
PAMLICO TECHNICAL COLLEGE

25th Anniversary
Edition

You can grow. . .



1987 - 88; 1988 - 89 GENERAL CATALOG



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**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 procedures 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.

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FOR INFORMATION CALL 249-1851 OR 249-1852

**PAMLICO TECHNICAL COLLEGE
SCHOOL CALENDAR**

1987-1988

FALL QUARTER 1987

August 17-18, Monday & Tuesday	Fall Quarter Registration for Day and Evening Classes. Late fee of \$5 after this date. Hours will be Published.
September 3, Thursday	Late Registration and Drop/Add. \$5 Late Registration Fee. Hours will be published.
September 7, Monday	College Closed - Labor Day Holiday.
September 8, Tuesday	<u>CLASSES BEGIN.</u>
September 14, Monday	Last day to register late or Drop/Add. Hours will be published.
October 5, Monday	ECU last day to withdraw without penalty
October 23, Friday	PTC last day to withdraw without penalty.
November 16-17, Monday & Tuesday	Winter Quarter Registration for Day and Evening Classes. Hours will be published.
November 23, Monday	Quarter Ends - Instructor Reports Due.
November 24, Tuesday	Make-up Day and Late Registration. \$5 Late Registration Fee. Instructors report for work.

WINTER QUARTER 1987-1988

November 26-27, Thursday & Friday	College Closed - Thanksgiving Holidays.
November 30, Monday	<u>CLASSES BEGIN.</u>
December 3, Thursday	Last day to register late or Drop/Add - Day and Evening Classes. Hours will be published.
December 21 - January 1	College Closed - Christmas Holidays and Vacation. New Year's Holiday.
January 4, Monday	Classes Resume.
January 8, Friday	ECU last day to withdraw without penalty.

January 25, Monday	PTC last day to withdraw without penalty.
February 15-16, Monday & Tuesday	Spring Quarter Registration for Day and Evening Classes. Hours will be published.
February 26, Friday	Quarter Ends - Instructory Reports Due
February 29, Monday	Make-up Day. Instructors report for work unless otherwise notified.

SPRING QUARTER 1988

March 1, Tuesday	Late Registration and Drop/Add. \$5 Late Registration Fee. Hours will be published.
March 2, Wednesday	<u>CLASSES BEGIN.</u>
March 8, Tuesday	Last day to register late or Drop/Add - Day and Evening Classes. Hours will be published.
March 29, Tuesday	ECU last day to withdraw without penalty.
April 4-8, Monday - Friday	College Closed -- Easter Holiday and Vacation.
April 22, Friday	PTC last day to withdraw without penalty.
May 24, Tuesday	Quarter Ends - Instructor Reports Due.
May 25, Wednesday	Make-up Day. Instructors report for work unless otherwise notified.

SUMMER QUARTER 1988

May 26-27, Thursday & Friday	Summer Quarter Registration. Hours to be announced. Instructors report for work.
May 30, Monday	<u>CLASSES BEGIN.</u> Late Registration and Drop/Add. \$5 Late Registration Fee. Hours will be published.
June 9, Thursday	Last day to register late or Drop/Add
June 24, Friday	ECU last day to withdraw without penalty.
July 4, Monday	College Closed - Independence Day Holiday
July 4-8, Monday-Friday	Instructor and Student Break. No Curriculum Classes

July 22, Friday PTC last day to withdraw without penalty.
August 19, Friday Quarter Ends - Instructor Reports Due.

GRADUATION DATE WILL BE ANNOUNCED

1988 - 1989

FALL QUARTER 1988

August 22-23, Monday & Tuesday Fall Quarter Registration for Day and Evening Classes. Late fee of \$5 after this date.
September 1, Thursday Late Registration and Drop/Add. \$5 Late Registration Fee. Hours will be published.
September 5, Monday College Closed - Labor Day Holiday
September 6, Tuesday **CLASSES BEGIN.**
September 12, Monday Last day to register late or Drop/Add. Hours will be published.
October 3, Monday ECU last day to withdraw without penalty.
October 17-18, Monday & Tuesday No Curriculum Classes - Instructor's Conference.
October 21, Friday PTC last day to withdraw without penalty.
November 14, Monday Winter Quarter Registration for Day and Evening Classes. Hours will be published.
November 23, Wednesday Quarter Ends - Instructor Reports Due.
November 24-25, Thursday & Friday College Closed - Thanksgiving Holidays.
November 28, Monday Make-up Day. Instructors report for work.

WINTER QUARTER 1988-89

November 29, Tuesday Late Registration. \$5 Late Registration fee.
November 30, Wednesday **CLASSES BEGIN.**
December 6, Tuesday Last day to register late or Drop/Add - Day and Evening Classes. Hours will be published.

December 19-January 1	College Closed - Christmas Holidays and Vacation. New Year's Holiday.
January 2, Monday	Classes Resume.
January 10, Tuesday	ECU last day to withdraw without penalty.
January 27, Friday	PTC last day to withdraw without penalty.
February 13, Monday	Spring Quarter Registration for Day and Evening Classes. Hours will be published.
February 28, Tuesday	Quarter Ends - Instructor Reports Due.
March 1, Wednesday	Make-up Day. Instructors report for work.

SPRING QUARTER 1989

March 2, Thursday	Late Registration and Drop/Add. \$5 Late Registration Fee. Hours will be published.
March 6, Monday	<u>CLASSES BEGIN.</u>
March 14, Tuesday	Last day to register late or Drop/Add. Hours will be published.
March 27-31, Monday-Friday	College Closed - Easter Holiday and Vacation.
March 31, Friday	ECU last day to withdraw without penalty.
April 28, Friday	PTC last day to withdraw without penalty.
May 22, Monday	Summer Quarter Registration. Hours will be published.
May 26, Friday	Quarter Ends - Instructor Reports Due.
May 29, Monday	Make-up Day. Instructors report for work.

SUMMER QUARTER 1989

May 30, Tuesday	<u>CLASSES BEGIN.</u> Late Registration and Drop/Add. \$5 Late Registration Fee. Hours will be published.
June 8, Thursday	Last day to register or Drop/Add Hours will be published.
June 26, Monday	ECU last day to withdraw without penalty.

July 3-7, Monday-Friday	Instructor and Student Break. No Curriculum Classes.
July 4, Tuesday	College Closed - Independence Day Holiday
July 21, Friday	PTC last day to withdraw without penalty.
August 21, Monday	Quarter Ends - Instructor Reports Due.

GRADUATION DATE WILL BE ANNOUNCED

GENERAL INFORMATION

OPENDOOR 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

Following receipt of his/her application, the student will be invited to come for a placement program interview with an admissions counselor and advisor. The student and the counselor review together the student's application, his/her 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/her chances of success in a particular course of study. Should a student desire a program of study for which he/she lacks adequate preparation, he/she will be accepted for admission and scheduled for a combination of preparatory courses (Developmental Studies) and regular scheduled curriculum credit courses to help him/her overcome the educational limitations that could prevent him/her 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 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/she 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/her leaving, the probation policy will remain in effect and determine the condition of his/her readmission.

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 student's permanent record. Evaluation of transcripts are conducted by selected faculty under supervision of the Instructional Administrator. Transfer credits ten years or beyond from other colleges may require proficiency examinations. In certain curriculums credits will not transfer due to changing technology.

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 parents (or court-appointed legal guardian) of the individual seeking resident classification are bona fide domiciliaries of this State, this fact shall be prima facie evidence of domiciliary status of the individual applicant; however, if such parents or guardian are not bona fide domiciliaries of this State, this fact shall be prima facie evidence of non-domiciliary status of the individual.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in **A MANUAL TO ASSIST THE PUBLIC HIGHER EDUCATION INSTITUTIONS OF NORTH CAROLINA IN THE MATTER OF STUDENT RESIDENCE CLASSIFICATION FOR TUITION PURPOSES**. Each enrolled student is responsible for knowing the contents of the MANUAL, which is the controlling administrative statement on policy on this subject. A copy of the manual is available on request in the Student Services 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 only.
2. Present work schedule.
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.

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

*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.

WAIVER BY PROFICIENCY

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

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

A copy of the written examination and/or 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 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 set in the School Catalog. 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 Student Services.

ATTENDANCE POLICY

CLASS ATTENDANCE REGULATIONS

1. 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.

2. Each instructor shall determine the class attendance policy he/she feels is best for his/her particular course. In determining the number of unexcused absences which he/she will accept, the instructor should consider carefully the nature of his/her course and the maturity level of his/her 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 appropriate administrator and Counselor.

