MAINTENANCE STAFF

- Edward E. Riggs Supervisor
- Virginia W. Foy Custodian/Maintenance
- Larry Squires Custodian/Maintenance



PAMLICO TECHNICAL COLLEGE

GRANTSBORO, NORTH CAROLINA

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

STAMP