3. 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)	\$75 per quarter	\$702.00
Part-time (less than 12 credit hours)	\$6.25 per credit hour	\$58.50 per credit hour
Activity Fee Full-time		\$5.00
Three-Quarter Time	3/4 time (9-11 hrs.)	\$3.75
One-Half Time	1/2 time (6-8 hrs.)	\$2.50
Persons over age 65	- No Tuition Charges - must show proof of age.	
Late Registration Fee	- \$5.00	

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 and general education students will cost approximately \$120 per quarter. Books are purchased through the College Book Store.

STUDENTS RIGHTS AND RESPONSIBILITIES

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

STUDENT CONDUCT

Pamlico 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 or his designated representatives may, after suitable investigation, dismiss, suspend, or expell 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 decision imposed by a college official, a written notice of appeal should be submitted by the student within two calendar days of the date of the written notification. The appeal should be directed to the President.

The Student Appeals Committee is composed of the following: the Dean of Instruction, a faculty member, a counselor, and the President of the Student Government Association. The members are appointed by the President.

The Student Appeals Committee will convene within two school days of the notice of appeal. The result of any appeal made to the Student Appeals Committee will be determined by a majority vote of the committee members. Based upon the outcome of this voting, a written recommendation will be sent to the President's office by the committee 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, 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

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 a 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. Additional drop/add dates and time periods are usually published and posted prior to each quarter. Students should read all notices and become aware of such notices.

A student may withdraw officially at any time during the quarter up to the *seventh week of classes* (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. A non-approved withdrawal results in an automatic F on all courses or a course.

*ECU - General Education Students must withdraw within 20 calenders days.

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., 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 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	Prodiciency	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 of 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.

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 20 credit hours. The student will be classified as a special credit student not working toward a degree or diploma. After the student has completed 20 or more credit hours,(s)he may 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
	<hr/>		<hr/>
	9		27

$27 / 9 = 3.0$ 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

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	General Office Technology
Business Administration	Electronic Engineering
Executive Secretarial	Technology
General Education	

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 courses 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 major instructor of the program 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. Final quarter of student's work must be completed at Pamlico Technical College. Exceptions to this will be granted if student has completed the majority of course work at Pamlico Technical College and needs a course not being offered. Permission must be granted through the office of Student Services.

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 for all 12 month vocational programs. 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 advisors 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 instructional administrator upon recommendation of the appropriate program instructor 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 program instructor assumes responsibility for course content and validity. In addition, the program instructor will be assigned responsibility for student progress and final evaluation and grading.

CATALOG OF RECORD

The catalog that is current when the student enrolls in the college is the catalog of record. A student who is in continuous attendance (except summer quarter) may graduate under the provisions of his/her catalog of record, or a subsequent issue. A student who is not in continuous attendance must graduate under the provisions of the catalog in effect on his/her last re-entry date or a subsequent issue.

A student who changes his/her program of study will come under the provisions of the catalog in effect at the time of the change, or a subsequent issue.

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 college and pay the usual hourly tuition charge.

CURRICULUM PROGRAMS

Associate in Applied Science Degree Programs

Accounting

Business Administration

(Including Selective Computer Courses)

Electronic Engineering Technology

General Office Technology

Executive Secretarial

General Education

(East Carolina University Contract Program)

Vocational Diploma Programs

Automotive Mechanics

Light Construction

Medical Assisting

Certificate Programs

Home and Hospital Aide

Electronic Engineering (One Year Optional)

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 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 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 enroll in the College's Accident Insurance Program, unless good cause is shown for waiving the policy. An acceptable waiver is assuring the college that the student has in

force or expects to effect in the immediate future, insurance which will supply at least the coverage offered by the College's plan.

TRANSCRIPTS

An official transcript of work at PTC will be sent to the appropriate institution upon written request by the student. No transcript will be released until the student's account is cleared with the Business Office and Library. Student requesting transcript must complete a 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 request of the student, the College will provide information to prospective employers regarding the student. In addition, some industrial representatives request to 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
3/4 time	9-11 quarter credit hours
1/2 time	6-8 quarter credit hours
Vocational	
Full time	22 or more contact hours per week
3/4 time	16-21 contact hours per week
1/2 time	11-15 contact hours per week

Learning Lab (High School Preparatory)	
Full time	18 contact hours per week
3/4 time	14 contact hours per week
1/2 time	9 contact hours per week
Maximum allowed--726 hours	

charitable or philanthropic nature; approved fund raising; social events; and community improvement projects.

VETERAN SERVICES

Contact the Dean of Student Services.

STUDENT ACTIVITIES

All extracurricular activities sponsored by the college have an assigned faculty sponsor. The sponsor and the officers of the activity will be responsible for its program. The purpose of such activities is to promote student professional growth, individual and school pride, and student morale.

Extracurricular activities should not interfere with the educational process. Care should be taken to ensure that these activities are scheduled so as not to interfere with classes. Students wishing to organize additional activities shall make application to the Dean of Student Services according to the SGA regulations stating the purpose and objective of each activity.

STUDENT GOVERNMENT COUNCIL

The Student Government Association represents one of the most active organizations at the College. The purpose of this organization is to promote the morale of the student body and to provide means for a closer working relationship between students and school personnel. Through the SGA each student has a channel to voice his/her concerns in school affairs.

The officers of the SGA are a president, vice president, secretary and treasurer. Election for the office of president, vice president, secretary, and treasurer is held during the Fall Quarter.

Student activities sponsored by the SGA may include Cookouts, Parties, Field Days, and PTC Ole' Country Fair. Other activities may be provided as needed subject to adequate funding in the SGA 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 authorization to operate.

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

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.

WEAPONS

G.S. 14-269 prohibits the possession of any weapons (gun, knife, blackjack, metallic knuckles, etc.) on campus.

SAFETY

Students are required to obey all safety regulations of the college. Students will not be allowed to participate in class activities when in the opinion of the instructor his/her physical or mental capabilities seem to be impaired. The instructor will refer all students who seems to be physically or mentally impaired to the office of Student Services for probation.

STUDENTS WITH HANDICAPS

Admissions

Pamlico 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. No student will be denied admission solely because of a handicap.

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) 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 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 of 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 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. Your 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 applying

May 1, 1987/1988. 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, 1987/1988, or your last day of enrollment in 1987-1988, 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, 1987/1988. Request 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-(310) 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 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

An eligible student may borrow up to \$2,625 per year for an aggregate of \$17,250 through College Foundation Incorporated. The interest rate is 8%. In no case may the GSL amount be more than the difference in the college's estimated cost of attendance and the total of other student financial assistance

plus the expected family contribution calculated from the financial statement. (Effected Oct. 17, 1986.)

* 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

Scholarship is to cover the cost of tuition, fees, and books and is available to recent graduates of Pamlico High School entering 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 recession 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.

CAROLINA POWER AND LIGHT COMPANY

One scholarship at \$500. Recipient must be enrolled in a technical level or college transfer program. Award is based on academic performance, scholastic promise, and need.

COCA COLA BOTTLING COMPANY, NEW BERN 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.

FEDERAL MANAGERS ASSOCIATION SCHOLARSHIP

One scholarship at \$100. Recipient must have been in the top half of their high school graduating class or must have proven themselves academically competent to pursue their chosen field of study. The recipient must be considering a career in the federal, state or local government sector. He/she must be a full-time student.

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 a Need Analysis Application.
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. Second year students have first priority for job placement. 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 EDUCATIONAL OPPORTUNITY GRANT (SEOG)

Student must have on file a CFAR (Comprehensive Financial Aid Report) before Sept. 30. A review of applicant needs is completed. The following formula is used to determine the 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 registration or thereafter.
6. Loan must be completely repaid by end of quarter. Payment must be deducted from the Pell Grant.

PAYMENT SCHEDULE

Pell Grant and SEOG payments are disbursed after the half-way point of each term.

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. They are mailed directly to each student.

SATISFACTORY PROGRESS STANDARDS

To remain eligible to receive Title IV financial aid funds, students must meet the College's definition of Satisfactory Progress. 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, AND VOCATIONAL (EXCEPT HOME AND HOSPITAL AID) 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.

HOME AND HOSPITAL AID PROGRAM (THREE-QUARTERS)

The Home and Hospital Aid Program is a three quarter program. The students are enrolled in eleven (11) credit hours each quarter. Since this is less than full-time, and a shorter certificate program, this policy will be used to determine quantitative progress for Title IV students.

Students enrolled in all courses each quarter (11 cr. hrs.)

Academic years completed	1	2
Numbers of credits must successfully complete	11	33

Students enrolling during the Winter & Spring Quarters will be evaluated on a pro-rated basis as follows:

Enrollment Winter Quarter

2/3 of 11 = 7 credit hrs. successfully completed

Enrollment Spring Quarter

1/3 of 11 = 4 credit hrs. successfully completed

NOTE: The credit hrs. for Developmental courses completed with an assigned grade of "S" will be included in the evaluation.

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,

filmscripts, 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 | *Basic Electronics |
| *English | *Foreign Language |
| *Reading | *Typewriting |
| *Science | *Computer |
| *Blueprint Reading | |

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.

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 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 applications forms
- *How to write applications 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

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 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.

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

Handimart
Craven County Hospital
Ward and 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!

PTC/ECU GENERAL EDUCATION PROGRAM

GENERAL STATEMENT

Through the cooperation of Pamlico Technical College, the Division of Continuing Education of East Carolina University offers a program of freshman-sophomore general education on the campus of the College. Through night classes conducted by East Carolina University faculty members (some of whom also teach for PTC), citizens of Pamlico County and surrounding areas may complete general education courses by enrolling on a full-time or part-time basis. Credit earned in this program is classified as resident credit, the same as that earned on the ECU campus in Greenville.

ADMISSION REQUIREMENTS

The minimum admission requirements for this program are either an acceptable high school diploma or the High School Equivalency Certificate. (GED tests may be taken at the College. Those persons who have not completed high school and who wish to take these tests should contact the Director of Learning Resources Center.) Recent high school graduates must provide College Entrance Examination Board (SAT) scores, reported directly from Educational Testing Service. If you fail to take the SAT, entry to the Greenville campus must be gained by completion of 30 semester hours with a "C" average. Applications for the SAT can be obtained from high school guidance counselors.

ADMISSION PROCEDURES

All official transcripts and applications should be forwarded to the Student Services Office, Pamlico Technical College, PO. Box 185, Grantsboro, N.C. 28529, after following the procedures outlined below:

A. Students entering on the basis of a high school diploma should:

1. Submit an application for admission.
2. Submit a transcript of the high school record or a copy of the GED certificate. (Individuals entering on the basis of the GED certificate must also submit a transcript of that portion of high school work completed.)

B. Transfer students from other colleges or universities must have a "C" average and must be eligible to return to the last institution in which they were enrolled. Students desiring to transfer should:

1. Submit an application for admission.
2. Submit a high school transcript or GED certificate. (Individuals entering on the basis of the GED certificate must also submit a transcript of that portion of high school work completed.)
3. SUBMIT an OFFICIAL transcript from all colleges previously attended.

C. Admission of former East Carolina University campus students:

1. Students who have previously attended East Carolina University in Greenville during the regular academic year (fall and spring) must be eligible to return. (In this regard, a form entitled "Permission to Take Courses Through The Division of Continuing Education via the ECU coordinator upon registration.)
2. Such students must submit an application for admission, but no transcript will be required unless such students have attended other colleges or universities since their last enrollment on the Greenville Campus.
3. Students who have attended summer sessions on a provisional basis on the Greenville campus may also apply; their applications will be considered on the basis of their performance in summer sessions.

REQUIREMENTS FOR STUDENTS PLANNING TO TRANSFER TO THE CAMPUS PROGRAM

Beginning students must meet the following requirements in order to transfer to the East Carolina University campus (Greenville) on the basis of general education credits earned at Pamlico Technical College:

1. The student must meet the conditions of admission to the ECU campus as outlined in his/her letter of acceptance.
2. The student must maintain ECU scholastic eligibility standards.*
3. The student must remove any admission deficiency.
4. The student must submit an application for campus transfer to the Division of Continuing Education of East Carolina University along with a \$15.00 application fee.

*See the ECU undergraduate catalog in Student Services Office.

TRANSFER OF CREDITS TO OTHER INSTITUTIONS

Credits received through the Pamlico Technical College/East Carolina University Program are transferable to any college or university that accepts transfers from East Carolina University. Students who wish to transfer to another institution should contact in writing the Records Supervisor, Division of Continuing Education, Box 2727, East Carolina University, Greenville, N. C. 27834, to request forwarding of official transcripts.

CURRICULUM

Students who plan to complete their undergraduate degrees at East Carolina University should consult the East Carolina University Undergraduate Catalog (available from Student Services) for complete information concerning degree requirements.

All candidates for baccalaureate degrees must meet the general education requirements listed below and all requirements of their major or major/minor programs, including specific cognate and supportive courses.

English	6	sem. hrs.
Library Science	1	sem. hr.

Science	8	sem. hrs.
Social Sciences	13	sem. hrs.
(Social Science majors must meet their requirements outside their major fields.)		
Mathematics	3	sem. hrs.
Humanities and Fine Arts	10	sem. hrs.
(Humanities and Fine Art majors must meet their requirements outside their major fields.)		
Health and Physical Education	3	sem. hrs.
(Veterans receive credit for this requirement upon transfer to the Greenville Campus.)		
TOTAL MINIMUM-REQUIREMENT HOURS	44	sem. hrs.

1. East Carolina University shifted from the quarter to the semester system in the fall of 1977. The ECU Program at PTC will continue to be offered on a quarter basis, utilizing semester-credit courses. (For conversion purposes: 2 semester hours equal 3 quarter hours, 3 semester hours equal 4.5 quarter hours, and so on.)
2. Approximately 60 semester hours of credit courses may be earned in the PTC/ECU Program as it is presently constituted. Though many students will transfer to the Greenville campus shortly after completing the 30 semester hour requirement, some students may wish to remain at PTC and complete the 96 quarter hour requirements for the Associate Degree in General Education awarded by Pamlico Technical College.
3. All candidates for the B. A. degree must complete a foreign language through level 4 as part of their general-education requirements. The number of required credits for a major shall be no fewer than 30 or more than 36 semester hours. The number of required credits for a minor shall not be fewer than 24 or more than 30 semester hours.

**GENERAL EDUCATION COURSES OFFERED
AT PAMLICO TECHNICAL COLLEGE**

English		
English 1100 Freshman Composition I	3	sem. hrs.
English 1200 Freshman Composition II	3	sem. hrs.
Science		
Biology 1050 and Principles of Biology lab 1051	4	sem. hrs.
Biology 1060	4	sem. hrs.
Social Sciences		
Anthropology 1000 Intro. to Anthr.	3	sem. hrs.
Anthropology 2010 Societies Around The World	3	sem. hrs.
Geography 1000 Earth and Man	3	sem. hrs.
History 1050 Amer. Hist. to 1877	3	sem. hrs.
History 1051 Amer. Hist. Since 1877	3	sem. hrs.
History 1030 World Civilization to A. D. 1500	3	sem. hrs.
Psychology 2105	3	sem. hrs.
Sociology 2110 Intro. to Sociology	3	sem. hrs.

Mathematics		
*Mathematics 0045 General College (a deficiency course: attendance determined by pretesting)	3	sem. hrs.
Mathematics 1065 College Algebra	3	sem. hrs.
Humanities		
English 2100 Major British Writers	3	sem. hrs.
English 2200 Major American Writers	3	sem. hrs.
Fine Arts		
Art 1001 Color and Design	3	sem. hrs.
Music 2208 Music Appreciation	2	sem. hrs.
Speech 2001 Voice and Diction	2	sem. hrs.
Health and Physical Education		
Health 1000 Health in Modern Society	2	sem. hrs.

*Credit for this course may be given by other institutions in transfer, but Math 0045 does not satisfy the ECU general education mathematics requirements.

TUITION AND FEES

Tuition for the year 1987-88 is \$75.00 per quarter for in-state residents enrolled for 12 or more quarter (8 or more semester) hours, and \$6.25 per quarter hour for such students enrolled fewer than 12 quarter (8 semester) hours. Tuition is \$702.00 per quarter for out-of-state students enrolled for 12 or more quarter (8 or more semester) hours, and \$58.50 per quarter hour for such students enrolled for fewer than 12 (8 semester) hours. An activity fee is assessed per quarter for students. See fee section in this catalog.

REGISTRATION

Registration is held at the College on a specified day (or days) at the beginning of each quarter. Registration is held several weeks earlier for the convenience of students currently enrolled. No registration is permitted after the "Last Day To Register" listed on the announcement of courses to be offered in the new quarter. There is a \$5.00 late registration fee for those who do not register on the official registration day (or days).

AUDITORS

Auditors (persons wishing to attend classes without credit) must register for classes on a space-availabe basis. Auditors must pay the same fee as students who register for credit. Persons must decide at the time of registration whether they wish to audit or to enroll for credit; changes of status cannot be made after the end of the registration period. Auditors are not permitted to receive grades or to participate in the class. A COURSE THAT HAS BEEN AUDITED MAY NOT BE TAKEN AT A LATER DATE FOR CREDIT.

WITHDRAWALS

A student may withdraw from a course/courses without academic penalty during the first 20 days of the quarter. A student wishing to withdraw during this period must submit a form, available from ECU coordinator, to the Division of Continuing Education in Greenville. He or she must also complete a standard Drop-Add form for local administrative

purposes. Withdrawal AFTER the first 20 days of the quarter will be permitted for only the most compelling personal reasons. The proper procedure for requesting emergency withdrawal after the 20 days of the quarter is outlined in the Division of Continuing Education General Education Bulletin and in the "Fact Sheet" posted throughout the quarter and distributed to all students. FAILURE TO COMPLY WITH THE PROPER WITHDRAWAL PROCEDURES WILL RESULT IN FAILING GRADES FOR THE COURSES IN QUESTION.

COURSELOAD

The maximum course load for students in the ECU program is 12 semester-credit hours per quarter. Exceptions to this maximum are made only with permission of the ECU coordinator, and only for students with a "B" average or better.

GRADES AND SCHOLARSHIPS

A quality-point system based upon all hours attempted at East Carolina University is used to calculate all student scholarship standing. The grades "A","B","C","D","F", and "I" are used by the University. "A" is the highest grade given, "D" is the lowest passing grade, and "F" is a failing grade. The grade of "I" (incomplete) is given for a deficiency in QUANTITY, not quality of work, and such grades are given only when a student has valid reasons for failure to complete required course work by the end of the quarter. An incomplete must be removed during the next quarter in which the student is enrolled, or it become a failure ("F") automatically. Incompletes must be removed and reported to the Records Supervisor of the Division of Continuing Education in Greenville at least two weeks prior to the end of the quarter. If the student does not return to school, the incomplete must be removed within one year or it automatically becomes an "F". An incomplete may not be removed by repeating the course.

EXPLANATION OF GRADES

"A" = Excellent; "B" = Good "C" = Average; "D" = Barely Passing; "F" = Course must be repeated to secure credit; "I" = Incomplete.

In terms of quality points, a grade of "A" earns four quality points per semester hour; a grade of "B" earns three quality points per semester hour; a grade of "C" earns two quality points per semester hour; a grade of "D" earns one quality point per semester hour. No quality points are given for a grade, of "F". At the end of each term, grade reports are mailed to all students from the Division of Continuing Education in Greenville. (Unofficial grades are also recorded and mailed out by PTC.

TEXTBOOK AND SUPPLIES

Students are required to purchase all textbooks associated with a given course. These texts, and classroom supplies, are available in the College bookstore or at first class meeting. Texts may not be returned for reimbursement after the end of the registration period or if they have been marked in any way. Students are urged to use bulletin boards to advertise for sale and purchase of used books. In addition, students may sell their used books to book publishers visiting campus.

COUNSELING SERVICES

Student seeking enrollment in the ECU Program should contact the ECU Advisor and/or the staff of the Student Services Office for information concerning their plans and programs.

GENERAL EDUCATION CERTIFICATE

Students enrolled in the East Carolina University Program at Pamlico Technical College can earn a Certificate of General Education after completing 30 semester hours (45 quarter hours) of ECU Course work.

ASSOCIATE IN GENERAL EDUCATION DEGREE

Upon completion of the one-year ECU Certificate Program (45 quarter hours) A student may select 51 quarter hours credit of coursework from any General Education and/or Technical courses at Pamlico Technical College. Transfer credits from other colleges will be evaluated. Upon the completion of 96 quarter hours the student will be awarded an Associate Degree in General Education.

Note: THE ASSOCIATE DEGREE IN GENERAL EDUCATION IS NOT DESIGNED FOR STUDENTS PLANNING TO TRANSFER TO A FOUR-YEAR COLLEGE OR UNIVERSITY. STUDENTS SHOULD PLAN CLOSELY WITH THIS DEGREE.

COURSE DESCRIPTIONS

	Class	Lab	Quarter Credit Hours
ANT 100 INTRODUCTION TO ANTHROPOLOGY (Same as ANTH 1000) Fall A general introduction to anthropological studies of man and his culture. Prerequisite: None.	4.5	0	4.5
ANT 201 SOCIETIES AROUND THE WORLD (Same as ANTH 2010) Spring Ethnographic survey of world culture areas showing similarities and variations in culture patterns.	4.5	0	4.5
ART 100 COLOR AND DESIGN (Same as ART 1001) Spring Color theory and design principles. Open to non-art majors only. Prerequisite: None.	4.5	0	4.5
BIO 250 PRINCIPLES OF BIOLOGY (Same as BIOL 1050) Winter Molecular basis of biology, bioenergetics, control systems reproductions and development, genetics, diversity, evolution, communication and behavior, ecosystems. Corequisite: BIO 251.	4.5	0	4.5
BIO 251 PRINCIPLES OF BIOLOGY LAB (Same as BIOL 1051) Winter Practical applications of biological principles. Corequisite: BIO 250.	0	4.5	1.5

BIO 260 ENVIRONMENTAL BIOLOGY 4.0 0 6.0
 (Same as BIOL 1060)
 Fall
 A basic study of the inner-relationships of organisms with each other and with their environment and human factors. Basic ecological problems, principles, and solutions will be presented. Prerequisite: BIO 250, BIO 251.

ENG 110 FRESHMAN COMPOSITION I 4.5 0 4.5
 (Same as ENGL 1100)
 Fall; Winter
 Essential skills of standard written English and the application of those skills in expository and analytical writing. Essays of varying length on subjects drawn from readings and essays and short fiction. Prerequisite: None.

ENG 120 FRESHMAN COMPOSITION II 4.5 0 4.5
 (Same as ENGL 1200)
 Winter; Spring
 Introduction to the techniques of library research and the writing of research papers. Subjects for writing assignments will be drawn from readings in novels, poetry and drama. Prerequisite: ENG 110.

ENG 210 MAJOR BRITISH WRITERS 4.5 0 4.5
 (Same as ENGL 2100)
 Spring
 Major works of American literature: Prerequisite: ENG 120.

ENG 220 MAJOR AMERICAN WRITERS 4.5 0 4.5
 (Same as ENGL 2200)
 Spring
 Major works of American literature before World War II. Prerequisite ENG 120

GEO 200 EARTH AND MAN 4.5 0 4.5
 (Same as GEOG 1000)
 Fall
 The major physical and cultural elements of the environmental and the influence on man's activity. Recommended as a basis course to the field geography. Prerequisite: None.

HEA 200 HEALTH IN MODERN SOCIETY 3.0 0 3.0
 (Same as HLTH 1000)
 Winter
 An investigation of mental, social and physical health problems related to man's internal and external environments in technological and leisure oriented societies. Prerequisite: None.

**HIS 141 WORLD CIVILIZATION
 TO AD 1500** 4.5 0 4.5
 (Same as HIST 1030)
 Fall
 The development of civilization from prehistory to the Reformation. Prerequisite: None.

HIS 105 AMERICAN HISTORY TO 1877 4.5 0 4.5
 (Same as HIST 1050)
 Fall
 The history of the United States from the discovery of America in 1492 to the end of Reconstruction. Prerequisite: None.

**HIS 106 AMERICAN HISTORY
 SINCE 1877** 4.5 0 4.5
 (Same as HIST 1051)
 Winter
 The history of the United States from Reconstruction to the present. Prerequisite: None.

LIB 100 RESEARCH SKILLS 1.5 0 1.5
 (Same as LIBS 1000)
 Fall
 Designed to introduce college freshmen to the library and its resources. Prerequisite: None.

MAT 045 GENERAL COLLEGE MATH 4.5 0 4.5
 (Same as MATH 0045)
 Fall; Winter; Spring
 Designed to prepare the student for the traditional course in college algebra. Topics covered include sets, real numbers, algebraic expressions, fractions, linear equations, special products and factors, and graphing. Prerequisite: None.

MATH 106 COLLEGE ALGEBRA 4.5 0 4.5
 (Same as MATH 1065)
 Fall; Winter; Spring
 Covers the usual topics: sets, linear, quadratic, polynomial, and exponential functions; inequalities; permutations; combinations, the binomial theorem; and mathematical induction. Prerequisite: Appropriate score on math placement test.

MUS 208 MUSIC APPRECIATION 3.0 0 3.0
 (Same as MUSC 2208)
 Winter
 Introduction to the basic materials of music and their utilization in the understanding and enjoyment of music of different styles and periods. Musical elements, forms, stylistic features, and the role of music in our society. Emphasizes development of aural awareness. Prerequisite: None.

PSY 210 GENERAL PSYCHOLOGY I 4.5 0 4.5
 (Same as PSYC 2105)
 Fall; Winter
 The first half of a general survey of the fundamental principles underlying human behavior. Includes personality, social learning and development. Prerequisite: None.

**SOC 211 INTRODUCTION
 TO SOCIOLOGY** 4.5 0 4.5
 (Same as SOCI 2110)
 Spring
 The nature, concepts, and principles of sociology; society, culture socialization, groups, institutions and organization, the class system, social change, and social processes. Prerequisite: None.

SPH 200 VOICE AND DICTION 3.0 0 3.0
 (Same as SPCH 2001)
 Spring
 Improvement of articulation and pronunciation through drills and the delivery of simple speeches. Prerequisite: None.

BUSINESS PROGRAMS

ACCOUNTING

BUSINESS ADMINISTRATION

EXECUTIVE SECRETARIAL

GENERAL OFFICE TECHNOLOGY

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

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

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

By approval of the student's advisor and an appropriate administrator, students enrolled in Business programs may be allowed to satisfy some course requirements by work performed 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 to 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

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.

PART-TIME CURRICULUM OFFERINGS

Evening classes are offered in the business programs; however, there is no guarantee that students will be able to complete a degree at night. Students may have to take day classes in order to complete graduation requirements.

TIME SCHEDULE

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

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 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

T-016

Description:

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.

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Credit
BUS 120-A Accounting I	5	0	5
BUS 110 Office Machine	1	2	2
BUS 120-B Accounting II	5	0	5
BUS 121 Accounting III	6	0	6
BUS 122 Accounting IV	4	2	5
BUS 229 Taxes I	5	0	5
BUS 225 Cost Accounting	4	2	5
BUS 222 Intermediate Acct. I	4	2	5
BUS 230 Taxes II	5	0	5
BUS 223 Intermediate Acct.II	4	2	5
BUS 269 Auditing	5	0	5
BUS 101 Introduction to Business	5	0	5
EDP 104 Intro to Computers	3	2	4
BUS 115 Business Law I	3	0	3
BUS 116 Business Law II	3	0	3
BUS 102 Typewriting I	3	2	4
BUS 272 Prin. of Supervision	3	0	3
BUS 285 Sm Business Seminar	2	1	2
BUS 119-A Business Math I	3	0	3
BUS 119-B Business Math II	5	0	5
ECO 152 Economics I	3	0	3
ECO 153 Economics II	3	0	3
Elective - Related	3	0	3
ENG 101 Comp. & Grammar I	3	0	3
ENG 102 Comp. & Grammar II	3	0	3
ENG 103 Report Writing	3	0	3
ENG 204 Oral Communications	3	0	3
ENG 206 Written Communications	3	0	3
Social Science Elective	3	0	5
Humanities or Gen. Ed. Elective	5	0	5

NOTE: In order to fulfill the Social Science, Humanities, or General Education Elective requirements, students may select appropriate courses from the following list of courses or from approved courses selected from the ECU General Education Contract Program.

ENG 105 Literature Appreciation	5	0	5
ENG 106 Fiction and Poetry	3	0	3
ENG 107 Drama and Film	3	0	3
POL 103 State & Local Govt. & Politics	3	0	3
POL 201 U.S. Government Politics	3	0	3
PSY 206 Applied Psychology	3	0	3
SSC 201 Social Science	3	0	3
SSC 202 Social Science	3	0	3
SSC 205 American Institutions	3	0	3

Note: In order to fulfill the Elective-Related requirement, students must select a minimum of 3 credit hours from the following list of courses.

BUS 112 Filing	3	0	3
BUS 123 Business Finance	3	0	3
BUS 215 Introduction to Banking	3	0	3
BUS 233 Introduction to Retailing	3	0	3
BUS 235 Business Management	3	0	3
BUS 239 Marketing	5	0	5
BUS 243 Advertising	3	2	4
BUS 247 Business Insurance	3	0	3
ECO 154 Economics III	3	0	3
EDP 216 Microcomputer Appl. I	3	2	4

TOTAL CREDITS

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117

AUTOMOTIVE MECHANICS

V-003

DIPLOMA PROGRAM

Description:

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 mechanics maintain and repair mechanical, electrical and body parts 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.

COURSE AND HOUR REQUIREMENTS

<u>TITLE</u>	<u>Class</u>	<u>Lab</u>	<u>Credit</u>
MAJOR COURSES:			
PME 1101	Internal Combustion Engines (Gasoline & Diesel)	6	9 9
PME 1102	Automotive Elect. & Fuel Systems	8	9 11
PME 1104	Emission Control Systems	2	3 3
ELC 100	Orientation to Electronics	2	3 3
PME 1124	Automotive Power Train Stysem	3	9 6
PME 1103	Prin. of Auto Air Conditioning	3	3 4
PME 1123	Auto. Chassis & Suspensions	3	6 5
PME 1121	Auto Braking Systems	2	3 3
PME 1125	Automotive Servicing	3	9 6
MAT 1101	Fundamentals of Mathematics	5	0 5
DFT 1101	Blueprint Reading	2	3 3
WLD 1101	Basic Arc & Gas Welding	2	3 3
BUS 1103	Small Business Operations	3	0 3
ENG 1101	Communications	3	0 3
PSY 1101	Human Relations	3	0 3

BUSINESS ADMINISTRATION

T-018

Description:

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.

Additional Information:

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 business or industry.

COURSE AND REQUIREMENTS

TITLE	Class	Lab	Credit
BUS 101 Intro. to Business	5	0	5
EDP 104 Intro. to Computer	3	2	4
BUS 115 Business Law I	3	0	3
BUS 229 Taxes I	5	0	5
BUS 120-A Accounting I	5	0	5
BUS 239 Intro. to Marketing	5	0	5
BUS 120-B Accounting II	5	0	5
BUS 235 Bus. Management	3	0	3
BUS 215 Intro. to Banking	3	0	3
BUS 230 Taxes II	5	0	5
BUS 121 Accounting III	6	0	6
BUS 272 Prin. of Supervision	3	0	3
BUS 285 Small Bus. Seminar	2	1	2
BUS 119-A Business Math I	3	0	3
BUS 102 Typewriting I	3	2	4
BUS 119-B Business Math II	5	0	5
Elective - Related	3	0	3
Elective - Related	3	0	3
EDP 216 Microcomputer Appl. I	3	2	4
BUS 247 Business Insurance	3	0	3
ECO 152 Economics I	3	0	3
ECO 153 Economics II	3	0	3
ECO 154 Economics III	3	0	3
ENG 101 Comp. and Grammar I	3	0	3
ENG 102 Comp.& Grammar II	3	0	3
ENG 103 Report Writing	3	0	3
ENG 204 Oral Communications	3	0	3
ENG 206 Written Communications	3	0	3
Social Science Elective	3	0	3
Humanities or Gen. Ed.			
Elective	5	0	5
			====
TOTAL CREDITS			114

NOTE: In order to fulfill the Elective - Related requirement, students must select 6 credit hours from the following list of courses.

BUS 110 Office Machines	1	2	2
BUS 122 Accounting IV	4	2	5
BUS 123 Business Finance	3	0	3
BUS 243 Advertising	3	2	4
EDP 109 Computer Prog. (BASIC I)	2	4	4
EDP 110 Computer Prog (BASIC II)	2	4	4

NOTE: In order to fulfill the General Education Elective requirements, students may select appropriate courses from the following list of courses or from approved courses selected from the ECU General Education Contract Program.

ENG 105 Lit. Appreciation	5	0	5
ENG 106 Fiction and Poetry	3	0	3
ENG 107 Drama and Film	3	0	3
POL 103 State & Local Govt& Pol.	3	0	3
POL 201 U.S. Government Politics	3	0	3
PSY 206 Applied Psychology	3	0	3
SSC 201 Social Science	3	0	3
SSC 202 Social Science	3	0	3
SSC 205 American Institutions	3	0	3

ELECTRONICS ENGINEERING TECHNOLOGY

T-045

Description:

The Electronics curriculum provides a basic background in electronic related theory, with practical applications of electronics for business and industry. Courses are designed to develop competent electronics technicians who may work as assistants to engineers or as liaisons between engineers and skilled craftspersons.

The electronics technician will start in one or more of the following areas: research, design, development, production, maintenance or sales. The graduate may begin as an electronics technician, an engineering aide, laboratory technician, supervisor or equipment specialist.

Additional Information:

Students at Pamlico Technical College receive one year of basic instruction in fundamentals of electronics with a thorough introduction to electronics as well as appropriate related coursework. At the completion of one year's work, the student may enter private industry for additional specialized training or may elect to transfer to nearby institutions for second year coursework leading to the Associate in Applied Science Degree. Specific course requirements for the fifth through seventh quarters will depend upon the institution to which the student transfers.

COURSE AND HOUR REQUIREMENTS

<u>TITLE</u>	<u>Class</u>	<u>Lab</u>	<u>Credit</u>
ELC 101 Orientation to Electricity	5	3	6
ELC 103 Basic Electricity (D)	5	6	7
ELN 121 Electronics I	3	4	5
ELC 104 Basic Electricity (AC)	5	6	7
ELN 122 Electronics II	5	6	7
ELN 123 Electronics III	3	4	5
ELC 114 Electrical Fundamentals	3	2	4
ELN 218 Digital Pulse and Logic Circuits	3	4	5
ELN 219 Digital Fundamentals	3	4	5
ELN 241 Electronics Systems	3	6	5
ELN 249 Microprocessors I	3	4	5
ELN 250 Microprocessors II	3	4	5
ELN 290 Introduction to Robotics	4	3	5
MAT 101 Technical Mathematics I	5	0	5
EGR 103 Laboratory & Measurement Pro.	1	3	2
MAT 102 Technical Mathematics II	5	0	5
MAT 103 Technical Mathematics III	5	0	5
PHY 201 Physics I	3	2	4
PHY 202 Physics II	3	2	4
EDP 104 Introduction to Data Processing	3	2	4
PHY 203 Physics III	3	2	4
ENG 101 Composition & Grammar I	3	0	3
ENG 102 Composition & Grammar II	3	0	3
ENG 103 Report Writing	3	0	3
General Education Elective	3	0	3
General Education Elective	3	0	3
General Education Elective	3	0	3

NOTE! In order to fulfill the Elective - General Education requirement, student must select 9 credit hours from the

NOTE: Courses in the second year of the program maybe offered based upon students interest and sufficient enrollment. following list of courses or from approved courses selected from the ECU General Education Contract Program.

NOTE: Students transferring are responsible for verifying that courses are acceptable at receiving Institution.

ENG 204 Oral Communications	3	0	3
SSC 100 Orientation & Study Skills	3	0	3
PSY 206 Applied Psychology	3	0	3
ENG 105 Literature Appreciation	5	0	5
ENG 106 Fiction and Poetry	3	0	3
ENG 206 Written Communications	3	0	3
SSC 201 Social Science	3	0	3
SSC 202 Social Science	3	0	3
SSC 205 American Institutions	3	0	3

DIPLOMA OPTION

Students Completing The One Year Program As Listed Below Will Be Awarded A Diploma.

<u>TITLE</u>	<u>CLASS</u>	<u>LAB</u>	<u>CREDIT</u>
ELC 101 Orientation to Electricity	5	3	6
EGR 103 Laboratory & Measurement Pro.	1	3	2
ELC 103 Basic Electricity (DC)	5	6	7
ELC 104 Basic Electricity (AC)	5	6	7
ELN 121 Electronics I	3	4	5
ELN 122 Electronics II	5	6	7
ELC 114 Electrical Fundamentals	3	2	4
ELN 218 Digital Pulse and Logic Circuits	3	4	5
ENG 101 Composition & Grammar I	3	0	3
ENG 102 Composition & Grammar II	3	0	3
ENG 103 Report Writing	3	0	3
MAT 101 Technical Math I	5	0	5
MAT 102 Technical Math II	5	0	5
MAT 103 Technical Math III	5	0	5

EXECUTIVE SECRETARIAL

T-030

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) 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, 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.

COURSE AND HOUR REQUIREMENTS

	<u>Class</u>	<u>Lab</u>	<u>Credit</u>
BUS 101 Intro.to Business	5	0	5
BUS 102 Typewriting I	3	2	4
BUS 103 Typewriting II	3	2	4
BUS 104 Typewriting III	3	2	4
BUS 205 Typewriting IV	3	2	4
BUS 106 Shorthand I	3	2	4
BUS 107 Shorthand II	3	2	4
BUS 108 Shorthand III	3	2	4
BUS 206 Dictation& Transcript. I	3	2	4
BUS 207 Dictation & Transcript.II	3	2	4
BUS 110 Office Machines	1	2	2
BUS 112 Filing	3	0	3
BUS 120-A Accounting I	5	0	5
BUS 120-B Accounting II	5	0	5
BUS 214 Secretarial Procedures	3	2	4
BUS 119-A Business Math I	3	0	3
BUS 119-B Business Math II	5	0	5
EDP 104 Intro. to Computers	3	2	4
BUS 115 Business Law I	3	0	3
BUS 116 Business Law II	3	0	3
EDP 216 Microcomputer Appl. I	3	2	4
BUS 134 Personal Development	3	0	3
BUS 113 Word Processing I	2	2	3
BUS 272 Prin. of Supervision	3	0	3
BUS 273 Word Processing I	2	2	3
ENG 101 Comp. & Grammar I	3	0	3
ENG 102 Comp. & Grammar II	3	0	3
ENG 103 Report Writing	3	0	3
ENG 204 Oral Communication	3	0	3
ENG 206 Written Communications	3	0	3
Social Science Elective	3	0	3
Humanities or Gen. Ed. Elect.	5	0	5
BUS 216 Career Internship	1	10	2

NOTE: In order to fulfill the Social Science, Humanities, or General Education Elective requirements, students must select appropriate courses from the following list of courses or from approved courses selected from the ECU General Education Contract Program.

ENG 105 Literature Appreciation	5	0	5
ENG 106 Fiction and Poetry	3	0	3
ENG 107 Drama and Film	3	0	3
POL 103 State & Local Govt.&Pol.	3	0	3
POL 201 U.S. Government Pol.	3	0	3
PSY 206 Applied Psychology	3	0	3
SSC 201 Social Science	3	0	3
SSC 202 Social Science	3	0	3
SSC 205 American Institutions	3	0	3

TOTAL CREDITS:

====
119

GENERAL OFFICE TECHNOLOGY

T-033

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 (moving 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.

COURSE AND HOUR REQUIREMENTS

<u>TITLE</u>	<u>Class</u>	<u>Lab</u>	<u>Credit</u>
BUS 101 Introduction to Business	5	0	5
BUS 102 Typewriting I	3	2	4
EDP 104 Introduction to Computers	3	2	4
BUS 103 Typewriting II	3	2	4
BUS 104 Typewriting III	3	2	4
BUS 110 Office Machines	1	2	2
BUS 112 Filing	3	0	3
BUS 205 Typewriting IV	3	2	4
BUS 113 Word Processing I	2	2	3
BUS 120-A Accounting I	5	0	5
BUS 120-B Accounting II	5	0	5
BUS 212 Machine Transcription	1	2	2
BUS 214 Secretarial Procedures	3	2	4
BUS 210 Typing Office Practice	2	3	3
BUS 273 Word Processing II	2	2	3
BUS 119-A Business Math I	3	0	3
BUS 119-B Business Math II	5	0	5
BUS 229 Taxes I	5	0	5
BUS 134 Personal Development	3	0	3
BUS 115 Business Law I	3	0	3
BUS 116 Business Law II	3	0	3
BUS 272 Principles of Supervision	3	0	3
Elective - Related	3	0	3
Elective - Related	3	0	3
ENG 101 Comp & Grammar I	3	0	3
ENG 102 Comp & Grammar II	3	0	3
ENG 103 Report Writing	3	0	3
ENG 204 Oral Communications	3	0	3
ENG 206 Written Communications	3	0	3
Social Science Elective	3	0	3
Humanities or Gen Ed.			
Elective	5	0	5
			===
TOTAL CREDITS			109

NOTE: In order to fulfill the Elective - Related requirement, students must select 6 credit hours from the following list of courses.

BUS 121 Accounting III	6	0	6
BUS 122 Accounting IV	4	2	5
BUS 123 Business Finance	3	0	3
BUS 183 Business Terminology & Voc.	3	0	3
BUS 215 Introduction to Banking	3	0	3
BUS 230 Taxes II	5	0	5
BUS 233 Introduction to Retailing	3	0	3
BUS 239 Marketing	5	0	5
BUS 243 Advertising	3	2	4
BUS 247 Business Insurance	3	0	3
ECO 152 Economics I	3	0	3
ECO 153 Economics II	3	0	3
EDP 109 Computer Prog. (BASIC I)	2	4	4
EDP 110 Computer Prog. (BASIC II)	2	4	4
EDP 216 Microcomputer Appl. I	3	2	4

NOTE: In order to fulfill the Social Science, Humanities, or General Education Elective requirements, students may select appropriate courses from the following list of courses or from approved courses selected from the ECU General Education Contract Program.

ENG 105 Literature Appreciation	5	0	5
ENG 106 Fiction and Poetry	3	0	3
ENG 107 Drama and Film	3	0	3
POI 103 State & Local Govt. & Politics	3	0	3
POL 201 U.S. Government Politics	3	0	3
PSY 206 Applied Psychology	3	0	3
SSC 201 Social Science	3	0	3
SSC 202 Social Science	3	0	3
SSC 205 American Institutions	3	0	3

Note: In order to fulfill the Elective-Related requirements, students must elect a minimum of 6 credits hours from the following list of courses.

BUS 121 Accounting III	6	0	6
BUS 122 Accounting IV	4	2	5
BUS 123 Business Finance	3	0	3
BUS 183 Business Terminology & Voc.	3	0	3
BUS 215 Introduction to Banking	3	0	3
BUS 230 Taxes II	5	0	5
BUS 247 Business Insurance	3	0	3
EDP 109 Computer Prog. (Basic I)	2	4	4
EDP 110 Computer Prog. (Basic II)	2	4	4
EDP 216 Microcomputer Applications	3	2	4

MEDICAL ASSISTING

V-031

DIPLOMA PROGRAM

Description:

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, 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.

COURSE AND HOUR REQUIREMENTS

<u>TITLE</u>	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Credit</u>
MAJOR COURSES:				
MA 103 Orientation to Medical Office Asst	3	0	0	3
BIO 1111 Basic Health Science	5	0	3	6
MED 3400 Medical Office Admin. I	2	4	0	4
BUS 141 Medical Terminology & Voc. I	3	0	0	3
BUS 142 Medical Terminology & Voc. II	3	0	0	3
BUS 143 Medical Terminology & Voc. III	3	0	0	3
BUS 218 Medical Law, Ethics & Economics	3	0	0	3
MED1105 Examination Room Procedures	3	8	0	7
MED1106 Laboratory Procedures	2	6	0	5
MED 3315 Medical Office Admins. II	3	0	0	3
MA 202 Medical Office Asst. Practicum	3	0	21	10
MA 203 Medical Office Asst. Seminar	3	0	0	3
BUS 102 Typewriting I	3	0	0	4
BUS 129 Accounting Essentials I	3	2	0	4
ENG 101 Composition & Grammar I	3	0	0	3
ENG 102 Composition & Grammar II	3	0	0	3
PSY 1101 Human Relations	3	0	0	3
Total Credits				70

COURSES OFFERED AT NIGHT WHEN SUFFICIENT ENROLLMENT IS MET.

HOME AND HOSPITAL AIDE

V-052

CERTIFICATE PROGRAM

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 recording vital signs, and planning diversional 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.

COURSE AND HOUR REQUIREMENTS

<u>TITLE</u>	<u>Class</u>	<u>Clinic</u>	<u>Lab</u>	<u>Credit</u>
MAJOR COURSES:				
HHA 1101 Introduction to Patient Care I	4	6	4	8
HHA 1102 Introduction to Patient Care II	4	6	4	8
HHA 1106 First Aid and Safety	4	0	0	4
HHA 1109 Practicum/Seminar	1	18	0	7
PSY 1101 Human Relations	3		0	3
SSC 100 Orientation & Study Skills	3		0	3
Total Credits				33

COURSE DESCRIPTIONS

AUTOMOTIVE MECHANICS

PME 1101 INTERNAL COMBUSTION ENGINE 6 9 9
(Gasoline & Diesel)

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 1101A INTERNAL COMBUSTION ENGINES 2 3 3
(Gasoline & Diesel)

This is course 1101 split for evening classes.

PME 1101B INTERNAL COMBUSTION ENGINES 4 6 6
(Gasoline & Diesel)

This is course 1101 split for evening classes.

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 1102A AUTOMOTIVE ELECTRICAL AND FUEL SYSTEMS 2 6 4

This is course 1102 split for evening classes.

PME 1102B AUTOMOTIVE ELECTRICAL AND FUEL SYSTEMS 6 3 7

This is course 1102 split for evening classes.

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 & 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 SYSTEM 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.

BUSINESS

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 develop increased accuracy and speed. Emphasis continues to be placed on correct techniques. The student will learn to type different styles of business letters, simple reports, tabulation, and other special communications forms. Speed requirements, 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 110 OFFICE MACHINES 1 2 2
Students will receive training in techniques, processes, operation, and application of electronic calculators with emphasis on touch addition.

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, 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. Prerequisite: BUS 104 or special permission from the instructor.

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. Prerequisite: BUS 115.

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 120A ACCOUNTING I 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 II 5 0 5
A continuation of BUS 120A. Study will be devoted to receivables, inventories, depreciation, deferrals, accruals, systems, control, and payroll taxes. Prerequisite: BUS 120A.

BUS 121 ACCOUNTING III 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 IV 4 2 5
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 MA STUDENTS ONLY).

BUS 134 PERSONAL DEVELOPMENT 3 0 3
Designed to help the student recognize the importance of physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on poise, grooming, and methods of personal improvement. Prerequisite: None.

BUS 141 MEDICAL TERMINOLOGY AND VOCABULARY I 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. (FOR MA STUDENTS ONLY).

BUS 142 MEDICAL TERMINOLOGY AND VOCABULARY II 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. (FOR MA STUDENTS ONLY).

BUS 143 MEDICAL TERMINOLOGY AND VOCABULARY III 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. Prerequisite: BUS 141 and BUS 142. (FOR MA STUDENTS ONLY).

BUS 183 BUSINESS TERMINOLOGY AND VOCABULARY

3 0 3

The student will develop proficiency in spelling, definitions, word usage, terminology and use of the dictionary as used in business, technical and professional offices. 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 70 words per minute required for five minutes of new material. Prerequisite: BUS 108.

BUS 207 DICTATION AND TRANSCRIPTION II

3 2 4

Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable the student to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 80 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 10 2

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. (Final Quarter of Student's program)

BUS 218 MEDICAL LAW, ETHICS, AND ECONOMICS

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. (MA STUDENTS ONLY).

BUS 222 INTERMEDIATE ACCOUNTING

4 2 5

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 II

4 2 5

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

4 2 5

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. Prerequisite: BUS 120A, BUS 229.

BUS 233 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, managerial problems, and retailing decisions based on current economic and social trends.

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 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 2 2 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 decisions necessary to opening and operating a small business. Prerequisite: Consent of the instructor.

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. (Vocational students only).

COMPUTER

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) 2 4 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 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.

DRAFTING

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.

ECONOMICS

ECO 152 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 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 ECONOMICS III 3 0 3
A continuation of ECO 153 with emphasis on the economics of the firm and resource allocation. Prerequisite: ECO 153.

ELECTRONICS

EGR 103 LABORATORY AND MEASUREMENT PROCEDURES 1 4 2
The student should be able to: (1) demonstrate a retained knowledge and 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 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. (For Auto Mechanics Students)

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, trouble-shooting, 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.

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.

ELC 114 ELECTRIC 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

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.

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.

ELN 123 ELECTRONICS III 3 4 5

The student 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. Offered on demand.

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.

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. Offered on demand.

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. Offered on demand.

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. Offered on demand.

ELN 249 MICROPROCESSORS I 3 4 5

This course is designed to cover number systems and codes, microcomputer 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. Offered on demand.

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. Offered on demand.

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 (NC) and computer numerical control information as it relates to the programming and functioning robots. Offered on demand.

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. Offered on demand.

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. Offered on demand.

**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. Offered on demand.

ENGLISH

**ENG 091 READING AND
VOCABULARY I**

3 0 3

Emphasis on basic work attack skills including phonetics, syllabication, and implementation of diacritical marking 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.

**ENG 094 GRAMMAR AND
COMPOSITION I**

3 0 3

Emphasis on basic grammatical concepts, particularly parts of speech. Sentence writing.

**ENG 095 GRAMMAR AND
COMPOSITION II**

3 0 3

Emphasis on sentence structure, usage and punctuation. Writing of short paragraphs.

**ENG 096 GRAMMAR AND
COMPOSITION III**

3 0 3

Continued emphasis on sentence structure and usage. Writing longer paragraphs and short compositions.

**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

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 105 LITERATURE
APPRECIATION**

5 0 5

An introduction to literature with emphasis on reading for enjoyment as well as understanding. Readings will be drawn from a broad range of literary works encompassing all genres. Discussions will explore literary techniques and devices as well as historical cultural significance of works.

ENG 106 FICTION AND POETRY

3 0 3

Course explores elements of fiction and poetry through reading and discussion of short stories, paperbacks, and poetry--includes classics to modern. Emphasis is on reading for enjoyment as well as comprehension and analysis.

ENG 107 DRAMA AND FILM

3 0 3

An introduction to the literary genres of Drama and Film. Plays will be selected from a broad spectrum--from Greek outdoor theater to Modern Drama. Films will be selected for artistic, historical, and cultural significance. Discussions will explore the literary techniques and devices of the genres.

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-projection improvement. The student learns to produce effective oral presentation through practical exercises in speechmaking. Prerequisite: ENG 102.

ENG 206 WRITTEN

COMMUNICATIONS

3 0 3

Designed to develop skills and techniques in all forms of written communication. A practical approach to the fundamentals of writing with emphasis on writing clear, concise and coherent letters, memos, and documents. Student learns to humanize messages through a natural, psychological approach to letters involving credit, collections, complaints, orders, and inquiries as well as personal correspondence.

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.

HOME AND HOSPITAL AID

HHA 1101 INTRO. 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 INTRO. 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 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.

MATH

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.

MAT 096 BASIC MATHEMATICS 3 0 3

Emphasis is on improvement of fundamental arithmetic skills in addition, subtraction, multiplication, and division of whole numbers, fractions, and decimal numbers. Problem work in ratio and proportion, percentages, areas, perimeters, volumes, English and metric measurements of simple geometric figures is rounded out with a brief introduction to algebra.

Prerequisite: Satisfactory placement test score

*For Electronic Engineering Students only

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.

(Electronic students).

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. (Electronic students).

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. (Electronic students).

MAT 103 TECHNICAL MATH III 5 0 5

The fundamental concepts of analytical geometry, differential and intergral calculus are introduced. Topics included are graphing techniques, and geometric and algebraic interpretation of the derivative. Prerequisite: MAT 101, MAT 102. (Electronic students).

*MAT.104 TECHNICAL MATH IV - ON DEMAND 5 0 5

Differential and integral calculus are studied with emphasis on their applications. Differentiation of transcendental and trigonometric functions, methods of integration, and an introduction to differential equations completes this mathematics sequence.

Prerequisite: MAT 103

*Advanced course for Electronic students offered on demand.

MAT 1101 FUNDAMENTALS OF MATHEMATICS 5 0 5

The Basic operation (addition, subtraction, multiplication, and division) is 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.

MEDICAL ASSISTING

BIO 1111 BASIC HEALTH SCIENCE 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.

MA 103 ORIENTATION OF MEDICAL OFFICE ASSISTING 3 0 3

Designed to help the student in understanding the role of the medical office assistant. Emphasis is placed on the development of appreciations and attitudes in the establishment of realistic goals in personal and occupational development.

Understanding and recognizing the importance of physical, intellectual, social, and emotional dimensions of personality. Ethics and grooming are stressed. Prerequisite: None.

MA202 MEDICAL OFFICE ASSISTING PRACTICUM 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 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

MED1105 EXAMINATION ROOM PROCEDURES 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 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.

MED 3400 MEDICAL OFFICE ADMINISTRATION I 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: None.

MED3315.MEDICAL OFFICE ADMINISTRATION II 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.

POLITICS

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.

PSYCHOLOGY

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 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.

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.

SOCIOLOGY

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 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.

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

HOSPITALITY AND TOURISM EDUCATION

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

Courses Offered:

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

FIRE SERVICE TRAINING

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

Courses Offered:

Intro. to Fire Fighting	Ventilation
Portable Fire Extinguishers	Bombing & Bomb Threats
Fire Stream Practices	Civil Disorder
Fire Apparatus Practice	Compressed Gas
Arson Detection	Emergencies
Salvage & Overhaul Operation	Fire Brigade Training
School Bus Evacuation 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.

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

SAMPLING OF COURSES OFFERED

HOSPITALITY PROGRAM

Courses Offered:

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

ARTS AND CRAFTS PROGRAM

Fine Arts:

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

Hand Crafts:

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

Needle Crafts:

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

TEACHER RECERTIFICATION PROGRAM

Courses Offered:

Administration	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.

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 AND STAFF

Paul H. Johnson President
Gary B. Collier Vice President of Administrative
 Affairs
Larry Prescott Dean of Student Services
 A.A., Campell 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

GENERAL STAFF

John T. Jones Counselor; Affirmative Action
 Officer
 B.S., East Carolina University; M.A., East Carolina
 University; additional course work at North Carolina State
 University;
Benjamin F. Hardison, Jr. Counselor
 B.S, East Carolina University; ADAAP, Yale University,
 New Haven, CN.; M.S., Wayne State Univ., Detroit, MI
Hazel Alcock Controller
 M.B.A., East Carolina University
Joan H. Delamar Director of Continuing Education
 A.M., University of North Carolina, Chapel Hill; M.A.,
 North Carolina State University

Michael W. Crawford System Administrator, Evening
 Director
 AAS Degree, Data Processing, Massey Technical College;
 Additional Studies at Central Piedmont Community College

James Mason HRD/Continuing Education
 Recruiter - Coordinator
Retired, U.S. Navy

FACULTY

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 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
Frank Toler Automotive Mechanics
 Vocational Diploma, Pamlico Technical College
Ramona Game English/Developmental Studies
 B.S., M.A., East Carolina University

SECRETARIAL STAFF

Jane Crary Secretary to President
Cynthia Greene Continuing Education/ Records
Betty G. Hill Student Services/ Records
Margaret Jones Cashier/Secretary Evening
Hester Osterhout Duplication/Secretary
Linda Potter Cashier/Secretary
Geraldine Sutton Business Records
Doris Southerland Learning Resources Center
Sandra King Curriculum/Records

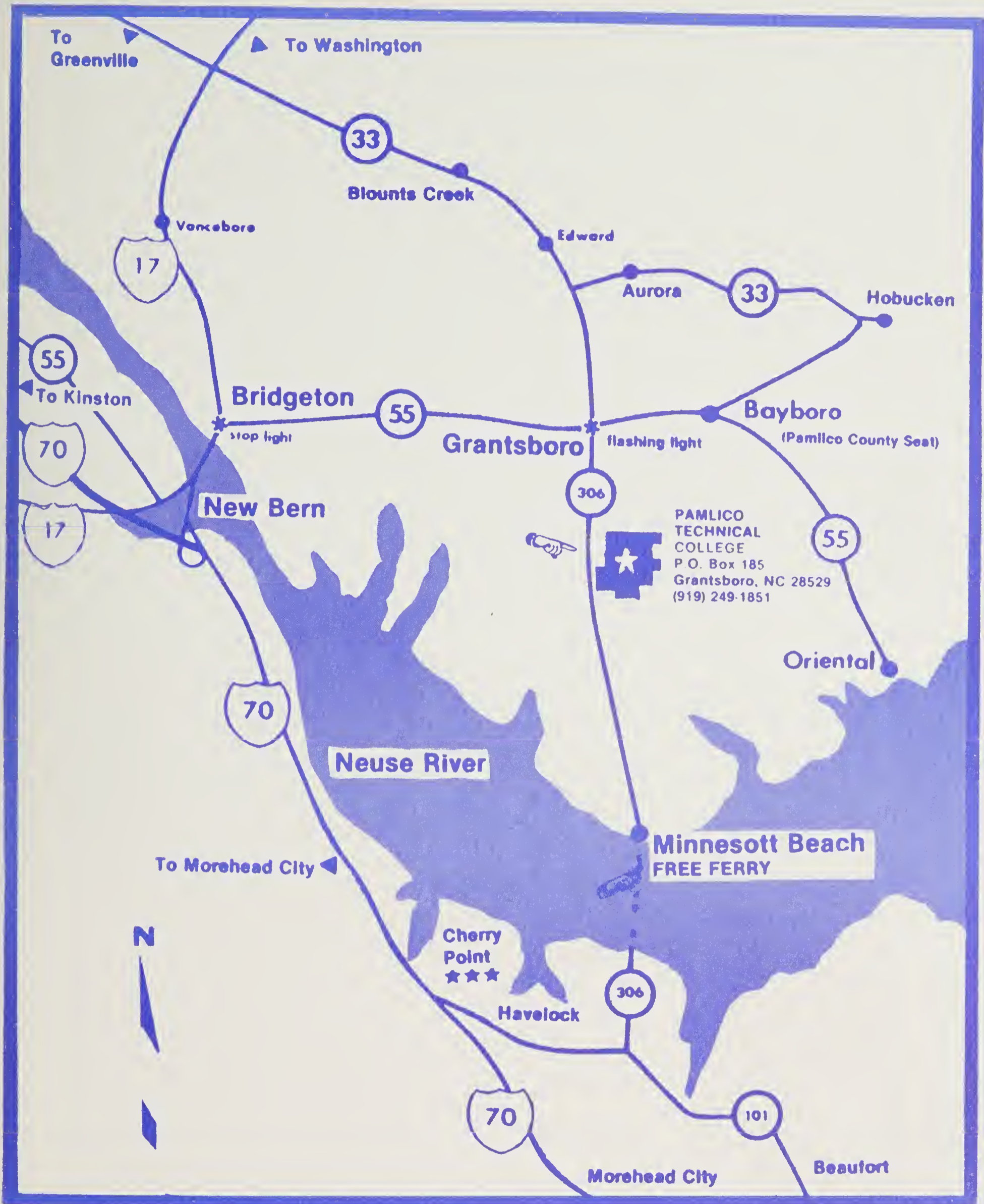
MAINTENANCE STAFF

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

Notes:

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PAMLICO TECHNICAL COLLEGE

GRANTSBORO, NORTH CAROLINA

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

STAMP
